

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: Employment
Standard: POST-JOB OFFER/PRE-EMPLOYMENT EVALUATIONS
Section #: A-5
Effective: September 3, 2008

See Also: Recruitment and Selection; Accommodation of Disabled Applicants and Employees

GENERAL STANDARD

Employment offers to candidates, including former employees, will be made contingent upon satisfactory outcomes of applicable Authority assessments, employment reference checks; background and other appropriate investigations; and medical examination, including drug and alcohol screening.

SPECIFIC STANDARDS

- Employment reference checks, full employment background investigations, and other permissible investigations may be conducted for all job candidates. These investigations include:
 - Criminal background checks, including fingerprinting;
 - Immigration Reform and Control checks;
 - DMV reports, if applicable;
 - Verification of previous employment, generally ten (10) years;
 - Education verification;
 - Medical evaluations, including drug and alcohol screening, if applicable;
 - Professional reference checks, if applicable; and
 - Other investigations as required by other local, state or federal agencies including the Transportation Security Authority (TSA), the Federal Aviation Administration (FAA).

- Newly hired employees must present documentation within three days of employment attesting to their identity and legal authority to work in the

United States, as required by the Federal Immigration Reform and Control Act ("FIRCA") of 1986, Pub. L. 99-603 (8 USC 1324a).

PROCEDURES

Newly hired employees will be asked by a representative of the Human Resources Department to provide written authorization to release employment data, performance information, and other job-related information in accordance with federal and state law and regulations.

Employment offer letters will include a notice requiring candidates to provide, within three days of employment, acceptable documents verifying their identity and legal right to reside and work in the United States.

Within three (3) days of employment, new employees and a Human Resources Department representative shall complete the appropriate sections of the Employment Eligibility Verification form I-9. At that time, the new employee must present documentation of employment verifying his/her identity and legal eligibility to work, as required by the Federal Immigration Reform and Control Act ("FIRCA") of 1986.

- If the employee is unable to present the required documents within three business days of date of hire because the documents were lost, s/he must produce a receipt showing that s/he has applied for replacement documents. The employee must present the actual documents within 90 days and may continue to work during the ninety-day (90) period.
- If the employee is unable to present the required documents within the time-frame prescribed on the I-9 form, employment may not be continued.
- Completed I-9 forms and photocopies of documentation presented by an employee will be maintained in a file separate from the employee's personnel file in the Human Resources Department for the period of three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

- Human Resources Department staff shall track employees with temporary work authorizations and work with the employee to re-verify employment eligibility on or before the expiration date. In accordance with FIRCA requirements, the employee may have to complete a new I-9 form and provide additional information.

The Human Resources Department staff will:

- Provide the new employee the notices required by the federal Fair Credit Reporting Act and applicable state law that describe the employee's legal rights regarding the conduct of various background investigations performed by third parties.
- Request of the new employee written authorization permitting the Authority to conduct required background investigations in accordance with applicable law.
- Ask the individual for written authorization to release required medical examination results, including drug and alcohol screening, to the Authority.

Employment offer letters will state that the job offer is contingent upon satisfactory completion of the background investigations and any required medical examination, including drug and alcohol screening.

- A representative of the Human Resources Department will inform the hiring manager should any information in the employment reference checks, findings in background investigations, or results of the drug and alcohol screening warrant reconsideration of the employment offer. Offers may be rescinded for job-related reasons. Specific information regarding the employee's background will be safeguarded as required by applicable law.

Employment offers also may be rescinded if the Authority learns that the applicant intentionally made a false statement of any material fact or practiced or attempted to practice any deception or fraud when applying or during the selection process.