

EMPLOYMENT PROCESSES AND PROCEDURES

Adopted: 09/18/2019

- Purpose:** Employees of the State Appellate Defender Office are at-will employees serving at the pleasure of the Director. It is the policy of SADO to recruit and employ the best available persons based on merit and to place them, after consideration of the needs of SADO, according to their qualifications, in positions that make full use of their abilities while, at the same time, providing maximum personal satisfaction.
- Internal Job Opening Announcements:** Upon approval to fill a vacancy (with the assistance of the department or office involved), the supervisor with the approval of the Director shall draft a job opening announcement. After review by Human Resources, the announcement shall be posted on available SADO bulletin boards or electronically. Any SADO employee interested in applying for the vacancy may apply to the person or committee in charge of the hiring. Interviews will be arranged for those applicants who have the necessary qualifications for the position. At the discretion of the Director, a vacancy may be filled internally without the use of external recruiting.
- Hiring of Relatives:** In order to avoid the potential for emotional interference with job performance, the possibility of favoritism, morale problems arising from the appearance of favoritism, or conflicts of interest that may arise if an employee is required to supervise a relative, it shall be the policy of SADO that no employee be hired, transferred into, or promoted into a position which is under the direct supervision of a relative of the employee. For the purpose of this policy, a "relative" is defined as: the employee's spouse; child(ren); [including natural, adoptive, step or foster child(ren)]; parent(s); brother(s); sister(s); grandparent; grandchild; first cousin; uncle; aunt; niece; nephew; brother-in-law; sister-in-law; daughter-in-law; son-in-law; mother-in-law; and father-in-law; and any other person for whose financial or physical care the employee is principally responsible.