

Salt Lake County Human Resources Policy 2-400: New Hire Requirements

Purpose

This policy outlines new employee age requirements, procedural requirements regarding reference checks and new hire documentation and to identify mandatory training for new employees.

I. Policy

Salt Lake County provides fair, equitable, and consistent new hire procedures that adhere to and are in accordance with County, State, and Federal directives.

II. Procedures

A. New Hire Reference Checks

1. The hiring authority will complete a reference check for any candidate for merit employment hire or rehire prior to making a selection and the following provisions will be followed:
 - a. The hiring authority will require the prospective employee to sign a [reference release form](#) prior to conducting the reference check.
 - b. For internal transfers, the hiring authority will contact Human Resources to review the prospective employee's official personnel file.

B. Requirements for New Employees

1. New Hire Documentation
 - a. All prospective employees will submit new hire documentation that includes, but is not limited to: IRS Form W-4, Federal I9 Form and documentation, Temporary Employment (At-Will) Statement, Probationary Period Notification Form, EEO and Civil Rights Statement.
2. Authorization to Work in the U.S.
 - a. The Human Resources Division or designee(s) will determine that all prospective employees are authorized to work in the United States. Before a new hire begins employment with Salt Lake County, the Human Resources Division or designee(s) will examine the prospective employee's documentation to certify their eligibility to work based on [Federal Form I9 Requirements](#).
 - b. Any employee who has a change in work status, such as revocation of a work permit or expiration of a work visa, will immediately inform the Human Resources Division.
3. New merit employees must complete a probationary period of six months, which is extendable for a period not to exceed six months for good cause, and must be approved by the HR Director.

C. Required Training for New Employees

1. New Employee Orientation, provided by the Human Resources Division, is mandatory training for all new employees.
2. Sexual Harassment Prevention Training, provided by the Human Resources Division, is a mandatory training for all new employees.
3. Benefits Orientation, provided by the Human Resources Division, is a mandatory training for all new benefit eligible employees.

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4. Administrators and supervisors are responsible for ensuring that each eligible new hire employee attends all required training during their first two weeks of employment. Time off for training will be allowed and will not result in any loss of pay to the employee.

D. Youth Employment

1. Individuals under 14 years of age cannot be hired.
2. Requirements for employing 14 and 15-year old minors:
 - a. 14 and 15-year old minors will not be employed:
 - i. During school hours, except as provided for in Work Experience and Career Exploration Programs;
 - ii. Before 7 a.m. or after 7 p.m. (except from June 1 through Labor Day when the evening limit is extended to 9 p.m.);
 - iii. More than 3 hours per day on school days and 18 hours per week during a school week;
 - iv. More than 8 hours per day on non-school days and 40 hours per week during non-school weeks.
 - b. In general, the use of power-operated tools and equipment is prohibited under the [Fair Labor Standards Act](#) for individuals 14 and 15 years of age.
 - c. Youth 14 and 15 years old will not work in [hazardous occupations](#).
 - d. Agencies that hire individuals under the age of 16 will obtain birth certificates or lists of students with their dates of birth from the appropriate school districts before any work is performed.
3. Youth 16 years and older are not limited in the number of hours that they may work except as covered employees under the [Fair Labor Standards Act](#).
4. Youth 17 years and older may work in occupations involving the use of motor vehicles if licensed to operate the vehicle for such purpose pursuant to State Vehicle Laws and Regulations and such use is incidental to the job.
5. For additional questions related to youth employment contact the District Attorney's Office.
6. Because of restrictions regarding pre-employment questions, ages of prospective applicants cannot be asked until after an offer of employment has been made. Job offers made to individuals who do not meet minimum age guidelines will be withdrawn.

III. References

- A. Immigration Reform and Control Act of 1986 (P.L. 99-603, 8 USC Section 1324)
- B. Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act U.S. Department of Labor, WH Publication 1330--Revised July 1984.
- C. Utah Code 34.23; 53.10.102; 53.10.108
- D. Utah Administrative Code R722.900.1-5
- E. Hazardous Occupations that Youth Under 18 Cannot Perform <http://www.laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/17hazardousoccupations.html>
- F. Department of Labor: Wage & Hour Division <http://www.dol.gov/whd/>; Child Labor <http://www.dol.gov/whd/childlabor.htm>

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- G. Employment Criminal History Background Check Instructions:
<http://publicsafety.utah.gov/bci/documents/FIDUCIARYSECURITY-WaterDist2012.pdf>
- H. Utah Criminal History and National Child Protection Act Background Checks Instructions:
<http://publicsafety.utah.gov/bci/documents/VULNERABLE2012.pdf>
- I. Salt Lake County Code of Ordinances § 2.80.150
- J. Salt Lake Countywide Policies and Procedure: Volunteer Recruitment and Guidelines – No. 4005
- K. Human Resources Policy:
 - 1. 1-200, General Definitions;
 - 2. 2-100, Employment Status;
 - 3. 2-800, Resignation;
 - 4. 2-1200, Exit Interview Policy;
 - 5. 5-100, Pay Practices