Weber County Human Resources Policy 2-400
New Hire Requirements

I. Purpose

This policy outlines new hire requirements; procedural requirements regarding reference, drug and background checks; new hire documentation; and mandatory training for new employees.

II. Policy

Weber County provides fair, equitable, and consistent new hire procedures that adhere to and are in accordance with County, State and Federal directives.

III. Procedures

A. New Hire Reference Checks, Drug Screenings and Background Checks

1. At the hiring manager's request, Human Resources may complete a reference check for any candidate for merit employment hire or rehire prior to making a formal offer of employment, and the following provisions will be followed:
    a. Human Resources will require the prospective employee to sign a reference release form prior to conducting the reference check.
    b. For internal transfers, the hiring manager will contact the Human Resources Department to review the prospective employee's official personnel file.

2. Drug Screening
    a. Offers of employment are contingent upon the candidate taking and successfully passing a pre-employment drug screen within twenty-four hours after the formal offer letter is extended.

3. Background Checks
    a. Positions subject to a background check by the County and its agencies include positions as permitted by Utah Code § 53.10.108(2) or other applicable law.

B. Requirements for New Employees

1. New Hire Documentation
    a. All prospective employees will submit new hire documentation that includes, but is not limited to: human resources policy acknowledgements, URS Enrollment Contract (benefited employees), Direct Deposit Agreement, IRS W-4 Form, Operator's License Check, Emergency Contact Form, and Federal I-9 Form and documentation.

2. Authorization to Work in the U.S.

a. The Human Resources Department will determine that all prospective employees are authorized to work in the United States. Before a new hire begins employment with Weber County, the Human Resources Department will examine the prospective employee's documentation to certify their eligibility to work based on the Federal Form I9 Requirements.
b. Any employee who has a change in work status, such as revocation of a work permit or expiration of a work visa, will immediately inform the Human Resources Department.

3. New merit employees, including peace officers, must complete a probationary period as described in Policy 2-100—Employment Status.

C. Required Training for New Employees

1. New employee orientation, provided by the HR Department, is mandatory training for all new employees.

2. Harassment & discrimination training and Defensive Driving are mandatory training for all new employees.

3. Supervisors are responsible for ensuring that each eligible new hire employee attends and/or completes all required training during their first 30 days of employment. Time off for training will be allowed and will not result in any loss of pay to the employee.

D. Youth Employment

1. Individuals under 14 years of age cannot be hired.

2. Requirements for employing 14 and 15-year old minors:
   a. 14 and 15 year old minors will not be employed:
      i. During school hours, except as provided for in Work Experience and Career Exploration Programs;
      ii. Before 7:00 a.m. or after 7:00 p.m. (except from June 1 through Labor Day when the evening limit is extended to 9:00 p.m.);
      iii. More than 3 hours per day on school days and 18 hours per week during a school week;
      iv. More than 8 hours per day on non-school days and 40 hours per week during non-school weeks.
   b. In general, the use of power-operated tools and equipment is prohibited under the Fair Labor Standards Act for individuals 14 and 15 years of age.
   c. Youth 14 and 15 years old will not work in hazardous occupations.

3. Youth 16 years and older are not limited to the number of hours that they may work except as covered under the Fair Labor Standards Act. However, employers must provide at least a 30-minute lunch within the first five hours of a minor employee's workday. Employers must also give minors a 10-minute break for each four hours worked, and minors cannot work more than three consecutive hours without a 10-minute break.

4. Youth 17 years and older may work in occupations involving the use of motor vehicles, subject to federal regulations established in 29 CFR § 570.52.

5. Because of restrictions regarding pre-employment questions, ages of prospective applicants cannot be asked until after an offer of employment has been made. Job offers made to individuals who do not meet minimum age guidelines will be withdrawn.

DATED this 1st day of March, 2022.

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