

**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER 308
EFFECTIVE DATE: 9-16-08
REVISED: 1-20-09 & 11-8-10
REVISED: 4-05-11
AUTHORITY: BOC
COUNTY MANAGER: ___PAW

SUBJECT: Applicant Selection, Offer of Employment and Pre-Employment Drug Screen

POLICY: A. Selection

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by race, religion, gender, sexual orientation, age, disability, national origin, ancestry, color, veteran status, pregnancy, genetic information, or domestic partnership. The Elected Official or Dept. Head has ultimate responsibility for selection of the candidate for hire; however, s/he should take into consideration the input of the other members of the interview team. The Elected Official or Dept. Head is responsible for ensuring the selected candidate meets the required level of education, experience, certification, license, etc. The Elected Official or Dept. Head will document the basis of their decision to select a particular candidate; i.e., why s/he is the most qualified and the best fit for the position. The Elected Official or Dept. Head should also document why the other candidates were not selected. The Candidate Interview Evaluation Form (*reference: Candidate Interview Evaluation Form 305-F2*) is the best tool for this. The Elected Official or Dept. Head will submit the documentation regarding why the selected applicant was chosen and notify Administrative Officer and /or Personnel Director of the selection, the potential date of hire and pay grade. The Elected Official or Dept. Head shall submit to Personnel Director and/or Administrative Officer a Salary Resolution Cover Sheet (*reference: 308 F1 form*), it is preferred that this be submitted as soon as the applicant selection has been made.

B. Job Offer Letters

After an applicant has been selected for employment or promotion, the employer will notify the Personnel Director or Administrative Officer, who will extend the following:

1. A “notification of background check” if non-medical checks are required (i.e., background, criminal, DMV, consumer reporting, drug test).
2. A “bona-fide conditional offer letter” (if medical exam is required). Once non-medical checks and tests have been successfully passed, this letter will condition the offer on passing required medical examinations.
3. A “formal job offer letter” once all applicable non-medical and medical checks and exams have been passed; this letter will include the terms and conditions of employment. (*reference: Offer Letter – Employers 308F form*).

Prior to notifications/letter being extended, the employer may contact the selected applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered as an official job offer.

Note: All non-medical checks must be completed before applicant is subject to medical exams.

C. Pre-employment Drug Screening

1. The **employer** may require successful applicants for safety-sensitive position to consent to a pre-employment drug screen. The **employer** will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment, and that offers of employment are contingent upon a negative drug test result. The applicant may be asked to authorize the **employer**, as a condition of employment, to conduct through the **employer's** designated laboratory testing facility, a drug screen test. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.
2. The **employer** may direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, and in no circumstances later than forty-eight (48) hours after notice to the applicant.
3. The **employer** will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug.
4. The **employer** will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the **employer** for a period of twelve (12) months. The **employer** shall disqualify the applicant on the basis of failure to pass the applicable test(s).

****NOTE:** Safety-sensitive positions (see policy Vehicle Operators Drug and Alcohol Policy # 206A)

D. Other Conditions: All offers of initial and continuing employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification). Depending on the specific position, offers of employment may also be contingent upon passing a pre-employment physical examination, background check, submitting documentation of qualifications, and/or obtaining job-required licenses. The Personnel Director, Administrative Officer or Dept. Head will notify all unsuccessful applicants that they have not been selected, either verbally or in writing. The hiring supervisor will document any verbal notification.

E. Failure to Appear for Work

If a selected applicant fails to report for work within the time period prescribed by the employer, that applicant may be deemed to have declined the position and be removed from the eligible list.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.