



BOISE COUNTY

RESOLUTION #2024-09

A BOISE COUNTY RESOLUTION ADOPTING A BOISE COUNTY HIRING POLICY

WHEREAS, the Boise County Board of Commissioners has approved a Boise County Hiring Policy, including Exhibits, and known as Resolution 2024-09; and

WHEREAS, a diligent review and discussion of the policy has been held by the Boise County Board of Commissioners; and

NOW THEREFORE BE IT RESOLVED, that the Boise County Board of Commissioners does hereby adopt the Boise County Hiring Policy, known as Resolution 2024-09.

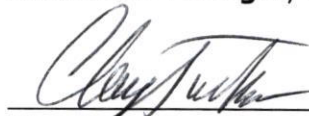
IT IS FURTHER RESOLVED that Resolution 2024-09, known as the Boise County Hiring Policy, be effective as of December 26th, 2023.

APPROVED and ADOPTED on this 26th day of December, 2023, in Open Session of the Boise County Board of Commissioners.

BOARD OF BOISE COUNTY COMMISSIONERS



Steven M. Twilegar, Chairman



Clay S. Tucker, Commissioner



Lindy E. Lindstrom, Commissioner



Attest:



Mary T. Prisco, Clerk to the Board

BOISE COUNTY

HIRING

POLICY



Resolution 2024-09

BOISE COUNTY HIRING POLICY AND PROCEDURES

1. **Confirm the position and salary are included in the fiscal year budget.** All Boise County employee positions must be appropriated within the fiscal year budget in place at the time of hiring. Any proposed position and/or wage increase that is not included in the appropriated budget, must go before the Board of County Commissioners (BOCC) for approval, prior to starting the hiring process.
2. **Update the job description.** Carefully review the job description to ensure that it is still an accurate description of the position and the duties performed. If any updates are needed, work with Human Resources to get this done. An updated job description must exist prior to advertising for a position and such job description shall be available to applicants on the Boise County website.
3. **Post the job announcement and job description.** Vacancies in Boise County employment may be announced in any or all of the following methods:
 - a. Posting on job websites such as, but not limited to, the following:
 - i. Boise County website (www.boisecounty.us)
 - ii. Idaho Association of Counties website
 - iii. Idaho Sheriff's Association website (law enforcement postings only)
 - iv. Idaho Prosecuting Attorney's Association website (court clerk personnel, legal secretary positions, and prosecuting attorney positions only)
 - v. Idaho State Bar Website (court clerk personnel, legal secretary positions, public defender and prosecuting attorney positions only)
 - vi. Idaho Department of Labor website (<https://idahoworks.gov/employer>)
 - b. Publication in the classified section of the Idaho World.

The employment application solicitation process may also include a recruiting effort which may extend beyond Boise County, when deemed necessary, to obtain applications from individuals such as when there is a need to perform specialized technical skills or other special qualifications. Vacancies of an elected official position must be filled according to the process per Idaho Code. If you need help posting the position, please contact Human Resources.

4. **Require applicants to fill out the Boise County employment application form.** A Boise County Employment Application shall be completed by any candidate seeking employment with Boise County. A resume, in addition to the Boise County Employment Application, is encouraged but not required, for candidates seeking employment with Boise County.
5. **Review applications.** When filling a vacant position, the elected official or department head may review any current applications on file. An official who is filling a vacant position should not rely on any application information that was not completed within the prior 60 days.

6. **Conduct interviews.** After reviewing the applications, the elected official or department head (or designee) should conduct initial interviews of selected new applicants. Prior to the interview, the applicant should be given the opportunity to review the Boise County Personnel Policy, if they choose. The elected official or department head (or designee) conducting the initial interviews should consider consulting with Human Resources or the Prosecutor about appropriate interview questions.
7. **Conduct reference checks and background check.** Ideally, reference checks with prior employers and professional references, should be done prior to offering a conditional offer letter, in order to firmly identify the top candidate(s). Human Resources can to help with this process, if you choose.

Background checks should be done on all Boise County employment candidates that are being sent a contingent offer letter. With the exception of public safety employees, background history checks should be done with Checkr.com (formerly GoodHire.com). The criminal history research of Checkr covers the seven (7) years prior to the date of the report. In addition to obtaining a background check from Checkr, the hiring official shall review data maintained on the State of Idaho's court repository, referred to as iCourt, and located at www.icourt.idaho.gov.

8. **Send a conditional offer letter to the top choice applicant and collect any applicable waivers.** Human Resources should be involved at this point of the hiring process. All applicants who are offered employment, forward a copy of the application packet to Human Resources for their Personnel file once hired.

You will need to be in contact with the applicant to request a completed **Exhibit A** form for a background check. While waiting for this document from the applicant, the Conditional Offer Letter will be prepared, **Exhibit D**. Using the Salary Ranges chart, the appropriate wage will be determined for the applicant. If a budget amendment needs to be made, please work with the Clerk to get this done. The Conditional Offer Letter, as well as the Total Compensation Letter **Exhibit E**, will be emailed to you. You can use the supplied letter, or copy and paste it onto your department letterhead. You can send this to the applicant for review via email or mail.

Upon acceptance of the conditional offer of employment, the Department Head/Elected Official responsible for hiring, shall make arrangements for a pre-employment drug screen, **Exhibit F**.

9. **Make final determination based on results of checks and tests.** If the checks turn up information that causes concern about hiring the applicant, consult with the Human Resources / Prosecutor's office to determine how to proceed, and whether to revoke the conditional offer.
10. **Prepare/Sign Payroll Addition Form.** All payroll additions/changes for employees within a department that reports to the Board of Boise County Commissioners, must go before the Board for approval and signature. An updated job description should be included with the Payroll Addition Form going to the Board.

Payroll additions/changes for employees within an elected official's office, other than the Board of County Commissioners, shall not go before the Board for approval, and shall be signed by the elected official hiring the employee.

Exhibit B of this policy provides Payroll Addition Forms to be used. Once finalized, this will need to go to Human Resources for wage purposes, but also to be placed in the Personnel folder.

11. **New Hire Orientation.** The Department Head/Elected Official for which the employee will be working, must coordinate/schedule a New Employee Orientation appointment with Human Resources. The new employee orientation should take place no more than **3 working days** from the first day of employment.

By Federal Law, employers are not allowed to specify which acceptable documentation a new hire should provide for documentation of Employment Eligibility Verification, more commonly known as the Form I-9. Please see Exhibit C for a list of acceptable documents. An employee who fails to provide the necessary documentation to complete the Form I-9 in the first three (3) days of employment may not continue working until the documents have been supplied.

EXHIBIT A

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, an applicant for employment with BOISE COUNTY, IDAHO, do hereby authorize a review of and full disclosure of all records and information concerning myself, to any duly authorized agent of BOISE COUNTY, IDAHO, regardless of whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, either criminal or civil, in which I have, or have had, any interest or involvement.

I understand that any information obtained during any personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorization will be considered in determining my suitability for employment by Boise County. I hereby agree that any person(s) or entities who may furnish such information concerning me, shall not be held liable for providing this information; and I do hereby release said person(s) and entities from any and all liability which may be incurred as a result of furnishing such information.

I further authorize that a photocopy of this signed release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature _____

DATED: _____

Printed Name, including all names I have previously used or been known by:

SSN#: _____

DOB: _____

DL#: _____ Issued: _____ Expiration: _____



PAYROLL ADDITIONS / CHANGES

NAME OF EMPLOYEE _____

EFFECTIVE DATE _____

DEPARTMENT _____

NEW POSITION _____

<u>PREVIOUS</u>		<u>NEW</u>
HRLY RATE _____	\$	/ hour
WKLY HRS _____		_____
SALARY \$ _____	\$	/ annual
ACCOUNT NO _____		_____

EMPLOYEE: _____
Signature

EO / COMMISSION CHAIR: _____
Signature

DATE: _____

COMMENTS / SPECIAL INSTRUCTIONS _____

EXHIBIT C

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 	AND	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



EXHIBIT D

Boise County Human Resources

P.O. Box 1300, Idaho City, ID 83631

P: 208-392-4431 F: 208-392-4473

January 2, 2024

Johnny Appleseed
420 Main Street
Idaho City, ID 83631

RE: Employment Offer Letter

Dear Johnny,

I am pleased to extend to you a conditional offer of employment. Your position is considered Full Time and Permanent. Your position title will be Mechanic, in the Road and Bridge Department. This offer is specifically contingent upon satisfactory completion of your background investigation. I expect the process to be completed within two days of receipt of the completed waiver, which is attached. Upon satisfactory completion of the background investigation, you will be unconditionally offered a position with Boise County.

Your tentative start date will be January 8, 2024. Your hourly rate will be \$22.90, which is equivalent to \$47,634.00 per year. Your benefits include employer contributions to your PERSI account (11.18% of gross wages), Medical/Dental/Vision insurance coverage (employee premiums paid by Boise County). The job description for this position is attached. Please let us know if there are any job functions on this job description that you are uncertain about, have questions about, or are unsure that you can perform, even if provided a reasonable accommodation.

If you wish to accept this conditional offer, please complete and submit Exhibit A to me, which will provide me with the authorization to run your background check.

We look forward to having you as part of our Boise County team!

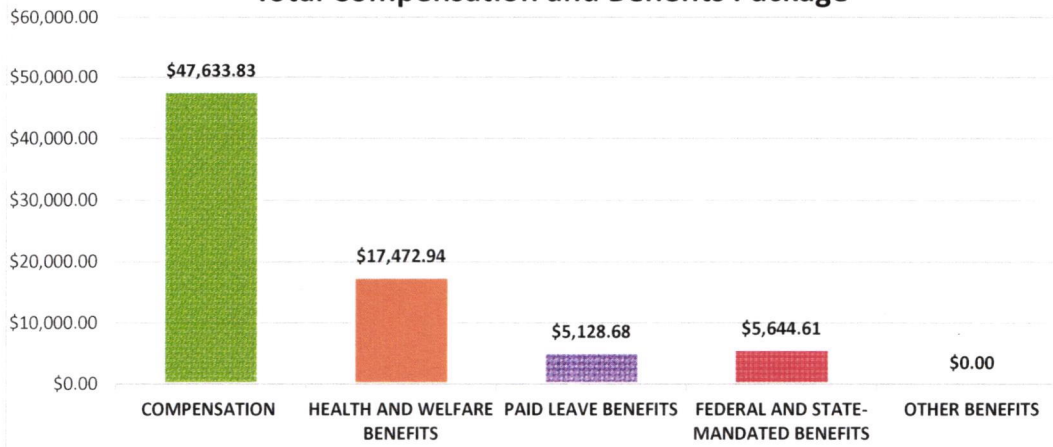
Sincerely,

Michelle Britain
Human Resources Administrator
mbritain@co.boise.id.us
208-429-7922

EXHIBIT E

Total Compensation and Benefits Statement		
Johnny Appleseed	For the Year: 2024	
<p>As an employee of Boise County, you receive regular pay for the services you provide. The other part of your total compensation is the value of the benefits that Boise County makes available to you and, if applicable, your family. The value of these benefits is your "hidden paycheck." This personalized benefits statement describes your hidden paycheck and is intended to give you a summary and the value of the benefits you receive. If you have any questions about this statement, please contact Human Resources.</p>		
	Employee Annualized Contribution	Company Annualized Cost/Contribution
COMPENSATION	Hourly	\$22.90
Annualized salary or hourly pay	N/A	\$47,633.83
TOTAL COMPENSATION		\$47,633.83
HEALTH AND WELFARE BENEFITS		
Medical	N/A	\$11,526.12
Dental	N/A	\$478.44
Vision	N/A	\$114.12
Life insurance	N/A	\$28.80
Employee assistance program (EAP)	N/A	N/A
Pension plan - RULE OF 90	\$3,196.23	\$5,325.46
Other		
TOTAL HEALTH AND WELFARE BENEFITS		\$17,472.94
PAID LEAVE BENEFITS		
Vacation/annual leave (first year)	N/A	\$915.08
Sick leave	N/A	\$2,198.40
Holidays	N/A	\$2,015.20
Other (bereavement, jury duty, military leave)	N/A	
TOTAL PAID LEAVE BENEFITS		\$5,128.68
FEDERAL AND STATE-MANDATED BENEFITS		
Social Security	\$2,953.30	\$2,953.30
Medicare	\$690.69	\$690.69
Unemployment insurance (state)	N/A	\$2,000.62
Worker's compensation	N/A	
TOTAL FEDERAL AND STATE-MANDATED BENEFITS		\$5,644.61
OTHER BENEFITS		
Other		N/A
TOTAL OTHER BENEFITS		\$0.00
TOTAL VALUE OF EMPLOYER-PROVIDED BENEFITS	N/A	\$28,246.24
TOTAL COMPENSATION AND BENEFITS		\$75,880.07

Company Contributions Toward Your Total Compensation and Benefits Package



Percentage of Total Company Paid Compensation and Benefits Package

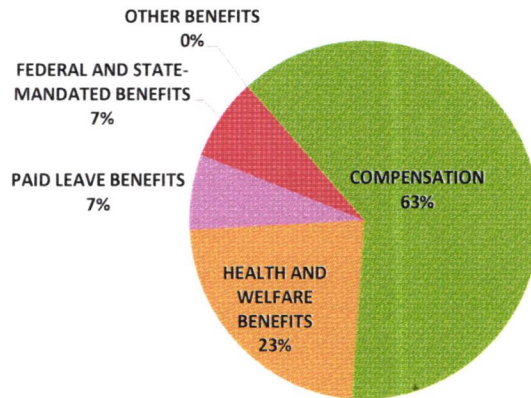


EXHIBIT F

LETTER OF INTRODUCTION

Boise County
PO Box 1300
Idaho City, ID 83631
Phone: 392-4431
Contact: Mary Prisco/Michelle Britain

Collection Facility:
623 East Stiller
Meridian, ID 83642
Telephone: 884-4100
Fax: 884-4111
Hours: M-F 8:00 AM – 5:00
****No Appointment Necessary**

Date: _____

Please accept this letter of introduction in behalf of: (employee name) _____

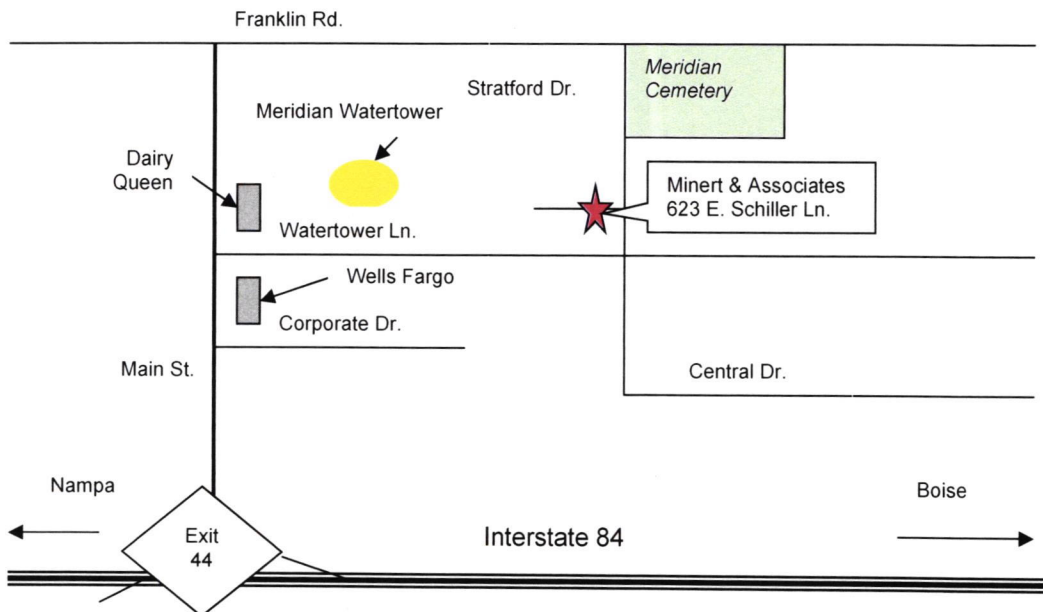
SSN# _____ - _____ - _____ of **Boise County** . We are requesting that this individual be given a test as follows:

(Please put an "X" indicating the test reason, type and substances.)

<u>Reasons:</u>		<u>Type:</u>	
Pre-Employment	_____	NonDOT	_____
Random	_____	DOT	_____
Post Accident	_____		
Reasonable Cause	_____		
Baseline	_____	<u>Substances</u>	
Return to Duty	_____	Drugs	_____
Follow-up	_____	Alcohol	_____
Other	_____		

!!Donor MUST provide photo ID at the time of collection!!

Location of Minert & Associates, Inc.



Directions

From I-84 take exit 44 in Meridian and go north. After the second stoplight turn right on Watertower Lane and drive about a quarter of a mile until you reach Stratford Dr and turn left. Our new building is about two hundred yards down on the left side; it is a new red brick building just off Schiller Ln. Please feel free to call us with any questions or if there is anything else you may need.