

**SALT LAKE COUNTY HUMAN RESOURCES POLICY AND PROCEDURE****MERIT EMPLOYMENT REGISTERS****REFERENCE**

County Personnel Management Act, Utah Code Annotated, 17-33-5 (3) (a), (b) and 17-33-7(1)(c)(iv)  
Human Resources Policy & Procedure:

- General Definitions
- Certification of Applicants for Job Interviews
- Filling County Job Vacancies
- Merit Employment Examinations

**PURPOSE**

To provide a procedure for establishing merit employment registers from which certifications of eligible applicants can be made to fill merit positions in Salt Lake County.

**POLICY**

The Human Resources Division will be responsible for establishing merit employment registers and for determining the adequacy of existing merit employment registers to fill merit position vacancies.

All merit positions must be filled by qualified individuals who have been certified from a merit employment register or who already have merit system status.

**PROCEDURE**

- 1.0 A merit employment register will be developed for each position publicly announced.
  - 1.1 Merit position registers will include at least the following information:
    - 1.1.1 Names of all applicants applying for the position.
    - 1.1.2 Acceptance or rejection status in terms of meeting minimum education or experiential job requirements.
    - 1.1.3 Preference codes for groups where approved register preference is allowed (i.e. veterans, disabled veterans, disabled individuals, women, minorities).
    - 1.1.4 The final examination score, as applicable.
    - 1.1.5 Preference points and adjusted scores for those individuals eligible for preference.
    - 1.1.6 Job title, date of register and name of register developer.
  - 1.2 Open recruitment registers will include the names of all active applicants, along with relevant scoring and preference information. Open recruitment registers will be continually updated in the following manner:
    - 1.2.1 New names will be inserted on the register according to examination scores.
    - 1.2.2 Individuals who do not update interest as required by the job announcement will be considered inactive and will be removed from the register.
    - 1.2.3 Names and applications of individuals not accepted for or removed from an open recruitment register will be kept in compliance with paragraph 8.0 of this policy.

- 2.0 The Human Resources Division may remove names from a merit employment register in cases where the applicant:
  - 2.1 cannot be located by postal authorities;
  - 2.2 declines the appointment;
  - 2.3 does not appear for the job interview and does not request to remain on the register for future openings;
  - 2.4 was previously convicted of criminal behavior when the specific circumstances indicate that employment of the applicant for that particular job is manifestly inconsistent with the lawful, safe, efficient and successful performance of that job;
  - 2.5 was terminated for cause from a position within the last five years, for reasons that could be considered directly related to the effective performance of the duties of the vacancy;
  - 2.6 does not, after a job offer, report to work at the specified time and place, and does not offer a satisfactory reason for the non-appearance; AND
  - 2.7 for any reason listed in paragraph 6.0 of Human Resources Policy and Procedure: Merit Employment Examinations.
  
- 3.0 The Human Resources Division is responsible for determining the appropriateness of removing applicants from merit employment registers. Written documentation will be required prior to the removal of any applicant. Such documentation includes the following:
  - 3.1 a letter from the hiring authority to the Human Resources Division Director describing the reason for requested disqualification; or
  - 3.2 an envelope showing that the applicant was unable to be located by the postal authorities at the address given; or
  - 3.3 an official "Request to Appear for an Interview" (Form CP3), signed by the applicant stating that he or she is not available for the interview or is not interested in the position; or
  - 3.4 a copy of a letter sent to the applicant from the hiring authority confirming any verbal conversation in which the applicant declined the interview or the appointment; or
  - 3.5 a copy of the Form CP3 signed and dated on the reverse side indicating that the applicant failed to appear for an interview, for which written notification to the applicant was mailed at least five (5) days before the scheduled interview.
  
- 4.0 Probationary employees may be reinstated to active merit employment register(s) that they were active on at the time of hire if:
  - 4.1 they are resigning or are being terminated in good standing from an appointment made through a merit employment register; or
  - 4.2 they request, after being hired, to remain active on the register(s) for other referrals.
  
- 5.0 Merit position registers will normally expire six (6) months after the date established.
  - 5.1 The Human Resources Division Director may with good reason shorten or extend the expiration date of a register, except that registers may not:
    - 5.1.1 expire in less than three months from the date established or
    - 5.1.2 be extended after two (2) years from the original register date.
  - 5.2 An expired register, whose original date is within two years of the current date, may be reinstated by the Human Resources Division Director if determined appropriate for the current opening.
  
- 6.0 Merit employment registers which are developed for a specific vacancy may be used to fill

similar openings in other Divisions, Departments or Elected Offices.

- 7.0 A register with fewer than five qualified applicants is considered insufficient. Hiring authorities may hire from an insufficient register or they may request the position be reopened for recruitment.
  - 7.1 Applicants on active, insufficient registers must be considered for placement on the new register if recruitment is reopened.
  
- 8.0 The Human Resources Division Director is responsible for the security and maintenance of all employment registers, applications and related materials.
  - 8.1 The Human Resources Division will establish a system to maintain and secure all active merit employment registers and related materials.
  - 8.2 The Human Resources Division will establish procedures to purge old registers and applications from active files.
  - 8.3 The Human Resources Division will coordinate record management procedures to include:
    - 8.3.1 record retention schedules needed to be in compliance with State law and County ordinances, and
    - 8.3.2 procedures to ensure appropriate document retention in case of employment or examination lawsuits against the County.

APPROVED AND PASSED THIS 15<sup>TH</sup> DAY OF JULY, 2008.