



ADMINISTRATIVE POLICIES

SECTION:	Human Resources Policies	POLICY NO.:	313
TITLE:	Hiring Procedures Policy		
BOARD ORDERS:	B.O. 25-357	LAST REVISED:	October 2025

I. PURPOSE

- 1.01 The purpose of this Hiring Procedures Policy is to ensure fair employment practices through an orderly hiring procedure which meets affirmative action goals, recruits the best qualified individuals, and provides employees with opportunities for advancement. This Hiring Procedures Policy also identifies responsibilities for the hiring process to ensure that recruitment activities are brought to a successful conclusion.
- 1.02 In any situation where this policy conflicts with a county CBA, the applicable CBA shall take precedence.

II. POLICY

2.01 Vacancies.

- A. A vacancy in a department may occur through a resignation, retirement, termination, creation of a new position within the budget, by designation of the Board of Commissioners (“the Board”), or by any other lawful means. When a vacancy occurs, the Department Head is authorized to fill it at the classification and salary range authorized in the annual budget or according to this Hiring Procedures Policy.
- B. Requests for positions not approved in the annual budget must be submitted to the County Administrator and then to the Board for approval.

2.02 Process for Filling Vacant Positions.

- A. Except as otherwise authorized, all regular full and part-time positions shall be filled through an open, competitive hiring process. Regular employees are defined as those hired for an indefinite period, whether full or part-time. An open and competitive hiring process is defined as one in

which candidates are recruited from the labor market at large by advertising online and other locations as appropriate, providing a reasonable period of time to receive applications, and developing a screening process. An internal recruitment may include posting for internal promotions and lateral transfers pursuant to the terms of the appropriate Collective Bargaining Agreement (CBA), if applicable.

- B. Temporary employees may be hired through either a competitive or noncompetitive process, however all regular county employees are expected to obtain their positions through an open, competitive recruitment process. Temporary employees hired initially through a noncompetitive process are not eligible to apply for regular positions which are being advertised only through the internal (“in-house”) posting process, per Board Orders 87-593 and 94-170. See Section 10, “Temporary Appointments”.
- C. A “Request for Recruitment” form must be completed by the department and submitted to the Human Resources (HR) office for advertisement (see Exhibit A).
- D. Departments are also encouraged, but not required, to advertise temporary positions through the HR office using the “Request for Personnel Recruitment” form.
- E. Advertisement of a position is not required when it is sponsored by a federal, state, or college-subsidized job training or employment program such as internship recruitments.
- F. This policy does not pertain to or replace the promotional preference granted to current regular employees. Examples of situations which would affect whether a temporary employee could be hired for a regular position are attached as Exhibit “C”.

2.03 Prior to Posting and Advertising.

- A. Personnel Recruitment request form: Complete form in its entirety and submit to HR.
- B. Job description: Review job description prior to posting a recruitment to ensure the job description currently reflects the essential functions, minimum qualifications, desirable qualifications, knowledge, skills, and abilities needed to be successful in the position.
- C. Application Scoring Plan: Develop and document the process for screening applications. Ensure the application screening tool accounts for veterans’ preference.
- D. Interview and Scoring Plan: Write and select interview questions. All interview questions should be designed to obtain information relating only to qualifications for successful job performance. Avoid questions relating to age, race, gender, sex, religion, national origin, family relationship, marital status, or workers’ compensation claims. No remarks, even if intended in jest, should be made concerning the above-noted topics. Select how many will participate in hiring panel. Panel must stay consistent for all interviews conducted. Determine number of interviews applicants will participate in. Ensure the application scoring accounts for veterans’ preference
- E. Testing plan if applicable. Ensure test scoring accounts for veterans’ preference.
- F. HR will review the Personnel Recruitment Request and recruitment plan. Once approved HR, or authorized designee, will proceed with posting and advertising.

2.04 Posting and Advertising.

- A. Vacancies shall be posted according to the provisions of the appropriate CBA, if applicable. Jobs shall be posted for a minimum of 5 working days. At the request of the Department Head, internal posting may occur concurrently with outside advertising. However, in no event will concurrent posting negate or modify any promotional preference afforded by a CBA, if applicable.
- B. Names of regular employees who are laid off from county service for non-disciplinary reasons shall be retained by HR for one year. These employees shall be considered for filling vacancies in the same manner as employees currently working for the county. Persons who have been laid off shall be notified weekly of current job postings unless they submit a request to opt out.
- C. All positions open to the general public are advertised on the County's online careers page. Hiring Managers may request additional advertising as appropriate by selecting this option on the Request for Personnel Recruitment Form. All cost associated with the request for additional advertisement are to be paid by the department. Advertising and announcements are prepared by the HR department or authorized designee. Job announcements are to include, at minimum, the following information:
- Name of position
 - Starting salary
 - Qualifications necessary
 - Application closing date
 - Shift or work week (if other than standard)
 - HR office address/telephone
 - Notation that Yamhill County is an equal opportunity employer

Optional information regarding description of the job and any special qualifications such as bilingual skills or special certificates or licenses may also be included in the announcement.

- D. All positions advertised externally shall be open to applicants a minimum of five working days.
- E. If, in the opinion of the Hiring Manager, an insufficient number of applications have been obtained at the time the recruitment closes, the closing date may be extended by notifying the HR office.
- F. If a recruitment is requested to be posted without a closing date, or "continuously", the recruitment may remain open until sufficient qualified applications are received or until the end of the current calendar year. HR and the Hiring Manager will periodically review applications to determine a closing date for the recruitment. This posting must have approval from the HR Director on a case-by-case basis.

2.05 Application Requirements.

- A. Completion of a County application is required of every applicant. Employment applications will not be accepted for positions for which there is no active recruitment. Supplemental information may be included with an application (i.e., resumes, transcripts, letters of reference, etc.).

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Incomplete or falsified applications may be grounds for rejection of the applicant. All employment applications must be submitted to the HR office in order to keep the affirmative action data included on the application confidential, as required (B.O. 90-707).

B. Applications must be received by the job announcement's closing date in order to be considered. Requests to consider or hire late applicants will be denied (B.O. 90-707).

2.06 Veterans' Preference. Applicants requesting veterans' preference points must submit the Yamhill County Veterans' Preference Form and provide supporting documentation. If documentation has been provided, 5 percentage preference points shall be added at all stages of the application process including the application, testing, and interview according to the procedures set forth in the Oregon Revised Statutes (ORS Chapter 408) and County policy. Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (Form DD-214 or DD-215). Disabled veterans requesting 10 percentage points credit must also submit a copy of their veterans' disability preference letter from the U S Department of Veterans Affairs, unless the information is included in the DD 214 or DD-215.

2.07 Supplemental Questionnaires and Testing. Departments may require applicants to submit a supplemental questionnaire, if such forms have been approved by the HR office at the time the Request for Personnel Recruitment form was submitted. Written, oral, or psychological performance examinations may be used provided the tests have been validated or can be shown to test the specific attributes necessary to job performance. Departments administering written tests shall develop procedures for test administration.

2.08 Application Review and Interviews.

A. After the closing date, HR or authorized designee will review the candidates, those that meet minimum qualifications and scoring thresholds will be submitted to the Hiring Manager. The criteria used to evaluate the applications shall be based on the qualifications set forth in the job announcement. HR, or authorized designee, will notify the Hiring Manager of all applicants eligible for veterans' preference points. A veterans' preference candidate who meets all these criteria for the job advertisement, must be offered an interview regardless of the veteran's score or rank compared to other applicants.

B. The department Hiring Manager and any interview panelists selected conduct interviews and testing based on the initial recruitment plan.

C. Upon completion of the interviews, collect all interview sheets from panelists. The Hiring Manager may accept the panel's recommendations, conduct further interviews, or, if in the Hiring Manager's opinion no suitable candidate has evolved, reopen the recruitment process.

D. The department Hiring Manger will notify HR or department's designee of applicants interviewed but not selected so that email notification can be sent out in a timely manner to applicant.

2.09 Examinations/Investigations and References.

- A. Good physical condition may be a requirement of some positions. The hiring process for those positions will include a physical examination, at County's expense, for the most qualified candidate. Only specific positions are subject to this provision – check with HR prior to making a determination if a physical examination is allowed. The Hiring Manager or designee shall select a licensed medical provider to perform the exam and shall provide the provider with a copy of the job description which includes a detailed description of the manual labor duties that must be performed. If the provider reports any physical limitations, the Hiring Manager or designee shall meet with the prospective employee to determine if reasonable accommodation can be made to permit the employee to work, unless preempted by state or federal law or administrative rule.
- B. Prior to extending an offer of employment, the Hiring Manager shall contact at least two references not related to the applicant.

2.10 Hiring.

- A. Identify the candidate selected and notify HR and County Administrator. Once approved a Personnel Action Form needs to be submitted to HR. Hiring Managers or designees should not extend an unconditional offer of employment prior to receiving County Administrator approval. All offers of employment acceptance shall be in writing (sample letter attached as Exhibit "B"). Any additional items agreed upon between the applicant and the Hiring Manager should be included in the letter. The applicant is expected to sign the letter accepting the offer of employment prior to beginning work. The letter will be placed in the applicant's personnel file. No employee shall be placed on the payroll prior to the County Administrator's (or Board's) formal approval.
- B. Background investigations may be conducted for appropriate positions. When a background investigation is necessary for the position, Hiring Managers will notify HR to initiate this process. HR shall ensure that a written record of the background investigation is on file.
- C. A person who meets the minimum experience requirements for the position as outlined in the job announcement and the job description may only be appointed at the entry level step. A person who exceeds the minimum requirements may be granted a mid-range appointment at the discretion of the Department Head and County Administrator, provided that:
 - 1. The experience was obtained doing the same or similar work.
 - 2. The work was performed in the same type of organization or similar organizational environment.
 - 3. The person is an exceptional candidate, in the opinion of the Department Head.
 - 4. Funding is available in the department's budget to pay the higher salary costs.
 - 5. There is evidence either through the candidate's salary history or statements by the candidate that the position will not be accepted at the lower step.

If all the above criteria are met, a mid-range appointment may be made. If a mid-range appointment is being considered, the following information will serve as a guide to placement on the salary range:

<u>Minimum Experience</u>	<u>Maximum Requirement Step Placement</u>
1.0 – 2.5 years	2
2.6 – 5.0 years	3
5.1 – more	4

- D. Departments are required to turn in a recruitment file to HR prior to the employee’s hire date, promotion or lateral transfer. Each file should include scoring sheets and outcomes for all applicants, interview sheets, notes and scores for all applicants interviewed, reference checks and any other documentation applicable to the hiring decision for the job advertisement. Complete recruitments files are required to be turned into HR, even if the job advertisement did not result in a successful new hire or promotion.
- E. At the beginning of employment, employees will work with the HR office to assure uniform management of various employment related issues. New employees must meet with HR within 3 business days following their start date and new employee start dates should occur on or near the next business day following the 9th or 24th of each month to coincide with the beginning payroll reporting periods. HR will schedule new hire orientation meetings near the start of pay periods and Hiring Managers are responsible for ensuring new employees attend the new hire orientation meetings. New hire orientation will include payroll sign-up and explanation of county-paid and other available benefits, medical insurance, retirement plans, accrued leave, and handbook policies.

2.11 Temporary Appointments.

- A. Temporary personnel actions (other than “on-call” or contract employees) will be limited for up to one year in duration. Persons hired under a limited duration federal, state, or private grant may be hired for up to one year. Temporary hires or temporary promotions require advance approval by the County Administrator prior to the effective date of hire or promotion.
- B. The personnel action form for each temporary hire shall specify both the effective date and the exact termination date for the appointment.
- C. Department Heads may extend the duration of a temporary appointment with the consent of the County Administrator. However, the extension must be approved by the County Administrator prior to the originally anticipated ending date. Department Heads should consult with the HR office regarding the provisions of the appropriate CBA, if applicable.
- D. If a Department Head fails to remove a temporary employee after the ending date or continues a temporary appointment or promotion past the termination date, the county may be obligated, under employment law or a CBA, to compensate the employee. In such cases, the Department

Head or responsible manager shall appear before the County Administrator to explain why the procedures for temporary appointment were not followed.

- E. This policy does not apply to out-of-class appointments lasting less than 60 consecutive calendar days, nor does it apply to occasional non-consecutive out-of-class appointment opportunities, as provided in the appropriate CBA, if applicable.

2.12 Contract Employees.

- A. A contract employee is a limited duration or regular part-time employee who performs a limited duration or part-time specialized function for the county at a rate of pay that is not a regular county wage, and whose assignment does not meet the definition required for an independent contractor. The contract employee does work that is professional or technical in nature and which is not covered under the terms of a CBA. Workers' compensation insurance coverage is provided by the county for contract employees. Otherwise, the only county benefit provided to a contract employee is retirement, if the minimum requirements for PERS coverage are met. State, federal, and FICA taxes are withheld in the same manner as for all other employees.
- B. A temporary contract employee may fill any professional or technical position expected to be short-term. The temporary contract employee designation may be used to temporarily fill a position which, in the opinion of the Department Head, County Administrator and Board, does not offer a salary range sufficient to attract qualified individuals. It is the intent of the Board that use of temporary contract employees be limited to special or unusual circumstances. Under no circumstances should this process be used to circumvent the usual hiring process for filling vacancies.
- C. A regular contract employee may fill a professional or technical position of less than 20 hours per week. Regular contract employees are most appropriately used in circumstances where the standard county job classification will not cover the responsibilities required of the employee. This category may be used in other circumstances where the work is of such a specialized and limited nature that the regular hourly salary would not be sufficient to attract a qualified applicant. The initial wage for a regular contract employee shall be limited to a maximum of 125% of that paid to a regular full or part-time or temporary employee working at step 3 of the classification. Wages paid at any time after the initial contract period as provided in the contract employment agreement shall not exceed 130% of the top of the appropriate range.
- D. All contract employees shall be hired through an employee contract on a form approved by County Counsel. The terms and conditions of employment are to be specified in the contract which must be approved by the Board and shall, at minimum, specify the wages and duties of the individual hired for the position. A personnel action form which specifies the term of employment, rate of pay, and benefit status must also be provided to the HR and payroll divisions with the contract employment agreement.

2.12 Miscellaneous.

- A. If the county has advertised for a particular classification within the past six months, any department requiring a person to fill the same or similar (lower) classification may choose a

candidate from the applications on file. Availability of such a list shall not preclude the posting requirements noted in Section 3 above.

Nothing in this policy shall negate or modify the county's responsibility to offer promotion or transfer opportunities to employees as required in this policy or any CBA (if appropriate) or equal opportunity requirements.

- B. No special consideration will be given to employing friends or relatives. All applicants will be considered equally. Although an employee may not supervise another employee who is a relative, related employees may work in the same department.
- C. Rehire of a former employee depends on the employee's past employment record and the reasons for leaving the position (See Policy 318, Resigning in Good Standing). Special consideration is given only for unusual or unique circumstances such as returning to college for higher level of education; health reasons; military service; part-time, seasonal, or temporary work. Seasonal, part-time, and temporary employees must have worked for the duration of their pre-agreed term to be considered for re-employment at a later date. Consult with HR to verify if a former employee is in good standing.
- D. In the event any portion of this policy conflicts with a CBA, the CBA shall take precedence with respect to the point in conflict.
- E. The Board, upon request of the County Administrator, a Department Head, County Counsel, or the HR office, may grant an exception to this Hiring Procedures Policy by taking formal Board action.

Approved by the Yamhill County Board of
Commissioners on 10/30/2025
via Board Order 25-357.