

SECTION VI - HIRING FOR NEW AND VACANT POSITIONS

- A. Recruiting: Selecting and advancing employees in the county personnel system shall be on the basis of their ability, knowledge, and skill levels related to the vacant position.
- B. Disqualification: The county reserves the right to reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applicants and subsequently hired applicants who make false statements or who are found to have engaged in any type of deception or fraud in the application or testing process shall be rejected or immediately terminated.
- C. Testing: Applicants may be subjected to competitive testing which may include, but not be limited to: determination of bondability, rating of education and experience, written, oral, or physical agility tests, essential function demonstrations, proof of academic attainment, etc. In addition, applicants may be subject to background investigations and/or polygraph testing. For certain positions, psychiatric exams may be required but only subsequent to a job offer being made and only if all entering employees in the same job category are subjected to the same exam. Applicants for positions which require the worker to operate county vehicles or equipment on public roadways must provide a copy of a Moving Violation Report. MVR's will be used to assist in the ranking of applicants who meet the minimum qualifications. For competitive examinations specific to certain county positions, i.e. law enforcement, the deadline for receiving applications shall be seven (7) days prior to the scheduled examination day. When all test results are compiled, the eligible candidates shall be ranked according to highest scores, which register of names shall remain active for two (2) years, with a one (1) year extension at the option of the County Sheriff.
- D. Physical Examinations/Drug Testing: Public health and safety demands that employees be physically able to perform the duties of the job classification to which hired. The physical requirements of the job constitute bona-fide occupational qualifications. The county will also accommodate employees and applicants in compliance with the Americans With Disabilities Act (ADA) and provide "reasonable accommodation" when the cost of such is deemed "reasonable" within the county's ability to pay, and where to do so does not impair the county in it's business necessities.
1. An applicant may be required to submit to a physical exam only subsequent to a job offer being made and only if all others being hired for the same job

category are required to do the same. The results of the exam will be presented to the department head/elected official in writing.

2. The county may require a medical examination at any time during the employee's work tenure if deemed necessary to assure the safety and health of the employee, co-workers, and the public. The county will pay the cost of any required medical examination.
3. Applicants for any position may be required to undergo chemical screen testing to determine the presence of alcohol and chemical substances in the blood. Subject to "handicapped" (ADA) laws, any applicant who tests positive may be disciplined according to state law (see Drug Free Work Place Policy, Utah Code 34-38-8).

E. Employment Eligibility Verification: In conformance with the "Immigration Reform and Control Act of 1985" (P.L. 99-503) and in order to avoid monetary penalties for the hiring of illegal workers, the human resources personnel shall establish an employment verification system, and shall verify that all applicants for vacant positions or persons hired to fill vacant positions are authorized to work within the boundaries of the United States.

1. The human resources personnel shall complete or have completed Immigration and Naturalization Service Form I-9 prior to a hired employee's first day of work and verify work eligibility through examining such documents as a U.S. passport, birth certificate, social security card, driver's license, or an alien identification document.
2. Employees must also attest in writing that they are authorized to work in the United States. Forms and all written verifications shall be kept along with other personnel records for a seven (7) year period and shall be made available to the Immigration and Naturalization Service or the Department of Labor as requested.

F. Hiring Procedures:

1. When a need arises to create a new position, the elected official or department head shall notify the Board of County Commissioners of recruitment needs. Notification shall be accompanied by the position title and a description of the duties, responsibilities, and required knowledge and skills. Minimum qualifications for education and experience shall be outlined for recruited positions. All regular and most exempt employees and appointments must be hired into allocated positions (except seasonal, temporary, contractual, non-career, and part-time professional positions). Authorization to hire individuals into non-allocated positions must be approved in advance by the Board of Commissioners.

2. Upon being given approval to recruit or to fill a vacancy of an existing position, the department head/elected official shall prepare, advertise, and post the opening where all county employees will be made aware of the opportunity if the vacancy is not filled by promotion. Employees wishing to bid for the position must do so by the closing date of the recruitment.
3. The community and labor market shall become the object of an appropriate recruitment effort. Outside applications will be accepted for a minimum of seven calendar days after or concurrent with in-house recruitment. The department head/elected official may utilize Utah Department of Workforce Services or another recruiting entity to assist in the application gathering and review process.
4. Upon closing the recruitment, the department head and elected officials over the position being recruited for shall review all applications and select qualified interview candidates. Upon completing the interviews and related selection tests (including medical where appropriate), elected officials shall submit notification of hire to the Board of County Commissioners.
5. Applications received during the hiring process will be kept on file for a period of six months and may be considered should the position become available again within that time frame.

G. Employee Induction: After the new employee is hired, he/she shall promptly receive a general orientation concerning benefits, compensation practices, personnel policies and procedures, and various employment expectations from the human resources personnel and immediate supervisor. The involvement of the department head/elected official is also encouraged.

H. Orientation Period: All appointments to positions within the county, whether new hires, rehire, reinstated (affected by reduction-in-force or leave without pay), or promotional, require an orientation period during which both the county and the employee can determine compatibility and competence. This period is regarded as a testing period designed to acquaint the new employee with the position and allow the employee, supervisor, and department head/elected official to measure fairly the employee's suitability for the job. The orientation period shall be six (6) months in duration, with an option by elected officials or department heads to extend the period an additional six (6) months. Promoted employees who fail to demonstrate competence and/or compatibility with the new assignment within the six (6) month period shall be restored to their former position and status and shall have all rights of appeal and due processes as defined by policy and procedures. For deputy sheriff positions, the six (6) month orientation period does not begin until the

employee completes POST and the sheriff=s office FTO program.

During the new hire orientation period, all benefits accrue. Upon completion of the orientation period, the supervisor shall conduct a performance review to apprise the employee of their suitability for the position and determine the employment action to be recommended to the Board of County Commissioners.