

HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL

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Date Authorized: 06/30/2009
Supersedes:

PRE-ENROLLMENT AND ENROLLMENT PROCESS POLICY

It is the philosophy of Hidalgo County to make all reasonable efforts, consistent with legal employment management practices, to employ the most qualified candidates. Hidalgo County will provide equal employment opportunity without regard to race, color, age, religion or sex. Falsification of information during the selection process is grounds for disqualification.

Elected Officials/Department Heads shall ensure that their department staff follows the procedures set forth in this policy. Compliance with this policy is the responsibility of each Elected Official, Department Head, supervisor, manager, or other department or employee who has hiring authority.

The purpose of the Pre-Enrollment and Enrollment Policy is:

1. To comply with the Immigration Reform and Control Act of 1986, which requires that all employees must present, upon enrollment, certain documents that establish their authority to work in the United States;
2. To provide the employee with the necessary information and training on Hidalgo County policies and procedures, employee benefit programs, safety procedures and hazards in the workplace; and
3. To allow for the distribution and completion of all related paperwork.

Condition of Employment:

In order to be eligible for employment, the employee must complete the two day enrollment process. If position is safety sensitive, the employee must pass a drug/alcohol test prior to commencing enrollment process as prescribed by the Hidalgo County Drug & Alcohol Policy. In addition, the employee must comply with any other requirements for his/her position.

The employee must bring the required documents in order to be considered for the enrollment process. The types of acceptable identification documents that the employee must furnish the County for enrollment include the following:

- U.S. Passport or U.S. Passport Card
- Valid Texas Driver's License or ID card issued by a state
- Permanent Resident Card
- U.S. Military ID
- Other form of documentation as required to fill out Form I-9

In addition, the employee must bring his/her original unlaminated Social Security Card. In accordance with the Social Security Administration, the Social Security Card must be signed by the bearer and must not be laminated in order to be valid.

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If the employee cannot produce an original Social Security Card, he/she must apply for a new or duplicate card at the Social Security Administration (SSA) office. The SSA office will issue a statement letter verifying the name, Social Security number and stating that a new or duplicate card has been applied for and will be sent to the employee. If hired, the employee must present the letter prior to beginning work. The employee will then have forty-five (45) days from the date of enrollment to present the original Social Security Card to the Treasurer's Office-Payroll Division. If the employee does not present the Social Security Card within the time allowed, he/she may be subject to termination.

Furthermore, if the employee's name does not match Social Security Card with picture ID, the employee must furnish the County with an original certified document stating reason of name change (e.g. marriage license and/or court order name change).

PRE-ENROLLMENT PROCEDURES:

1. Human Resources department submits Interview Selection Form to the hiring department.
2. Hiring department will conduct interviews and select the applicant.
 - A. Hiring department completes Interview Selection Form.
 - B. Hiring department completes the Employee Change of Status Form (Note: Only the official Employee Change of Status form found on the intranet will be accepted).
 - C. Hiring department submits completed hiring packet to the Human Resources department (Note: The Interview Selection Form and Employee Change of Status Form comprises the hiring packet).
3. Non Safety Sensitive Position:
 - A. Human Resources department contacts the employee and offers position.
 1. If employee accepts, Human Resources department prepares a priority batch of Employee Change of Status forms for new hires to be routed to the corresponding departments, which include:
 - Employee Benefits Division
 - Budget Division
 - Payroll Division
 2. If employee does not accept,
 - A. Hiring department may select another applicant and Human Resources department offers position to next qualified applicant; or
 - B. Hiring department may choose to re-advertise vacant position.

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4. Safety Sensitive Position:

A. If position is safety sensitive, employee must pass drug/alcohol test.

1. If employee passes drug/alcohol test, Human Resources department prepares a priority batch of Employee Change of Status forms for new hires to be routed to the corresponding departments, which include the following:

- Employee Benefits Division
- Budget Division
- Payroll Division

2. If employee does not pass drug/alcohol test,

A. Hiring department selects another applicant and Human Resources department offers position to next qualified applicant; or

B. Hiring department may choose to re-advertise vacant position.

Note: The duration of the routing and processing of the "new hires" priority batch of Employee Change of Status forms should not exceed more than one business day.

5. Human Resources department coordinates enrollment day:

A. Human Resources department confirms enrollment location, date, & time.

B. Human Resources department contacts employee for enrollment (employee is given date, time, and location of enrollment).

C. Human Resources department compiles list of employees to be enrolled.

D. Human Resources department emails list of employees to the parties involved in the enrollment process at least one business day before the enrollment process begins. The parties include the following:

- Budget Division
- Payroll Division
- Employee Benefits Division
- Safety Division
- Information Technology Department

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6. Enrollment Process begins.

ENROLLMENT PROCEDURES:

Employee must report to the enrollment location for two day enrollment process. The enrollment location will be the Safety Division Training room. Enrollment is a mandatory condition of employment and will occur every two weeks, the specific dates of which will be posted in the annual enrollment schedule. The employee will be compensated for attending enrollment, and the enrollment process must be completed prior to the employee's first day of employment. The employee will be required to sign in/out of enrollment for verification of the completion of the two day enrollment process.

Note #1: Prior to commencing the enrollment process, the pre-enrollment process must be completed.

Note #2: All enrollment procedures are completed in the enrollment room.

Note #3: The employee must complete the enrollment process entirely in order to be eligible for employment. The completed enrollment form as well as the sign in/out log will serve as verification of completion of the enrollment process.

Note #4: If the employee's Employee Change of Status Form is not complete and approved by hiring department, the employee may not continue with enrollment process.

Day No.1 - 8:00 A.M.:

1. Human Resources Department Procedures

- A. Employee fills out Form I-9 (employee must provide original Social Security Card, valid picture ID, and/or other form of documentation as required to fill out Form I-9)
- B. Employee is photographed for County ID badge
- C. Employee signs Condition of Employment form
- D. Human Resources representative initials enrollment form

2. Payroll Division Procedures

- A. Employee fills out the following payroll related forms:
 1. W-4
 2. County Retirement Forms
 3. Payroll Direct Deposit
 4. Records Access Form

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- B. Payroll assigns an employee number and employee is activated in the Alio Payroll Personnel system.
- C. Payroll representative initials enrollment form
- D. A copy of the approved/finalized Employee Change of Status Form(s) is forwarded to Human Resources department

3. Employee Benefits Division Procedures

- A. Employee is enrolled in County Health Benefits Plan
- B. Employee is offered voluntary insurance products (i.e. vision & dental)
- C. Employee is given an overview of other pertinent County Policies/Procedures
 - Absence Control Policy
 - Family Medical Leave Act (FMLA) Policy
 - Employee Benefits Handbook
 - Injury Reporting Procedures
 - Notice of Privacy Practice
 - Accident Prevention Policy
 - Drug & Alcohol Policy
- D. Employee Benefits representative initials enrollment form

4. Information Technology Department Procedures

- A. Employee is given an overview of Information Technology security policies
- B. Employee is enrolled in Time & Attendance program (TAAP).
- C. Information Technology representative initials enrollment form and forwards form to Safety Division
- D. Information Technology will send confirmation email to Human Resources department notifying them of the employees that completed Day 1 enrollment

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5. Human Resources Department Procedures

- A. Human Resources department prepares the employee's County ID badges to be delivered to Safety Division upon completion of the second day enrollment

Day No. 2 - 8:00 A.M.:

Employee must return to the safety training room for completion of the two day enrollment process. If the employee does not complete the Day 1 enrollment procedures, he/she will not be able to continue with enrollment process. The employee is required to sign a log in/out form for verification of the completion of the enrollment procedures.

If day one enrollment process is completed, then:

6. Safety Division Procedures

- A. Employee is given an overview of safety procedures and orientation

Note: Safety training is mandatory. If the employee does not complete safety training, Safety Division must notify Human Resources department, and Human Resources department must notify hiring department in order to reschedule enrollment for the current employee, select the next available qualified applicant, or may choose to re-advertise vacant position. If rescheduling, hiring department must provide a valid reason as to why the employee did not complete the safety training.

After safety training is completed, then

- B. Safety Division representative furnishes ID badge to employee
- C. Employee signs the completed enrollment form
- D. Safety Division representative initials enrollment form and signs acknowledgement that employee completed enrollment process
- E. Completed original enrollment form is forwarded to Human Resources department

7. Human Resources Department Procedures

- A. Human Resources must notify the parties involved in the enrollment process as well as the hiring department(s) that the employee(s) has successfully completed the two day enrollment process. The involved parties include the following:

- Budget Division
- Payroll Division
- Safety Division

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- Information Technology Department
- Employee Benefits Division

Employee is clear to begin work after completion of the two day enrollment process. The Human Resources department will notify the new employee to report to their respective department location, and the new employee's first day of employment.

Failure to Begin Employment:

1. If for any reason the new employee, after completion of enrollment process, fails to report to work on the designated starting date, the hiring department must notify the Human Resources department promptly.

Human Resources department must then notify the involved parties in the enrollment process in order for the starting date of new employee to be delayed, accordingly. The involved parties include the following:

- Budget Division
- Payroll Division
- Information Technology Department
- Employee Benefits Division
- Safety Division

The Employee Benefits Division must cancel the employee's insurance benefits until the employee begins work.

2. If the new employee fails to report to work after the amount of time allowed as per County Policy (refer to chapter 7 section 7.205 of the Civil Service Commission Rules) and after completion of enrollment process, it will constitute voluntary resignation. The hiring department must notify the Human Resources department promptly.

Human Resources department must then notify the involved parties in the enrollment process. The involved parties include:

- Budget Division
- Payroll Division

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- Information Technology Department
- Employee Benefits Division
- Safety Division

A new Employee Change of Status form must be submitted by hiring department in order to cancel the employee, and the hiring department's time & attendance keeper must terminate the employee in the Time & Attendance (TAAP) program. The hiring department has the option of selecting the next qualified applicant or may choose to re-advertise vacant position.

The Employee Benefits Division must cancel the employee's insurance benefits due to voluntary resignation.