

5.10 Recruitment And Selection

- A. **General Rule.** All employees shall be hired by competitive selection in accordance with policies established by the Board and procedures established by the Executive Director.
 - 1. No position shall be filled unless a vacancy has been posted in accordance with recruitment and selection procedures, except as otherwise provided by policy
 - 2. CTAC employees who have exited under the State of Florida Deferred Retirement Option Program (DROP) shall not be eligible for re hire for twelve (12) months following their termination under DROP. Once the twelve (12) month period after terminating has elapsed, the DROP employee may be re-hired pending Board approval.
- B. **Exceptions to the General Rule.** Under special circumstances, the Executive Director may waive the general rule of competitive selection. Special circumstances include:
 - 1. When the applicant has recently participated in the competitive selection process for another position.
 - 2. When an employee is successfully acting in a position, as long as the employee meets the minimum qualifications.
 - 3. Other circumstances where applying the general rule will significantly hamper Trust operations.
 - 4. A position may be filled while the incumbent is still in the position, when the Executive Director determines that overlap is necessary.

5.20 Employment And Opportunity Listing

- A. CTAC will advertise all vacancies on CTAC's web page.
- B. Managerial positions, and in extenuating circumstances, positions which traditionally experience recruitment difficulties, will also be advertised in local, regional, and/or national media.

5.30 Referring Applicants

- A. **Referring Employment Applications.** Applications will be screened by the hiring manager for applicants that meet the minimum qualifications for the position.
- B. **Veterans' Preference.** When selecting applicants for initial interviews, education, training and experience shall be considered along with Veterans' Preference in accordance with Chapter 295, Florida Statutes and Chapter 55A-7, Florida Administrative Code. Applicants who have submitted the required Veterans' preference documentation, and are determined to be eligible for Veterans' preference, will be identified by the Human Resources Office when the referral is made to the hiring

supervisor. An applicant eligible for Veterans' Preference will be given special consideration at each step of the employment selection process.

5.40 Interviewing Applicants

- A. **Interview Process.** Interviews may be conducted by the hiring supervisor or by a selection committee. When using a selection committee, a member of the committee must attend all interviews in order to provide input to the hiring supervisor. All interview and simulation materials to be used by the department shall be approved in advance by the department director or designee and/or the Human Resources Office.
 - 1. A single list of questions and simulation materials must be developed prior to the interviews, and be asked to all interviewed applicants. Additional questions may be asked to clarify answers or to address entries on the application.
 - 2. The interview questions must be job-related and seek information regarding the applicant's job-related qualification.
- B. **Applicant Screening.** All qualified applicants may be interviewed, or the applicant pool may be reduced by screening the applications according to job-related criteria
 - 1. The screening process requires consistent application of screening criteria, without regard to race, color, religion, age, marital status, sex, national origin, disability, sexual orientation, gender identity or expression, political affiliation, or other information that is not job-related. b. The result of each step of the process - screening criteria, written assessment, oral interview, etc. - will be documented for each applicant in the electronic hiring system.
 - 2. If the applicant does not meet the hiring manager's expectations at each step, (s)he will remain at that step while the successful applicants advance to the next step in the process.
- C. **Reference Checks.** Reference Checks should be the final interview step and should only be done on the top one or two final applicants the department is considering for hire.
 - 1. The results of the reference checks are maintained in the hiring department along with all other recruitment interview materials in accordance with State and federal statutes.
 - 2. Most positions require reference checks to be maintained for three years; however, many federal grants require five years

5.50 Selection Process

- A. **Selection Process**-After review by the Executive Director, the hiring supervisor may make an offer of employment contingent upon drug test results and, if applicable,

results of pre-employment physical, criminal background check and drivers license check

- B. **Drug Test/Pre-Employment Physical/Criminal Background Check/Drivers License Check.** Upon approval of the interview process and CTAC staff will coordinate a drug test, pre-employment physical and/or criminal background check as applicable. Upon notification of successful completion, the Executive Director will give approval to hire.

5.60 Compensation And Benefits

A Pay Plan shall be established and approved by the Board, for all classifications in the Classification Plan. The Pay Plan shall include a listing of all approved classifications with a salary range identifying the minimum and maximum rates of pay for each classification. The Executive Director or designee shall be responsible for the maintenance of the Pay Plans in accordance with sound compensation practices.

5.70 Classification System

- A. **Classification System.** The classification system is an evaluation process that compares positions in terms of relative contribution to the organization and clusters positions accordingly to ensure that positions of equal difficulty and requirements are equitably compensated.
- B. **Composition of the Classification System.** The classification system consists of the following:
1. A grouping of positions into classes;
 2. A class specification containing a title, listing of knowledge, skills, abilities, core competencies, minimum qualifications and licenses required for each class;
 3. A description for each job within a class, listing the type of work, the scope of duties and responsibilities, and supervisory responsibilities; and
 4. A pay grade allocation for each class based on:
 - a. Job analysis,
 - b. Salary surveys,
 - c. Internal equity surveys, and
 - d. History of recruitment and retention challenges.

5.80 Starting Pay

- A. **General Rule.** Typically, the minimum salary established for the position's classification is considered the starting salary for a new employee.

B. Exceptions to the General Rule.

1. The Executive Director or designee has the discretion to hire at up to the midpoint of the assigned salary range for the classification.
2. Hiring at greater than the midpoint of the assigned salary range for the classification requires the approval of the CTAC.
3. Budgetary constraints must be followed when making compensation decisions that are exceptions to the general rule stated above.

5.90 Pay Plan Adjustment

- A. **General Rule.** An employee in a classification whose salary range is adjusted upward shall receive a percentage salary increase equal to the percentage increase of the minimum of the range.
- B. **Downward Adjustment.** If the salary range of a classification is adjusted downward, the salaries of the current employees in that classification will not be affected.
- C. Executive Director may limit the percentage salary increase for all employees in affected classifications.