

CHAPTER III
EMPLOYMENT PROCEDURES¹

APPLICATION AND REQUISITION

3.00 Any person desiring to be employed by the County and/or District for a position subject to these rules must complete an application ("Application") through the Human Resources Department. County and/or District employees who apply for another County and/or District position subject to these rules while employed by the County and/or District are also required to complete an Application so that the Elected Official/Department Head filling a Vacancy is provided the latest information. (Amended April 10, 1996)

3.01 Any material misrepresentation of fact or failure to report pertinent data on the Application shall be just cause for dismissal.

3.02 To be eligible for employment with the County and/or District, a person must be able to show proof of citizenship or legal authority to work in the United States. Such proof must be in the form required by the Immigration Reform Act of 1986 (Form I-9), as amended from time to time.

3.03 All persons employed by the County and/or District must have attained the minimum age of sixteen (16) years, and must be able to provide proof of age (e.g. driver's license or birth certificate).

3.04 Persons below the age of eighteen (18) years of age employed by the County and/or District are permitted to work only as provided for under Fair Labor Standards Act Regulations (29 C.F.R., Part 570), as amended from time to time.

3.05 Prospective employees will be required to pass performance tests to qualify for positions which have appropriate tests developed. The Commission shall be the final judge of the scope and content of such tests.

3.05A Persons selected to fill certain vacancies in the Head Start Program must also undergo and pass a criminal history check during the person's Probationary Period if such investigation is required by the Texas Department of Protective and Regulatory Services and the Department of Health and Human Services as a condition to employment. (Adopted May 15, 1996)

3.06 The completed Application must be returned to the Human Resources Director. If a Vacancy exists for which the applicant is qualified under the Internal Announcement Procedure and/or the Open Announcement Procedure, the applicant will be referred to the appropriate Elected Official/Department Head for review and possibly an interview. Otherwise, the completed Application will be maintained in the Human Resources Director's office for future reference. At the discretion of the Elected Official/Department Head filling a Vacancy, if the Vacancy is not filled from the Applications received after utilizing the Notice of Available Positions - Internal Announcement Procedure and/or the Notice of Available Positions - Open Announcement Procedure, other qualified Applications on file in the Human Resources Director's office may be considered for a Vacancy in the manner authorized in these rules. (Amended May 14, 1997; Amended December 9, 1998)

3.07 A complete, approved Human Resources Department Requisition Form (HCCS-3) must be submitted to the Human Resources Director by the Elected Official/Department Head seeking to fill a Vacancy before the Elected Official/Department Head interviews any potential employee for such Vacancy, and such interviews are limited to the applicants referred by the Human Resources Director to the Elected Official/Department Head. The Human Resources Director will

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not refer potential employees to an Elected Official/Department Head until the Human Resources Department Requisition Form (HCCS-3) has been received and processed by the Human Resources Director. At the time the Elected Official/Department Head submits the Human Resources Department Requisition Form (HCCS-3) to the Human Resources Director, the Elected Official/Department Head shall indicate on such form whether the Vacancy is to be processed under the Internal Announcement Procedure or the Open Announcement Procedure. The Elected Official/Department Head can elect to process the vacancy under the Internal Announcement Procedure and the Open Announcement Procedure concurrently. (Amended June 3, 2008)

3.08 The Human Resources Director, upon receipt of a Human Resources Department Requisition Form (HCCS-3), will initially publish the Vacancy utilizing the Internal Announcement Procedure in the following manner:

- a. A notice (the "Notice of Available Positions - Internal Announcement Procedure") summarizing all Human Resources Department Requisition Forms (HCCS-3) received by the Human Resources Director during each calendar week which are ready for posting utilizing the Internal Announcement Procedure will be posted by the Human Resources Director on the first workday of the following week.
- b. The Notice of Available Positions - Internal Announcement Procedure will be posted at the places at the County courthouse designated by the Commissioners' Court as places for posting notices of Commissioners' Court meetings. In addition, the Human Resources Director will also forward each Elected Official/Department Head a listing of the Vacancies announced in the Notice of Available Positions - Internal Announcement Procedure, together with a request that the Elected Official/Department Head make such list accessible to all County and/or District Employees.
- c. Once posted, the Notice of Available Positions - Internal Announcement Procedure will remain posted for five (5) calendar days, excluding County and/or District holidays (the "Internal Announcement Procedure Posting Period"). (Amended May 14, 1997)

3.08A The Human Resources Director, upon receipt of a Human Resources Department Requisition Form (HCCS-3) regarding a Vacancy which was not filled utilizing the Internal Announcement Procedure, will publish such Vacancies following the Open Announcement Procedure in the following manner:

- a. A notice (the "Notice of Available Positions - Open Announcement Procedure") summarizing all Human Resources Department Requisition Forms (HCCS-3) received by the Human Resources Director during each calendar week which are ready for posting utilizing the Open Announcement Procedure will be posted by the Human Resources Director on the first workday of the following week.
- b. The Notice of Available Positions - Open Announcement Procedure will be posted at the places at the County courthouse designated by the Commissioners' Court as places for posting notices of Commissioners' Court meetings. In addition, the Human Resources Director will also forward each Elected Official/Department Head a list of the Notice of Available Positions -Open Announcement Procedure together with a request that the Elected Official/Department Head make such list accessible to all County and/or District Employees.