



JACKSON COUNTY

Human Resources Department

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Memo

TO: Jackson County Board of Commissioners

FROM: Kathleen Breedlove, Human Resources Director

DATE: January 19, 2021

SUBJECT: State of Emergency Hiring Policy

The ongoing State of Emergency along with the county's need to strategically implement vaccine distribution may require Jackson County to quickly identify and hire essential personnel (SOE Staff) to assist the Health Department with vaccination clinics and other needs associated with the COVID-19 pandemic.

SOE Staff may be hired as part-time temporary employees or contractors qualified to administer the vaccine, communicate with non-English speaking patients, direct clinic flow, educate patients about the vaccine, greet patients, provide administrative support, provide emergency medical services, security, traffic monitoring for drive-through or curbside clinics, patient registration including collection of insurance information (if applicable), screen for vaccine eligibility including contraindications and precautions and to assist with any other needs associated with the COVID-19 pandemic.

Therefore, it is recommended that hiring of SOE Staff bypass the normal processes outlined in the Human Resources Manual related to pay, recruitment and selection, conditions of employment. The Human Resources office will continue to comply with the Department of Homeland Security, US Citizenship and Immigration Services' requirement to verify the identity and employment authorization of individuals hired for employment. **During the State of Emergency, it is requested that the Jackson County Board of Commissioners provide the County Manager direct authority to set the hourly rates of pay for essential SOE Staff in accordance with market demands.**

Additionally, due to market demands, the Department of Public Health has had several resignations over the past six months of permanent, full-time Public Health Nurses. Public Health has also experienced a recent Physician Extender II resignation. In relation to providing experience as factor for new hire salary calculations, the Hiring Policy states "The County Manager has the authority to approve up to Step 12. Any starting salary above Step 12 or a starting salary that does not meet the approved guidelines must be approved by the Jackson County Board of County Commissioners." **During the State of Emergency, in order to attract qualified registered nurses and nurse practitioners to public health employment, it is requested that the Jackson County Board of Commissioners provide the County Manager direct authority to hire applicants for Public Health Nurse II and Physician Extender II (nurse practitioner) applicants above step 12 without seeking approval of the Jackson County Board of County Commissioners. All other hiring policies will be adhered to.**