



## **New Hire Procedures**

All new full-time and year-round part-time employees are required to take a drug screen and have a background check run prior to employment. Background checks are done after drug screen results are received.

1) Drug screens are performed at St. Vincent Urgent Care and Occu-Med locations. Drug screen authorization forms and a list of locations with hours are available in the County Council office.

Note the date & time the paperwork is given to the applicant on the form. Be sure to advise your applicant that drug screens must be taken within 48 hours of the time shown. Give the white copy of the form to the applicant. Send the yellow copy to the County Council Office.

St. Vincent will send drug screen results to the Council Office. The Council Office will contact the department with the results.

2) Authorization forms for background checks are included with the county employment application found on the County Commissioner's webpage.

[https://www.evansvillegov.org/egov/documents/1534270964\\_10771.pdf](https://www.evansvillegov.org/egov/documents/1534270964_10771.pdf)

All information blanks on the authorization forms must be completed and forms signed. **Send signed authorization forms to the County Council office with the yellow copy of the drug screen form.**

The Council office will forward the authorization forms to the Auditor's Office after the drug screen results are received. The Auditor's office will estimate the time frame to receive the results and will also send required notices to the prospective employee. After the background check is completed, Leslie Saiko (x5826) or Rose White (5029) will send the report to the department and Council Office.

Information retrieved from the background check does not preclude a department from hiring a certain individual. However, the information may be used in the decision to offer employment.

Once results of the background check and the drug screen have been received, the department may extend an offer of employment.

3) An Employment Change form (pink slip or green slip for grants) must be filled out by the department and sent to the Auditor's Office prior to the employee's start date. Jamie Rutherford (5026) will assign an employee number. Fill in the employee's legal name (**no nicknames**) and the position title and line item number as listed in the salary ordinance. The effective date is always the beginning of a payroll period for existing employees transferring from one department to another. Newly hired employees can begin work on any day in the pay period.

4) The department will need to contact the Auditor's Office (Leslie X5826 or Rose X5029) to schedule an appointment for new hire paperwork to be completed for full-time employees. Part-time employee paperwork may be sent to the Auditor's Office via Inter-Office mail. No emails, please. All paperwork should be completed on or before the employee's start date.

If you have any questions or need assistance, please contact Teri Lukeman, County Council Executive Assistant, at X5790.