



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 5: <i>Job Offers, Employment Conditions, and Re-employment</i>	Pages: <i>1 of 4</i>

Section 1: Offers of Employment

It is a requirement of this Regulation that all job applicants, including re-hires, accurately complete all documents, electronic or paper required throughout the Selection Process.

Information gathered from background checks and pre-employment screenings shall be kept confidential and disclosed only to individuals involved in the hiring decision. Appointing authorities shall not disclose or discuss this information. The information may also be disclosed to state and federal agencies as authorized or required by state or federal law.

Offers of employment will only be extended through written, conditional offers. These offers are contingent upon the County's ability to verify the accuracy and truthfulness of all of the information provided on the job application and other documents provided throughout the Selection Process. Conditional offers are also contingent upon the candidate's full cooperation with the production of references and the attainment of signed releases, consent forms, criminal history records, and any other information required by the PRR or state/federal law.

Prior to the appointing authority extending the conditional offer of employment, the appointing authority is to coordinate with the Human Resources Department the exact pay rate for the offer.

The following items comprise the "conditions" of the offer and must be communicated to the candidate at the time the employment offer is made:

- A. Successful verification and/or completion of background checks, such as references, education, employment, work experience, licensure, certifications, criminal record, and other applicable screening methods used to assess the candidate's overall suitability to be employed for the applicable position.
- B. Successful completion of a pre-employment drug and/or alcohol screen. Such screenings will be conducted at a health care facility, clinic, or healthcare professional office selected by the Human Resources Department. The cost associated with these screenings will be paid by the County.
- C. Meeting the "acceptable driver standards", as defined by the County, when driving is a bona fide job requirement. Furthermore, if the position requires a Commercial Drivers' License, the offer is conditional upon the candidate meeting all regulatory requirements.
- D. Successful completion of a health screening, (if a bona fide job requirement), showing an ability to perform the essential functions of the position. Such



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 5: <i>Job Offers, Employment Conditions, and Re-employment</i>	Pages: 2 of 4

screenings will be conducted at a healthcare facility, clinic, or healthcare professional office selected by the Human Resources Department. The cost associated with these screenings will be paid by the County.

- E. Submitting appropriate documentation establishing identity and right to be lawfully employed in the United States as determined by the Immigration Reform and Control Act of 1989 and applicable state law.

Once the conditions of the job offer have been successfully completed, the appointing authority will provide the candidate a minimum of one (1) business day to acknowledge in writing the acceptance of the final job offer. If accepted, the appointing authority will complete and submit to the Human Resources Department an Employee Action Form PRIOR to the first day of employment.

Failure by candidates to comply fully with all requirements within three (3) calendar days will result in the automatic withdrawal of any conditional job offer. The conditional job offer will not alter in anyway the “at-will” status of employment.

Section 2: Employment Conditions

Final candidates must abide by the following:

- A. Positions involving the operation of County vehicles, or a personal vehicle for County business, are required to maintain throughout employment a valid Drivers’ License, as well as meet eligibility requirements of “acceptable driver standards” as defined by the County.

For positions requiring a Commercial Driver’s License (CDL), drivers must submit to and abide by the Department of Transportation rules, regulations, requirements, and any other applicable state or federal laws.

- B. Employees, regardless of the job occupied, who are 1) formally charged with a felony, misdemeanor, or the violation of a law concerning the use, possession or manufacture of a controlled substance, including marijuana; or 2) convicted of a felony, misdemeanor, or a moving traffic violation are required to report the conviction or citation, in writing or by email, to the Director of Human Resources within seven (7) calendar days of its issuance. The Human Resources Director will make a determination as to the relevancy of the conviction or citation as it pertains to the essential functions of their job. Employees who omit, conceal, and/or provide false or misleading information regarding a conviction or citation will be investigated and subject to appropriate disciplinary action, up to and including termination.



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 5: <i>Job Offers, Employment Conditions, and Re-employment</i>	Pages: 3 of 4

C. Compliance with all department policies and standard operating procedures and guidelines as well as the PRR, applicable collective bargaining agreements, and state and federal laws.

Section 3: Re-employment

Former employees are eligible to be rehired if they separate employment in good standing. These former employees will be given the same opportunities and will be held to the same eligibility requirements as other applicants.

Former employees seeking to be rehired must follow the same Selection Process as other applicants. The Human Resources Director will review former tenured employees' personnel file/record as well as contact the Department Head to gather applicable information regarding eligibility for rehire if a determination was not made at the time of separation. The Human Resources Director will review all applicable facts pertaining to employment and determine whether the former tenured employee is eligible for rehire. If eligible, the application will be considered along with all other external applicants and evaluated based upon relevant job qualifications.

Former employees who are "disqualified" from rehire based upon *Rule 2: County Employment, Regulation 1: Selection Process, Section 5 Candidate Disqualification* will not be deemed eligible to be qualified for any position.

Former tenured employees who are on inactive status due to layoff will have first consideration over other candidates. For further information pertaining to the Recall List, refer to *Rule 2: County Employment, Regulation 2: Employment Lists*.

Having prior service with the County is not a determining factor in making a rehire decision. However, prior service may be considered relevant by the appointing authority for reasons related to the performance of job duties in comparison to other applicants.

NOTE: Tenured employees who officially retire and receive compensation for Sick Leave shall not be credited with any accrued sick leave if they return to employment at a future date. Additionally, retirees must adhere to the rehiring guidelines established by the Nebraska Public Employees Retirement System regardless if they are re-instated or re-employed.



PERSONNEL RULES AND REGULATIONS

RULE 2: <i>County Employment</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 5: <i>Job Offers, Employment Conditions, and Re-employment</i>	Pages: 4 of 4

- A. Re-instatement of Employment - The following provisions shall apply to former tenured employees who are deemed eligible and re-instated within 30 calendar days or less from their date of separation:
1. Not required to serve a probationary period if rehired to the same job and department from which they separated. If they are rehired into another department, the appointing authority will determine the length of probation not to exceed the standard Introductory Probationary Period associated with the job,
 2. Shall have their original date of employment re-established,
 3. If rehired by the same department, the original date of employment shall be their position date. If rehired by another department, the date of entry into the new department shall be their position date,
 4. Shall receive the pay rate comparable to the pay rate upon departure if rehired to the same job or to a job assigned the same grade,
 5. If rehired to a position whose maximum pay rate is lower than the job from which the employee separated, the employee shall be paid at the pay grade step that is closest to, but not higher than, the pay rate upon separation,
 6. Shall be credited with the accrual amounts for Sick and Vacation Leave and/or compensatory time as of their date of separation, so long as said accruals have not been paid out.
- B. Re-employment – This applies to former employees who have been separated from employment for more than 30 calendar days. Re-employed employees shall begin employment as a new employee. Refer to *Rule 11: Compensation, Regulation 1: Compensation Administration* for information regarding compensation treatment.