

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
2. EMPLOYMENT PRACTICES**

2.2 RECRUITMENT, SELECTION, PROMOTION, DEMOTION

- JOB POSTINGS** 2.2-1 As an efficient means of filling vacant County positions, and in an effort to communicate employment opportunities to surrounding communities, vacant positions may be posted with the Human Resources Department. Once the department notifies Human Resources of the employment need, a "Notice of Job Posting" is created and posted in the Human Resources Department, circulated to all county departments, and sent to various agencies, including the Texas Workforce Commission. Additionally, the position is included on the Human Resources Department's job line and on the County's website.
- REFERRAL** 2.2-2 Applicants for most jobs (law enforcement and professional positions are excluded) must get a referral from the Texas Workforce Commission.
- TESTING** 2.2-3 Applicants for clerical positions must receive a typing test administered by the Texas Workforce Commission; the Montgomery County Human Resources Department administers a clerical skills test. Only those applicants meeting or exceeding the minimum qualifications for positions (as set by the hiring department) are referred to the department with the job opening.
- APPLICATION** 2.2-4 All applicants for Montgomery County positions must complete a Montgomery County Application for Employment, a copy of which will be forwarded to the department with the job opening.
- DOCUMENTATION** 2.2-5 All applicants selected for positions which require education above the high school level will be required to provide copies of official transcripts or other acceptable official documentation from the colleges or universities they attended. Persons hired to fill positions that require special training, licensing, or certification must also provide satisfactory evidence of completion of the stated requirements. Said documentation must be received by the elected official or department head or his/her designee prior to the applicant being sent by the department for his/her post-offer pre-employment drug screen; a copy of the documentation must be forwarded to the Human Resources Department for inclusion in the employee's personnel file.
- SELECTION** 2.2-6 Each elected official and department head selects the employees which make up his or her department. Once a selection has been made, the department should notify Human Resources so the job can be closed.

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- DISQUALIFICATION** 2.2-7 An applicant shall be disqualified from consideration if he/she:
- A. Does not meet the minimum qualifications necessary for the performance of the position for which he/she is applying;
 - B. Fails to provide documentation as required in Section 2.2-5 of this policy, if applicable;
 - C. Has knowingly made a false statement on or omitted relevant information from the application form or any other documents related to, or which have bearing on, the selection process;
 - D. Has committed or attempted to commit a fraudulent act at any stage of the selection process;
 - E. Is not legally permitted to hold the position;
 - F. Has a positive result on a post-offer, pre-employment drug screen;
 - G. Is unable to perform the physical requirements of the position (relates only to particular job types) as determined by a job-related post-offer, pre-employment physical agility test; or
 - H. Is determined to be unqualified on other reasonable, nondiscriminatory grounds.

PROMOTIONS 2.2-8 A promotion is movement to a position with a higher salary grade (i.e., a higher salary range and rank) which requires greater skill and responsibility. It is the County's policy to give qualified employees advancement opportunities whenever possible. Therefore job vacancies will be posted unless a qualified individual from within the same department is identified and promoted. In all cases, promoted individuals must meet or exceed the basic qualifications for the position as stated in the completed Position Description Questionnaire. Interviews are scheduled at the discretion of the department.

DEMOTIONS 2.2-9 A demotion is the movement of an employee from his/her present position to one with a lower pay grade and/or salary level. Acceptable reasons for demotion are:

- A. Employee's request (this must be in writing)
- B. Job evaluation, if a review of the Position Description Questionnaire determines that the position should be at a lower pay grade. All requests for review of any position must be submitted to the Human Resources Department.

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- C. Reduction in force: A reduction in the County budget (including a reduction in revenues as a result of a discontinuation of grant or other reimbursed funds), as well as changes in program emphasis or lack of work, may cause a reduction in force. Employees who are affected by a reduction in force may be considered for a demotion in lieu of layoff. Such a demotion is possible only if approved by Commissioners Court and if a vacant position exists where the affected employee may be placed with the consent of the elected official or department head.

- D. Disciplinary action: When a demotion is the result of a disciplinary action, the elected official, department head, or his/her designee must provide the employee with the specific reason in writing. The salary of an employee who is demoted may be reduced and in all cases will be no more than the maximum for the salary range for the grade.

- E. Disqualification: An employee who is found to be unqualified or who becomes disqualified to perform the position held, e.g., a certified peace officer who loses his/her law enforcement certification. In all such cases:
 - 1. The employee must notify his/her supervisor within seven days of lack of qualification that he/she is not qualified/no longer qualified to hold the position. Failure to do so will result in disciplinary action, up to and including termination of employment.

 - 2. Within the same pay period of being notified, the elected official or department head is required to (1) terminate the individual's employment; (2) transfer the employee to another open position for which he/she is qualified; or (3) submit a Position Description Questionnaire to the Human Resources Department for a modified position for which the employee is qualified and the department has a need. Human Resources will recommend an appropriate salary within the salary range for the new position, and the department will complete a Payroll Change Request Form to transfer the employee to the new position; said transfer will likely result in a decrease in pay. If the employee is retained, the effective date of the transfer to another position shall be the date of disqualification. Creation of a modified position must be approved by Commissioners Court.