

Chapter 68. Personnel Policy

§ 68-7. Vacancies, recruitments and appointments.

A.

When vacancies occur in the classified service, the Personnel Director and the department head shall carefully evaluate the continued need for the vacant position to determine if it should be eliminated, combined with another position, enhanced with additional duties or reclassified. If a position remains vacant for a period of two fiscal years, it shall be considered eliminated. If a change in position status is desired, a recommendation to eliminate the position or submission of a new or revised position description shall be provided to the Levy Court within two weeks of the vacancy.

B.

Appointments to vacancies occurring in the classified service shall be based on merit as determined by qualifications set forth in the classification plan and approved position description. Appointments to vacancies occurring in the unclassified service shall be made by Levy Court. Compensation for new appointments shall be as required by the assigned pay range.

(1)

Employees shall be selected without regard to political considerations and shall not be required to contribute to any political purpose as a condition of employment.

(2)

There shall be no discrimination against any person seeking employment or employed in the service of Kent County because of political or religious affiliation or belief, national origin, race, color, sex, age, pregnancy, marital status, veteran status or disability.