

CHAPTER 46
COUNTY HIRING AND EMPLOYMENT

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- 46.01 FAIR EMPLOYMENT AND EQUAL OPPORTUNITY STANDARDS. It is the policy of Sheboygan County to recruit and select the most qualified persons for positions in the County. In accordance with state law and the guidelines for the Equal Employment Opportunity Commission, recruitment and selection shall be conducted in an affirmative manner to ensure open competition and to provide equal employment opportunity to qualified individuals regardless of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, arrest record, conviction record (except as permitted by statute), membership in the National Guard, state defense force, or any other reserve component of the military force of the United States or this State, or use or non-use of lawful products off the employer's premises during non-working hours, except as otherwise provided.
- 46.02 VACANT POSITION REQUESTS. When a vacancy exists or is anticipated, the Department Head must complete a Vacant Position Request ("VPR") before the position may be filled. The VPR shall be in a format developed by the Human Resources Department and shall include: (a) the programs that are served by the position including any priority attributed to such programs, (b) the rationale for filling the position rather than keeping the position vacant (either temporarily or permanently), reassigning staff, utilizing limited term employees, or other options, (c) the likely costs associated with filling the position, and (d) confirmation that the position is included in the Department's approved budget.
- 46.03 LIMITED-TERM EMPLOYEES. Department Heads may hire limited-term employees ("LTEs") on an emergency basis for a period of time not to exceed three (3) weeks, or for a period of time greater than three (3) weeks provided the position was part of the Department's approved budget, with a VPR approved by the Human Resources Director. A Department Head who wishes to hire an LTE for a position which was not part of the approved budget for a period of time greater than three (3) weeks must submit a VPR with an identified source of funding to the Liaison Committee for approval before hiring. No LTE will be hired for a period of time exceeding twelve (12) consecutive months, unless approved by the Liaison Committee.
- 46.04 FILLING VACANT POSITIONS WITHOUT CHANGES. When a position on the Table of Organization becomes vacant, and the Department Head wishes to fill the position, and the position was funded in the Department's annual budget, and the Department Head does not wish to retitle, reclassify, or otherwise change the position as it exists on the Table of Organization, the Department Head is empowered to do so, provided the Department Head completes a ("VPR") and such VPR is approved by the Human Resources Director. The human Resources Director may grant "blanket" approvals to particular positions or classifications for specific periods of time. The Department Head shall routinely notify its Liaison Committee of approved VPRs.
- 46.05 FILLING VACANT POSITIONS WITH CHANGES. When a position on the Table of Organization becomes vacant, and the Department Head wishes to fill the position in circumstances where the position was not funded in the Department's current budget, or the Department Head wishes to retitle, reclassify, or otherwise change the position, the Department Head shall seek a change to the Table of Organization under the provisions of Chapter 40 of this Code prior to submitting a VPR.
- 46.06 APPOINTMENT OF HIGHWAY COMMISSIONER. Pursuant to Wis. Stat. § 83.01(2), the County Highway Commissioner shall be appointed by the County Administrator for an indefinite term of office. Pursuant to Wis. Stat. § 83.01(1)(c), the County Board elects to waive confirmation of the appointment.