

R.C.C.C. RIVER CITY CORRECTIONAL CENTER	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
POLICIES AND PROCEDURES	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Recruitment, Selection and Orientation	
DRC CBCF STANDARD: General Specific #31	
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## I. POLICY

The Program Director shall have input in the hiring of program staff.

## II. PROCEDURES

The River City Correctional Center (RCCC) has a vested interest in recruiting and retaining qualified staff. Therefore, the RCCC is an advocate of the policy of promoting or transferring staff from within to fill vacant or newly created positions. However, if no current employee is properly qualified for promotion or transfer to an open position for which he/she has applied, the open position may be filled by direct hiring at the discretion of the Executive Director or designee.

RCCC personnel are selected, retained and promoted on the basis of merit and specified qualifications as defined in Job Descriptions approved by the Judicial Corrections Board of RCCC. All new employees receive credit for their prior training as pertinent to their job position.

1. Whenever a vacancy occurs, either through a position being vacated or a new position created, the Position Vacancy Form (Job Posting) is posted in a prominent place in the front and rear administrative areas for not less than seven (7) days by the Administrative Director or designee.
2. While any staff member may apply, staff members who have been awarded regular employee status will be considered prior to employees in probationary status.
3. Any employee wishing to be considered for the posted position should contact their supervisor and the supervisor of the department of interest.
4. Selection for interviews for awardance of promotion or transfer are made on the basis of skills, experience, past job performance evaluations, work habits and the ability to perform the responsibilities of the vacant position.
  - a. If skills, experience, past evaluations and the abilities of two or more employees are substantially equal, seniority governs.

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- b. Seniority is defined as length of service with RCCC.
  - c. If a lateral transfer occurs without a pay increase, the individual being awarded the transfer commences another probationary period, which will result in another annual performance appraisal date ("Annual Review Date") being established. However, his/her annual wage increase consideration/eligibility date would remain the same. Wage increases would remain on a merit basis and available monies to award same.
  - d. If a lateral transfer results in a wage increase, the individual being awarded the transfer commences another probationary period which will result in another annual performance appraisal date ("Annual Review Date") being established. Subject employee's annual wage increase consideration/eligibility date would then be the same as his/her new annual performance appraisal date. Wage increases would remain on a merit basis and available monies to award same.
  - e. If a promotion results in a wage increase, the individual being promoted commences another probationary period, which will result in another annual performance appraisal date ("Annual Review Date") being established. Subject employee's annual wage increase consideration/eligibility date would then be the same as his/her new annual performance appraisal date. Wage increases would remain on a merit basis and available monies to award same.
  - f. Any employee promoted or transferred to a different position who fails to adequately perform the assigned duties of same, is subject to termination for non-performance in accordance with established disciplinary procedures as outlined within the Personnel Policy and Procedure Manual.
5. If no employees are interested or none of the applicants meet the qualifications for the vacant position, the Executive Director or designee may fill the position by hiring a new employee directly.
  6. Candidates for the program positions are interviewed by the Clinical Supervisor and other supervisory staff. Recommendations are forwarded to the Executive Director and Program Director.