

HUMAN RESOURCES POLICY REVISIONS

JULY 23, 2024

COUNCIL 2024



HR POLICY RECOMMENDATION

Policy 2-500: Background Check Requirements

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HR Policy 2-500: **Background Check Requirements:**

- Comply with statutory changes for the Library (HB284)
 - Includes an update to **County Ordinance 2.80.150 Criminal background checks.**
- Addresses policy compliance and reduces budgetary impact
 - Current policy compliance is difficult to track - checks are done “annually but not less than every three years” and it is up to the agencies to comply.

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HR Policy 2-500: **Background Check Requirements:**

Change:

- Adding a RAP Back (Record of Arrest & Prosecution) by FBI.. It is on-going monitoring with a one-time fee instead of conducting checks over and over; incurring additional fees
 - “set it and forget it” – no ongoing tracking needed; continuous history check rather than a single point in time
 - ROI after 2nd background check

RAP BACK ~ RETURN ON INVESTMENT @ 2ND BACKGROUND CHECK

Added cost is \$5 per print run, one time fee, no recurring fee, ongoing monitoring.					
Agency 1	Number of EE's	Cost of Service	1st BC Expense	2x (min- every 3 years)	Total Expense
Current Cost	280	\$ 28.35	\$ 7,938.00	\$ 7,938.00	\$ 15,876.00
Rap Back (+5.00)	280	\$ 33.25	\$ 9,310.00	\$ -	\$ 9,310.00
Difference/ Savings			\$ (1,372.00)	\$ 7,938.00	\$ 6,566.00
ROI after 2nd BCI = savings			Rap Back additional yr 1 expense		Savings at 2nd BC
Agency 2	Number of EE's	Cost of Service	1st BCI Expense	2nd year (min: every 3 years)	Total Expense
Current cost	140	\$ 28.35	\$ 3,969.00	\$ 3,969.00	\$ 7,938.00
Rap Back (+5.00)	140	\$ 33.25	\$ 4,655.00	\$ -	\$ 4,655.00
Difference/ Savings			\$ (686.00)	\$ 3,969.00	\$ 3,283.00
ROI after 2nd BCI = savings			Rap Back additional yr 1 expense		Savings at 2nd BC

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Add: New II.E

- Propose: “Implementation of this policy begins immediately with countywide compliance by June 30, 2025.”
 - Compliance requires budget and capacity

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Questions?