

**SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE****CERTIFICATION OF APPLICANTS FOR JOB INTERVIEWS****REFERENCE**

Americans with Disabilities Act of 1990  
Age Discrimination in Employment Act of 1967 as amended  
Civil Rights Act of 1991  
County Personnel Management Act, Utah Code Annotated, 17-33-5, (3), (a), (d), (e)  
Federal Personnel Manual Chapter 22, Sub-chapter 2, Paragraph 2-1 (1) (d)  
Federal Personnel Manual Supplement 296-33, Sub-chapter 7  
Rehabilitation Act of 1973 (P. L. 93-112) Title 38, Chapter 42 U.S. Code; Sections 2011, 2012, 2014  
Title 38 U.S. Code; Section 101, Veterans Administration  
Veterans' Preference for Career Service Positions, Utah Code Annotated, 71-10-1, 71-10-2,  
71-10-3.  
Human Resources Policy & Procedure: General Definitions, #5025; Merit Employment Registers,  
#5230

**PURPOSE**

To establish certification procedures that:

Ensure equitable consideration of an appropriate number of the most qualified applicants;

Provide preferential employment consideration to those individuals who are eligible for veterans preference when they apply for jobs in Salt Lake County Divisions, Departments or Elected Offices; and

Ensure that protected groups (i.e., minorities, women and disabled individuals) who are substantially under-represented in the County work force will be among the candidates from whom appointments are made.

**POLICY**

All hires made from merit employment registers will be made from an authorized "Certification of Eligibles".

For certification purposes only, qualified merit Salt Lake County employees will receive preference points based on one-third (1/3) of the span of scores on the register.

For certification purposes only, honorably discharged veterans who have served our Country, on active duty, for more than 180 consecutive days; or members of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized; or a retired member of the armed forces who retired below the rank of major or its equivalent shall receive an adjusted score that is equal to their examination score plus five percent of the total possible score. A disabled

veteran with any percentage of disability; or a purple heart recipient shall receive an adjusted score that is equal to their examination score plus ten percent of the total possible score. The un-remarried widow or widower of a veteran will receive the number of points the qualifying veteran would have been entitled to. A preference eligible who applies for a position that does not require an examination, or where examination results are other than a numeric score, shall be given preference in interviewing and hiring for the position.

Referrals of qualified minorities, women and disabled individuals to hiring authorities for an interview will be made in accordance with an approved affirmative action plan.

## PROCEDURE

- 1.0 Upon receipt of an approved request for a Certification of Eligibles (CP2), the Human Resources Division will recruit and establish a merit employment register, or use an existing register, from which to certify applicants for a job interview.
- 2.0 Applicants will be certified to the hiring authority in accordance with the following procedures:
  - 2.1 Merit Certification:
    - 2.1.1 For merit position registers, the top five scoring applicants plus one for each additional opening, will be certified except that in the event that there are ten (10) or fewer qualified applicants, the Human Resources Division may refer all of them for an interview without applying any additional screening or selection procedures.
    - 2.1.2 For open recruitment registers, the top ten (10) scoring applicants plus one for each additional opening will be certified.
    - 2.1.3 Any applicant whose score is the same as the last person certified in accordance with paragraph 2.1, will also be certified.
  - 2.2 Merit Employee Certification Preference
    - 2.2.1 Qualified merit employees will receive an adjusted score that is equal to their examination score plus one third the span of scores on the register.
    - 2.2.2 Any merit employee whose adjusted score is at least as high as the last person certified as per paragraph 2.1, shall also be certified.
  - 2.3 Veteran's Certification Preference
    - 2.3.1 Qualified, preference eligible veterans shall receive an adjusted score that is equal to their examination score plus five percent of the total possible score.
    - 2.3.2 Qualified, preference eligible disabled veterans or Purple Heart recipients shall receive an adjusted score that is equal to their examination score plus ten percent of the total possible score.
    - 2.3.3 Veterans claiming preference must submit proof of discharge (copy of DD214) with their employment application. Disabled veterans must also provide proof of service connected disability.
    - 2.3.4 Any veteran whose adjusted score is at least as high as the last person certified as per paragraph 2.1 shall also be certified.

- 2.3.5 Disabled veterans may also apply for preference under paragraph 2.6 of this policy.
  - 2.4 Veteran's Preference Eligible
    - 2.4.1 The preference eligible spouse or unmarried widow or widower of a veteran is entitled to the same preference which would have been awarded to the veteran. To receive preference, applicants must submit proof of discharge (copy of DD214), a letter from the Veterans Administration if appropriate, and a copy of their marriage license with their employment application.
  - 2.5 Referral of Women and Minority Applicants
    - 2.5.1 The Human Resources Division will review affirmative action goals of Divisions, Departments and Elected Offices and the Affirmative Action Plan for Salt Lake County whenever a merit position register is developed.
    - 2.5.2 In accordance with County-wide affirmative action goals, the Human Resources Division may refer additional qualified women and minorities from the register, so that one (1) or more qualified applicant/s in each under-represented group is referred for consideration.
  - 2.6 Referrals of Disabled Applicants
    - 2.6.1 As part of an affirmative action effort to hire disabled applicants, the Human Resources Division will refer one or more qualified disabled applicant/s to the hiring authority for consideration.
  - 2.7 For each register, the Human Resources Division will establish a cut-off score to distinguish between qualified and unqualified applicants which shall not be based on gender, race or disability status.
  - 2.8 Applicants referred under paragraph 2.5 or 2.6 will be certified from a merit employment register and considered qualified for employment.
- 3.0 Hiring authorities may request a Supplemental Certification of Eligibles if fewer than five regularly or specially certified individuals (ten for open recruitment registers) are interested and available for the appointment.
- 3.1 To receive a Supplemental Certification, the hiring authority must provide documentation to support the removal of applicants from the register consistent with paragraph 2.0 of Human Resources Policy and Procedure: Merit Employment Registers.
  - 3.2 The Human Resources Division will review documentation for removal of names and will determine the appropriate number of additional names to certify.
  - 3.3 Additional names will be certified in accordance with the procedures described in paragraph 2.0 of this policy.

APPROVED AND PASSED THIS 15<sup>TH</sup> DAY OF JULY, 2008.