

JAN 26 2015

JOHNSON COUNTY Training/Transition Position Policy

PURPOSE

The purpose of this policy is to prescribe the procedure to allow Elected Officials and Department Heads an available Training/Transition Position to use for training new employees prior to a current employee leaving or the ability to use the Training/Transition Position while former employees are using allowed compensable accrued paid time.

PROCEDURE

Elected Officials and Department Heads should review the job functions and requirements of the position that will become open to determine if a clearly defined need exist in order to justify the use of a Training/Transition Position. Elected Officials and Department Heads should consider if other current employees would be able to train the new employee and if an undue hardship would result if the position remained open until all compensable accrued time was paid.

The Training/Transition Position will be assigned to the County's Non-Departmental 0100-5100 fiscal year budget. If the County Budget Officer determines there are sufficient funds within the Personnel Salaries Budget of the Elected Official or Department Head, the amount needed to fund the position will be transferred to reimburse that account.

The Training/Transition Position can only be used for the need of current employees to train their replacements and during the transition period where former employees exhaust compensable accrued paid time.

Duration of a Training/Transition Position cannot exceed 2 weeks. If more than 2 weeks are requested, the request must have Commissioners Court approval prior to the selection process.

New Employees hired into Training/Transition Positions will be considered Full Time Regular employees of Johnson County and will be entitled to participate in the County's Employee Benefit Programs.

The assigned compensation of the Training/Transition Position cannot be more than the budgeted amount of the position in which this individual is being trained for or transitioning into.

Elected Officials and Department Heads must notify the Personnel Office of the need of a Training/Transition Position and the job opening will be required to be filled in the same manner as all other open positions within the County.