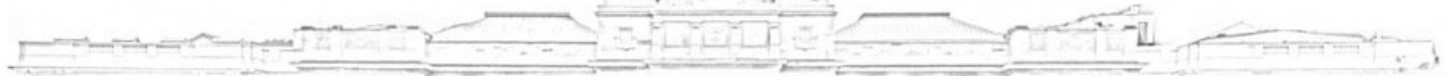




ADMINISTRATIVE RULES OF MONTANA



2.21.3707 INTERNAL RECRUITMENT

- (1) Agency managers shall use a competitive process when recruiting internally to fill permanent positions.
- (2) Agency managers are encouraged, but are not required to consider applicants included in the job registry in an internal recruitment process. Reinstated employees are not required to participate in a competitive process to be rehired as provided in the Implementing a Reduction in Force Policy (<https://montana.policytech.com/docview/?docid=328&public=true&fileonly=true>).
- (3) Agency managers may:
 - (a) limit the internal competitive recruitment process to current employees of the agency, division, other appropriate internal unit, or laid-off employees participating in the job registry as provided in the Implementing a Reduction in Force Policy; or
 - (b) recruit internally to the agency, division, or other appropriate internal unit and to the job registry simultaneously unless this practice conflicts with agency policy or the provisions of a collective bargaining agreement.
- (4) Agency managers may consider temporary employees hired through a competitive process in an internal recruitment; however, student interns, short-term workers, and temporary employees who were not hired through a competitive process are not eligible to participate in an internal recruitment.
- (5) Agency managers may reassign current employees to temporary assignments not to exceed a period of two years without using a competitive recruitment. Agency managers shall use a competitive process when filling the position on a permanent basis.
- (6) Agency managers shall post internal vacancy announcements according to agency standard procedures.

Authorizing statute(s): 2-18-102, MCA

Implementing statute(s): 2-18-102, MCA

History: NEW, 1984 MAR p. 1560, Eff. 10/26/84; AMD, 1990 MAR p. 1949, Eff. 10/26/90; AMD, 1994 MAR p. 1412, Eff. 5/27/94; AMD, 2003 MAR p. 1531, Eff. 7/18/03; TRANS & AMD, from ARM 2.21.3712, 2006 MAR p. 2901, Eff. 11/23/06; AMD, 2010 MAR p. 2208, Eff. 9/24/10; AMD, 2018 MAR p. 90, Eff. 1/13/18.