

## **2A-16 HIRING POLICY**

Atascosa County values the backgrounds, experiences, skills, and knowledge that comes to us from all applicants and employees. The purpose of this policy is to ensure an equal employment opportunity and fair treatment to all candidates and employees without regard to race, religion, color, national origin, sex (including pregnancy), age, disability, sexual orientation, transgender, gender identity, gender expression, or political affiliation. The policy is intended to outline the hiring practices of Atascosa County.

- **All job vacancies must be submitted to Human Resources for review and approval prior to being posted or advertised. HR is solely responsible for reviewing job descriptions, confirming classification and pay grade, ensuring budget approval, and posting all employment opportunities. Departments and managers are not authorized to independently advertise, post, or circulate job openings without prior review and approval from Human Resources. All applications and resumes must be forwarded to the HR department for retention purposes. Each department head and elected official is responsible for selecting candidates to fill each vacant position within the pay limits set by the budget. The following process must be followed by all department heads and elected officials for the onboarding of selected candidates (see note): If the department head is interested in recruiting current county employees, the position must be posted internally for a minimum of five (5) days before posting externally. If posting externally, the position must be posted for a minimum of ten (10) days prior to closing.**
  - **Posting internally requires all department heads or elected officials to print the job opportunity and post in a common area of the office for all employees to see.**
- **The department head or elected official must hold interviews for selected candidates.**
- **Once selected, send the recommendation for hire to the human resources office for the completion of the remainder of the onboarding process.**
- **The human resources office will email the candidate a conditional offer of employment, pre-screening forms, the request for the background check, and the benefits overview.**
- **The background check must be completed prior to moving forward. A 48-hour deadline for pre-screenings pertains to all candidates.**
- **Once the pre-screenings, drug test and physical, and background check results are satisfactorily returned, HR will send the candidate a welcome email with details for their first day and their new hire packet.**
- **The hiring manager will receive notification that the employee has met all hiring requirements and can then be put on the next upcoming Commissioner Court agenda for approval.**

**Note:**

- **All candidates being sent for pre-screenings, to include drug testing and physical, must complete the request within 48-hour deadline. Failure to complete the request will result in retracting of the conditional offer and the candidate will be placed on the do not hire list.**

**This policy does not apply to the Sheriff's Department , and Juvenile Probation and Detention Center.**