

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

BASIS FOR SELECTION AND APPOINTMENT

**SECTION 2.09
PAGE 1 OF 1**

The SCAA or designee shall be responsible for making selections to fill vacant positions within the SCAA respective office or department. Selections shall be based solely on the applicant's knowledge, skills, and abilities to perform the essential functions of the position as ascertained through fair and practical selection methods.

The appointment of individuals to fill vacancies shall only be made by the legal appointing authority for the office or department. The effective date of an appointment shall be determined by the SCAA and shall be a date following the approval of a personnel action by the SCAA.

A Letter of Appointment shall be provided to the employee outlining the type of appointment (i.e., classified or unclassified); effective date of the appointment; employment status (i.e., full-time, part-time, temporary, intermittent, etc.); beginning rate of pay; any special requirements following appointment (i.e., residency, certifications, licenses, etc.); and any additional unique terms or conditions of employment. The employee shall be required to sign the Letter of Appointment prior to beginning work as acknowledgment of the terms and conditions therein.