

Rogers County

Human Resources Policy

Procedure: Hiring Procedures	Issue Date: 2/27/2012	Revision Date: N/A	Approval: Commissioner's Meeting 2/27/12
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I. Purpose

To ensure that offers of employment are properly coordinated and consistent with hiring practices of Rogers County.

II. Policy

It is the policy of Rogers County to apply uniform and consistent practices when extending offers of employment to applicants.

III. Procedure

- A. The Human Resources Department is responsible for coordinating and extending offers of employment, either written or verbal. To avoid misunderstanding or misinterpretation, all information and questions from applicants regarding employment offers should be directed to Human Resources so they may be properly and consistently addressed.
- B. Each elected official shall be responsible for coordinating the hiring and/or appointing of the employees in his/her office with Human Resources. The number of persons hired or appointed shall be based on the budget appropriation for the fiscal year in which the hiring or appointment is made.
- C. Human Resources shall prepare all offer letters. Offer letters can prevent misunderstandings about such things as starting dates, starting salaries, or deadlines for accepting offers. It is essential that offers be carefully written and communicated to avoid the inadvertent creation of an employment contract guaranteeing employment for a specific duration.
- D. All new employees will complete new hire paperwork with Human Resources prior to the first day of work.
- E. All new employees must demonstrate by documents their employment eligibility. The required documentation must be presented by the employee/applicant within (3) three business days of the date of offer. If the employee/applicant is unable to provide the required document or documents within the time period, the individual must present a receipt for the application for the document within (3) three days of offer and present the required documentation within 21 days of offer. If forms are not submitted within guidelines the employment offer can be terminated.