



Policy 2.1	Certification of Employment		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12, 11/23/21			

CERTIFICATION OF EMPLOYMENT

2.1

POLICY

It is the policy of DuPage County Board to require a Certification of Employment request and approval process for the filling of all vacant full-time and part-time budgeted and temporary positions when applicable. This requirement is based upon the County's need to monitor and control headcount and staffing costs and to maintain a list of eligible candidates for employment.

ELIGIBILITY

- All employees under DuPage County Board Jurisdiction regardless of employment status, all applicants, citizens, or residents.
- The philosophy of DuPage County is to provide employment and advancement opportunities to the most qualified individuals while maintaining compliance with all applicable employment laws.
- The Human Resources Representative assigned to the recruitment will work with the hiring department to determine the most qualified candidates whose names under consideration within the recruitment process.

GUIDELINES

- A.** Prior to posting a position, the Certification of Employment will be verified and approved by the Department Head and the Chief Human Resources Officer or County Board Chairman's designee.
- B.** Upon completion of the recruitment, and prior to an offer being extended, the Human Resources Representative shall receive authorization and require approval of recommended candidate(s) and hiring salary by the Department Head and the Chief Human Resources Officer or County Board Chairman's designee
- C.** A new vacancy may be filled from a previous recruitment if the position is the same job classification, with approval from the Department Head and the Chief Human Resources Officer or County Board Chairman's designee.