

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 5.1 THROUGH 5.20	Page 1 of 9
	SUPERSEDES: June 9, 2020	DATE ISSUED: August 10, 2021
SUBJECT: Hiring	AUTHORIZATION: Adopted by the Board of Supervisors; to become effective August 10, 2021	

5.1 Application for Employment

All applicants shall be directed to the Human Resources Department to complete the appropriate forms of job-related information relevant to the requirements of the position or vacancy for which they are applying, including a chronological statement of previous employment. References shall be required. Resumes may be added but will not substitute for a completed application form.

5.2 Interviewing

All applications shall be carefully screened and ranked according to previously established qualifications, knowledge, skills, and abilities necessary to perform those duties outlined for the position. Those applicants/applications whose knowledge, abilities, and skills most closely match those needed for the position, shall be invited for a panel interview. Before contacting the candidate for an interview, the names of the candidates selected for an interview will be sent to the Human Resources Department prior to the interviews being scheduled. Human Resources will share that information with the County Administrator who will then give their approval to schedule those interviews. The Director shall verify that each candidate that they would like to interview holds the necessary certifications for the position based on the current job description.

The Department Director with the approval of the County Administrator or designee shall select at least three (3) individuals to serve on the interview panel. The interview panel should be composed of other Department Directors, supervisory staff employed by the County, appropriate professionals, or other individuals outside of County employment.

The interview process must be approved by the Human Resources Department in order to determine and verify that there are no inherent violations of Equal Employment Opportunity (EEO) laws. Each panel member will rank the applicant's answers to specific questions on a rating schedule approved by the Department of Human Resources.

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When the panel has finished interviewing all of the selected applicants, the three top rated applicants may be invited for a final interview with the Department Director in whose Department the vacant position(s) exists. The final interview will include approved questions, and the applicant(s) shall be ranked and considered in filling existing vacancies at hand. If more than one vacant position exists, the panel may present to the Department Director for consideration up to three applicants for each vacancy.

5.3 Testing

The Department Director may test specific and essential applicant skills that are required to fulfill the duties of the vacancy. Such tests shall be designed by and the parameters for satisfactory completion promulgated by the Director of the affected department, with the approval of the County Administrator. Such tests may be designed for both outside recruitment and promotional purposes. All testing shall be consistent with State and Federal regulations concerning employee selection, including the Americans with Disabilities Act.

5.4 References

The Department Director shall make any necessary contacts for the purpose of checking references on the top qualified candidate(s). References shall preferably be obtained by telephone, but where necessary, written reference checks will be made. Reference checks should be completed before a contingent offer is made. No offer of permanent employment shall be made without approval by the County Administrator.

Falsification or deletion of pertinent information shall result in immediate termination of the interviewing process or of employment.

5.5 Pre-Employment Physical

Refer to Section 7.1.

5.6 Pre-Employment Criminal Background Check

Refer to Prince George County's Code Article 1, 2-1, titled "Employment, licensing, and volunteer service; background check."

5.7 Pre-Employment Department of Motor Vehicle Check

Applicants will be subject to a DMV background check for pre-employment and subsequent checks by the County. Refer to Section 110.1 in the Administrative Policies and Section 46 of the Personnel Policies.

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Regardless whether or not driving a vehicle is an essential function of the position applied for, the results of the DMV background check may be considered as part of the hiring process.

5.8 Selection and Notification of Offer

The Department Director will select the top candidate on job-related criteria. When a finalist is selected, prior to notification to that individual, the Department Director shall submit the hiring memo to the Human Resources Department along with all relevant information about the candidate to obtain approval from the County Administrator to hire the individual. Only after approval has been obtained by the County Administrator, the successful candidate shall be notified and a permanent offer made. Approval from the County Administrator must be obtained before any offer of employment is made for Full- Time, Part-Time Regular and Part-Time Temporary positions. The Department of Human Resources will prepare an offer letter to the selected candidate and send it to the candidate to inform them of their hire date and starting salary and indicating what date and time that they should report to work for orientation.

5.9 Disqualification of Applicants

The County Administrator or Department Director of the concerned department may remove from further consideration, at any time, the application of any applicant who:

1. Does not possess the minimum job-related qualifications,
2. Has made false statements of any material fact or practiced deception in the application,
3. Fails to accept appointment within five (5) days or report for duty within the time prescribed in the offer.

5.10 Notice of Rejection of an Application

Whenever an application or applicant is rejected, notice of such rejection shall be given to the applicant by the County Administrator or designee in written form.

5.11 Application Files

Applications of unsuccessful candidates for a specific opening shall be retained on file with the Human Resources Department and will remain active for a period of twelve (12) months, following the filling of the position for which

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such application was filed. The applications may be reviewed subsequently for future openings for which the applicant may qualify. After this time period, it will be necessary for the applicant to reapply for future openings.

Applications of candidates, which have been disqualified due to falsification of information or omission of pertinent information or failure to accept appointment within five (5) days or to report for duty within the time prescribed in the offer, shall be entered into a closed file and will not be reconsidered.

5.12 Reporting for Duty

A new employee shall be instructed to report directly to their assigned Department Director on the first day of work unless their Director has instructed them to come directly to Human Resources for new hire orientation.

5.13 Hiring Part-time Regular Employees

A continuous year-round position utilized for no less than 20 hours per week and paid on an hourly basis for hours actually worked shall be designated a part-time regular employee when the position has been included on the approved position control chart.

Part-time regular employees shall be recruited, hired, evaluated, and reviewed on their performance in the same manner as full-time employees. Part-time regular employees shall also be eligible for any special annual salary increase afforded to full-time employees, by the Board of Supervisors; however, this shall be inapplicable to any position for which the County is nothing more than the fiscal agent.

Part-time regular employees are eligible to receive one half of the County's contribution for health insurance premiums, provided the employee is responsible for the remainder of the premium. Sick, annual and holiday leave shall be granted in accordance with section 24 of the personnel policies. Part-Time Regular employees shall be approved by the County Administrator prior to a job offer being made in accordance with section 5.8 of this policy.

5.14 Hiring Temporary Employees

A temporary employee may be recruited, as approved by the Department of Human Resources, to assist in the handling of workloads of unknown duration, seasonal employment, casual employment, or employment of an emergency nature, for an indefinite time period, or for completion of a specific task or project. Temporary employees shall be approved by the County Administrator prior to a job offer being made in accordance with section 5.8 of this policy.

Temporary employees shall not be entitled to other benefits, offered to full-time employees. A temporary employee shall not be entitled to County fringe benefits unless specifically authorized by the County Administrator in the job creation process.

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If a temporary employee gains regular full-time or part-time employment with the County, the employee shall be considered as a new hire the date the personnel action is effected, unless otherwise designated by the County Administrator.

5.15 Hiring Former Employees

A former employee may be rehired providing his/her qualifications meet the requirements of the vacant position, and he/she was an employee in good standing at the time of separation.

The County Administrator or designee shall review the personnel folder of a former employee prior to the actual job offer to determine whether to rehire or not based on previous employment record.

A former employee who is rehired shall be processed in the same manner as a new hire. For purposes of computing benefits due, the employee shall be considered as a new appointment and shall serve the required probationary period.

5.16 Reinstatement of Former Employees

A former employee of the County may be returned to employment in the same capacity following a separation of no more than thirty-one consecutive calendar days. The employee may return to duty in the same position and class, subsequent to approval of the Department Head and County Administrator, provided the position has not been filled. Anniversary dates for all reinstated employees will remain unchanged, except when a reinstated employee has missed one or more full pay periods prior to reinstatement, in which case the anniversary date will be amended to reflect the days missed to the nearest full pay period. All time worked previous to reinstatement shall be counted towards the probationary period and annual leave accrual rate; however, employees shall not accrue leave for actual time missed prior to reinstatement.

5.17 Hiring of Auxiliary Police Officers

Any auxiliary police officer who applies for the position of full-time police officer shall not be required to participate in the complete application process; they will be exempt from the written exam, physical agility tests, and/or the oral interview. The auxiliary police officer may submit an application anytime during the recruitment period. The application shall be reviewed by the Chief of Police, and if approved a conditional offer of employment shall be given to the auxiliary police officer. The conditional offer will include a thorough background check, psychological exam, physical exam, drug screen, and polygraph exam. The auxiliary police officer shall pass all exam phases

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required by the conditional offer of employment to be considered for full-time employment with the Police Department.

5.18 Modification of Part-time/Full-time Status

Upon request of the Department Director, with approval of the County Administrator, an employee's status may be decreased to part-time. An increase from part-time to an existing vacant full time status must be approved by the County Administrator and, at minimum, advertised internally for 10 days to allow all interested parties to apply.

Employees may also request a change in status, and such request would be subject to the approval of the Department Director and the County Administrator. All changes in status are subject to budgetary and position control constraints of the Department.

5.19 Internships

Prince George County is committed to promoting the development of the future workforce. County sponsored internships (both paid and unpaid) are initiated to provide high school to graduate level students with the opportunity to work alongside County professionals and gain hands-on work experience. Compliance with this policy is necessary to ensure consistent implementation across County departments. This policy does not include the summer Youth Workforce Program.

Definitions

- A. Intern: A student or recent graduate who works for a specified, limited amount of time to gain work experience and exposure.
- B. Intern I: An intern who is currently enrolled in or has just completed high school.
- C. Intern II: An intern who has (1) successfully completed a minimum of one full-time semester and (2) is currently enrolled in a college, technical, vocational, trade school, advanced degree program, or other higher educational institution.
- D. Internship: Formal program to provide practical experience in an occupation or profession.

5.20 Procedures for Internships

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A. Eligibility – Students who are currently enrolled in a high school, college (including a 4-year college, university, community college, junior college) professional, technical, vocational or trade school, advanced degree program, or other educational institution pursuing a qualifying degree or certificate who meet the following criteria:

1. Eligible to work in the United States.
2. At least 16 years of age.
3. Able to provide or obtain own transportation to and from the assigned worksite.
4. Student cannot be an immediate relative of any County employee.
5. Student is preferred to be a County resident.

B. Application – Students interested in completing an internship with the County must complete a Prince George County Internship Application and submit it to Human Resources for consideration. Applicants shall provide any academic requirements for the internship to the County as part of their application.

Human Resources will consult with the County Administrator or their designee, the Finance Director and the Director who has oversight responsibility for the Department in which the applicant is interested in interning to determine:

- a. The Department's ability to facilitate the internship.
- b. If the Department's budget is adequate to support the internship (if the internship is paid).
- c. An agreeable work schedule.

The Department Director in conjunction with the Director of Human Resources will interview all applicants to ensure the individuals possess the necessary knowledge, skills and abilities needed to successfully complete the internship.

In the event multiple applications are received, the interview process will be utilized to identify the most suitable candidate for the internship. There will be no more than ten (10) internships granted at one time (to include both paid and unpaid).

C. Timeframe – Selected interns will work with the respective hiring Manager to coordinate and agreeable work schedule.

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1. Interns will not be scheduled to work more than 40 hours in a work week.
2. The beginning and ending timeframe must be established prior to the initiation of the internship and must fall within the following timeframes:
 - a. Summer – Begin no sooner than May 1 and conclude no later than August 31.
 - b. Fall – Begin no sooner than September 1 and conclude no later than December 31.
 - c. Spring – Begin no sooner than January 1 and conclude no later than April 30.
3. The internship must be at least four weeks in duration and no more than four months.

D. Assignments – The respective hiring Manager is responsible for identifying specific projects that provide the intern with opportunities for exposure to real work situations.

1. Project assignment should include challenging and rewarding work exposure opportunities.
2. Hiring Managers should provide interns with constructive feedback related to their performance.
3. Hiring Managers assume responsibility for the final work products completed by the interns.

E. Acknowledgements – Selected interns are responsible for participating in new hire orientation the first day of their internship.

1. Interns must complete all applicable employment forms including but not limited to the I-9 form and payroll documents.
2. Interns must acknowledge receipt of and agree to abide by all County personnel policies and procedures.
3. Interns who violate any provisions of this or any other County policy are subject to the internship being immediately concluded at the sole discretion of the County without further payments.

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F. Payment – Paid interns will be paid in accordance with the County’s part-time payroll schedule.

1. Paid interns will be paid based on the following scale:
 - a. Intern I – current minimum wage
 - b. Intern II - \$2.75 higher than the current minimum wage
2. Paid interns are responsible for accounting for time worked by completing a timesheet. Timesheets must be submitted to the Director in accordance with the part-time payroll calendar deadlines.
3. Directors are responsible for confirming the hours worked by signing timesheets and forwarding them to payroll for processing.