

SUBJECT: HIRING AND ON-BOARDING EMPLOYEES

I. PURPOSE:

Douglas County recognizes the importance of having an effective and consistent employee on-boarding policy and process to protect the interests of Douglas County; ensure all relevant employment laws and regulations are followed during the hiring process; ensure compliance and security regarding systems and physical access; and provide newly hired or re-hired employees with a successful transition into County employment.

II. GENERAL ON-BOARDING POLICY AND PROCEDURES:

When the decision has been made to fill an open position with the County, the following steps should be taken to hire an employee and successfully transition him or her into County employment:

A. Requisition for Recruitment

- i. When a position is ready to be filled, the Hiring Authority shall submit a requisition for recruitment to Human Resources. This will begin the recruitment process to fill the position.

B. Recruitment Process

- i. Human Resources will work with the hiring department to complete the recruitment process.
- ii. Upon selection of a candidate and preliminary offer of employment, the Hiring Authority is responsible for submitting a Personnel Action Form to Human Resources a minimum of two weeks prior to the prospective employee's start date. Exceptions to the two week timeframe may be made by Human Resources for extraordinary circumstances.

C. Background Checks

- i. Human Resources will conduct appropriate background checks prior to the prospective employee's start date in accordance with County policy.

D. Technology Services

- i. The Finance Department shall notify the Technology Services Department when new positions are approved during the budget cycle so as to allow the Technology Services Department to acquire necessary equipment under its relevant contracts.

- ii. When a requisition for recruitment is made, Human Resources will notify the Technology Services Department so that computer and telephone equipment may be secured, if necessary.
- iii. When a contingent offer is extended to a candidate, the Hiring Authority shall submit a completed Technology Access Request Form to the Technology Services Department at least one week in advance of the employee's start date.
- iv. On or soon after the new employee's start date, the Technology Services Department will establish key card access and issue mobile devices where appropriate, based on the employee's position and the Technology Access Request Form submitted by the Hiring Authority.

E. Onboarding Checklist

New employees and their direct supervisor shall complete an Onboarding Checklist and a Technology Access Authorization Form on the employee's first day of employment, and return the completed form to Human Resources.

F. Orientation

- i. New hire orientation programs are held once a month, as scheduled by Human Resources. New employees shall attend the first orientation program following their start date, or the soonest thereafter.
- ii. Supervisors shall make every effort to ensure the employee attends the orientation program.

III. EMERGENCY OR TEMPORARY HIRES

- A. Emergency and/or otherwise temporary employees are defined as employees that are not authorized through the annual budget process or other authorized positions.
- B. All County departments will use the following procedures when hiring emergency and/or otherwise temporary employees.
 - i. A Temporary Employee Request Form must be completed and signed by the department Director and directed to Human Resources for processing.
 - ii. Employees will be selected from the available on-call pool or from a temporary agency, based on position type.
 - iii. In the event that an employee is not available from the on-call pool or an agency, the position will be posted on the County website for a minimum of 5 calendar days. At the end of the posting period, interviews will be conducted and a candidate selected.
 - iv. A background check must be completed on at least the top candidate before the applicant is offered a position. Employees in the on-call pool have already cleared the background check and do not require this step. If

an employee is hired through an agency, the agency is responsible for completing the appropriate background check.

- v. Newly hired employees in positions that require drug and alcohol screenings must report to Human Resources three (3) working days prior to their hire date to complete the drug and alcohol screening process.
- vi. An offer of temporary/emergency employment is made to the selected candidate.
- vii. Prior to the first day of employment, the supervisor will schedule the new employee for a new hire orientation. Failure to complete the new hire process within the first three days of employment will result in immediate termination of the employee.

C. All emergency and/or temporary employees can be hired for no more than 6 months or 1039 hours per year.

D. Emergency and/or temporary employees cannot be related by blood or marriage to anyone in the department within the third degree of consanguinity or affinity. County policy does not prevent employment of persons within the third degree of consanguinity or affinity in different departments.

IV. APPLICABILITY TO OTHER ENTITIES

The requirements set forth in Sections II(C), II(D), and II(E) of this policy shall also apply to other entities utilizing the services or infrastructure of the Technology Services Department by agreement, such as East Fork Fire Protection District and the Towns of Gardnerville, Genoa, and Minden. Any reference therein to a County department or authority shall mean the equivalent department or authority within the user entity.

V. DEFINITIONS

Hiring Authority – The County Manager, a department director, an elected official, an agency chief, or a subordinate delegated the authority to hire new employees and terminate the employment of a current employee by that supervisor.

VI. RESPONSIBILITY FOR REVIEW:

The County Manager and Human Resources Director shall review this policy as needed or at least once every 3 years.