

## 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 Human Resource Department. 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. The hiring authority is the department head or elected official for positions within their respective departments. The hiring authority is the County Commission for department heads and all other positions, except where otherwise provided in the Utah State Code.
2. Authorization to hire must be approved in advance by the County Commission, and the Human Resources Director must be notified.
3. The Human Resource Department 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 Human Resource Department 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. Outside applications will be accepted for a minimum of three working days.
6. All applications shall be submitted to the Human Resource Department. Applications will be received only when there is a job opening. The hiring authority and the Human Resource Department will review the applications to determine who meets the minimum qualifications. The Human Resource Department 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, abilities, and preliminary background screening. Upon making a selection, the hiring authority 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 will require that the applicant be photographed, fingerprinted, and provide a criminal history or rap sheet from the Bureau of Criminal Investigations. Refusal to submit to the background investigation shall be grounds for rejection of the applicant for employment. In determining an individual's suitability for employment where the individual has criminal convictions on his/her record, the hiring authority, Human Resource Department, and County Attorney will consider the nature and seriousness of the crime(s); the relationship of the conviction to the requirements of the job; all circumstances relative to the crime(s), including mitigating circumstances; and all other competent evidence. The County Commission makes the final determination regarding approval to hire or reject the applicant. If hired, the county will reimburse the applicant for the cost of obtaining the criminal history.
9. 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. Unless approved by the County Commission, any hiring offer made for such a position shall be contingent upon the candidate having an "acceptable" driving record as set forth in Section 30.
10. Each newly hired employee shall report to the Human Resource Department to fill out forms for employment. A general orientation concerning personnel policies and procedures will be provided by the Human Resource Department.

**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/she is a veteran;
  - b. ten percent of the total possible score, if he/she is a disabled 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:**

1. 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 Human Resources Director must be notified of such transfers.
2. If an employee voluntarily transfers from one county department to another county department, the employee shall be paid at the pay grade for the new position. The employee may be paid at the same step as the prior position, or a lower step, as determined by the County Commission and the department head or elected official. The employee shall retain all years of service and leave accrued from the prior position.
3. If an employee involuntarily transfers from one county department to another county department for no fault of the employee, the employee shall be paid at the pay grade for the new position, but shall be paid no less than the pay rate from the prior position. An involuntary transfer must be approved by the County Commission and the affected department heads or elected officials. The employee shall retain all years of service and leave accrued from the prior position. This paragraph does not apply to transfers due to a reduction in force or layoff.
4. If an employee transfers to another position in lieu of a layoff and if the pay rate received in the higher range falls within the pay range for the grade to which demoted, the rate of pay shall remain unchanged. If the pay rate received in the higher range is greater than the maximum for the grade to which demoted, the pay rate shall be reduced to the maximum of the lower pay range.
5. If an employee involuntarily transfers from one county department to another county department as a condition of discipline to the employee, the employee shall be paid at the pay grade for the new position. The employee may be paid at the same step as the prior position, or a lower step, as determined by the County Commission and the department head or elected official. The employee shall retain all years of service and leave accrued from the prior position.

**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 Human Resources Director 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 Human Resource Department 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 Human Resources Director. Emergency employees are not entitled to employee benefits.