



WAYNE COUNTY POLICY STATEMENT

Title:	Provisional Appointment/Promotion		
Wayne County Policy #		Date Issued:	12/18/2012
Category:		Date Revised:	N/A
Approved By:	Tish King, Director		

I. PURPOSE

In the event that a vacancy cannot be filled by promotion and there is not an appropriate re-employment or original appointment list, the Director of Personnel/Human Resources may authorize the Appointing Authority to fill the position by the appointment of any qualified person.

In the event a position is to be filled by promotion and there is not an appropriate promotional list the name of one person willing to accept the appointment, the Personnel Director, authorize the Appointing Authority to fill the position by the appointment of any person who would be eligible for the promotional examination for the position.

The above process is implemented in accordance to the Collective Bargaining Agreements filling of vacancy.

II. POLICY PROVISIONS

The Department of Personnel/Human Resources encourages the use of appointment letters as a follow-up and acceptance to a job offered to a potentially qualified candidate.

The appointment letter provides important information to Personnel/Human Resources including: the agreed upon starting salary, employee name, requesting job classification, position number, tentative start date and other documented information which can include employee application, proof of education/licenses and resume.

This letter should be delivered to Personnel/Human Resources-Certification Division to begin the process.

Accuracy of an appointment letter is important. Inaccurate terms and conditions of employment provided in the appointment letter or verbally may constitute a written or oral contract if legally challenged. The requesting department should be available to provide specific information to potential new hire with minimum salary and a brief summary of benefit information. We encourage Personnel Officers/Managers to direct new employees to the County's Website for a brief overview of the County's Mission Statement and discuss their roll to the organization. By directing new employees to this site they will receive the most current information available.

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NOTE: Personnel/Human Resources strongly encourages departments not to start employee's employment until the appropriate process has been completed to avoid any payroll issues.

III. ENFORCEMENT

The Department of Personnel/Human Resources is responsible for development, revision, communication, and enforcement of this policy. The Department of Personnel/Human Resources will assist in the interpretation and monitoring of adherence to this policy.

IV. DISCLAIMER

V. RELATED DOCUMENTS

- a. Civil Service Rules and Regulations
- b. Collective Bargaining Agreements
- c. Charter

VI. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	6/1/2013	Tish King, Director of P/HR	New Policy
Revised			