

POLICY 301: HIRING

ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)

Policy:

It is the policy of the County to be an equal opportunity employer and to hire individuals upon the basis of their qualifications, suitability and ability to successfully complete assigned work.

301:1 GENERAL PROVISIONS

1. The County is an equal opportunity employer and does not discriminate in hiring on the basis of race, sex, national origin, age, religion, disability, veteran status, marital status, or any other status or characteristic protected by law. In all steps of the hiring process, employees/applicants with disabilities, as that term is defined in applicable federal and state law, will be entitled to reasonable accommodation to permit the disabled person to apply for the available job.
2. All applicants offered employment with the County in a mandatory-testing or special-risk position will be required to successfully pass a pre-employment drug screening. A qualified laboratory chosen by the County will perform the test. Any applicant who refuses to take the test, or whose test results are positive, without a medical explanation acceptable to the County, will be denied employment at that time. Please see Policy 205, Drugs and Alcohol in the Workplace, for additional information.

Enough of the sample used for the drug screen will be retained for a second test. At the option of the County, applicants testing positive are offered the opportunity for a retest, using this portion of the original sample, at their own expense. If the retest is negative, the cost of the test will be reimbursed by the County.

3. Applicants for employment with the County in selected classifications may undergo a criminal background check or a review of motor vehicle records, consistent with procedures specified by law, including the applicant's consent where required.
4. A relative of an employee will be considered for employment by the County, provided the applicant possesses all the qualifications for employment. A relative will not be hired, however, if such employment would:
 - a) Create either a direct or indirect supervisor/subordinate relationship with a relative; or
 - b) Create either an actual conflict of interest or the appearance of a conflict of interest.

The above criteria will also be considered when assigning, transferring or promoting an employee. For the purposes of this policy "relative" shall be defined, in accordance with FL Statutes 112.3135, as an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

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5. Employees who marry or become members of the same household may continue employment as long as there is not:
 - a) A direct or indirect supervisor/subordinate relationship between such employees; or
 - b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the County will attempt to find a suitable position within the County to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If one of the employees does not resign, the County will proceed to terminate one of the employees.

Former employees of the County who left in good standing may be considered for re-employment. A former employee who is re-employed will be considered a new employee from the date of re-employment.