

EMPLOYMENT PROCEDURES POLICY

APPLICATION PROCESSING

1. Check with your supervisor before hiring anyone.
2. Applications for Employment - form P-1, must be given to everyone who inquires when there is an opening for employment at your site. If the applicant is applying for a maintenance position include form P-1(a) with the application.
3. Review all applications and check for completeness, (i.e., copies of Social Security cards and Drivers license, complete information on prior work history, etc.)
4. Check the references on those applicants who seem to meet the criteria for the position for which you are hiring. It is wise to have at least two finalist for one position just in case your first selection does not meet the *conditional job offer* criteria.
5. The P-1 (and P-1(a) when applicable) of selected applicants must be sent to the home office for a credit report and supervisors review. In extreme emergencies the P-1 can be faxed to the home office.
6. The supervisor will review and approve the application. The manager must call the supervisor for hiring confirmation.
7. As soon as the manager is ready to make an offer of employment to the applicant he/she must send the *Authorization for Release of Information* to Santa Fe.

OFFER OF EMPLOYMENT

1. Contact the selected applicant for a final interview. If the applicant accepts a job offer he/she must complete the following forms.

Required:

P-1(b)	Conditional Job Offer / Medical Review / Drug & Alcohol Policy Acknowledgment	
P-2	Personnel Action	
I-9	Employment Eligibility Verification	
*P-7	Employment Agreement / Exempt Employee	*Payroll administrator can determine which to use.
	-OR-	
*P-8	Employment Agreement / Non-Exempt Employee	

Optional:

P-1(c) *Certificate of Pre-Existing Physical Impairment* - to be filled out **only** if the applicant answered **YES** to any of the medical review questions on the P-1(b) form. This form must be filled out by a physician licensed to practice in the State of New Mexico.

- P-Addendum - (Rent Free Apartment) - if applicable *Group Insurance Application* (if full-time and at least 24 hours).
2. **DO NOT** start the applicant working without a supervisors final approval. Once authorized, the manager can put the employee to work under conditional circumstances (medical review, drug test and police report results).
 3. Once the applicant has completely filled out the appropriate forms he/she must report to the designated site where the drug test will be administered within one (1) hour of being requested to do so.
 4. The forms above, along with a **P-12 Employee Checklist** **must** be sent to the payroll administrator the same day the applicant is hired. All payroll information must be received no later than the day before payroll hours are called in or the employee will not be paid until the next payroll. If someone is hired close to the call in day, telephone the hiring information to the payroll administrator the day before payroll.
 5. If the supervisor conditionally approves the hiring of an applicant before the police report is received, send all other documents to the payroll administrator immediately, and forward the police report(s), as they come in.

RESCINDING A CONDITIONAL JOB OFFER

Your supervisor will notify you when a job offer needs to be rescinded. The following circumstances will cause the job offer to be rescinded:

1. A positive drug/alcohol test result.
2. A police report that indicates a poor criminal record.

If any of the above occur, the employee must be informed and released of his duties immediately (remember to have him/her sign the time sheet). The manager/supervisor **must immediately:**

1. Call in final hours to the Payroll Administrator.
2. Send the Payroll Administrator a completed P-3 *Personnel Termination* form.