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1.0 Recruitment Teams

As a means to improve the recruitment process and diversify perspectives regarding the recruitment, “recruitment teams” will be established when seeking to fill any vacant position. Members of recruitment teams can include EMSWCD staff and board members as well as partner staff. The vacant position supervisor will select at least three recruitment team members with approval from the Executive Director. In doing so, the vacant position supervisor should strive to diversify the team in terms of perspectives and demographics. Recruitment teams should be involved with all aspects of the recruitment process, including the development of the job description, identification of outlets for position announcements, review and selection of short-listed candidates, development of the interview process and questions, implementation of the interviews themselves, and identification of the top candidate.

Note that recruitment teams, immediately upon formation, must determine on a case-by-case basis whether informational interviews (see Policy 1.1.5) may be provided by any EMSWCD staff for the open position that is being recruited for.

The Executive Director must approve the recruitment process before proceeding. If the vacant position’s supervisor is a direct report of another supervisor other than the Executive Director, all phases of the recruitment process must be reviewed and approved by the direct report’s supervisor prior to the Executive Director’s review and approval.



2.0 Job Position Notices, Postings, and Current Staff Appointments

A short job position notice will be developed for each vacant job position and will include qualifications, major duties, requirements, and physical demands. More detailed job position descriptions will be also developed for each position and updated annually.

EMSWCD staff will be notified of open job positions verbally and in writing via email. At the Executive Director's discretion, an appointment to a vacant job position may be made exclusively from current EMSWCD employees without a public notice and posting process. To do so, the Executive Director must determine that one or more employees are interested in and qualified for the position and it is in the best interest of EMSWCD to do so.

If a current EMSWCD employee is not directly appointed to a vacant job position, a public recruitment process will be used to fill the position. In doing so, EMSWCD will attempt to maximize the diversity and quality of the pool of qualified applicants through a variety of means (i.e., mass emails, postings on job websites, outreach to specific organizations, professional networking, and individual outreach on behalf of board members and staff). The EMSWCD's non-discrimination policy will be strictly adhered to during the selection process.

3.0 Job Applications

If a current EMSWCD employee is not directly appointed to a vacant job position, candidates must submit the required application materials (such as a cover letter, detailed resume, references, and supplemental materials) by email, postal service, or in person by the stated application deadline.

4.0 Eligibility

All current EMSWCD employees are eligible for vacant job positions if interested and qualified. At the Executive Director's discretion, former employees may be considered for or excluded from vacant job positions. If a former employee is being considered as a candidate, the vacant job position's supervisor will review the former employee's performance record and the circumstances surrounding their previous departure from the organization. If the former employee left EMSWCD in good standing and had a good performance record, their application may, but will not necessarily, be considered and processed using the same procedures and standards that govern all other applicants. (See also Prior Service Credit for Rehires below.)

Relatives and household members of current employees will be considered for employment in the same manner as other applicants unless the vacant job position will be supervised by the relative or household member. Supervisors may not hire or supervise relatives or other household members. Also, an employee may not participate in any interview, discussion, or debate regarding the appointment, employment, or promotion of a relative or household member to a position with EMSWCD. Additionally, an employee may not participate in the discharge, firing, or demotion of a relative or household member from a position with EMSWCD.

EMSWCD board members (Directors and Associate Directors) are not eligible for employment by the EMSWCD. Current board members must resign before being considered for a vacant job position. If an employee of the EMSWCD is selected for membership to the Board, they must resign from their job position at the EMSWCD before joining the Board.



5.0 Formal Interview and Selection Process

An initial short list of the highest qualified applicants will be developed by the recruitment team. Candidate ranking and selection for all positions will be based on merit and the EMSWCD's priorities for the position. The initial short list of candidates will be submitted to the Executive Director for review and approval. One or more interviews may be included in the recruitment process. A copy of the full job position description will be provided to candidates prior to interviews.

False or misleading statements made by an applicant (in writing or verbally) during the selection process will be grounds for removal from consideration for the position or dismissal at any time after a selection has been made.

After interviews, candidate rankings shall be developed by the recruitment team. The recruitment team shall identify the top three candidates. If the position's supervisor's top three rankings differ from the recruitment team's, the position's supervisor must articulate the rationale for the divergence and present the rationale to the Executive Director. Prior to making an offer to the top candidate, the Executive Director must approve the selection and the salary/wage.

If the first-choice candidate declines the offer or a satisfactory salary or start date cannot be negotiated, upon Executive Director approval, the second-choice candidate, and then third, may be offered the position or the position may be reopened. If a satisfactory candidate is not found during the first round of a search, the position may be re-opened and re-advertised more widely.

6.0 Prior Service Credit for Rehires

Employees who are rehired by EMSWCD shall receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one year after the separation date.
- Employees who voluntarily resigned from their employment with EMSWCD will receive credit for prior time worked for the purposes of benefit eligibility, subject to Executive Director approval, if re-employed within one year after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- All other rehires shall be considered new employees for benefit determination purposes.
- For rehired employees, eligibility for retirement benefits will be determined according to current policy and legal requirements.

7.0 Immigration and Nationality Program

The EMSWCD has the responsibility to employ only citizens of the United States and lawfully authorized alien workers. The EMSWCD will obtain appropriate documentation at the date of hire, which will be maintained in accordance with regulations.