

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY IV**

Title: **APPOINTMENTS**

I. OBJECTIVE

To provide a standardized method for filling vacancies based upon individual merit.

II. DIRECTIVES

A. TYPES OF COMPETITIVE APPOINTMENTS

1. Original Appointment - All employees hired to fill established permanent positions in the Career Service shall be considered original appointments with such employees being required to serve a minimum nine (9) month probationary period.
2. Permanent Appointment - All employees hired to fill established permanent positions in the Career Service who have: successfully completed the nine (9) month probationary time period; received a minimum of a "Successful Performer" in each rating category on his/her performance evaluation; have completed all mandatory training and have no documented evidence of major disciplinary action shall be given a permanent appointment in the Career Service.
3. Reemployment Appointment - An employee who held permanent status in any class in the Career Service shall be eligible for reemployment to the same or another class for which they qualify without further examination provided that their employment terminated under one (1) of the following conditions: employee separated due to lay-off because of lack of funds, reduction in force or other economic conditions; employee dismissed due to medical disability which prevented employee from performing their job; employee resigned with proper notice; or employee entered the Armed Forces and exercises rights pursuant to state and federal law. In all cases, current qualification standards must be met. Reemployment is within one (1) year from the date of termination unless otherwise provided under state or federal law.
4. Temporary Appointment - A temporary appointment may be made for short term, seasonal, intermittent, substitute or emergency employment. Temporary appointments shall be for a specific period not to exceed six (6) months or 1040 hours in a twelve (12) month period, however, if circumstances warrant the County Manager or his designee may authorize extension of the temporary appointment for an additional six (6) months or 1040 hours. Temporary appointments shall confer no status.

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A temporary employee appointed competitively may compete as an internal candidate for an original appointment upon written certification by the appointing authority to the Human Resources Director (working title) that the temporary employee's performance has been satisfactory.

5. Emergency Appointment - When an emergency situation occurs involving serious impairment of public business, which makes it impossible to fill an established position through normal certification procedures, the appointing authority may authorize the appointment of any person to cope with the emergency. Any such person shall be employed only during the emergency and for a period not to exceed thirty (30) days. The emergency service shall confer no status, nor shall such time be credited toward a probationary period. If at the end of the thirty (30) day period in the judgment of the appointing authority, the emergency still exists, appointment may be extended with the approval of the County Manager.
6. Trainee Appointment - A candidate may be appointed to an established position in the County Service as a trainee when:
 - Qualified applicants are not available for appointment to the position or when the appointing authority desires to provide for internal upward mobility.
 - The candidate does not fully meet the minimum training and experience standards established for the class.
 - A suitable and identifiable training schedule has been established by the appointing authority, and approved by the Human Resources Director (working title).
 - Trainees are selected through competitive procedures.

Upon satisfactory completion of the training program the employee may be certified as qualified for entry into the class as an original or promotional appointment without further competition.

B. NON-COMPETITIVE APPOINTMENTS

When determined to be in the best interest of the County, the County Manager may authorize non-competitive appointments to the Human Resources Director (working title). Applicants for non-competitive appointments shall meet the minimum training and experience standards established for the class unless the candidate is entering as a trainee.

Career Service employees changing status or job classification with no change in pay range may be appointed without competition provided

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minimum qualification requirements are met and the change is within the employee's current career path.

C. LEADWORKER DESIGNATION

A leadworker designation may be made by an appointing authority, with the approval of the next level of supervision, as a non-competitive appointment when an employee is assigned to expedite the work of, and give direction to, at least two other persons in the same work area. Duties may include explaining and assigning work to employees, training new employees and keeping time, production or other records. Leadworker responsibilities may be assigned when there is a need for limited supervision or coordination of work which does not require the constant attention of a higher level of supervision. Leadworker classifications shall not be assigned to employees whose job descriptions call for supervisory responsibilities as part of their regular duties or when leadworker responsibilities make up less than 25% of the employees weekly duty time.

D. CONTINUOUS SERVICE CREDIT

1. An employee receiving an appointment to an established position in the County Service who was within the last thirty days:
 - a former employee of a Charter Officer of Brevard County;
 - a former employee of Brevard County Service; or
 - an employee of any enterprise, non-profit organization or agency, or similar operation whose function becomes a part of the County Service (if agreed in the decision to accept the function as a part of the County Service)

and can substantiate the period of continuous, uninterrupted service shall be entitled to continuous service credit for such previous employment.

Continuous service credit includes

- all accrued, unpaid sick and annual leave, not to exceed any maximum leave accrual established for County Service employees, and
- original, permanent hire date in application of longevity leave accrual benefits.

A former employee returning to County Service after an absence exceeding thirty (30) days shall be eligible for reinstatement of his/her previous annual and sick leave accrual rates upon completion of one

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year of additional service. This reinstatement of accrual rates shall not be retroactive and may be awarded upon request of the appointing authority.

If the employee is not a former employee of Brevard Board of County Commissioners he/she must enter on the Board's payroll no later than thirty (30) days from the last day of work with the previous service and have not engaged in non-covered work since the date of termination.

In addition, these employees may be entitled to the following benefits:

- No loss of base salary provided the appointment is to a position carrying an equal or greater salary range than the previous employment for which credit is being granted.
 - In the event the employee is accepting a demotion, the County Manager, upon request of the appointing authority, may approve maintenance of existing salary, providing such pay rate does not exceed the maximum of the pay range for the position being offered.
 - When a transfer occurs from or to a position for which there is no salary range, the County Manager, upon request of and justification by the appointing authority, may approve maintenance of existing salary.
2. An employee receiving an original appointment to an established position in the County Service who was the immediate former employee of another Florida County or State agency, or an employee of a jurisdiction or agency which participates in the Florida Retirement System, may receive credit for such previous employment for consideration in application of leave accrual benefits.