

Interviewing and Testing for Another County Position

338.1 PURPOSE AND SCOPE

To set forth guidelines for absences to interview or test for another County position. This policy applies to all employees.

338.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Ordinance 440.

338.3 POLICY

An employee may interview or test up to three (3) times during a calendar year for another County position without loss of pay or benefits.

338.4 PROCEDURE

- (a) For workload and scheduling, notify immediate supervisor at least three (3) days in advance before interviewing for another County position.
- (b) Time off for interviews or testing is generally limited to one (1) hour, plus travel time.
- (c) Time off in excess of three (3) interviews or one (1) hour per interview, excluding travel time, is charged against accrued vacation, holiday or compensatory time.

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