

**SPECIAL EMPLOYMENT CONSIDERATION
TO DEPENDENTS OF DECEASED EMPLOYEES**

SUMMARY

This procedure implements the provisions of Resolution 179-81 which provides special employment consideration to dependents of County employees who have died while in the line of duty.

Dependents are defined as spouse, children or other relatives residing in the household who had been receiving more than fifty percent financial support from the deceased employee. Applicants will be required to provide a notarized statement or other acceptable documentation attesting to their financial dependency upon the deceased employee.

PROCEDURE

1. The applicant will identify himself or herself at the time of application as a dependent of an employee who died in the line of duty and provide proof of eligibility.
2. The Human Resources Department (HR) will determine whether the position applied for is 'similar' to the position occupied by the deceased employee.
3. HR will identify any applicant who is the dependent of a deceased County employee at the time of application by placing an explanatory notation by the name of that applicant.
4. HR will confirm through the concerned department and ISD/Risk Management that the former employee's death was considered 'in the line of duty'.
5. HR will notify the hiring department as to this special employment procedure and the County policy contained in Resolution #179-81. The hiring department will be required to extend an interview to the applicant if the applicant has demonstrated eligibility and meets the announced minimum qualifications for the position.
6. Special employment consideration will be given, i.e., in the event the dependent is equally qualified as the top-ranking candidate, serious consideration should be given to selecting the dependant to fulfill the intent of this Resolution.

CONTACT(S):

Department/Division

Human Resources Department /Recruitment, Compensation and Testing

REFERENCE DOCUMENT(S):

Resolution No. 179-81