



Legislation Details (With Text)

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File created: 4/3/2018 **In control:** Board of Supervisors

On agenda: 4/24/2018 **Final action:** 4/24/2018

Title: Human Resources Department and Chief Administrative Office recommending the Board adopt a new Pre-Employment Background Check Policy (Policy E-4).

FUNDING: Individual Departments.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Pre-Employment Background Check Policy 4-24-18, 2. B - Approved Blue Route Form 18-0570 4-24-18

Date	Ver.	Action By	Action	Result
4/24/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department and Chief Administrative Office recommending the Board adopt a new Pre-Employment Background Check Policy (Policy E-4).

FUNDING: Individual Departments.

DEPARTMENT RECOMMENDATION

Human Resources Department and Chief Administrative Office recommending the Board adopt the Pre-Employment Background Check Policy.

DISCUSSION / BACKGROUND

It is the goal of the Human Resources Department and the County of El Dorado (County) to establish County policy to require and conduct pre-employment background checks on all potential new hires, volunteers, unpaid interns, and current employees promoting to executive-level positions. It is pertinent that the County protect not only its fiscal operations, but just as importantly, the confidentiality of employees and the community that we serve.

To that end, the Human Resources Department and the Chief Administrative Office are proposing a policy in which all parties, as noted above, go through a background check prior to employment with the County.

The Human Resources Department sought input from department heads; County Counsel also reviewed and approved the policy.

ALTERNATIVES

The Board could choose not to adopt the proposed Pre-Employment Background Check Policy and request revisions.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

All County departments

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Directly, a total cost to departments is not available as it will depend on the number of new hires, volunteers, and interns each department takes on during a fiscal year as well as the background option that is chosen for each new hire, volunteer, and intern.

Indirectly, the County could realize savings in potential litigations derived from actions of County employees, volunteer, or interns who should have not otherwise been employed or assigned to County activities and acting on the County's behalf.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon adoption, please post the new policy in Section E - Personnel and Payroll of the Board of Supervisors Policy Manual and notify all department heads that the policy has been adopted.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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