

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 2. RECRUITMENT AND SELECTION

COUNTY DEPARTMENT HEADS HAVE FULL AUTHORITY TO HIRE EMPLOYEES WITHIN THEIR DEPARTMENT. APPOINTED OFFICIALS ARE HIRED UNDER THE APPLICABLE STATUTORY AUTHORITY.

DEPARTMENT HEADS MAY USE ANY OF THE FOLLOWING RECRUITMENT AND SELECTION PROCESSES TO FILL VACANCIES. PUBLIC RECRUITMENT IS ENCOURAGED. THE DEPARTMENT HEAD WILL CONSIDER BUDGET AND PREVIOUS APPROVAL OF A POSITION WHEN FILLING A POSITION.

- INTERNAL PROMOTION
- INTERNAL TRANSFER
- PUBLIC POSTING
- REFERRAL FROM A JOB TRAINING PROGRAM
- REFERRAL FROM A PUBLIC EMPLOYMENT AGENCY
- SELECTION FROM CURRENT APPLICANTS ON FILE IN THE HUMAN RESOURCES DEPARTMENT
- SEASONAL EMPLOYEES WHO LEFT IN GOOD STANDING

THE HUMAN RESOURCES DEPARTMENT MAINTAINS ACTIVE APPLICATIONS FOR VARIOUS POSITIONS WITHIN THE COUNTY, WITH LAW ENFORCEMENT MAINTAINING THEIR OWN FILES. EACH APPLICATION IS RETAINED FOR TWO YEARS AFTER RECEIPT OF THE APPLICATION.

CERTAIN POSITIONS REQUIRE TESTING BY LEGAL REQUIREMENTS INCLUDING PHYSICAL EXAMINATIONS, PSYCHOLOGICAL TESTING, OR OTHER TESTS THAT MAY BE REQUIRED BY STATE LAW. SPECIFIC JOB RELATED PERFORMANCE TESTS MAY BE ADMINISTERED TO DETERMINE ELIGIBILITY FOR THE POSITION; SUCH TESTS TO BE ADMINISTERED EQUALLY TO ALL IDENTIFIED APPLICANTS.

ANY FINAL CANDIDATE FOR EMPLOYMENT SHALL BE REQUIRED TO UNDERGO DRUG TESTING. ANY OFFER OF EMPLOYMENT WILL BE CONTINGENT ON THE SUCCESSFUL OUTCOME OF DRUG TESTING.

MEDICAL RECORDS ARE MAINTAINED SEPARATELY FROM AN EMPLOYEE'S PERSONNEL FILE. THESE FILES ARE CONFIDENTIAL AND NOT RELEASED UNLESS A "NEED TO KNOW" HAS BEEN CLEARLY ESTABLISHED AS REVIEWED AND APPROVED BY THE COUNTY ATTORNEY AND HUMAN RESOURCES DIRECTOR.

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 REQUIRES EACH NEW EMPLOYEE COMPLETE AND SIGN AN IRS FORM I-9 WITHIN THREE DAYS OF THE FIRST DAY OF EMPLOYMENT WITH THE EMPLOYEE PROVIDING PROOF OF THE EMPLOYEE IDENTITY AND EMPLOYMENT ELIGIBILITY. COMPLETED I-9 FORMS ARE MAINTAINED IN THE EMPLOYEES PERSONNEL FILE.

IN THE EVENT THE EMPLOYEE HAS NOT PROVIDED EVIDENCE OF ELIGIBILITY TO WORK WITHIN THE FIRST THREE DAYS OF EMPLOYMENT, THE EMPLOYEE WILL NOT BE ALLOWED TO CONTINUE WORKING AND IS SUBJECT TO IMMEDIATE TERMINATION.

AN APPLICANT IS DISQUALIFIED IF HE/SHE:

- DOES NOT MEET THE MINIMUM EDUCATION AND/OR EXPERIENCE QUALIFICATIONS FOR PERFORMANCE OF THE DUTIES OF THE POSITION;
- KNOWINGLY HAS MADE FALSE STATEMENT ON THE APPLICATION;
- HAS COMMITTED FRAUD DURING THE SELECTION PROCESS;
- IS NOT LEGALLY PERMITTED TO HOLD THE POSITION;
- HAS OFFERED OR ATTEMPTED TO OFFER MONEY, SERVICE OR ANY OTHER THING OF VALUE TO SECURE AN ADVANTAGE IN THE SELECTION PROCESS;
- DOES NOT MEET THE PHYSICAL REQUIREMENTS OF THE JOB DESCRIPTION, SUBSTANCE ABUSE SCREENING;
- HAS NOT PROVIDED PROOF OF CITIZENSHIP OR LEGAL WORK STATUS IN THE UNITED STATES PRIOR TO THE CLOSE OF BUSINESS ON THE THIRD DAY OF EMPLOYMENT;
- FAILS TO PROVIDE VALID COPIES OF CURRENT, VALID LICENSE, CERTIFICATION OR OTHER DOCUMENTATION REQUIRED.