

COURT ORDER

ORDER NO: 2012 0614

DATE: April 10, 2012

STATE OF TEXAS '

COUNTY OF DALLAS '

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the 10th day of April, 2012, on motion made by Dr. Elba Garcia, District #4, and seconded by John Wiley Price, District #3, the following Order was adopted:

WHEREAS, Commissioners Court was briefed on March 6, 2012, following a 30-day comment period, regarding revisions made by the Human Resources/Civil Service Department to the following Articles of Chapter 86 of the Dallas County Code:

Section 86-94. Request to Post	Section 86-96. Application Process
Section 86-97. Interview Process	Section 86-98. Selection Process
Section 86-99. Qualification review	Section 86-100. Completing the Hiring Process
Section 86-110. Verification of qualifications and repositioning of divisions related to residency, nepotism, employment background investigations, and physical examinations; and	

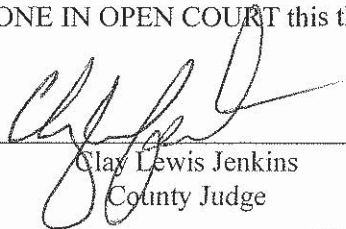
WHEREAS, These revisions provide clarification and guidance to supervisors, managers and employees when addressing these issues; and

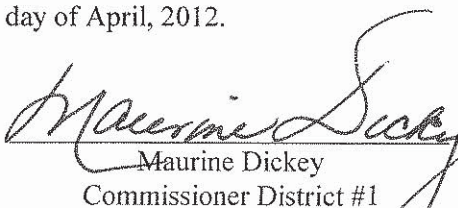
WHEREAS, The adoption of these policies will not impose any additional financial impact to the County; and

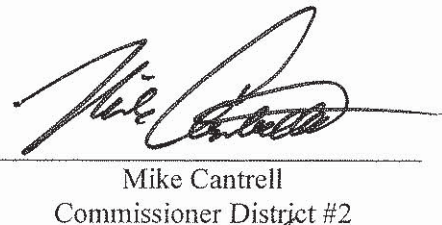
WHEREAS, The request supports Dallas County's Strategic Plan Vision 1: Dallas County is a model interagency partner.

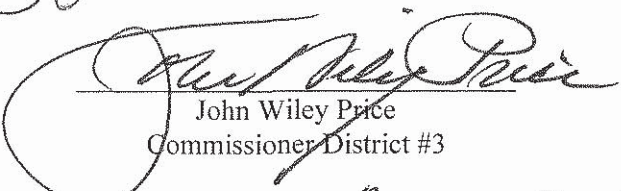
IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Dallas County Commissioners Court *hereby approve the revised policy language (Chapter 86) included in Attachment A for inclusion in the Dallas County Code.*

DONE IN OPEN COURT this the 10<sup>th</sup> day of April, 2012.

  
Clay Lewis Jenkins  
County Judge

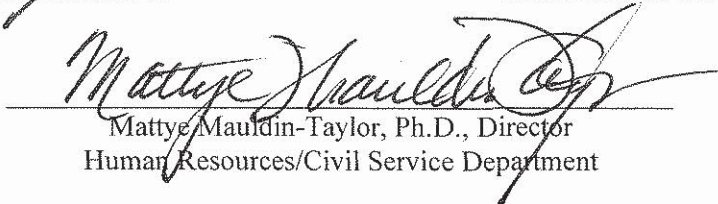
  
Maurine Dickey  
Commissioner District #1

  
Mike Cantrell  
Commissioner District #2

  
John Wiley Price  
Commissioner District #3

  
Dr. Elba Garcia  
Commissioner District #4

Recommended by:

  
Mattye Mauldin-Taylor, Ph.D., Director  
Human Resources/Civil Service Department

Attachment: Article III and Selected Sections Repositioned in Article IV

## ARTICLE III. EMPLOYMENT PRACTICES\*

\*State law references: County employment authority, V.T.C.A., Local Government Code § 151.001 et seq

### DIVISION 1. HIRING POLICY

\*Editor's note: Court Order No. 2001-655, adopted April 3, 2001, amended the employment hiring policy in its entirety, in effect superseding provisions formerly set out as art. III, div. 1, §§ 86-91--86-106, of this chapter, which derived from the Administrative Policy Manual, § A(5.01--5.18). See the Code Comparative Table for a detailed analysis of inclusion of Ord. No. 2001-655.

#### Sec. 86-90. Policy of Dallas County.

Dallas County values the diverse backgrounds, experiences, knowledge and skills of all individuals, including applicants and employees. Treating individuals with dignity and respect is one of our core values. Our goal is to create and foster a work environment that offers equal employment opportunities and fair treatment to all applicants and employees without regard to race, religion, color, national origin, sex (including pregnancy), age, disability, sexual orientation, transgender, gender identity, gender expression, or political affiliation. This policy includes, but is not limited to, all decisions relating to the employment process (recruiting and hiring), employment actions, compensation, benefits, disciplinary actions, application of policies and procedures and other terms or conditions of employment.

(Ord. No. 2009-0241, 2-3-2009)

#### Sec. 86-91. Purpose.

The purpose of this policy is to ensure that hiring departments utilize sound, consistent and effective personnel selection methods to identify the best suited applicants to fill vacant positions in the county. This policy complies with applicable federal, state and local laws and statutes.

(Ord. No. 2001-655, §§ 5.00, 5.01, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2009-0241, 2-3-2009)

#### Sec. 86-92. Creation of a position.

- (a) There are two legal county entities involved in the creation of a position in Dallas County. They are:
  - (1) Dallas County Commissioners Court – approves departmental requests for new positions; and
  - (2) Dallas County Civil Service Commission – approves the classification, compensation (job grade), and job description of positions for their inclusion in the County's Compensation System.



- (b) The county defines its organizational structure by positions. Employees carry out the functions and duties of the position, therefore:
  - (1) Every full-time, part-time and temporary employee in the county must be assigned to a position with an assigned position number;
  - (2) There must be at least one funding source for each position and if there is more than one funding source used, the sum of the proportions of all funding sources must total 100 percent; and
  - (3) The county uses an integrated HR/payroll/finance system as a mechanism for position control. In the system, each position has a job title, job code, job grade, job location, and an assigned position number.
- (c) When creating a county position, the requesting elected official/department head should follow this process:
  - (1) Initiate a position request with the office of budget and evaluation (OBE);
  - (2) OBE reviews and makes recommendation to Commissioners Court;
  - (3) If Commissioners Court approves the recommendation, OBE then forwards the briefing, court order, and any other applicable information submitted by the department to the Human Resources/Civil Service Department (HR);
  - (4) HR works with the requesting department and forwards recommendation on job description, compensation (job grade), and placement in the county's job classification system to the civil service commission; and
  - (5) If approved by the Civil Service Commission, the Auditor's Office assigns a position number to the position allowing the requesting department to post and/or hire applicants.

(Ord. No. 2001-655, § 5.02, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2009-0241, 2-3-2009)

### **Sec. 86-93. Job posting.\***

Once a position has been created in the county's classification system, all positions (except those defined as category A positions) must be posted or announced through the Dallas County iRecruitment System. The hiring process, a completely automated process (iRecruitment), is designed to provide managers/supervisors or designees the ability to post their vacant positions and receive applications utilizing a paperless process with limited external intervention. Effective January 1, 2009, all departments are required to utilize this hiring system or will work with HR to implement as soon as feasible.

The type of recruiting strategy will determine the length of time a position will be posted. The following guidelines shall apply:

- (1) If the hiring department is interested in recruiting internal and external applicants, the hiring department shall:

- a. Post non-exempt and exempt positions for the standard posting minimum period of ten or fifteen working days, respectively; or
  - b. Request a reduced number of posting days from HR with the minimum being five working days; or
  - c. Post hard-to-fill and/or other professional positions until filled (typically up to 30 days);
- (2) If the department is only interested in recruiting county employees, the position vacancy will be posted on the iRecruitment Internal Site only for:
- a. Dallas County employee applicants for a minimum of five (5) working days or
  - b. Departmental applicants for a minimum of three (3) working days.

(Ord. No. 2001-655, § 5.03, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2009-0241, 2-3-2009)

#### **Sec. 86-94. Request to post.**

To post a position, a manager/supervisor/hiring representative must have the iRecruitment Manager responsibility to access the iRecruitment Module and create and submit a job posting through the iRecruitment System. After submission, the following process shall take place:

- (1) Auditor's Office verifies the availability of funds, existence of the position number and termination status of last incumbent.
- (2) Human resources/civil service department reviews the job title, salary range, location, and closing date. Only job duties and job qualifications approved by the Civil Service Commission shall be included in the job posting as a requirement.

(Ord. No. 2001-655, § 5.04, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2009-0241, 2-3-2009)

#### **Sec. 86-95. Recruitment process - Recruiting strategy.**

The human resources/civil service department and the hiring department may recruit qualified applicants through a variety of sources such as local newspapers and other publications, job fairs and career days. The hiring department may request additional recruiting efforts by contacting the human resources/civil service department's recruiter. In addition:

- (1) Hiring departments are encouraged to recruit for their positions. When discussing career opportunities with potential applicants, the hiring department shall direct applicants to apply via the county's online recruitment system (iRecruitment).



- (2) HR will work directly with departments when requiring documents with an original signature (e.g., the Sheriff's Department).
- (3) Other factors to be considered:
  - a. Americans with Disabilities Act (ADA). The county's employment and selection process will provide reasonable accommodations to persons with disabilities, in accordance with the Americans with Disabilities Act of 1990 (ADA). Requests for employment accommodation may be made to the employee relations specialist in the human resources/civil service department.
  - b. Minimum age requirements. Persons 16 to 18 years of age may be hired in non-hazardous positions. Occupations declared to be hazardous to persons between 16 and 18 years of age by the Department of Labor include: motor vehicle driver and outside helper, operating power-driven machines, elevators and power-driven hoisting equipment, chain saws, circular saws and guillotine shears, and roofing, and excavation labor. Persons under the age of 16 years will not be employed by the county, unless they are hired through programs approved by commissioners court (i.e., summer youth, work-study, etc.). All appointees shall have attained the minimum age of 16 years and must be able to provide a proof of age certificate (either state issued driver's license or identification card, or birth certificate).
  - c. Selective Service. Every male who is 18 years old, but has not yet attained the age of 26 years old, seeking employment with the county, shall submit documentation verifying his registration or exemption from registration with the Federal Selective Service System.
  - d. Residency requirements. All department heads appointed by and reporting directly to commissioners court and who have a full-time employment date of May 1, 1991, or after, must reside in Dallas County. (See section 86-131 for specific details.
  - e. Nepotism. Applicants who have immediate family members presently working in a department will not be allowed to work in the same department. (See Division 4: Nepotism, for specific details.)
  - f. Verification of employment eligibility. Dallas County employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification and complete the Employment Eligibility Verification Form I-9, as required by U.S. Citizenship and Immigration Services, to be in compliance with the Immigration Reform and Control Act of 1986.

- i. I-9 Form: An I-9 Form must be completed within three business days of the employee's hire date. In the event an employee is unable to provide evidence of employment eligibility within the time limits required by law, the employee either will not be hired or will be terminated. Employees who are not eligible to continue employment due to an expired work authorization date will be terminated.
- ii. Original documents from either list A, or list B and C must be reviewed in the presence of the employee. Photocopied, altered, or laminated documents cannot be accepted. For a list of acceptable documents (as indicated on Form I-9) please visit <http://www.uscis.gov/i-9>. To improve the accuracy and integrity of I-9 information, Dallas County uses an electronic employment verification system called E-Verify.
- g. Criminal charges/outstanding warrants. An applicant or current employee (e.g., seeking promotional, transfer, reassignment opportunities) who has criminal charges pending or who has any outstanding warrant(s) is ineligible for the employment action with Dallas County. For the purpose of this policy intent, minor traffic violations are not considered a misdemeanor criminal charge; however, an outstanding warrant resulting from a minor traffic violation or other criminal charges shall cause the applicant (to include current employees) to be ineligible for employment consideration and/or continued employment (as related to current employees) until the pending criminal charges/outstanding warrants have been resolved through the applicable court system. The individual(s) must provide proof of payment to the department who must provide proof of payment of the fines or proof of payment arrangement for the violation(s) to the human resources/civil service department.
- h. Other outstanding/unresolved issues. An applicant under consideration for hire or current employee (e.g., seeking promotional, transfer, reassignment opportunities) who owes any unpaid fees, fines and/or taxes (e.g., delinquent property taxes) to the county shall cause the individual to be ineligible for employment consideration and/or continued employment (as related to current employees) until he/she has paid the fees and/or fines, or has entered into a payment agreement and/or is current with the payments. The individual(s) must provide proof of payment to the department who must provide proof of payment or proof of payment arrangements to the human resources/civil service department.
- i. Employees returning to work for Dallas County. Employees returning to work for the county after voluntarily or involuntarily leaving will be treated



as a new hire subject to all requirements and new hire processes, unless other specific policies apply. Retired employees wishing to return to work must attest in writing that prior to the date of retirement, there was no pre-arranged agreement made for the retiree's return to work. (See Section 86-572 – Reemployment Policy). (Ord. No. 2001-655, § 5.05, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2009-0241, 2-3-2009)

#### **Sec. 86-96. Application process--Completion and submission.\***

An applicant must complete and submit an online application (iRecruitment System) to be considered for employment. The information submitted by the applicant in the online application system is utilized by the Human Resources/Civil Service department to ensure all applicants or employees under consideration for hire (promotional, transfer or reassignment opportunities) meet the minimum qualifications. The following applies to the benefits provided to hiring departments by the online application system:

- (1) All online applications and/or resumes of candidates are immediately available for review by managers/supervisors 24 hours/7 days a week. Managers/supervisors can search for and select specific applicants and advance the selected applicant(s) through the application process to eventual hire.
- (2) If a hiring department has several positions posted and determines that an applicant meets the minimum qualifications for position(s) other than the position for which he/she has applied, the hiring department shall notify the applicant to apply for the other posted position(s) through iRecruitment.
- (3) The human resources/civil service department offers on-going training to managers/supervisors on the county's iRecruitment System. Managers/supervisors or designees are encouraged to attend training sessions to ensure proficient utilization of the system.

(Ord. No. 2001-655, § 5.06, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2003-058, 1-14-2003; Ord. No. 2009-0241, 2-3-2009)

#### **Sec. 86-97. Interview Process.**

Interviewing and selecting the right candidate is important and ultimately the responsibility of each hiring department. A well-planned interview and selection process seeks information about the applicant's background and ability to perform a job. The hiring department must ensure that all county policies and procedures related to hiring are followed. The following guidelines shall apply specifically to the hiring department:

- (1) Reviewing applications. The hiring department shall carefully and consistently search via iRecruitment and review all applications to select applicants for interviews. Once the hiring manager/supervisor or designee has selected the applicant(s) for interview, the application and registration assessment in iRecruitment should be printed for utilization in the interview process.

- (2) Scheduling interviews. When an applicant is contacted for an interview, he/she should have completed an application for the position through iRecruitment or must do so prior to the interview. The hiring manager/supervisor or designee shall inquire about information provided on the application and registration assessment that may need clarification and advise the applicant to update the necessary field(s) in iRecruitment before coming in for the interview. Applicants should be encouraged to especially review work history to ensure all previous employers are listed.
- (3) Preparing for interviews. The elected official/department head or designee should prepare for the interview by:
- a. Obtaining a copy of the job description and reviewing the job's essential functions, required skill levels and minimum qualifications;
  - b. Preparing a set of job-related interview questions that are asked of all applicants; and
  - c. Contacting the employment section of the human resources/civil service department if review or assistance with developing interview questions is needed.
- (4) Conducting interviews. The elected official/department head or designee shall conduct the interview(s). The interviewer should first review the application and registration assessment carefully with the applicant to ensure completeness and accuracy of relevant information (i.e., work history, education, criminal history, registration assessment, etc.). Any and all information the hiring manager/supervisor and applicant would like to have considered as part of the qualification process shall be discussed and finalized during this stage of the hiring process. Equal Employment Opportunity (EEO) guidelines must be adhered to in the interview process. The guidelines are:
- a. All interview questions must be job-related questions. Based on an applicant's response to the core questions, the interviewer may ask follow-up questions. The human resources/civil service department recommends the utilization of the interview and evaluation worksheet to document specific facts concerning the applicant's qualifications and rationale for selection;
  - b. The contents of the application (employment dates, job titles and detailed descriptions of job duties for current/previous employers, pursuits and completion of education, and all other pertinent information) shall be reviewed and discussed, and if necessary, updated/entered into the iRecruitment system by the candidate prior to the department representative creating a job offer. In situations where an applicant has held more than two positions with a company, it is the responsibility of the



interviewer to discuss the position with the applicant and provide a breakdown of the dates and job duties for each position;

- c. When it appears an applicant may be a finalist for the position, the hiring manager/supervisor should ask the applicant to complete the background release form as well as to obtain his/her high school diploma and official college transcripts. Internal applicants may be requested to sign a release of personnel records form which authorizes release of personnel information (e.g., performance evaluations, attendance records, etc.) to the hiring manager/supervisor.

- (5) Testing. At the request of the department, if testing is required, applicants under consideration for a position will be required to satisfy all applicable performance tests. The Civil Service Commission shall be the final judge of the scope and content of such tests. All performance tests should be reviewed by the human resources/civil service department prior to being administered.

- a. Applicants -- Keyboarding/ten-key. Test scores for applicants will remain on file for six months and may be considered when an applicant applies for future job vacancies during this period;

Note: Former Dallas County employees will be required to retest, unless separation was due to a reduction-in-force.

- b. Current employees--Keyboarding/ten-key
  - 1. An employee's qualifying test scores can be utilized indefinitely (if the test score is available) when applying for other clerical or administrative positions; and
  - 2. New tests will not be required when an employee transfers to a position requiring the same or less keyboarding/ten key requirements.
- c. Dallas County only accepts keyboarding/ten-key test scores administered by the human resources/civil service department (employment division).

- (6) Reference Checks. Hiring managers/supervisors should check (at a minimum) references with the current and former supervisors of the candidate(s) (to include current and former employees) under consideration for hire. Reference information must be documented, provided to HR/CS and retained with other recruitment and selection documents. The goal of the reference check seeks to:

- a. Verify name and title of person providing the reference;
- b. Verify employment dates;
- c. Verify position title;

- d. Confirm any information and details on the application materials;
- e. Ask questions that may predict a candidate's performance;
- f. Verify beginning and ending salaries; and
- g. Learn new information about a candidate.
- h. Documented information must be signed and dated by the individual who obtains such information.

Note: Internal applicants may be requested to sign a release of personnel records form which authorizes release of personnel information (e.g., performance evaluations, attendance records, reason for leaving, etc.) to the hiring manager/supervisor. Department records shall not be released unless specifically authorized by the employee.

#### **Sec. 86-98. Selection Process.**

The information obtained in the application, the interview, any selection tests, and employment references will allow the hiring manager to assess candidates' suitability for the position. The following steps will assist the hiring department and the human resources/civil service department in assessing candidates under consideration for employment.

- (1) Application Review by Hiring Department. Due to the cost involved to conduct background investigations hiring departments must carefully review all information presented in the application and registration assessment with the applicant during the interview process prior to creating a job offer (request for salary analysis) through iRecruitment to HR. If corrections (to include information related to the applicant's work history, education, assessment tests, criminal history, professional training, if applicable) are required of the applicant, the hiring manager/supervisor must ensure the corrections are made during this stage of the hiring process. Once the qualification process has been completed and the background investigation has been initiated, no other additional information will be considered.
- (2) Submitting all applicable information to HR (Creating the initial job offer) (previously Sec 86-97 (6a-e)). The hiring department must submit all applicable information/ documentation for the selected candidate to the HR department. It is the responsibility of the hiring manager/ supervisor or designee to obtain required documents verifying education (i.e., certified/official transcripts, bar card, etc.) and ensure the completion of the registration assessment, application assessment, and other information related to work history, education, and training prior to creating the initial job offer.
  - a. Submission of required documents. The hiring department shall submit all required educational documentation (i.e., official high school diploma and/or official college transcripts, certifications, etc.) and background release form to HR after creating a job offer. For information regarding



what HR considers when reviewing education documentation, see Section 86-99.

- b. If HR determines the candidate meets the minimum qualifications for the position vacancy, the background investigation process is initiated. If HR determines that the candidate does not meet the minimum qualifications, the hiring department will be contacted to review the candidate's qualifications. The hiring manager/supervisor may reject the candidate and terminate the offer in iRecruitment, or may choose to under fill the position. See section 86-432 (Under Fill Policy) for additional information.

(Ord. No. 2001-655, § 5.09, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2003-058, 1-14-2003; Ord. No. 2004-1790, 10-5-2004; Ord. No. 2009-0241, 2-3-2009)

Editor's note: Ord. No. 2009-0241, adopted Feb. 3, 2009, amended the Code by redesignating former § 86-99 as 86-97.

**Sec. 86-99. Qualification review by Human Resources/Civil Service (previously was Sec 86-98 -- Application Process Review and Evaluation)**

The human resources/civil service department will evaluate all applications received for position vacancies once the initial job offer has been created and submitted to HR through iRecruitment. Once it has been determined the applicant meets the minimum qualifications, the HR Department will submit required background information to the county's third party vendor and upon receipt of the results compare both the information provided by the applicant and third party vendor. The evaluation will be based on the following:

- (1) Review of Documentation (previously sec 86-97 (6f)). After HR has determined that the applicant meets the minimum qualifications based on the information presented on the online application, the application and appropriate forms will be sent to the County's background investigation third party vendor for a background investigation.
  - a. Background investigations are conducted on all applicants (i.e., social security number, employment, motor vehicle record (if applicable), and criminal history). If all pertinent information has been previously collected and verified on an employee who is being promoted to another position, depending on the time and the position requirements, another criminal history check and motor vehicle check (if applicable) may be conducted. (See article III, division 5 of this chapter for specific details.
  - b. If the vendor is unable to verify essential information, HR will work with the hiring department to obtain the information from the applicant. For example, in regards to work history, the applicant must provide documentation (e.g., on company letterhead/stationery, company paycheck stubs, tax returns, social security wage statements, etc.). For

additional information related to background investigations, please refer to section 86-191 (Employment Background Investigation Policy)

- (2) Review of education and work experience. Candidate must meet the minimum qualifications as outlined in the job description related to the position's education/specialized training and/or work experience requirements. If an applicant does not meet the educational requirement, then HR will consider the following:

- a. When experience is substituted for education: The candidate's current/previous work experience may be evaluated as a possible creditable substitute in lieu of the educational requirement beyond a high school diploma/GED. In these cases, two years of experience would equate to one year of education at the secondary/undergraduate levels (e.g., a bachelor's degree equals eight years of experience. A graduate (e.g., master's) degree equates to two additional years of work experience, above a related bachelor's degree. A doctoral degree equates to two additional years of work experience above a related masters degree. HR will evaluate work experience to determine whether its level of difficulty and responsibility in relation to the posted position is creditable.

For example, a human resources analyst position requires a four-year college degree in human resources, business or related field. If a candidate possesses an associate's degree, then the associate degree plus four years of directly related work experience is required, i.e., the difference between the associate degree and the bachelor's degree requirement equates to four years of experience. The candidate's work experience will be evaluated to determine if the level of responsibility and complexity is creditable as a substitute for the college degree.

If an applicant does not meet the work experience requirement, then HR will consider the following:

- b. When education is substituted for experience: The candidate's accredited college courses may be substituted in lieu of the required work experience if the college courses are comparable and/or related to the level and type of work experience required for the position. The substitution will be granted on a one to two ratio (i.e., one year of college [30 accredited college hours] to two years of work experience). For example, if a case manager position requires a bachelor's degree in psychology, sociology or related field, plus two years work-related experience and the applicant possesses a master's degree in psychology, but has no work related experience, then the master's degree may be accepted in lieu of the two years work experience.

- (3) Review of volunteer work experience. Work experience as a volunteer or unpaid



intern will not be considered during the evaluation of qualifications except as defined in the job description. An internship, paid or unpaid, that is required to fulfill a diploma/degree plan will not be considered in evaluating qualifications. A paid internship that is not required to fulfill a diploma/degree plan will be considered as paid work experience in evaluating qualifications.

- (4) Work Experience Outside of the US. Work experience obtained outside of the United States will be reviewed and approved by the director of human resources/civil service on a case-by-case basis. Applicants must be able to provide documentation (e.g., company paycheck stubs, etc.) to validate work experience obtained outside the United States.
- (5) Falsification of records. (previously sec 86-106 and sec 86-97 (6i)) All required documentation must be provided and the authenticity of such documentation verified by the hiring department prior to an applicant being employed by the county. Any applicant who provides false or inaccurate information or documentation when applying for a posted position shall be disqualified from consideration for that position. External/internal applicants shall also be disqualified from employment consideration for any other county position for a minimum period of one year from the date of the application. Any material misrepresentation of facts or failure to report pertinent data on the application form by internal employees shall be just cause for dismissal. (6) Submission for Exceptions. A department may request an exception to the hiring policy from commissioners court when:
  - a. An applicant does not meet the minimum qualifications and is not eligible for an under fill status for a vacant position. The elected official/department head must submit the justification for the request to the human resources/civil service department for submission to commissioners court for its approval.
  - b. An applicant provides false or inaccurate information/documentation when applying for a posted position he/she would be disqualified from consideration for that position. If a candidate provides false or inaccurate information or documentation when applying for a posted position which causes HR to disqualify the candidate, and the hiring department remains interested in hiring the candidate, the hiring department may request an exception to hire the applicant by submitting the request to the human resources department for submission to commissioners court for its approval.
- (6) Completion of Salary Analysis (Previously Sec. 86-97 (6g)). Upon satisfactory completion of the background investigation and evaluation of education/work experience and all other applicable qualification factors, a salary analysis will be conducted. The salary analysis involves the following:

- (a) The human resources/civil service department will provide the hiring manager/supervisor with a salary range (minimum salary and maximum in-hire salary) he/she can offer the candidate through iRecruitment).
- (b) The hiring manager/supervisor may make an offer of employment contingent upon satisfactory completion of the pre-employment physical and, if applicable, drug test results.
- (c) Hiring departments should refrain from discussing the salary to be offered, if above the minimum, until salary verification is received from the human resources/civil service department.

(Ord. No. 2001-655, § 5.07, 4-3-2001; Ord. No. 2001-1889, 10-2-2001; Ord. No. 2003-058, 1-14-2003; Ord. No. 2005-2452, 12-20-2005; Ord. No. 2009-0241, 2-3-2009)

Editor's note: Ord. No. 2009-0241, adopted Feb. 3, 2009, amended the Code by redesignating former § 86-97 as § 86-98, in effect repealing § 86-98, which pertained to application process--distribution and receipt, and derived from Ord. No. 2001-655, § 5.08, adopted April 3, 2001; Ord. No. 2001-1889, adopted Oct. 2, 2001; Ord. No. 2003-058, adopted Jan. 14, 2003. Said ordinance also amended the Code.

#### **Sec. 86-100. Completing the Hiring Process (Previously Sec. 86-97 (6h))**

Once the human resources/civil service department has determined that a candidate is eligible for hire with Dallas County, the following steps shall be completed:

- (1) Making a formal Job Offer in iRecruitment (previously Sec 86-97(6h)). Upon notification of an eligible salary range, it is the responsibility of the hiring department to ensure the following steps occur in iRecruitment at least fourteen business days prior to the selected applicant's start date:

- (a) The hiring department must initiate the final job offer to the selected applicant; and
- (b) The selected applicant must accept the offer in iRecruitment.

(Example: If a selected applicant is scheduled to begin employment on Monday, November 10th, then the hiring department must have initiated the job offer and the selected applicant must have accepted the job offer in iRecruitment by the previous Tuesday, October 27th.)

- (2) Physical examination (previously Sec 86-97(7)). A pre-employment physical examination is required of all new and former employees at the county's expense - excluding summer help and temporaries who will be employed less than 1000 hours or less than six months. However, all selected applicants for part-time or temporary law enforcement or detention services positions will be required to



undergo an employment physical examination to ensure the ability to meet the requirements of the job. The offer of employment is contingent on the selected candidate passing the physical examination. See Article III, Division 3, section 86-221 (Physical Examinations) for specific details.

- (3) Drug and alcohol testing (previously Sec 86-97(8)). A drug test is required of all new and current employees applying for safety-sensitive positions. See section 86-863 for specific details.
- (4) New employee orientation (previously Sec 86-101). New employees must be scheduled to attend the new employee orientation no later than the first Monday or within three days after date of hire. Orientation will be held every Monday from 8:30 a.m. to 12:00 p.m. for all employees unless otherwise notified. Employees can be scheduled for new employee orientation through the One Stop HR Center.

**Sec. 86-101. Forms distribution.** (Previously was Sec 86-99)

After completion of applicable forms and the employee physical:

- (1) The hiring department submits the new employee and position change form (Court Order) no later than fourteen days prior to the start date, in order to allow the auditor's office a full week to process the court order and place it on commissioners court's agenda on the next available Tuesday. (Note: The effective date of the new employee and position change form (court order) must fall within the immediate preceding, current or subsequent pay period of the form.)
- (2) Upon the submission of these forms, the auditor's office and the human resources/civil service department proceed with a series of final checks, approvals and signatures; and
- (3) Having been approved by the director of human resources/civil service and the county auditor, the personnel court order is forwarded to the clerk of the commissioners court and prepared for the court's consideration and final action.
- (4) The human resources/civil service department forwards the following forms to the auditor's office, treasurer's office, or other applicable departments after the completion of New Employee Orientation (NEO):
  - a. Employment eligibility verification form I-9;
  - b. Employee's withholding allowance certificate form W-4;
  - c. Texas County and district retirement system member information form;
  - d. Dallas County benefits enrollment worksheet;

- e. Election to withhold personal information;
  - f. Dallas County identification badge form; and
  - g. Emergency notification form.
- (5) Hiring selection files (previously Sec. 86-103 – Hiring files). The hiring department shall maintain confidential files of the selection process and retain all material related to the position vacancy for three years in accordance with the records retention schedule.

Editor's note: Ord. No. 2009-0241, adopted Feb. 3, 2009, amended the Code by redesignating former § 86-100 as § 86-99.

Editor's note: See the editor's note to § 86-99.-655, § 5.13, 4-3-2001; Ord. No. 2001-1889, 10-2-2001)

**Sec. 86-102** moved to Sec. 86-241

**Sec. 86-103** moved to 86-101(5)

**Sec. 86-104-105** deleted, not applicable due to iRecruitment implementation

**Sec. 86-106** moved to 86-99(5)

**Sec. 102-109** Reserved.

**DIVISION 2. Educational Review by Human Resources** (previously Compensation Policy, which was moved to Article IV)

**Sec. 86-110 Verification of educational/certification/license qualifications** (previously 86-97 (6d)).

All information provided on employment application will be verified. The candidate is responsible for submitting all required educational documents such as a high school/GED diploma, certified college transcript to verify the number of college hours completed, and/or award of a college degree, or professional/technical certifications and licenses to the hiring department. The hiring department is responsible for forwarding all educational/professional training documents to HR. When verifying educational credentials of candidates for positions prior to submission to HR, the department must be aware of the following guidelines:

- (1) High school diplomas must be accredited by a nationally or regionally known accrediting organization in the United States. GED diplomas must be administered and awarded through the Department of Education and State GED testing facilities in the United States.
- (2) Candidates who cannot obtain a copy of their high school diploma, who did not obtain a high school diploma/GED, or who's HS/GED diploma cannot be verified as being from an accredited school or accrediting agency recognized by the



Texas Education Agency (TEA), may meet this requirement if they have enrolled in and completed at least three (3) core college hours (e.g. English, math, social sciences) with a grade C or better from an accredited institution of higher education as described in number (3) (below). Human Resources/Civil Service will not accept developmental, non-pertinent courses (no Physical Education (PE) or craft classes), in lieu of a high school diploma. Regular credit classes (other than PE or craft classes) will be granted credit as for any other candidate.

- (3) College degrees or college hours completed are only accepted from post-secondary educational institutions that have been accredited to grant degrees by one of the national or regional accrediting agencies in the United States, as recognized by the United States Department of Education. An official transcript that contains the institution's official seal must be provided as proof; and
- (4) Education obtained outside the United States must be converted, at the candidate's expense, to the equivalence of the United States educational level by a recognized accrediting agency or organization in the United States.

**Secs. 86-111-130. Reserved.**

**DIVISION 3. RESIDENCY** (moved from Division 4, with Physical Examination previously Division 3 moved to Division 6)

**Sec. 86-131. Requirement for full-time department heads reporting to Commissioners Court.**

All regular, full-time department heads that are appointed by, and report directly to, the commissioners court and have a full-time employment date of May 1, 1991, or after, must reside in the county. This policy applies to the budget officer, the commissioners court administrator, the elections administrator, the director of health and human services, the director of the human resources/civil service department, the chief medical examiner, the director of the office of security and emergency management, the director of public works, the public defender, the purchasing agent, fire marshal and assistant fire marshals, and the veteran services officer.

(Admin. Policy Manual, § A (6.00); Ord. No. 2005-1839, 9-27-2005)

**Sec. 86-132. Departments not reporting directly to commissioners court.**

All other departments are encouraged, by the commissioners court, to adopt and enforce like rules for employment consideration within their office.

(Admin. Policy Manual, § A (6.01); Ord. No. 2005-1839, 9-27-2005)

**Sec. 86-133. Initial consideration for county employee applicants.**

Qualified applicants who are currently county employees and residents of the county are to be given initial consideration for all available positions. Based upon the quality of applications received, the elected official/department head may elect to extend recruitment efforts to applicants residing outside of the county.

(Admin. Policy Manual, § A (6.02); Ord. No. 2005-1839, 9-27-2005)

**Sec. 86-134. Exception to the residence requirement.**

An exception to the residence requirement may be granted by the Commissioners Court at the time of employment. Such exception may be temporary or permanent.

(Ord. No. 2005-1839, 9-27-2005)

Editor's note: Ord. No. 2005-1839, adopted Sept. 27, 2005, repealed provisions formerly set out as § 86-194 of the Code and added new provisions as § 86-194. Former § 86-194 pertained to job offers to non-county residents and derived from the Administrative Policy Manual, § A (6.03).

**Sec. 86-135. Failure to comply.**

Any employee covered by this policy who fails to comply with the residence requirement will be subject to disciplinary action.

(Admin. Policy Manual, § A (6.06); Ord. No. 2005-1839, 9-27-2005)

Editor's note: Ord. No. 2005-1839, adopted Sept. 27, 2005, repealed provisions formerly set out as § 86-195 of the Code and renumbered provisions formerly set out as § 86-196 as § 86-195 as herein set out. Former § 86-195 pertained to the three-month grace period and derived from the Administrative Policy Manual, § A (6.04, 6.05).

**Sec. 86-136. Advertising and posting residency requirement.**

All affected positions will be advertised and posted with the residency requirement.

(Admin. Policy Manual, § A (6.08); Ord. No. 2005-1839, 9-27-2005)

Editor's note: Ord. No. 2005-1839, adopted Sept. 27, 2005, repealed provisions formerly set out as § 86-197 of the Code and renumbered provisions formerly set out as §§ 86-198--86-200 as §§ 86-196--86-198. Former § 86-197 pertained to address changes and derived from the Administrative Policy Manual, § A (6.07).

**Sec. 86-137. Retention of exemptions.**

Employees hired prior to May 1, 1991, who occupy a position with a residence requirement, and are terminated, but subsequently reemployed, shall not retain their exemption to the residence requirement.



(Admin. Policy Manual, § A (6.09); Ord. No. 2005-1839, 9-27-2005)

Note: See the editor's note following § 86-136.

**Sec. 86-138. Required for all positions having requirement for employees hired prior to May 1, 1991.**

Effective January 1, 1997, any employee hired prior to May 1, 1991, who attains a position having a residence requirement, will be subject to the residence requirement.

(Admin. Policy Manual, § A (6.10); Ord. No. 2005-1839, 9-27-2005)

Note: See the editor's note following § 86-136.

**Secs. 86-139 -- 86-160. Reserved.**

**DIVISION 4. NEPOTISM\*** (moved from Division 6, with Residency previously Division 4 moved to Division 3 above)

\*State law references: Nepotism, V.T.C.A., Government Code § 573.001 et seq.

**Sec. 86-161. Policy Statement**

The purpose of this policy is to reduce potential conflicts or perceptions of favoritism that may occur with the hiring of immediate family members in the workplace. The following language will clearly define Dallas County's policy regarding the standards for hiring relatives or employees related by blood, marriage or adoption.

**Sec. 86-162. Application.**

This policy only applies to department heads appointed by the commissioners court and individuals who are supervised directly or indirectly by those department heads or their designees.

**Sec. 86-163. Prohibited according to applicable law.**

The hiring of employees shall not violate the laws against nepotism as contained in the state law or other applicable laws. This policy applies to all applicants and employees (regular full-time, temporary full-time, regular part-time or temporary part-time capacity) to include applicants/temporary employees provided through temporary employment agencies. Sheriff's employees should consult the Sheriff's Department Civil Service Rules and Regulations for departmental guidance.

(Admin. Policy Manual, § A(2.13))

**Sec. 86-164. Immediate family members enumerated.**

Applicants who have any of the following immediate family members (related by blood, marriage or adoption) presently working for the county will not be allowed to work in the same department: parent husband, wife, child, stepchild, brother, sister, nephew, niece, stepbrother, stepsister, half-brother, half-sister, stepparent, cousin, grandparent, grandchild, uncle, aunt and any person serving as parent/guardian, or any relative living in the same household.

For example, John has applied for a security officer position in the Office of Security and Emergency Management Department. His stepmother has a nephew currently employed in the department. John cannot work in the Security and Emergency Management Department because he currently has a cousin (by marriage) currently employed in the department.  
(Admin. Policy Manual, § A(2.14))

**Sec. 86-165. Additional persons classified as immediate family.**

Applicants and employees who have any of the following family members (related by blood, marriage or adoption) currently working for the county may work in the same department but may not work in the same section or division, nor may a supervisory relationship exist; parent-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. A section or division is defined as a formal organizational structure or unit that has been formally established by the office of budget and evaluation.

For example, John has applied for a position in the Juvenile Detention Center of the Juvenile Department. His sister-in-law is currently employed at the LETOT Center of the Juvenile Department. John may be employed to work in the Juvenile Department because he and his sister-in-law would be employed in a different division of the department where no supervisory relationship exists.

(Admin. Policy Manual, § A(2.15); Ord. No. 2003-1097, 6-24-2003)

**Sec. 86-166. Becoming relatives after employment; restrictions.**

Employees who become relatives (by blood, marriage or adoption) after employment are treated in accordance with section 86-164 through 86-165. If the department head is unable to make an acceptable accommodation (e.g. move to a different section or division), the department head shall notify the employee(s) in writing that one of the employees must separate from the county within sixty (60) days. The employees shall make the decision about who will separate from county service. In the event the employees do not agree, the employee with the least seniority shall be separated from Dallas County.

(Admin. Policy Manual, § A(2.16); Ord. No. 2003-1097, 6-24-2003)



#### **Sec. 86-167. Consequences for violations.**

It is the employee's responsibility to conform to this policy and failure to do so will result in termination.

#### **Sec. 86-168. Exceptions to policy.**

Exceptions to this policy must be briefed and approved by commissioners court as outlined below:

- a) Written justification for the exception must be submitted to the human resources/civil service director for review and
- b) The written justification must include a formal organization chart(s) that identifies the placement of employees in regards to the exception and
- c) The human resources/civil service director will submit the request for exception to commissions court for review and approval and
- d) If commissioners court approves the exception, any further movement/changes of the employees' status with the department (e.g. transfer, promotion, demotion, reclassification, etc.) must be briefed to commissioners court through Human Resources/Civil Service for review and approval; and
- e) The Human Resources/Civil Service Department will follow-up annually with departments who have been granted an exception to ensure continuing compliance.

(Ord. No. 2003-1097, 6-24-2003)

#### **Secs. 86-169 -- 86-190. Reserved.**

### **DIVISION 5. EMPLOYMENT BACKGROUND INVESTIGATION** (moved from Division 9, with Equal Employment Opportunity previous Division 5, moved to Article IV, Division 11)

#### **Sec. 86-191. Policy statement.** (previous Sec 86-351)

A pre-employment "verification of facts" background investigation will be conducted on applicants (external and internal) who have been offered positions with the county. In addition, the county may also periodically update the criminal histories and driver's license status of current employees. This policy shall apply to all county departments unless the department is specifically exempted from the policy, such as the sheriff's department.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-192. Policy provisions.** (previous Sec 86-352)

The primary purpose of the background investigation is to verify the accuracy of information provided by the applicant in the hiring/selection process and to evaluate the applicant's qualifications for employment. Complete and accurate disclosure of information is the sole responsibility of the individual seeking employment. The minimal information that may be verified includes:

- (1) Employment history. Employment history of the selected applicant shall be checked. Areas of inquiry will include dates of employment, job titles, last salaries, reason for leaving, and rehire status for all names under which applicant has worked. If work experience is not verifiable or if applicants own their own business, they must provide documentation (e.g., tax returns, tax statements, proof of tax payments, social security wage statements, etc.).
- (2) Educational background. A selected candidate must provide verification of their educational credentials as listed on the employment application in iRecruitment. Areas of verification will include high school diploma/GED certification, college degrees, trade school certification, and professional licenses. All applicants who have completed college credit hours but have not received a college degree will be required to provide an official college transcript from each educational institution listed on the employment application if college credit is desired. An official document (i.e., transcript) portrays the institution's official seal.
- (3) Driver's license. If applicable to position sought, a driver's license and driving record check shall be conducted.
- (4) Criminal history or convictions. In accordance with applicable laws, background investigations for criminal convictions shall be conducted. A criminal history may not automatically disqualify an applicant for employment as each situation will be evaluated on a case-by-case basis utilizing the factors outlined in the section below.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007; Ord. No. 2009-0241, 2-3-2009)

**Sec. 86-193. Evaluation of criminal records.** (previous Sec 86-353)

- (a) When making a determination on whether to hire an applicant with a criminal record, the hiring managers/supervisors should consider the following factors:
  - (1) Nature of the position. Is the position a safety sensitive position? Does it require independent interaction with the public (home visits, etc.)? Does it interact with children, the elderly, handicapped? Does it handle funds? Does it require driving?



- (2) Type, frequency and severity of the violation. Was it a misdemeanor or a felony? If so, what was the nature of the offense? How many convictions are there? Does it relate to your position?
  - (3) Time lapse since last offense. How long has it been since the offense and the completion of the sentence?
  - (4) Evidence of successful rehabilitation. Has the applicant maintained stability in employment, pursuit of education, etc.? Have there been other offenses committed by the applicant? Was the applicant successful with probation or deferred adjudication?
  - (5) Qualifications of the applicant. How strong are the qualifications as they relate to the position? After your assessment of all data collected throughout the hiring process (application, interviews, reference checks, criminal history), is this person the best suited applicant for the position?
- (b) Other provisions.
- (1) Minor traffic violations should not be considered as criminal charges.
  - (2) An applicant with outstanding warrants of any kind should cause the applicant to be ineligible for employment until the warrant is resolved. See Section 86-95 g and h.
  - (3) Former county employees who were terminated due to violation of the drug and alcohol policy have specific restrictions on rehiring. Please refer to the drug and alcohol policy, Article VI, Division 4, for additional information.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-194. Consequences for providing inaccurate or fraudulent information.** (previous Sec 86-354)

- (a) Any applicant who knowingly provides misleading, erroneous, or willfully deceptive information to the county on an employment application, any hiring-related document, during any employment interview, or at any time during the selection interview process may immediately be eliminated from further consideration for employment. This information may include, but is not limited to the following:
- (1) Criminal information or deferred adjudication with the exception of cases sealed with an order directing nondisclosure that was not listed on the employment application, pending criminal charges, outstanding warrants of any kind or convictions that surface as a result of the background investigation.
  - (2) Educational degrees, high school diplomas, licenses, or certifications found to be false or that cannot be verified, such as those from non-accredited institutions.

- (3) Issues that surface involving dishonesty, theft, or endangerment of persons in the workplace.
  - (4) Extensive, excessive, or serious driving violations that would provide evidence of a habitual history or pattern of potentially dangerous behavior.
- (b) If the criminal history provided by the applicant does not match the information obtained on the registration assessment, the applicant shall be given an opportunity to explain any inaccuracies. If a satisfactory explanation is not given to the elected official/department head, the applicant will not be considered further by the department for the position.
- (c) If a candidate provides false or inaccurate information or documentation when applying for a posted position which causes HR to disqualify the candidate, and the hiring department is interested in hiring the candidate, the hiring department may request an exception to hire the applicant by submitting the request to the human resources department for submission to commissioners court for its approval. (previous Sec 86-976i).

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-195. Procedures for requesting criminal history check.** (previous Sec 86-355)

Each department shall require the selected applicant to complete the background investigation release form and forward the release form along with a copy of the employment application to the human resources/civil service department. The human resources/civil service department will coordinate the request with the county's selected third party vendor.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-196. Confidentiality of background information.** (previous Sec 86-356)

All information obtained during the background investigation is considered strictly confidential. Every effort must be made to protect the privacy of individuals involved in the employment process in accordance with federal and state guidelines. To the extent possible, access to such information will be restricted to designated representatives in the human resources/civil service department and managerial personnel who have a legitimate, work-related reason for having such access.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-197. Signature on employment applications.** (previous Sec 86-357)

All applicants selected for interviews must have completed and submitted a county employment application which includes the notification and authorization to conduct background investigations. Submitting the employment application online will be considered an electronic signature.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)



**Sec. 86-198. Record retention.** (previous Sec 86-358)

All documents or records collected or produced as a result of background investigations must be maintained in a separate departmental file (not the personnel files) for a period of two years from the creation or receipt of the document or record, whichever is later.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-199. Criminal record and driver's license check for current employees.** (previous Sec 86-359)

- (a) A background investigation shall be conducted on employees who are promoted or laterally transferred to another department, unless such employees have had a background investigation within the last 24 months. Employees who are moving into safety-sensitive positions may require background investigations more frequently.
- (b) Periodic updates of criminal history records may also be conducted for current employees.
- (c) Departments that have safety-sensitive positions and/or positions requiring employees to drive either a county vehicle or utilize their own vehicles on a routine basis to conduct county business may include periodic criminal and driver's license checks as a standard part of their business process. All requests submitted for criminal background investigations on current employees must be forwarded to the county human resources department and must include a written justification for such a review. Background investigations will not be conducted by the third party administrator unless authorized by the human resources department.
- (d) All county employees will be held to the same standards and expectations as applicants. Failure to continuously meet those expectations may lead to disciplinary action, up to and including termination.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Secs. 86-200--86-220 Reserved.**

**DIVISION 6. PHYSICAL EXAMINATIONS\*** (moved from Division 3, with Nepotism previous Division 6, moved to Division 4 above)

\*Editor's note: Court Order No. 2001-1059, adopted June 5, 2001, amended the employment physicals policy in its entirety, in effect superseding provisions formerly set out as art. III, div. 3, §§ 86-161--86-172, of this chapter, which derived from the Administrative Policy Manual, § A(5.28--5.42). See the Code Comparative Table for a detailed analysis of inclusion of Ord. No. 2001-1059.

Federal law reference--Americans With Disabilities Act, 42 USC 12101 et seq.

**Sec. 86-221. Required.**

- (a) All selected candidates of the county, excluding summer help and temporaries who will be employed less than 1000 hours or less than six months, must undergo an employment physical which is provided by the county at no cost to the employee at the Jackson-Stanfield Health Center (employee health center).
- (b) Current employees who are transferred or promoted to a full-time position or job that requires a different level of physical fitness will be required to undergo a physical for the new position.
- (c) All reemployed persons will be required to take and pass a physical examination at the county's expense as a condition of employment if they have not been employed by the county for more than six months.
- (d) All part-time or temporary law enforcement or detention services candidates will be required to undergo an employment physical examination to ensure ability to meet requirements of the job.
- (e) All prospective and current members of the Dallas County Fire Rescue's Haz-Mat Response Team must undergo an annual baseline physical, as required by OSHA and EPA, which is provided by the county at no cost to the member at employee health services.

(Ord. No. 2001-1059, §§ 5.28, 5.29, 6-5-2001; Ord. No. 2004-616, 4-6-2004; Ord. No. 2008-1479, 8-12-2008; Ord. No. 2009-0241, 2-3-2009)

**Sec. 86-222. Pre-exam requirements.**

Several requirements must be met before a physical examination is scheduled. Requirements include:

- (1) All position vacancies must be posted and advertised (except those defined as category A positions) via iRecruitment in accordance with the county's employment procedures.
- (2) If applicable, the selected candidate must satisfy the policy pertaining to residence, unless an exception has been granted by commissioners court.
- (3) Any selected candidate under the age of 18 years of age must be accompanied by a parent or legal guardian.

(Ord. No. 2001-1059, § 5.30, 6-5-2001; Ord. No. 2009-0241, 2-3-2009)

**Sec. 86-223. Scheduling.**

The hiring manager/supervisor or designee will schedule the employment physical with the employee health center. Upon acceptance of contingent job offers, the hiring department will



provide the necessary forms and instructions. The following guidelines will govern scheduling of employment physicals:

- (1) The hiring manager/supervisor or designee must call the employee health center between the hours of 8:00 a.m. and 12:00 noon to make appointments for physicals.
- (2) Appointments for physicals will be made for the earliest date possible.
- (3) Selected candidates should have the history side of their report of medical history form and appropriate employment forms completed prior to arrival for examination.
- (4) All appointments are scheduled by the employee health center and persons arriving late, or without completed medical history forms and appropriate employment forms may not be seen, and may be rescheduled by the employee health center. Staff at the employee health center will notify the elected official/department head of the day of the new appointment before the end of the business day.
- (5) If a selected candidate is placed on medical hold and additional information or documentation is required, the candidate shall deliver such information/documentation directly to the employee health center anytime during normal working hours. Selected candidates/rehires should not provide such information to the hiring department. Hiring departments are prohibited from receiving and/or discussing the medical conditions/history of candidates/rehires or current employees.

(Ord. No. 2001-1059, § 5.31, 6-5-2001; Ord. No. 2009-0241, 2-3-2009)

**Sec. 86-224. Dissemination of results; pass slips.**

Upon successful completion of the physical examination, a pass slip will be given to the selected candidate/rehire for delivery to the elected official/department head.

Selected candidates/rehires placed on medical hold are told by the examining physician in employee health center what is necessary to pass the employment physical. The names of those placed on medical hold are given to the administrator of employee health center who advises the elected official/department head and the auditor's office by the end of the business day. Any employee already working when placed on medical hold will be sent home immediately (or returned to the previously held position if employee was being promoted to a job that requires a different health clearance) and not allowed to return to work until the medical issue is resolved and clearance is provided by the employee health center.

(Ord. No. 2001-1059, § 5.33, 6-5-2001; Ord. No. 2009-0241, 2-3-2009)

## **Sec. 86-225. Confidentiality of information.**

The manager/supervisor or elected official/department head must not discuss medical information/medical condition with the selected candidate/rehire/employee. If a selected candidate/rehire/employee is placed on medical hold and the department wants to consider withdrawing the employment offer, the department should immediately contact the director of human resources/civil service, due to Americans with Disabilities issues.

(Ord. No. 2001-1059, § 5.34, 6-5-2001; Ord. No. 2009-0241, 2-3-2009)

## **Secs. 86-226--86-240. Reserved.**

## **DIVISION 7. PROBATIONARY PERIOD\***

\*State law references: Probationary period, V.T.C.A., Local Government Code § 158.010.

### **Sec. 86-241. Performance reviews - evaluation period.\* (previously Sec 86-102)**

\*Note: For specific procedures on performance reviews, see step 8 of the standard operating procedures for hiring, which have not been included within this Code, but may be found attached to Court Order No. 2001-655, on file with the commissioners court.

All new and former employees must serve a probationary period of six months during which their work performance will be carefully evaluated. For licensed law enforcement personnel, it consists of the first twelve months of employment. For Sheriff's Department law enforcement personnel, please refer to Sections 2.07 and 2.41 of the Sheriff's Department Civil Service Commission Rules and Regulations.

- (1) It is recommended that the supervisor conduct at least two written performance evaluations during the probationary period. The evaluations should take place:
  - a. No later than the midpoint of the probationary period; and
  - b. No later than 30 days before the completion of the probationary period.
- (2) Additionally, the supervisor should conduct an evaluation at any time there is a question concerning the employee's quality of performance. If at any time during the probationary period, the employee's performance is found to be unsatisfactory, the employee will be treated as provided in Article VII.
- (3) Employees who do not receive their formal performance appraisals timely are encouraged to discuss it with their supervisors or to immediately contact their department's human resources representative or the central human resources department.

(Ord. No. 2001-655, § 5.12, 4-3-2001; Ord. No. 2001-1889, 10-2-2001)



**Sec. 86-242. Initial Employment Probationary Period (previously Sec 86-271)**

The county is committed to hiring talented employees and giving those employees sufficient time to demonstrate their ability to perform their job duties and meet the performance expectations of the hiring department. Departments with employees who are covered under the civil service system are required to follow these guidelines. All other departments are encouraged to follow these guidelines.

- (1) Initial Employment Probation. The initial employment probationary period for civilian employees consists of the first six months of employment with the county, beginning with the employee's date of employment as a regular, full-time employee. For licensed law enforcement personnel, it consists of the first twelve months of employment. (For Sheriff's Department law enforcement personnel, please refer to Sections 2.07 and 2.41 of the Sheriff's Department Civil Service Commission Rules and Regulations). During this initial probationary period, the employee must demonstrate the ability to satisfactorily perform the assigned job duties. Also, the employee does not have civil service coverage or appeal rights during this probationary period. Newly hired employees shall be informed of the initial employment probationary period when they are hired. An employee who has attained civil service coverage after completion of the initial probationary period retains civil service coverage and has appeal rights in the event of a lateral transfer, promotion, or demotion, if applicable.
- (2) Employee Status Changes. An employee's civil service coverage may be impacted if the employee:
  - a. Moves to a Non-Civil Service Position. A civil service employee who moves to a position not under the jurisdiction of the civil service system loses all civil service coverage and does not have appeal rights to the Dallas County Civil Service Commission or Sheriff's Department Civil Service Commission.
  - b. Moves from a Non-Civil Service Position to Civil Service Position. A non-civil service employee who moves to a civil service position must satisfactorily complete an initial six-month probationary period or twelve months for licensed law enforcement personnel to gain civil service coverage or appeal rights to the Dallas County Civil Service Commission or Sheriff's Department Civil Service Commission, whichever is applicable.
- (3) Performance evaluations.

Elected Officials/Department Heads shall ensure appropriate, effective training and feedback are provided to all employees during their probationary periods. The immediate supervisor shall regularly meet with the employee to:

- a. clearly communicate the job duties and performance standards;
- b. advise the employee of his progress and ensure training to successfully perform the job duties;
- c. complete performance evaluations after the first three months and immediately preceding the completion of the six months of the probationary period or more often if desired; and
- d. evaluate overall performance to ensure the employee has an overall performance rating of at least 2.75 for satisfactory completion of the employment probationary period. An employee's failure to satisfactorily complete the initial employment probationary period will result in dismissal without right to appeal.

(4) Failure to Complete Initial Employment Probationary Period.

- a. Employees who do not successfully complete the initial employment probationary period will be terminated.
- b. A department may only extend the probationary period if there were significant extenuating circumstances (e.g., serious illness, operational issues, etc.) Otherwise, an employee hired into a civil service position and retained\* beyond the initial probationary period is entitled to civil service coverage or appeal rights to the Dallas County Civil Service Commission or Sheriff's Department Civil Service Commission, whichever is applicable.
- c. All requests, along with documentation, for an extension must be reviewed and approved by the Secretary to the Civil Service Commission/HR Director.

**\*Note:** Notification regarding completion of, or failure, to complete the probationary period must be given by the department no later than two-weeks after the completion of the employee's six-month probationary period; otherwise, the employee attains civil service coverage by default.

(5) Failure to Receive Performance Evaluations.

Employees who do not receive their formal performance appraisals timely are encouraged to discuss it with their supervisors or to immediately contact their department's human resources representative or the central human resources department. See Performance Appraisal Process (Article 4 Division 4) for additional information regarding performance reviews and evaluation periods.



**Secs. 86-243- 86-290 Reserved.**

## **DIVISION 8. FILLING POSITIONS**

### **Subdivision I. In General**

**Secs. 86-291--86-310 Reserved.**

### **Subdivision II. Under Filling**

#### **Sec. 86-311. Hiring below the minimum salary rate.**

An elected official/department head may hire employees and pay them below the minimum salary rate for the position, if the elected official/department head believes the employee will be able to meet the minimum qualifications for the position within a defined period, which typically should not exceed 12 months.

(Ord. No. 2000-173, § 3.15, 1-25-2000)

#### **Sec. 86-312. Hiring process.**

When filling a position below the minimum salary rate:

- (1) The department will submit to the human resources/civil service department a written request, along with the employee's application and resume, stating the reason for the action.
- (2) The human resources/civil service department will review the information and provide the department, in writing, a salary quote for the applicant. The salary grade is normally reduced by one grade for each requirement not met by the applicant.
- (3) The department will submit all appropriate paperwork to the auditor's office.

(Ord. No. 2000-173, § 3.16, 1-25-2000)

#### **Sec. 86-313. Salary rates.**

Employees hired below the minimum salary rate will:

- (1) Remain at the rate hired until they meet the minimum qualifications for the position (skills, knowledge, education, experience, licensing, certification, etc.). Such employees are eligible only for a salary structure increase if the salary schedules on which their position is placed is increased.
- (2) Only be eligible for merit increases, provided that such increases do not place the employee at/or above the minimum salary rate for the position's regular grade.
- (3) Once the employee meets all minimum qualifications for the position, the department shall submit documentation of such completion to the human resources/civil service department. The human resources/civil service department will then conduct an analysis of the employee's qualifications and

notify the department in writing of the new salary range. To expedite the review, the department should attach a copy of the employee's previous application.

(Ord. No. 2000-173, § 3.17, 1-25-2000)

#### **Sec. 86-314. Failure to meet qualifications.**

If the employee does not meet the required qualifications within the period designated by the elected official/department head, typically not to exceed 12 months, the elected official/department head may take the following actions:

- (1) Demote the employee to a suitable vacant position for which the employee qualifies and the elected official/department head approves;
- (2) Transfer the employee to a vacant position in the department for which the employee qualifies and the elected official/department head approves; or
- (3) Terminate the employee.

(Ord. No. 2000-173, § 3.18, 1-25-2000)

#### **Secs. 86-315--86-340. Reserved.**

### **Subdivision III. Double-Filling**

#### **Sec. 86-341. Definitions.**

The following words, terms and phrases, when used in this subdivision, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Double-fill* means when, for a period of time, two individuals are being paid to perform the same job and both individuals are permanent employees (i.e., one individual replacing another). Double-fill is distinguished from an extra help situation in which a temporary employee is used to fill in for a permanent employee.

(Admin. Policy Manual, § A(3.32))

**Cross references:** Definitions generally, § 1-2.

#### **Sec. 86-342. Intent.**

- (a) The policy of this subdivision is intended to preclude virtually all double-fill situations except in very specific extenuating circumstances. Managers are expected to be capable of anticipating retirements and to provide for brief vacancies by cross-training staff in multiple assignments.
- (b) Courts with small staff and specialized positions (e.g., coordinators) must make use of court managers, coordinators for other judges, and possibly court clerks, to sustain their operations during the periods of salary encumbrance.

(Admin. Policy Manual, § A(3.35, 3.36))



### **Sec. 86-343. Justifications.**

The following possible justifications for double-fill have been offered:

- (1) Double-fill for training: an overlap of an old employee and a new employee in the same job.
- (2) Double-fill for medical emergency: a replacement for an individual with an unexpected emergency which is of such a serious nature that their return to work is undetermined.
- (3) Double-fill for benefit runoff: hiring a new individual into a slot which is encumbered for a period of time while either:
  - a. The departing incumbent takes vacation and/or comp time prior to their termination date; or
  - b. The budgeted salary for the slot is being used to pay termination benefits for an individual who terminated with a payoff of unused vacation or comp time.
- (4) Double-fill for military leave: mandatory active duty status that extends 180 calendar days or more.

(Admin. Policy Manual, § A(3.33))

### **Sec. 86-344. Policy.**

The double-fill policy is as follows:

- (1) Double-fill for training: not allowed under any circumstances;
- (2) Double-fill for medical emergency: may be approved by the commissioners court on a case-by-case basis, based on specific circumstances as recommended by the human resources department;
- (3) Double-fill for benefit runoff: may be approved by the commissioners court on a case-by-case basis under the following conditions:
  - a. The first two weeks of benefit runoff must be absorbed by the department in the same manner as they would handle any routine two-week vacation; and
  - b. The budget office will determine that all of the following conditions apply:
    1. The department has taken all reasonable steps to predict the vacancy and utilize existing staff to cover the period of benefit runoff;
    2. An unacceptable diminution of service will occur if the position is vacant for the period of salary encumbrance; and
    3. The position in question possesses a unique specialty that makes it unlikely that anyone other than the new incumbent can perform the task satisfactorily; or
- (4) Double-fill for military leave: may be approved by the commissioners court on a case-by-case basis based on specific circumstances as recommended by the

human resources department.

(Admin. Policy Manual, § A(3.34))

**Sec. 86-345. Procedure for requesting.**

The following procedure should be followed to double-fill a position:

- (1) Submit a written request to the budget office as soon as reasonably possible;
- (2) Upon receipt of the request, a representative of the budget office will contact the requester to obtain additional information, if applicable; and
- (3) The budget office will submit the request along with a recommendation to the commissioners court.

(Admin. Policy Manual, § A(3.37))

**Secs. 86-346--86-350. reserved.**

## **DIVISION 9. EMPLOYMENT BACKGROUND VERIFICATION POLICY**

**Sec. 86-351. Policy statement.**

A pre-employment verification of facts background check will be conducted on applicants (external and internal) who have been offered positions with the county. In addition, the county may also periodically update the criminal histories and driver's license status of current employees. This policy shall apply to all county departments unless the department is specifically exempted from the policy, such as the sheriff's department.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-352. Policy provisions.**

The primary purpose of the background investigation is to verify the accuracy of information provided by the applicant in the hiring/selection process and to evaluate the applicant's qualifications for employment. Complete and accurate disclosure of information is the sole responsibility of the individual seeking employment. The minimal information that may be verified includes:

- (1) *Employment history.* Employment history of the selected applicant shall be checked. Areas of inquiry will include dates of employment, job titles, last salaries, reason for leaving, and rehire status for all names under which applicant has worked.
- (2) *Educational background.* A selected candidate must provide verification of their educational credentials as listed on the employment application in iRecruitment. Areas of verification will include high school diploma/GED certification, college degrees, trade school certification, and professional licenses. All applicants who have completed college credit hours but have not received a college degree will be required to provide a certified college transcripts from each educational



institution listed on the employment application if college credit is desired. A certified document (i.e., transcript) is embossed with the institution's raised seal.

- (3) *Driver's license.* If applicable to position sought, a driver's license check shall be conducted.
- (4) *Criminal history or convictions.* In accordance with applicable laws, background checks for criminal convictions shall be conducted. A criminal history may not automatically disqualify an applicant for employment as each situation will be evaluated on a case-by-case basis utilizing the factors outlined in the section below.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007; Ord. No. 2009-0241, 2-3-2009)

**Sec. 86-353. Evaluation of criminal records.**

- (a) When making a determination on whether to hire an applicant with a criminal record, the hiring managers/supervisors should consider the following factors:
  - (1) *Nature of the position.* Is the position a safety sensitive position? Does it require independent interaction with the public (home visits, etc.)? Does it interact with children, the elderly, handicapped? Does it handle funds? Does it require driving?
  - (2) *Type, frequency and severity of the violation.* Was it a misdemeanor or a felony? If so, what was the nature of the offense? How many convictions are there? Does it relate to your position?
  - (3) *Time lapse since last offense.* How long has it been since the offense and the completion of the sentence?
  - (4) *Evidence of successful rehabilitation.* Has the applicant maintained stability in employment, pursuit of education, etc.? Have there been other offenses committed by the applicant? Was the applicant successful with probation or deferred adjudication?
  - (5) *Qualifications of the applicant.* How strong are the qualifications as they relate to the position? After your assessment of all data collected throughout the hiring process (application, interviews, reference checks, criminal history), is this person the best suited applicant for the position?
- (b) Other provisions.
  - (1) Minor traffic violations should not be considered as criminal charges.
  - (2) An applicant with outstanding warrants of any kind should cause the applicant to be ineligible for employment until the warrant is resolved.
  - (3) Former county employees who were terminated due to violation of the drug and alcohol policy have specific restrictions on rehiring. Please refer to the drug and alcohol policy, subsection 86-836(4) for additional information.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-354. Consequences for providing inaccurate or fraudulent information.**

- (a) Any applicant who knowingly provides misleading, erroneous, or willfully deceptive information to the county on an employment application, any hiring-related document, during any employment interview, or at any time during the selection interview process may immediately be eliminated from further consideration for employment. This information may include, but is not limited to the following:
  - (1) Criminal information or deferred adjudication with the exception of cases sealed with an order directing nondisclosure that was not listed on the employment application, pending criminal charges, outstanding warrants of any kind or convictions that surface as a result of the background check.
  - (2) Educational degrees, high school diplomas, licenses, or certifications found to be false or that cannot be verified, such as those from non-accredited institutions.
  - (3) Issues that surface involving dishonesty, theft, or endangerment of persons in the workplace.
  - (4) Extensive, excessive, or serious driving violations that would provide evidence of a habitual history or pattern of potentially dangerous behavior.
- (b) If the criminal history provided by the applicant does not match the information obtained, the applicant shall be given an opportunity to explain any inaccuracies. If a satisfactory explanation is not given to the elected official/department head, the applicant will not be considered further by the department for the position.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-355. Procedures for requesting criminal history check.**

Each department shall require the selected applicant to complete the background check release form and forward the release form along with a copy of the employment application to the human resources/civil service department. The human resources/civil service department will coordinate the request with the county's selected third party vendor.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-356. Confidentiality of background information.**

All information obtained during the background check is considered strictly confidential. Every effort must be made to protect the privacy of individuals involved in the employment process in accordance with federal and state guidelines. To the extent possible, access to such information will be restricted to designated representatives in the human resources/civil service department and managerial personnel who have a legitimate, work-related reason for having such access.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-357. Signature on employment applications.**

All applicants selected for interviews must have completed and signed a county employment application which includes the notification and authorization to conduct background checks.



(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-358. Record retention.**

All documents or records collected or produced as a result of background checks must be maintained in a separate departmental file (not the human resources files) for a period of two years from the creation or receipt of the document or record, whichever is later.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Sec. 86-359. Criminal record and driver's license check for current employees.**

- (a) A background verification shall be conducted on employees who are promoted unless such employees have had background verifications within the last 12 months. Employees who are moving into safety-sensitive positions may require background verifications more frequently.
- (b) Periodic updates of criminal history records may also be conducted for current employees.
- (c) Departments that have safety-sensitive positions and/or positions requiring employees to drive either a county vehicle or utilize their own vehicles on a routine basis to conduct county business may include periodic criminal and driver's license checks as a standard part of their business process. All requests submitted for criminal background checks on current employees must be forwarded to the county human resources department and must include a written justification for such a review. Background checks will not be conducted by the third party administrator unless authorized by the human resources department.
- (d) All county employees will be held to the same standards and expectations as applicants. Failure to continuously meet those expectations may lead to disciplinary action, up to and including termination.

(Ord. No. 2002-671, 4-9-2002; Ord. No. 2007-672, 3-27-2007)

**Secs. 86-360--86-370. Reserved.**

**ARTICLE IV. EMPLOYMENT POLICY\***

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\*Federal law reference--Employment discrimination, 42 USC 2000e et seq.

**State law references:** Employment equal opportunity, V.T.C.A., Labor Code § 21.01 et seq.

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**DIVISION 1. COMPENSATION POLICY** (move from Article III, Division 2)

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**\*State law references:** Compensation, V.T.C.A., Local Government Code § 153.001 et seq.; employment contracts, V.T.C.A., Local Government Code § 151.902.

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Dallas County's Compensation Policy outlines the administrative process, procedures, and guidelines used to assist Human Resources in achieving and maintaining consistent, equitable, and effective administration related to evaluating and compensating employees based on their education and experience in accordance with Dallas County's philosophy.

**Sec. 86-371. Starting salary.**

No starting salary, other than the minimum salary of the proposed classification, will be mentioned to prospective employees during interviewing by the departmental personnel.

(Admin. Policy Manual, § A(5.19))

**Sec. 86-372. Salaries above minimum.**

Any starting salary above the minimum must be cleared through the auditor's office for availability of budget funds, and the human resources/civil service department for compliance with compensation policies prior to an offer being made to a prospective employee.

(Admin. Policy Manual, § A(5.20))

**Sec. 86-373. Payment above maximum or below minimum pay grade.**

Employees who meet the minimum qualifications for their position shall not be paid below the minimum of the pay grade, nor shall any employee be paid above the maximum of the pay grade.

(Admin. Policy Manual, § A(5.21))

**Sec. 86-374. Entry salary at the minimum of the applicable job grade**

(a) *For new nonexempt/exempt employees; exception.* All new nonexempt/exempt employees will enter at the minimum of the applicable grade unless otherwise approved in advance by the human resources/civil service department up to the maximum in hire as authorized by the commissioners court.

(Admin. Policy Manual, § A(5.22, 5.23))

**Sec. 86-375. Probationary employees.** (This section reflects court approved policy language: Court Order #2009 2290 – December 15, 2009).

(a) A regular, full-time employee (hired 1-1-1992 and after) who is approved for a starting salary above the minimum of the salary range as provided in sections 86-373 and 86-374 may be compensated at a probationary salary below that which is approved by the human resources/civil service department.

(b) At the completion of the six months' employment probationary period and/or one year of employment with Dallas County, the department head/elected official may increase the salary of the employee up to the amount (or relative position) previously approved by the human resources/civil service department. Licensed law enforcement personnel must complete twelve months of employment before they will be considered for the salary increase. *For Sheriff's Department law enforcement personnel, please refer to Sections 2.07 and 2.41 of the Sheriff's Department Civil Service Commission Rules and Regulations.*



- (c) The adjustment to a probationary employee's salary is separate and in addition to any structure or merit increase allocations.
- (d) The required paperwork for the adjustment must be submitted, within 60 days after the completion of the employee's probationary period and/or one year of employment with Dallas County, by submitting a discretionary increase request to the county auditor's department.

(Admin. Policy Manual, § A(5.24--5.26))

**Sec. 86-376. Determination and approval of starting rate above minimum.**

- (a) *Generally.* Determination and approval of an applicant's starting rate above the minimum is based on the level of experience and education the applicant or employee has above the minimum requirements for the position.
- (b) *Exceptions.* All part-time/temporary positions will be compensated at the minimum of the range, unless:
  - (1) Commissioners court approves a higher salary as an exception; or
  - (2) Commissioners court has approved the position as a select position, which would allow the department to hire up to maximum in-hire or other options previously approved by the court. A select position is a position deemed critical to the operation of the program, difficult to fill due to the dynamics of the local market, and requiring a specialized skill, trade, technical or medical background. A current list of such positions is retained in the Human Resources/Civil Service Department.
  - (3) Commissioners court has approved converting a regular, full-time position to one or more part-time positions. If the position is vacant at the time of conversion, the guidelines in Sections 86-376 (a) and (b1-2) are applicable. If the position is occupied when the conversion occurs, current occupants of the position *may* retain their current salaries. The final pay decision regarding retention of pay will be made by the elected official/department head. Other applicable guidelines include the following:
    - a. It is recommended that no more than two part-time positions be created in the conversion; and
    - b. The cost of the part-time positions cannot exceed the budgeted cost for the full-time position, minus benefits.
- (c) *Criteria for determination.* Salary determination for part-time/temporary positions as defined in subsection (b) of this section will be made utilizing the same criteria applied to regular full-time positions. These positions may pay up to the maximum in hire salary based on the applicant's education and experience. Any request for salaries above the maximum in hire for select part-time/temporary positions must be approved in advance by the commissioners court.
- (d) *Review of select position during budget process.* Select positions as defined in subsection (b) of this section will be reviewed by the commissioners court during the annual budget process to determine if each position continues to meet the established criteria.

(Admin. Policy Manual, § A(5.27); Ord. No. 2007-1529, 7-31-2007)

**Secs. 86-377--86-380. Reserved.**

**Secs. 86-676--86-699. Reserved.**

**DIVISION 11. EQUAL EMPLOYMENT OPPORTUNITY\* -- (moved from Article III, Division 5)**

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\*Federal law reference--Employment discrimination, 42 USC 2000e et seq.

**State law references:** Employment discrimination, V.T.C.A., Labor Code § 21.01 et seq.

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**Sec. 86-700. Policy of Dallas County.** (This section reflects recent court approved policy language: Court Order# 2011 776 April 26, 2011.)

Dallas County values the diverse backgrounds, experiences, knowledge and skills of all individuals, including applicants and employees. Treating individuals with dignity and respect is one of our core values. Our goal is to create and foster a work environment that offers equal employment opportunities and fair treatment to all applicants and employees without regard to race, color, national origin, religion, sex (including pregnancy), age, disability, sexual orientation, transgender, gender identity, gender expression, or political affiliation. This policy includes, but is not limited to, all decisions relating to the employment process (recruiting and hiring), employment actions, compensation, benefits, disciplinary actions, application of policies and procedures and any other terms or conditions of employment.

(Admin. Policy Manual, § A(3.00); Ord. No. 2009-0241, 2-3-2009)

**Sec. 86-701. Bona fide occupational qualifications.**

The equal employment opportunity policy, however, is not to be construed to prohibit the county from recognizing bona fide occupational qualifications, as defined by the Labor Code, reasonably necessary to the normal operation of the particular position.

(Admin. Policy Manual, § A(3.01))

**Sec. 86-703. Lateral transfers.** (This section reflects court approved policy language: Court Order #2009 2290 – December 15, 2009).

- (a) A lateral transfer is defined as the movement into a job that has the same pay grade as the person's previous position. An employee transferring laterally shall not receive a salary increase or decrease or change in review date. Also, generally, an employee may not grieve a lateral transfer.
- (b) New employees who have not completed their employment probationary period may not transfer between departments, without prior approval from the affected elected officials/department heads.



- (c) A lateral transfer of an employee from one department to another within the same job classification is generally discouraged unless it is of benefit to both the county and the employee in order to improve productivity or morale.
- (d) Any non-probationary employee requesting a lateral transfer between departments must notify the human resources/civil service department in order to be considered for a transfer with approval of the commissioners court.
- (e) Any non-probationary employee that is accepted for a lateral transfer between departments shall give his supervisor/department head two weeks prior notice before transferring between departments unless a mutual agreement of lesser or greater notice is made between the two affected department heads.

(Admin. Policy Manual, § A(3.02--3.06))

**Secs. 86-704 -- 86-710. Reserved.**