



**METHOD OF FILLING
VACANCIES**

Effective Date: May 3, 2012

SECTION 1. Types of Appointment: Vacancies may be filled by transfer, promotion, demotion, re-employment, or from an employment list or other selection process established for filling that particular vacancy. After each recruitment or promotion and subsequent appointment the employment list established for that purpose may either be retained or abolished, dependent solely upon the needs of the Town.

SECTION 2. Temporary Positions: The Town Manager may authorize temporary appointments, provided budgeted funds are available. Temporary positions shall generally be limited to a maximum of three (3) full calendar months. Temporary positions may be extended through the end of the current fiscal year with the approval of the Town Manager. Temporary employees may apply for part-time or full-time positions through the normal hiring process, but shall not be considered as employees for internal job posting purposes.

SECTION 3. Part-time Appointment: The Town Manager may make part-time appointments where positions require someone less than full time. Part-time employees may be eligible for employee benefit programs offered by the Town.

SECTION 4. Hiring Incentives Provision: The Town Manager may develop and implement short-term recruitment strategies for specific classifications which from time-to-time may be designated as "hard-to-fill" positions. Normally, the designation of a "hard-to-fill" classification will originate from the Human Resources Director in consultation with the appropriate Department Head, and will be based on documented difficulties experienced in finding qualified candidates for specific classifications in prior recruitment efforts. Specific strategies may include the use of cash hiring incentives, additional annual leave or sick leave entitlements, or other exceptions to employee benefits or compensation as may be provided through other policies in the Town of Oro Valley Personnel Policies and Procedures Code. Cash hiring incentives will be paid in increments spread over the employee's first year of employment. No more than 50% of any cash incentive will be paid out prior to the completion of the employee's first anniversary with the Town of Oro Valley, with the balance payable after one year of employment. The value of any non-cash incentives will not exceed 10% of the employee's annualized salary at the time of hire. All costs of any recruitment strategies developed pursuant to this policy will be carried out within the constraints of the approved annual budget for the gaining Department. The Town Manager will be responsible for providing the Town Council with any required periodic reports relating to the Hiring Incentives Program.