



# PERSONNEL POLICY BULLETIN



## Sarpy County Intern Policy Bulletin

**GUIDELINE STATEMENT:** Sarpy County is committed to hiring and promoting the most qualified candidates for positions while engaging in recruitment and selection practices that are in compliance with all applicable state and federal laws. Sarpy County engages in equal employment and does not discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to an employment practices, including recruitment, advertising, job application process procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions, or privileges of employment, provided the individual is qualified, without reasonable accommodations, to perform the essential functions of the job. This guideline applies to all positions at Sarpy County. Sarpy County will promote and assure equal opportunity employment to all current and prospective employees without regard to race, color, religion, sex, age, disability, marital status, sexual orientation, gender identity, national origin, citizenship status, certain protected veteran status, or any legally-recognized status entitled to protection under applicable federal, state, or local anti-discrimination laws. In hiring the most qualified candidates for positions, the following hiring process must be followed.

### PROCEDURE:

#### Requisition Form

Each department requesting an intern will submit the Intern Work Plan, Job Description and a PRF (<https://www.sarpy.com/offices/human-resources/forms>) to HR and Administration along with the amount of funds requested by the department for the intern. The paperwork will indicate the time frame for which the internship is being requested. If the internship request is approved and sufficient funds are available, the recruitment process may begin.

A set/fixed amount will be included in an internship line item in the Miscellaneous General Fund budget. For each department that has an intern position approved, Fiscal Administration will transfer appropriations from the Miscellaneous General Fund budget to the departmental budget. The amount transferred will be sufficient to cover expenses for the current fiscal year. If the internship is in two separate fiscal years, the funds needed for that particular internship for the second fiscal year will have funding priority over newly proposed internships. The requisition status will be "pending approval" until the requisition has been approved by Administration.

Once approved, the position will require final review by HR to ensure there are not any additional questions prior to the position being posted. The PRF will include information about the position, such as hours of the position, reason for the opening, essential job function and qualifications (a current job description must be attached). Approval will be considered based on current business needs and budgetary considerations. The Sarpy County recruitment procedure is a requisition based system that must comply with Civil Service and will be posted at the Nebraska Department of Labor.

#### Search Strategy and Job Postings

Human Resources and the hiring manager discuss the search strategy regarding the on-line posting and must be documented as to what sources were used. This includes internet sites, veteran or minority sources, Department of Labor, and/or colleges and universities. Job Postings will follow the Personnel Rules and Regulations, Rule 2, *County Employment*, Regulations 1-5.



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In order for any job seeker to be defined and considered a candidate, they must meet all the following requirements set forth by the Department of Labor:

- Candidate must submit expressions of interest by way of Internet.
- Candidate must meet the minimum requirements.
- Candidate must be considered by employer.
- Candidate must not withdraw from the process.

### Screening Process

The hiring manager will be notified by HR when the candidates are ready for review in NeoGov. They can view job seekers by requisition number. After they have reviewed the applicant, the hiring manager will need to score each candidate.

Candidates will be removed from consideration if they remove themselves or otherwise indicate they are no longer interested in the position:

- Expressly
- Passively through repeated (at least three attempts) attempts from HR to make contact.

### Interview Process

Human Resources will schedule all interviews. All candidates scheduled for an in person interview must be attached to an open requisition. Those interviewing may only ask questions that were previously submitted to and approved by Human Resources. After an interview, the interview notes are to be submitted to Human Resources to be kept with the application and resume.

### Selection Process

After completing interviews, the hiring manager will review with Human Resources to identify the most qualified candidate based on the pre-set criteria advertised in the requisition.

Human Resources will initiate the background investigation prior to a verbal acceptance of an offer. Once Human Resources receives confirmation of the successful screening, a written offer of employment will be sent via e-mail and U.S. Mail to the candidate from Human Resources, confirming the position title, compensation and start date. Once the applicant has accepted the conditional offer, HR will provide information on pre-employment drug screening. All offers are contingent on a successful background investigation and drug screen.

Human Resources will send a rejection email to candidates who were not selected stating that the position has been filled.

### On-Boarding

The hiring manager must submit prior to the start date an Employee Action Form (EAF) stating the title, pay rate, start date and any other pertinent details regarding the intern. HR will arrange with the hiring manager an orientation start time the first day of employment.

Prior to the start date, HR will send to the new hire an electronic offer letter. On their hire date, HR will conduct an orientation meeting to go over all required paperwork, safety processes and procedures as well as required policies. The intern will not be eligible for benefits through the County.