

113 Underfilling an Employment Position

Effective Date: 05/20/2024

Underfilling is defined as hiring an employee for a specific position they are not fully and independently able to perform because at the time of hire they are not fully certified or licensed as required by the job posting. Examples of positions for which Underfill may be appropriate include lawyers prior to passing the Bar Exam or the County Engineer prior to being fully licensed by the State of North Dakota.

An open position must exist for an 'underfilling employee' to be hired. An underfilling employee will be hired into Step 1 of an existing Grade within the Cass County pay matrix that does not exceed 80% of the standard Step 1 compensation for the position being underfilled.

Underfill positions are temporary. An employee will remain in an Underfill position no longer than one calendar year from the date of hire. If an underfilling employee fails to obtain the required licensure or certification to fully perform the duties of the position, the underfill position will terminate.

Upon completion of required certification or obtaining the required license, the Department Head supervising the underfilling employee will notify Human Resources immediately and provide verification of the certification or license. Upon receiving verification, Human Resources will transition the employee from underfill to Step 1 of the full position status.

Underfill positions may be considered after the position has been advertised for at least 30 days with no fully qualified candidates applying and/or advancing in the recruitment/selection process. At that time the Department Head may fill the position as an Underfill position.