

RESOLUTION 2006-22

AMENDING PERSONNEL POLICIES AND PROCEDURES SECTION 7,  
HIRING, GRANTING A VETERAN'S PREFERENCE

WHEREAS, the county commission finds it necessary to amend Section 7, Hiring, of the Tooele County Personnel Policies and Procedures Manual to conform with Utah Code 71-10-2 by granting a veteran's preference upon initial hiring.

NOW, THEREFORE, BE IT RESOLVED BY THE TOOEELE COUNTY COMMISSION that Personnel Policies and Procedures Section 7, Hiring, is hereby amended to read as attached hereto, which attachment is, by this reference, made a part hereof.

EFFECTIVE DATE: This resolution shall take effect immediately upon passage.

DATED this 28<sup>th</sup> day of November 2006.

ATTEST:

TOOELE COUNTY LEGISLATIVE BODY

  
DENNIS D. EWING, Clerk

  
DENNIS L. ROCKWELL, Chairman



Commissioner Rockwell voted aye  
Commissioner Lawrence voted aye  
Commissioner Johnson voted absent

APPROVED AS TO FORM:

  
DOUGLAS J. AHLSTROM  
Tooele County Attorney

## SECTION 7 HIRING

### A. REGULAR HIRING PROCEDURE:

1. When a position opens or a need arises to create a new position, the hiring authority shall notify the director of personnel management. The hiring authority shall identify the position title, a description of the duties, responsibilities and required knowledge and skills, minimum qualifications, the essential job functions, and any required examinations and tests.
2. Authorization to hire individuals into nonallocated positions must be approved in advance by the county commission.
3. From the information supplied, the director of personnel management shall prepare a job announcement. The job announcement shall specify the title and salary range of the position, the nature of the work to be performed, the experience and training required, the time, place and manner to make application, and other pertinent information. The announcement shall be distributed to every county department and posted on the office of personnel management bulletin board to inform interested and qualified persons of the opportunity to apply.
4. Vacancies may be filled from in-house recruitment on the basis of performance, knowledge, skills and qualifications. Only employees who have been initially hired through the regular hiring procedure may be considered for the vacancy.
5. After or concurrent with in-house recruitment, the community and labor market shall become the object of a recruiting effort utilizing appropriate methods to notify the general public. The county will utilize Job Service in most efforts. Outside applications will be accepted for a minimum of three working days.
6. All applications shall be submitted to the director of personnel management. Applications will be received only when there is a job opening. The hiring authority and the director of personnel management will review the applications to determine who meets the minimum qualifications. The director of personnel management may coordinate appointments for interviews, tests and examinations. All applicants who meet the minimum qualifications shall then be rated in order of preference. Preference shall be determined by a consistent method of rating the applicants' education, experience, knowledge, skills and abilities. After interviewing, the hiring authority may then select one applicant for hiring. Upon making a selection, the director of personnel management shall apprise the county commission of the selection before an offer is made.
7. Each applicant selected for hiring shall be given a drug test prior to hiring. Any prospective employee who is found to be a user of an illegal drug or controlled substance, who uses a prescription drug without an authorized prescription, or who refuses to take the drug screening test shall be disqualified.

8. Prior to hiring, the county will conduct a background investigation which may require that the applicant be photographed and fingerprinted. Refusal to submit to the background investigation shall be ground for rejection of the applicant for employment. Each applicant selected for hiring in positions which deal with care, custody or control of children, fiduciary trust over money, or health care to children or vulnerable adults, shall provide a criminal history or rap sheet from the Bureau of Criminal Investigations prior to hiring. The county will reimburse the applicant for the cost of obtaining such history.
9. a. As a condition of hiring into a position requiring driving of either a County or personal motor vehicle, the candidate shall have had a valid driver license for at least two years and shall, at his own expense, provide the County an official copy of his driving record. Any hiring offer made for such a position shall be contingent upon the candidate having an “acceptable” driving record as set forth in Subsection 9.b.
- b. Driving Record Grading Criteria (most recent two years):

Number of Violations	Number of At-Fault Accidents			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Poor	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

c. Major violations include:

- (1) driving under the influence of alcohol or drugs;
- (2) failure to stop or report an accident;
- (3) reckless driving or engaging in a speed contest;
- (4) making a false accident report;
- (5) homicide, manslaughter or assault arising out of the use of a vehicle;
- (6) driving while license is denied, suspended or revoked; and
- (7) evading a police officer.

10. Each newly hired employee shall report to the director of personnel management to fill out forms for employment. The director of personnel management will give the employee a general orientation concerning personnel policies and procedures at that time.
- B. RESIDENCY:** Preference in employment may be given to local residents.
- C. VETERANS:** Pursuant to Utah Code 71-10-2, Tooele County shall grant a veteran's preference upon initial hiring to each preference eligible veteran or preference eligible spouse according to the procedures and requirements of this subsection.
1. The county shall add to the score of a preference eligible who receives a passing score on an examination, or any rating or ranking mechanism used in selecting an individual for any career service position with the county:
    - a. five percent of the total possible score, if he is a veteran;
    - b. ten percent of the total possible score, if he is a disable veteran or a purple heart recipient;  
or
    - c. in the case of a preference eligible spouse, widow, or widower, the same percentage the qualifying veteran is, or would have been, entitled to.
  2. A preference eligible who applies for a position that does not require an examination, or where examination results are other than a numeric score, shall be given preference in interviewing and hiring for the position.
- D. TRANSFERS:** A position may be filled by transferring an employee from another position. Interdepartmental transfers must be approved by both departments affected as well as by the employee being considered for transfer. The director of personnel management must be notified of such transfers.
- E. REHIRING:** Persons who leave county employment after having worked at least one full year may be rehired to the same county position without going through the regular hiring procedure, provided the rehiring is accomplished within 12 months after termination. Rehired employees shall not be placed on a salary range higher than when they terminated without approval of the hiring authority and the county commission. Rehired employees shall be considered new employees for the purpose of health and dental insurance benefits and shall be subject to all waiting periods and preexisting condition requirements specified for new employees in the Tooele County Medical/Dental Plan.
- F. WORK AUTHORIZATION:** In conformance with the Immigration Reform and Control Act of 1986, the director of personnel management 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. The director of personnel management shall verify employment eligibility and the identity of all new hires by examining documents such as a U.S. Passport, birth certificate, social security card, driver license, or alien identification. Employees must also attest in writing

that they are authorized to work in the United States. Section 1 of the I-9 Form must be filled out the first day the new employee reports to work. Section 2 of the form must be completed within three business days after new employees begin work. I-9 Forms shall be kept separate from other personnel records and shall be made available to the Immigration and Naturalization Service or the Department of Labor as requested.

- G. **EMERGENCY HIRING**: In an emergency, to prevent undue delay or serious interference with the provision of vital county services, a hiring authority may make an emergency hiring for a period not to exceed 90 calendar days. Such hiring can be made without recourse to the regular hiring procedure. Approval of the county commission is required to make an emergency hiring and the hiring authority must notify the director of personnel management. Emergency employees are not entitled to employee benefits.

**C. VETERANS:** Pursuant to Utah Code 71-10-2, Tooele County shall grant a veteran's preference upon initial hiring to each preference eligible veteran or preference eligible spouse according to the procedures and requirements of this subsection.

1. The county shall add to the score of a preference eligible who receives a passing score on an examination, or any rating or ranking mechanism used in selecting an individual for any career service position with the county:

a. five percent of the total possible score, if he is a veteran;

b. ten percent of the total possible score, if he is a disable veteran or a purple heart recipient; or

c. in the case of a preference eligible spouse, widow, or widower, the same percentage the qualifying veteran is, or would have been, entitled to.

2. A preference eligible who applies for a position that does not require an examination, or where examination results are other than a numeric score, shall be given preference in interviewing and hiring for the position.

**CD. TRANSFERS:** A position may be filled by transferring an employee from another position. Interdepartmental transfers must be approved by both departments affected as well as by the employee being considered for transfer. The director of personnel management must be notified of such transfers.

**DE. REHIRING:** Persons who leave county employment after having worked at least one full year may be rehired to the same county position without going through the regular hiring procedure, provided the rehiring is accomplished within 12 months after termination. Rehired employees shall not be placed on a salary range higher than when they terminated without approval of the hiring authority and the county commission. Rehired employees shall be considered new employees for the purpose of health and dental insurance benefits and shall be subject to all waiting periods and preexisting condition requirements specified for new employees in the Tooele County Medical/Dental Plan.

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