Policy 0522

From Human Resources

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(diff) ←Older revision | Current revision (diff) | Newer revision→ (diff)

PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Waiver of Job Specification Minimum Requirements **Policy Number**: 0522 **Chapter Title**: Wage and Salary Administration **Effective Date**: January 1, 2009 **Supersedes Policy Number** 1024 **Dated** July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

Supervisors will attempt to fill vacancies with the candidate that best meets the needs of the position and the department. Waivers of minimum qualifications may be approved as described in this policy when the selected candidate does not meet the requirements listed on the job specification.

PROVISIONS / REQUIREMENTS

1. The minimum educational, experience, and professional registration and other requirements for each job in the department can be found on its job specification. These minimum

qualifications are based on the knowledge and skills normally expected of an individual to perform duties of that position with a normal amount of training and development.

If none of the applicants meet minimum qualifications, significant external recruitment efforts must be made to recruit qualified candidates prior to requesting a waiver. Hiring supervisors should work with their local human resources (HR) representative for assistance with recruiting qualified candidates.

2. Every effort should be made to staff a position with an employee or an external applicant who meets the minimum requirements either directly or through substitution of education or experience (see Personnel Policy 0521, "Substitution of Education or Experience"). Waivers should only be granted if there are no employees or external applicants who meet minimum qualifications and are suited for the job. The substitution of education or experience to meet minimum requirements of a position does not constitute a waiver.

3. When determining if an applicant/employee meets minimum requirements, previously approved waivers should not be considered. When the applicant/employee does not meet the minimum job requirements, a waiver from the district engineer or the division leader/state engineer is necessary prior to making an offer. However, the district engineer or the division leader/state engineer must collaborate and seek consensus from the HR director prior to granting the waiver. The hiring supervisor cannot make a final decision and an Employment Status Maintenance (ESMT) transaction cannot be processed until the waiver is reviewed and approved.

4. When the minimum requirements as stated on the job specification requires approval from the HR director, a waiver request should be submitted to the HR director along with a completed Comparative Analysis form identifying all applicants and a memo justifying their selection. Waiver requests must be filed in the HR Division. Factors such as those listed below may be considered to show why an employee who meets minimum requirements is not considered suited for the job:

a. Poor performance as documented in his/her performance management file;

b. Poor communication, administrative, leadership, or supervisory skills; or,

c. Personal values that are contradictory to the department's objectives in such areas as Equal Employment Opportunity, participative management, operational procedures, etc.

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