

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.04 EMPLOYMENT ELIGIBILITY

Successful applicants are subject to the following screening process regardless of position. An offer of employment may be withdrawn if the applicant does not meet employment eligibility requirements or fails to provide the materials needed for the completion of this process.

- A. Ohio Revised Code prohibits county boards of DD from hiring certain people due to potential ethical conflicts. All applicants will be asked to declare the existence of any such conflicts. Each situation will be evaluated and may then be submitted for review by the Board, or a subcommittee of that body, before employment is finalized.

- B. Immigration/Citizenship Verification
 - 1. The U.S. Immigration Law (IRCA) requires that any employee who is hired after November 6, 1986 shall be subject to a document inspection process. The requirement applies to U.S. citizens as well as to non-citizens. The verification process must take place within three business days of hiring.
 - 2. Each prospective employee must testify that s/he is a citizen or national of the United States, is an alien lawfully admitted for permanent residence, or is an alien authorized to work in the United States.
 - 3. Each prospective employee must present documents to prove his/her identity and employment eligibility and a Personnel Office employee must physically examine this evidence. A list of acceptable documents will be provided to the applicant.
 - 4. A prospective employee refusing to provide documentation or providing false documentation will not be hired, or will be subject to discharge for cause.

- C. Driving Eligibility
 - 1. Every employee who drives a motor vehicle as an integral part of his/her job, whether using a county vehicle or a personal vehicle, must maintain an acceptable driving record. In order to ensure that prospective employees have an acceptable driving record, a review of the Driver's Abstract Report will be conducted on every new employee who is required to drive as an integral part of his/her position. Every successful applicant must provide the information necessary to obtain a Driver's Abstract Report.

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2. The following driving record in the previous three years may disqualify an applicant for hire or if acquired after hire, result in disciplinary action.
 - a. A conviction of one of the following:
 - Reckless driving or drag racing,
 - Driving while under the influence of alcohol or drugs,
 - Vehicular homicide,
 - Leaving the scene of an accident, if the accident resulted in personal injury or death, or
 - Willful eluding or fleeing a police officer after a traffic violation
 - b. Any violations for which a total of six or more points were assessed make a candidate ineligible for employment in a position that requires transportation of service recipients.
4. Any employee who drives his/her private vehicle as a regular function of the job must submit proof of acceptable liability insurance to the Superintendent or designee. (See policy on use of motor vehicles.)
5. Employees and contractors who provide pupil transportation shall adhere to the standards set by the Ohio Department of Education. Employees and contractors who provide other forms of transportation shall adhere to the standards set by the Ohio Department of DD, as well as other applicable laws, rules and regulations.

D. Background Checks

1. Each successful applicant offered employment must undergo a number of background checks, including federal and/or state fingerprint analysis, electronic database checks, drug screening and professional reference checks.
2. The lists of exclusionary offenses associated with the employment by the Agency vary depending on the responsibilities of a position. Being convicted or pleading guilty to certain offenses results in ineligibility for employment for differing periods of time as determined by Ohio Administrative Code.
3. Any and all information obtained under this policy is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the background checks shall be assured that all records will be disposed of in accordance with the Agency's record retention list.

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E. Professional Verification

1. A successful applicant for a position requiring a degree and/or professional license or certificate must provide evidence of holding these credentials at the time of employment.

Minimum education for all positions is a high school diploma or its equivalent. Proof of such must be provided for positions that do not require higher levels of education. For positions that do require a degree, evidence of holding the credential must be submitted in the form of a sealed graduating transcript.

2. Payment of any license, registration or examination fee for credentials required for a specific position is the responsibility of the successful applicant, unless other arrangements have been included in an employment contract or with the approval of the Superintendent.
3. Job-related tests may be administered to all final applicants for a position to assess skills, aptitude, or other factors.. Accommodations will be made for applicants with qualified disabilities.
4. Documented contact with a minimum of three professional references will be attempted before a candidate is recommended for employment.

F. Physical Examination

1. The Superintendent may require a candidate to submit to a pre-hire medical examination, after an offer of employment has been made but prior to beginning employment, where such examination is required for all candidates for the position. The examination shall determine only if the employee can perform the essential and material duties of the position.
2. Applicants may obtain a waiver of the medical examination requirements for the following reasons:
 - a. Religious opinion or affiliation; or
 - b. Reinstatement within one year of separation.
3. Applicants seeking to waive the examination requirements shall submit a written affidavit from a qualified physician reporting his/her state of health at the time of employment.

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G. Drug Screening

Successful applicants are required to undergo a screening for the use of illegal drugs in accordance with the Agency's drug-free workplace policy.

H. Nepotism

Issues surrounding nepotism will be considered when employment applications are evaluated. For more information, refer to the nepotism policy.