

3.2 SELECTION

The Commissioner's Court is responsible for the selection and employment of all Department Heads except as specified by law or in these policies.

Except for positions filled by a vote of the Commissioners Court or as set out above, each Elected Official or Department Head is responsible for the selection of persons to fill each vacant position within the pay limits set by the Commissioners Court, unless otherwise specified by law.

The county requires reference checks, a criminal history check for law enforcement, a post-conditional offer of employment drug and alcohol test, and physical that measures whether or not the prospective employee can perform the essential functions of the position with or without reasonable accommodations. Offers of employment are conditioned on the Department Head's satisfaction that the results of these inquiries reflect the applicant's fitness and qualifications for public employment and for carrying out the specific duties of the position for which he or she has applied.

Once a selection is made, the Elected Official will submit to Human Resources the original Personnel Action Form. The Personnel Action Form will list the name of the applicant, the requested classification, beginning salary, and the effective date of employment. The position for which the employee was selected will require a post-conditional offer of employment, drug and alcohol test, and physical that measures whether or not the prospective employee can perform the essential functions of the position with or without reasonable accommodations. The examining medical doctor will be instructed to submit the results of the employee's drug and alcohol test and physical examination directly to Human Resources, who will file them in a separate and secured file. Upon receipt of satisfactory results, Human Resources will confirm the employee's start date with the Elected Official or Department Head and initiate the orientation process.

Access to employee medical records and files is restricted to only those who can demonstrate a "Need to know" as defined in the Americans with Disabilities Act.