



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

New Hire Procedures

Adopted Date: January 29, 1996
Revised Date: September 10, 2018

I. Employment Procedures

- A. Any person desiring employment with the County must first complete an El Paso County Employment Application which shall be electronically filed with the Human Resources Department. Any material misrepresentation or omission of material fact on the application form shall be just cause for dismissal at any time.
- B. To be eligible for employment with the County, all applicants must be able to show proof of legal authority to work in the United States. Such proof must be in the form required by the Immigration Reform Act of 1986 and any future amendments to the Act.

Every male who is at least 18 years old but has not attained the age of 26 years seeking employment with El Paso County shall submit documentation evidencing his registration with the Federal Selective Service System. Any male within this age range who is offered employment with El Paso County may not commence his employment with the El Paso County until such time as he does submit the required documentation.

- C. All applicants shall have attained the minimum age of sixteen (16) years, and must be able to provide proof of age (i.e., driver's license, passport or birth certificate). Minors below the age of eighteen (18) years of age are permitted to work only as provided for under FLSA Regulations (29 C.F.R., Part 570).
- D. Applicants may be required to pass a job skills test to qualify for positions in which particular job skills are needed. Each Elected Official/Department Head may develop job skills tests for his department. All tests shall be administered by the Human Resources Department or the hiring department.
- E. Any applicant for employment may be required to take and pass a physical examination, to include drug and alcohol screening at the County's expense, as a precondition to employment, insofar as the physical examination is necessary and reasonably related to perform the job function in accordance with any applicable State or Federal statutes.
- F. Human Resources will conduct a background check on candidates being considered for employment. Background checks may include, but are not limited to, the following:
 - 1. Driver's license verification
 - 2. Citation search
 - 3. TCIC/NCIS criminal history
 - 4. Sex offender registry
 - 5. Education verification
 - 6. Reference checks on prior employers
- G. New hires will be processed at the Human Resources Department on Mondays, Tuesdays following a Monday holiday, or the first business day of a newly elected official's term. Employees must provide all requested documents as listed in the New Hire Offer in accordance with any deadlines of applicable State or Federal statutes. Mandatory orientation for new employees will be held as scheduled by the Human Resources Department.

II. **Step Placement**

- A. Each employee will be classified as a Regular/Full-time employee unless otherwise specified on the Personnel Action Form (PAF) at the time of hiring.
- B. New employees shall be placed at the entry level of the grade for the position being hired for.
- C. Depending on years of experience and education which may be relevant to the position, an Elected Official/Department Head may place the newly hired employee at a step higher than entry, but no higher than a step 2, as cleared with the Human Resources Department.
 - 1. For those employees hired onto the Attorney Pay Scale, an Elected Official/Department Head may place the newly hired employee at a step higher than entry, but no higher than a step 6, as cleared with the Human Resources Department.
 - 2. Any request for higher step placement that exceed the limits mentioned above shall be made directly to Commissioners Court.