

---

SUBJECT: RECRUITING, SCREENING AND HIRING

EFFECTIVE DATE: June 1, 2009

PAGE 1 OF 2

---

It is the policy of Cass County Government to openly advertise all vacant positions, including temporary positions. Employees shall then be screened and hired on the basis of their qualifications for the position in question. Criteria for most positions may include: education, experience, and the willingness to work in a specific environment. The County shall try to place the best matched applicant into the position. Veterans and disabled veterans will be given preference according to North Dakota Law /N.D.C.C. §37-19.1. The criteria for advertising is outlined in the Cass County Recruitment Guidelines handbook.

It is the policy of the County that no person shall be discriminated against in employment because of race, color, religion, sex, national origin, age, physical or mental disability, genetic information, status with respect to marriage or public assistance, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interest of the employer.

All hiring within Cass County will comply with the requirements of the Americans with Disabilities Act. The County will make every effort to provide reasonable accommodation to disabled applicants through a wide range of possibilities including such things as job restructuring, modified work schedules, acquisition or modification of equipment or devices, training or other similar accommodations.

Immediate relatives -- spouse, mother, father, sister, brother, children, grandparents -- and persons bearing the same relationship to the employee's spouse, nieces, nephews, aunts and uncles shall not be employed to work under the direct supervision of another immediate relative.

All vacant positions, including temporary positions, must have a staff requisition form signed by the portfolio commissioner and the commission chairman prior to advertising. If a temporary position is recruited through an employment agency, the Personnel Department must be informed of the individual's name and length of employment.

In general, all applications, including those for temporary positions, shall be screened by the Personnel Department and then referred to the department head for interview and selection.

Please refer to the Cass County Recruitment Guidelines handbook adopted in February, 1993, for assistance in the recruitment process.

If a department head has an emergency arise that may warrant the suspension of these practices, the Chairman of the County Commission is to be contacted in advance and a special meeting will be convened to consider the circumstances.

\*\* Social Service employees will be hired according to the North Dakota Central Personnel Merit System requirements.