

A. EQUAL OPPORTUNITY STATEMENT:

Teller County is dedicated to the principles of equal employment opportunity for all persons regardless of disability, race, creed, color, sex, sexual orientation, religion, age, national origin, ancestry, or any other basis prohibited by law, political affiliation, or veteran status in accordance with applicable federal, state and local laws.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

B. SEARCH/APPLICATION PROCESS:

1. The appropriate Elected Official/Department Head is responsible for conducting a search to fill an open position. A job posting shall be placed on all the Job Opportunities boards within the County and on the Intranet. Positions may also be advertised in the official County newspaper.

2. All applicants for posted positions (current employees as well as potential employees) must complete a Teller County application. Teller County encourages qualified current employees to apply for open positions.

3. Applicants are screened for relevant knowledge, skills, abilities and experience levels required to perform the job. Qualified applicants who most closely match the job requirements are then selected for an interview.

4. Prior to employment the following conditions must be met:

- proof of the ability to legally work in the United States as required by the Department of Homeland Security, State of Colorado, and all applicable federal and state laws;
- receipt, by the Human Resources Department, of the signed "Employee Acknowledgment and Receipt" of the Teller County Personnel Manual,
- signed "Confirmation of Receipt of Policy" for the substance abuse policy,
- signed job description for job being offered,
- acceptance of Teller County's 401(a) retirement plan,
- mandatory direct deposit of County compensation into a financial institution that is a member of the Federal Reserve

Bank.

(NOTE: Specific departments may have additional requirements (e.g., drug testing)).

C. EMPLOYMENT CLASSIFICATION AND STATUS:

There are three classifications of employment in the County, which result from its administrative makeup:

Elected Officials -- Elected by and responsible to the taxpayers/residents of Teller County. Elected Officials are exempt from the provisions of these Teller County policies. ;

Appointees -- Individuals appointed by the Board of Commissioners/Elected Officials as a department head, deputy or assistant. Appointees serve at the pleasure of the Board/Elected Official.

Staff -- Individuals hired by Elected Officials or Appointees.

Teller County appointees and staff will be assigned to one of the following classifications:

Introductory period: The first six months of employment with Teller County is an introductory period. The introductory period also applies to current employees who have moved into a new position with Teller County. The introductory period may be extended up to a maximum of an additional three (3) months if necessary. An Elected Official/Department Head may immediately terminate the services of an introductory employee without advance notice or procedure and without the requirement to comply with any pre-disciplinary procedures as set forth in Section IX of this Manual, if it is determined that a new employee is not suited to the position and its overall responsibilities.

Regular full-time: Any employee who regularly works 40 hours during a county workweek is classified Regular full-time. An Elected Official is also classified as a full-time employee. Regular full-time employees are eligible for benefits as stated in Section IV, Benefits.

Regular part-time: Any employee who is not a temporary employee who

regularly works 30 hours or less during a county workweek is classified Regular part-time. Regular part-time employees are eligible for certain benefits as stated in Section IV, Benefits.

Temporary: Any employee who is hired to work for the duration of a project or to fill a role either part-time or full-time for six (6) months or less. Temporary employees are not eligible for any benefits covered in Section IV, Benefits.

D. COMPLIANCE WITH IMMIGRATION LAWS:

Teller County abides by all federal and state laws and regulations controlling eligibility and authorization to work in the United States, including but not limited to the Immigration Reform & Control Act of 1986, as amended, and applicable Department of Homeland Security rules and regulations. Each new employee must complete a Form I-9 and present specified documentation to establish his or her identity and employment eligibility to legally work in the United States.

E. EMPLOYMENT OF RELATIVES (ANTI-NEPOTISM POLICY):

A relative will not automatically be excluded from Teller County employment. However, no close family relationship can exist between County employees if:

1. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of another; or
2. One relative would be responsible for reviewing or auditing the work of another; or
3. Circumstances exist which would place the employees in a situation of an actual or reasonably foreseeable conflict between the county's interest and their own, or the perception of a conflict of interest.

The exclusion from employment should be limited to the job, work area, shop or unit where the reason for exclusion exists. This policy does not bar the person from the whole work force, unless the reason for exclusion applies to the whole work force.

If such a relationship occurs or will occur, the employees will be asked to determine which employee shall keep or accept his/her position. If

a mutually agreeable solution cannot be reached between the County and the employees the County may require one employee to resign 60 days after the employees become in violation of this policy.

For the purposes of the nepotism policy, a relative shall include any immediate family member by blood or marriage (i.e., spouse, child, parent, sibling, grandparent, grandchild and any in-law). A close relationship shall include: guardian, co-resident, and legal dependent.

Involved employees who fail to disclose knowledge of any situation or potential situation in conflict with this policy are subject to disciplinary action up to and including termination.