

SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE**NEW HIRE REQUIREMENTS****REFERENCE**

Immigration Reform and Control Act of 1986 (P.L. 99-603, 8 USC Section 1324)

Human Resources Policy & Procedure:

- General Definitions
- Employment Practices
- Employment Status
- Health Standards
- Pay Practices

PURPOSE

To provide fair, equitable and consistent new hire procedures that adhere to County, State and Federal directives.

SUBJECTS COVERED IN THIS POLICY

- Alien Status - New Hire Certification
- Benefits Orientation
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- New Hire Orientation
- New Hire Paperwork
- New Hire Reference Checks

PROCEDURE**1.0 ALIEN STATUS - NEW HIRE CERTIFICATION**

1.1 All County Administrators that hire individuals for employment, in any status, shall determine the prospective employee's citizenship status, for the purposes of securing employment within the United States, as provided below.

1.1.1 Before a new hire begins employment with Salt Lake County, the Administrator or designee shall examine the prospective employee's citizenship documentation to ensure the prospective employee is legally permitted to work in the United States. Representatives must examine either a document which establishes the person's identity and work status, or one that establishes work status authorization and one that establishes identity.

1.1.2 Documents that establish both work status and identity:

1.1.2.1 United States Passport;

1.1.2.2 Certificate of U.S. Citizenship;

1.1.2.3 Certification of Naturalization;

1.1.2.4 Unexpired foreign passports, if it contains an appropriate unexpired endorsement authorizing employment in the United States;

- 1.1.2.5 Resident Alien Card or other alien registration card which contains both a photograph of the person and an indication of employment authorization.
 - 1.1.3 If a prospective employee is unable to provide one of the above documents, he or she must provide a document indicating work status AND one establishing identity.
 - 1.1.3.1 Documents indicating work status:
 - 1.1.3.1.1 signed Social Security Card;
 - 1.1.3.1.2 United States birth certificate;
 - 1.1.3.1.3 any other document determined by the United States to be acceptable for indicating employment status.
 - 1.1.3.2 Documents establishing identity:
 - 1.1.3.2.1 a driver's license or similar state-issued identification document, if it contains a photograph of the prospective employee;
 - 1.1.3.2.2 for prospective employees under the age of 16 or from a state which does not issue a photo driver's license, some other documentation of personal identity which the United States has determined to be reliable.
 - 1.1.4 Administrators or designees shall inspect the document or documents provided and determine whether they reasonably appear to be genuine.
 - 1.2 The Administrator or designee shall copy the documents provided, to be placed in the employee's personnel file (official). Federal Immigration Law provides that any document may be copied for such purposes, even if other laws prohibit such action.
 - 1.3 Administrators or designees must attest, under penalty of perjury, on the Employment Eligibility Verification Form (Form I-9) that after examining the documents they verify the prospective hire is not an unauthorized alien.
 - 1.3.1 The prospective new hire must also attest, under penalty of perjury, that they are a citizen or national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized under federal law to work in the United States.
 - 1.4 The copies and Employment Eligibility Verification Form shall be forwarded to the Human Resources Division where it shall be retained as part of the employee's personnel file (official).
 - 1.5 Any County employee who is aware of a person or entity who contracts or subcontracts with Salt Lake County and hires aliens in violation of the Federal Immigration and Reform and Control Act shall immediately inform the District Attorney's Office.
 - 1.6 Any employee who has a change in work status, such as revocation of a work permit or expiration of a work visa, shall immediately inform the Human Resources Division.
- 2.0 NEW HIRE PAPERWORK
- 2.1 All applicants must report to their payroll coordinator to complete new hire papers. Such papers include, but are not limited to, the following: IRS form W-4, State Retirement application, insurance program certificates and affidavits,

probationary period notification form, EEO and Civil Rights statement, physical examination results, new hire information sheet, I-9 form and documentation, reference check form (if necessary), temporary employment (At-Will) statement, and a letter explaining new hire orientation. The payroll coordinator shall also verbally inform the candidate of new hire orientation conducted by the Human Resources Division.

2.2 Pending the passage of the medical examination, where applicable, the Administrator shall establish a tentative starting date.

3.0 NEW HIRE MEDICAL EXAMINATIONS

3.1 Certain specified merit probationary and other specified non-merit appointments may be subject to a medical examination if required by law for licensure or certification. In some cases, such as to maintain a CDL, medical exams may be required after an employee is hired in order for the employee to remain eligible for their job.

3.2 Referral of Individuals for Examination

3.2.1 After interviewing and selecting an applicant for a position where a medical examination is required by law, the Administrator shall notify the applicant of their selection and obtain verbal agreement of acceptance and inform the applicant that employment is contingent upon satisfactory completion of a medical examination.

3.2.1.1 The Administrator or designee shall coordinate with the Medical Assessment Center to schedule a time for the exam and notify the applicant or employee.

3.2.2 The Administrator or designee will provide a referral form for the applicant or employee to take to the Medical Assessment Center. This form authorizes the Medical Assessment staff to give the applicant or employee a medical examination appropriate to the position for which he or she has been selected or holds.

3.3 Notification of Examination Results

3.3.1 The Medical Assessment Center shall notify the agency of exam passage for each applicant or employee within five working days of the examination. If the examination involves special lab work or analysis, the notification shall be made within three working days after test results are obtained.

3.3.1.1 The Medical Assessment Center shall not provide the applicant or employee any information about exam passage or failure except as required by law.

3.3.2 The Medical Assessment Center shall notify the agency administrator of exam failure.

3.3.3 The Administrator or designee shall contact the individual to notify them of examination results and, if appropriate, confirm the starting date.

4.0 NEW HIRE REFERENCE CHECKS

4.1 A reference check may be completed for any candidate for hire or rehire prior to making a selection decision. If the Administrator determines that a reference check is necessary, the hiring authority will carry out the provisions of this section.

4.1.1 The hiring authority shall require the prospective employee to sign a reference release form prior to conducting the reference check.

4.1.2 All information obtained while conducting the reference check may be

documented on a Reference Check form.

4.1.3 The hiring authority may recommend to the Human Resources Division that an applicant be removed from the register based on information obtained, such as fraud, through the reference check.

4.1.2.1 The Human Resources Division may, in consultation with the District Attorney's Office, determine that the applicant is to be removed from the register.

4.1.2.2 The Human Resources Division will notify the applicant of its decision.

5.0 NEW HIRE ORIENTATION

5.1 The new hire orientation is a mandatory briefing for all employees.

5.2 New hire orientation will be provided at a time and location designated by the Human Resources Division.

5.3 Administrators and supervisors are responsible for ensuring that each new hire employee attends a new hire orientation during their first month of employment. Time off shall be allowed and shall not result in any loss of pay to the employee.

6.0 BENEFITS ORIENTATION

6.1 The benefits orientation is a mandatory briefing for all new employees who are eligible to receive insurance.

6.2 Benefit orientation will be provided at a time and location designated by the Human Resources Division.

6.3 The Administrator or designee shall contact the Human Resources Division to schedule a time for their eligible new hire(s) to attend benefits orientation.

6.4 Administrators and supervisors are responsible for ensuring that each eligible new hire employee attends a benefit orientation during their first two weeks of employment. Time off shall be allowed and shall not result in any loss of pay to the employee.

APPROVED AND PASSED THIS 14TH DAY OF JULY, 2009