

Salt Lake County Human Resources Policy 2-400: New Hire and Separation Requirements

Purpose

This policy outlines new employee age requirements, procedural requirements regarding reference checks and new hire documentation and to identify mandatory training for new employees. This policy also outlines separation requirements for all terminations to ensure consistency and reduce liability.

I. Policy

Salt Lake County provides fair, equitable, and consistent new hire procedures and separation processes that adhere to and are in accordance with County, State, and Federal directives.

II. New Hire Procedures

A. New Hire Reference Checks

1. The hiring authority will complete a reference check for any candidate for merit employment hire or rehire prior to making a selection and the following provisions will be followed:
 - a. The hiring authority will require the prospective employee to sign a [reference release form](#) prior to conducting the reference check.
 - b. For internal transfers, the hiring authority will contact Human Resources to review the prospective employee's official personnel file.

B. Requirements for New Employees

1. New Hire Documentation

- a. All prospective employees will submit new hire documentation that includes but is not limited to: IRS Form W-4, Federal I9 Form and documentation, Temporary Employment (At-Will) Statement, and New Hire Information Form.

2. Authorization to Work in the U.S.

- a. The Human Resources Division or designee(s) will determine that all prospective employees are authorized to work in the United States. Before a new hire begins employment with Salt Lake County, the Human Resources Division or designee(s) will examine the prospective employee's documentation to certify their eligibility to work based on [Federal Form I9 Requirements](#).
- b. Any employee who has a change in work status, such as revocation of a work permit or expiration of a work visa, will immediately inform the Human Resources Division.

3. New merit employees must complete a probationary period of six months, which is extendable for a period not to exceed six months for good cause and must be approved by the HR Director.

C. Required Training for New Employees

1. New Employee and Benefits Orientation, provided by the Human Resources Division, is mandatory for all new employees.
2. Sexual Harassment Prevention Training, Workplace Ethics Training, and trainings identified in HR Policy 6-200, Training and Training Repayment.
3. Administrators and supervisors are responsible for ensuring that each eligible new hire employee attends all required training during their first two weeks of employment. Time off for training will be allowed and will not result in any loss of pay to the employee.

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D. Youth Employment

1. Individuals under 14 years of age cannot be hired.
2. Requirements for employing 14 -and 15-year-old minors:
 - a. 14- and 15-year-old minors will not be employed:
 - i. During school hours, except as provided for in Work Experience and Career Exploration Programs;
 - ii. Before 7 a.m. or after 7 p.m. (except from June 1 through Labor Day when the evening limit is extended to 9 p.m.);
 - iii. More than 3 hours per day on school days and 18 hours per week during a school week;
 - iv. More than 8 hours per day on non-school days and 40 hours per week during non-school weeks.
 - b. In general, the use of power-operated tools and equipment is prohibited under the [Fair Labor Standards Act](#) for individuals 14 and 15 years of age.
 - c. Youth 14 and 15 years old will not work in [hazardous occupations](#).
 - d. Agencies that hire individuals under the age of 16 will obtain birth certificates or lists of students with their dates of birth from the appropriate school districts before any work is performed.
3. Youth 16 years and older are not limited in the number of hours that they may work except as covered employees under the [Fair Labor Standards Act](#).
4. Youth 17 years and older may work in occupations involving the use of motor vehicles if licensed to operate the vehicle for such purpose pursuant to State Vehicle Laws and Regulations and such use is incidental to the job.
5. For additional questions related to youth employment contact the District Attorney's Office.
6. Because of restrictions regarding pre-employment questions, ages of prospective applicants cannot be asked until after an offer of employment has been made. Job offers made to individuals who do not meet minimum age guidelines will be withdrawn.

III. Separation Requirements

- A. Agencies must submit an electronic Personnel Action Request no later than the last day worked.
- B. [Agencies must terminate agency-specific access no later than the last day worked.](#)
- C. Agencies must request the termination of county access no later than the last day worked, through I.T., including, but not limited to:
 1. Network access, as defined by the [Salt Lake Countywide Information Technology Standard](#) on Regular and Service Accounts.
 2. Email access, badge access, keypad access, purchasing card, and gas card as applicable.
- D. Agencies should utilize the Human Resources Offboarding Checklist to ensure that all separations are processed consistently and in accordance with this policy.

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IV. References

- A. Immigration Reform and Control Act of 1986 (P.L. 99-603, 8 USC Section 1324).
- B. Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act
U.S. Department of Labor, WH Publication 1330--Revised July 1984.
- C. Utah Code 34.23; 53.10.102; 53.10.108
- D. Utah Administrative Code R722.900.1-5
- E. Hazardous Occupations that Youth Under 18 Cannot Perform_
<http://www.laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/17hazardousoccupations.html>
Department of Labor: Wage & Hour Division <http://www.dol.gov/whd/>; Child Labor_
<http://www.dol.gov/whd/childlabor.htm>
- F. Employment Criminal History Background Check Instructions:_
<http://publicsafety.utah.gov/bci/documents/FIDUCIARYSECURITY-WaterDist2012.pdf>
- G. Utah Criminal History and National Child Protection Act Background Checks Instructions:_
<http://publicsafety.utah.gov/bci/documents/VULNERABLE2012.pdf>
- H. Salt Lake County Code of Ordinances § 2.80.150
- I. Salt Lake Countywide Policies and Procedures:
 - 1. Volunteer Recruitment and Guidelines – No. 4005
 - 2. Information Technology Policy and Standards – No. 1400
- J. Human Resources Policies:
 - 1. 1-200, General Definitions;
 - 2. 2-100, Employment Status;
 - 3. 2-800, Resignation and Exit Interviews
 - 4. 5-100, Pay Practices

APPROVED and ADOPTED this ____ day of _____, 2025.

SALT LAKE COUNTY COUNCIL

By _____
Dea Theodore, Chair

ATTEST:

Lannie Chapman, County Clerk

**Reviewed and Advised as to
Legality and Form**
Salt Lake County
District Attorney's Office

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Voting:

Council Member Bradshaw

Council Member Harrison

Council Member Moreno

Council Member Pinkney

Council Member Romero

Council Member Stewart

Council Member Stringham

Council Member Theodore

Council Member Winder Newton
