

April 23, 2025

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, May 1, 2025
1:30 p.m., Commissioners' Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Approve Minutes from the December 10, 2024 meeting

ITEM 2: Approve Minutes from the April 11, 2025 meeting

ITEM 3: Request to revise the following classification:

CLASS

CODE

CLASS TITLE

4720

Cleaning Supervisor (C06)

ITEM 4: Request to revise Lancaster County Rule 15.3 – Timekeeping Requirements for Non-Exempt Employees, 15.4 – Official Roster and 15.5 – Record of the Human Resources Department

ITEM 5: Request to revise Lancaster County Rule 17.26 – Referral Bonus Program

ITEM 6: Request to create Human Resources Policy Bulletin - Background Investigation Reference Check Policy

ITEM 7: Public Comment

ITEM 8: Miscellaneous Discussion

pc: County Agencies
Union Presidents
Barb McIntyre
Angela Skrivan
Kari Hockemeier
Kristi Bauer

LANCASTER COUNTY CLEANING SUPERVISOR

NATURE OF WORK

This is responsible work supervising personnel and activities involved in the cleaning and maintenance of large office or other institutional buildings and related County facilities.

Work involves responsibility for planning, scheduling and supervising the work performed by Building Cleaners and Cleaning Equipment Operators; inspecting buildings for proper maintenance and completion of cleaning tasks; and ensuring emergency cleanup work is performed. Work also involves training employees in the use of proper cleaning methods, equipment, materials, and safety measures; investigating and demonstrating new methods, procedures, techniques and equipment used in cleaning functions; assisting in maintaining security of the building; ~~coordinating the inventory control of furniture and equipment and maintaining inventory records; preparing budget requests and monitoring expenditures; and~~ assisting with hiring new employees. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Plan, schedule and supervise the work of Building Cleaners and Cleaning Equipment Operators; conduct follow-up inspections to ensure proper maintenance and completion of tasks.

Train employees regarding equipment, proper cleaning procedures and safety measures involved in cleaning activities.

Order cleaning supplies and equipment; monitor and control usage.

Assist in the security of offices and buildings by ensuring doors and windows are locked, reporting the finding of valuables and monies left unattended, and reporting persons in unauthorized areas to the proper authority as needed.

Perform emergency and special clean-up assignments.

Perform minor repairs and/or adjustments to cleaning equipment and machines.

~~Coordinate inventory control of all furniture and equipment; issue and mark equipment; coordinate repair requests and furniture and equipment movement when transferring residents or staff.~~

Oversee replenishment of cleaning equipment and supplies.

~~Prepare preliminary budget requests; approve and monitor budgetary expenditures for appropriate operating sections.~~

~~Clean, repair and replace draperies.~~

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of cleaning methods, techniques and materials.

Knowledge of the operation and maintenance of industrial cleaning equipment.

Some knowledge of building maintenance and repair.

~~Some knowledge of budget preparation and monitoring of expenditures.~~

Ability to supervise and evaluate the work of subordinate cleaning staff.

Ability to establish and maintain effective working relationships with co-workers, public officials and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six months of experience in custodial or housekeeping work or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Dependent upon work assignment, possession of a valid driver's license and the ability to be insured by the County's insurance carrier is required.

~~03/25~~05/25

PS4720

RULE 15 - RECORDS AND REPORTS

15.1 Personnel Forms

The Human Resources Director shall prescribe personnel forms which Department Heads shall use to maintain properly all employee records and to record and report all personnel actions and status changes. The Human Resources Director shall inform the Department Heads which personnel actions and status changes must be reported to him.

15.2 Leave Records

The Human Resources Department shall install and maintain a leave record showing for each employee: (1) annual leave earned, used and unused; (2) sick leave earned, used and unused; and (3) any other leave with or without pay. Such records shall be the basis for periodic reports to the Board and the County Board as they may require.

15.3 Timekeeping Requirements for Non-Exempt Employees

Non-exempt employees shall utilize an approved automated timekeeping system to record their clock-in and clock-out times. The timekeeping system must be approved by the Human Resources Director and County Clerk or their designees. An Agency Head may request an exception to this requirement in writing to the Human Resources Director and County Clerk or their designees, who shall review and approve or deny such requests.

15.43 Official Roster

The Human Resources Director shall prepare and maintain a record of all employees showing each employee's name, address, title of position, rate of pay, change in status, transfer, and other pertinent data.

15.54 Record of the Human Resources Department

- (a) Except as otherwise provided in these Rules and by law, all employee records of the Human Resources Department shall be considered confidential.
- (b) Employees may inspect their official personnel folders during working hours.
- (c) An employee's official personnel folder may be inspected by other than the employee only on written authorization of the employee.

17.26 Referral Bonus Program (Revised ~~3/2024~~5/2025)

Effective September 1, 2022, the County will have a policy regarding a referral bonus program for unrepresented, classified employees with the Lancaster County Sheriff's Office. Referral Programs are a proven, effective method used to recruit and hire contributors who are more likely to have increased longevity in the Agency. The policy is subject to the following conditions:

1. Employees Defined. Unless otherwise stated herein, the benefits described in this policy apply to the following employees with the Lancaster County Sheriff's Office:
 - a. Technology Support Technician
 - b. System Programmer
 - c. Security Technician
 - d. Security Guard Supervisor
 - e. Security Guard
 - f. Records System Supervisor
 - g. ~~Administrative Services Officer~~ Business Manager
 - h. Administrative Aide II
 - i. Accounting Specialist
 - i-j. Public Information Officer
2. An employee employed with the Lancaster County Sheriff's Office who refers another person for employment as a commissioned deputy sheriff with the Lancaster County Sheriff's Office is subject to a referral bonus.
3. A referral bonus of \$1000 will be added to the referring employee's paycheck upon the refereed employee's successful completion of six months of employment. Another \$1000 will be added to the referring employee's paycheck upon the refereed employee's successful completion of one year of employment. Both the referral and referred employees need to be employed by Lancaster County Sheriff's Office at the completion of the referred employee's six and twelve months of employment in order for the referral employee to receive the referral bonus.
4. Employees who hold a position critical to completing the selection process are ineligible for the referral bonus. Referring employees may not participate in the selection process for any candidate they referred.
5. The name of the employee who referred the candidate shall be listed on the referred candidate's application.
6. The referral bonus is considered taxable income.
7. Any disputes or interpretations of this program will be decided by Human Resources and are not grievable.

Reference:	Title:
	Background Investigation and Reference Check Policy

I. OVERVIEW

The goal of Lancaster County is to hire individuals who have integrity, produce quality work and are responsive to customers. Background investigations, and reference checks are conducted to help achieve this goal, ~~and~~ create a safe environment for all Lancaster County employees and members of the community and help uncover valuable insights that may not come up in interviews. Human Resources recommends checking at least two professional references once an applicant becomes a top candidate, before making an offer.

II. DEFINITIONS

- A. "County volunteers" are uncompensated persons who perform services directly related to the business of the County, to support the humanitarian, charitable, or public service activities of the County, or to gain experience in specific endeavors.
- B. "Vulnerable Population" refers to individuals who are more susceptible to harm or exploitation due to various factors such as age, disability, illness, socioeconomic status, or other conditions that may impair their ability to protect themselves or advocate for their own well-being.
- C. Candidate means any person who has applied for a position with Lancaster County ("County") and been referred from Human Resources to the hiring department.
- D. Top candidate means the remaining one to three candidates after all screening and interviewing have taken place.
- E. Internal candidate means any candidate who is presently employed with the County.
- F. Reference checks provide insights into a candidate's work ethic, personality, and cultural fit, reveal potential red flags, offer feedback on past job performance, and help avoid issues.
- G. Employment verification confirms a candidate's work history (dates, titles, and employers), identifies gaps or false claims, assesses job eligibility, and checks if a former employer would rehire them.
- B.—Hiring Agency means County agency or department who is conducting background investigations and reference checks on candidates for vacant positions.

III. ELIGIBILITY

**Human Resources Policy Bulletin
Lancaster County**

Number: (2025)-(1)
Date: May 2025

Reference:	Title:
	Background Investigation and Reference Check Policy

This policy applies to candidates for positions within the County's classified service. For those hiring agencies that employ positions in the unclassified service, this policy may be used as a best practice guide for reference checks.

III-IV. POLICY

- A. Background investigations will be conducted for all individuals being considered for positions in the career service, non-career service or as volunteers, unless waived by the Human Resources Director. Current employees who transfer or promote into a position in law enforcement or who are being considered for a position that provides service to vulnerable populations may be subject to additional background investigations. Please see ~~the~~ Appendix A below for the departments which require a new background investigation.
- B. Background investigations cover a seven-year history, and the investigation scope depends upon the position for which the candidate is considered. The investigation may include, but is not limited to:
 - i. Academic credentials
 - ii. Criminal and civil court records
 - iii. Adult and Child Protective Services records
 - iv. Driving records
 - v. Employment history
 - vi. Professional license(s)
 - vii. Professional certification(s)

viii. References

- C. Employment or appointment by the County is contingent upon the completion of a background investigation, the results of which are satisfactory to the County. A person may be officially hired or appointed once Human Resources confirms they successfully completed the background investigation.
- D. Any omission or misrepresentation made by a candidate on the employment application, any information supplementing the application, or during the interview process shall be sufficient cause for the County to withhold or withdraw an employment offer or separate employment. Such withholding or withdrawal by the County shall not be subject to grievance or appeal by the candidate.-

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~~E.~~—The County may require a background check for any employee who separates employment with the County and is rehired within six months.-

~~F.~~—Reference checks and employment verifications may be conducted on both internal and external candidates.

~~E.~~ Individuals who complete reference checks need to refrain from asking questions either directly or indirectly that lead a candidate to disclose information about legally protected characteristics including race, color, religion, sex (including pregnancy), national origin, age, disability, or marital status.

V. BACKGROUND INVESTIGATION PROCEDURES

- A. Managers will notify Human Resources of their decision to offer a candidate a position and Human Resources will initiate a background investigation. Departments in law enforcement and corrections may initiate their own background investigations.
- B. All potential exempt, non-exempt, full-time, part-time, and temporary candidates will complete a release, authorizing the County to investigate, to the extent permitted by law. The release remains valid for hired candidates for the duration of the employment with the County.
- C. Managers may verbally offer a candidate a position contingent upon successful completion of a background investigation. A probationary employee's start date shall not be less than two weeks from the date of the verbal offer, unless otherwise approved by Human Resources.
- D. All written offers of employment will be contingent upon a background investigation and may be drafted by Human Resources.
- E. Human Resources will review the results of the background investigation and determine if the results are acceptable to the County.
- F. The investigation results will be sent to the hiring department indicating eligible or not eligible for hire. Employment shall not begin until the investigation results confirm eligibility for hire.
- G. Human Resources will ensure compliance with the Fair Credit Reporting Act.

Reference:	Title:
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- H. In cases where the decision is disputed, Human Resources will convene a meeting with the manager and the Legal Department to conduct a review of the decision.
- I. Human Resources will rescind contingent employment offers or partner with managers when necessary to separate employment.
- J. Background investigation results are confidential and retained by Human Resources.

VI. REFERENCE CHECK PROCEDURES

- A. Hiring agency shall confirm if consent to contact provided references or conduct an employment verification has been provided on the top candidate's application under "May we contact this employer", or the "References" section.
 - i. If the top candidate has provided consent, notify the candidate you will be calling their references or conducting an employment verification.
 - i.—If the top candidate, internal or external, has not provided consent on their application or provided references, contact them to obtain written consent. Notify them you'll be contacting their references.
 - ii. If a top candidate is an internal candidate, the hiring manager may contact Human Resources to review the candidate's employee file.
- B. Hiring agency shall prepare questions for the reference check in advance. See Appendix B for potential questions.
- C. Hiring agency shall contact references, document questions asked and the response.
 - i. Provide 24-48 hours for reference check and employment verification contacts to get back to you.
 - ii. Provide the reference check documentation with all other interviewing materials to Human Resources.
 - i.—It is recommended to consult with Human Resources before disqualification of a top candidate due to a dissatisfactory reference check.

IV. Employment Eligibility

- A. Information from an employee's background investigation may affect their employment status in their current position and eligibility for employment in any other position.
- B. Background investigation results will assess the candidate's suitability for hire into the position for which the candidate applied.

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- i. Factors considered in criminal history convictions may include; date of the conviction, conviction patterns, time since the last conviction, and the seriousness and nature of the violation in relation to the duties and responsibilities of the position.
- C. Driving records will be evaluated to ensure that the candidate meets the county's insurance requirements if operating a county-owned motor vehicle is required for the position.

VII. The County has the exclusive right to interpret this policy.

APPENDIX A

Department	Requires Background Check On Current Employees
County Corrections/Jail	X
Mental Health Crisis Center	X
Public Defender	X
Lancaster County Sheriff's Office	X
Youth Services Center	X

APPENDIX B

Potential Reference Check / Employment Verification Questions

Relationship & Role Context

- Can you confirm the candidate's position and employment dates with your organization?
- What was your working relationship with [Candidate's Name]?

Performance & Strengths

- How would you describe [Candidate's Name]'s performance in their role?
- Can you provide an example of when they went above and beyond in their work?

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Areas for Improvement

- Were there any areas where the candidate could improve or develop further?
- How did they respond to feedback or constructive criticism?

Work Style & Interpersonal Skills

- How would you describe their work style? (i.e. independent, collaborative)
- How did they manage relationships with colleagues and supervisors?
- How did they handle stressful situations or tight deadlines?
- Was the candidate punctual and reliable?

Final Question

- Would you rehire [Candidate's Name] if given the opportunity?

Barb McIntyre Date
Human Resources Director

Rick Vest, Chair Date
Board of County Commissioners