



New Hire Procedures

All new full-time and year-round part-time employees must pass a drug screen and have a background check run prior to employment. Drug screens are done first and the background check is run after drug screen results are received.

1. Drug screens are performed at Ascension locations which are listed on the back of the Medical Authorization form. Refer to the back of the form for facility information and hours of operation.

Write the date & time the authorization form is given to the applicant on the form. **Advise your applicant that drug screens must be taken within 48 hours of the time shown.** Give the original form to the applicant.

St. Vincent will send drug screen results to the Council Office. The Council Office staff will notify the department head of the result.

2. Disclosure and Authorization for Background Check forms are included with the county employment application found on the County Commissioner's webpage. You may access these forms by following the link below.

https://www.evansvillegov.org/egov/documents/1534270964_10771.pdf

Please be sure your applicant completes these forms neatly and legibly to avoid delay in receiving background check results.

***Email a copy of the drug screen and the background authorization forms to Teri Lukeman at tlukeman@vanderburghgov.org and Paula Hurt at pahurt@vanderburghgov.org.**

If the new hire will be working in a department/grant outside of the general fund, please include that in your email.

After the background check is completed, the County Council office will send the report to the department and send any required notices to the prospective employee.

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. The bookkeeping/payroll clerk will assign an employee number.

Fill in the **employee's legal name** (i.e. **Anthony Smith, not Tony Smith**), position title and line number as listed in the salary ordinance. Refer to the exhibits in the Salary Ordinance to find the correct salary.

The effective appointment date will be the first day of a payroll period and the release date will be the last day of the payroll period for existing employees transferring from one department to another.

Newly hired employees will also start on the first day of the pay period unless other arrangements have been made with the Auditor's office.

4. New Hire Orientation Contact Leslie Saiko in the Auditor's Office 435-5826 to schedule an appointment for full-time new hires to complete paperwork. Part-time employee paperwork may be sent to the Auditor's Office via Inter-Office mail or email. All paperwork should be submitted 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 435-5790.