



# Lake County Illinois

## Legislation Text

---

File #: 09-1537, Version: 1

---

Ordinance adding Section 2.16 Vacancy Evaluation Procedure to the Lake County Employee Policies and Procedures Ordinance.

- Department Heads must consider alternatives to hiring full-time regular employees when a full-time regular position is vacated.
- A request to fill a full-time regular vacancy with a full-time regular employee or utilizing an alternative form of hire must be reviewed and approved by the Human Resources Director and the Finance and Administrative Services Director.

### **ORDINANCE**

**WHEREAS**, the County of Lake established the Employee Policies and Procedures Ordinance to serve as a clear policy statement, providing for the equitable treatment of employees as the terms, conditions and benefits of the Lake County employment relationship; and

**WHEREAS**, the County of Lake establishes policies and procedures that require Department Heads to consider alternatives to filling vacant regular full-time budgeted positions with regular full-time employees; and

**WHEREAS**, the County of Lake is committed to establishing hiring policies that are efficient and thus subjects said procedures to modification in order to be responsive to operational needs and the economic condition of the County of Lake; and

**WHEREAS**, the Finance and Administrative Committee of the County Board has reviewed the policy recommended for adoption by the County Administrator and the Director of Human Resources.

**NOW, THEREFORE, BE IT ORDAINED**, by this the County Board of Lake County, Illinois, that the Lake County Employee Policies and Procedures are hereby amended to include Section 2.16 as attached hereto and made part of this ordinance.

**DATED, at WAUKEGAN, LAKE COUNTY, ILLINOIS**, on this 12<sup>th</sup> day of May, A.D., 2009.