



Hiring New Employees

The following steps must be utilized by every Elected Official and Department Head whenever a new employee is hired.

- Vacancies created by the resignation or retirement of a current employee cannot be filled without prior consultation with the County Commissioners to verify that the current Departmental workload has not changed and that the current status of the County budget will allow the vacancy to be filled.
- Review the approved Job Description for the position you need to fill. If the Job Description is no longer accurate, work with the County Clerk to have the Job Description updated by the county's Human Resource consultant.
- Refer to the most current Pay Grade Chart to determine the pay grade for the position you need to fill.
- Refer to the current Salary Schedule to determine the Hiring pay rate for the vacant position (86-90% of the Market Point). In general, the salary for all newly hired employees will be 86% of the Market Point.
- Follow your departmental policies to advertise, interview and select your new employee. If a new employee will be hired (rather than promoted from within your department), you must notify the payroll clerk, who will post the position on the county website and send an email notice of the posting to all county employees.
- A newly-hired employee may not be offered a salary greater than 86% of the Market Point without prior written approval from the Board. If you believe that your new employee should receive a starting salary greater than 86% of the Market Point due to his/her special qualifications, experience, and/or education, you must write a brief explanatory memo to the Board. Your memo will be reviewed and discussed during a regular meeting.
- If your new employee will earn 86% or less of the Market Rate, and if you are certain that your budget includes funding for the position, you may make an offer contingent upon completing the Supervisor's Portion of the Payroll Form and obtaining an approval signature from one of the County Commissioners.
- After an employee accepts a position, deliver the Payroll Form to the Payroll Office within 5 working days so payroll becomes aware that a new employee has been hired and can be prepared on their initial date of employment.
- Be sure your newly hired employee completes all required payroll forms at least 7 days prior to the date of their first paycheck.