UTAH COUNTIES INDEMNITY POOL
PERSONNEL—EMPLOYEE RECRUITMENT POLICY

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1.   The effective date of this policy is May 1, 2022.

2.   This policy should be reviewed annually, but not less than every three years by the Board of Directors.

3.   This policy should also be reviewed at any time that changes to laws or rules governing employee leave are amended or recommendations are made by the UCIP CEO, which would require review and update to this policy.

4.   Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.

5.   This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

SECTION B PURPOSE

1.   The purpose of this policy is to recruit and select employees on the basis of their relative ability, knowledge and skill levels, including open consideration of qualified applicants for employment.

SECTION C AUTHORITY

1.   The Board has authority to adopt this policy under the UCIP Interlocal Agreement.

SECTION D APPLICABILITY AND SCOPE

1.   This Policy is applicable to all applicants for UCIP employment. No individual Director, officer or employee has the authority to waive, alter or make exception to any of these policies unless expressly provided for herein.

SECTION E DEFINITIONS

1.   Board: the Board of Directors of the Utah Counties Indemnity Pool.

2.   CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.

3.   Pool: the Utah Counties Indemnity Pool.

4.   UCIP: the Utah Counties Indemnity Pool.

SECTION F   POLICY STATEMENTS

1.   To provide the Board and the UCIP management with direction for the recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skill levels, including open consideration of qualified applicants for employment.

2.   UCIP is an equal opportunity employer. UCIP will comply with Federal and State non-discrimination laws with respect to employment on the basis of race, color, national origin, sex, age, disability, religion or other protected status under State or Federal law. UCIP will comply with Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act and other applicable laws relating to non-discrimination in employment.

3.   Assuring that all dealings with applicants are conducted in compliance with all State and Federal law.

SECTION G PROCEDURES AND RESPONSIBILITIES

1.   Recruitment and Selection Process

a.   Hiring steps might vary across positions, but UCIP aims for a process that is equitable and effective in hiring qualified people. UCIP may follow these steps in the recruitment and selection process:

i.   Identify the need for a new job opening.

ii.   Decide whether to hire externally or internally.

iii.   Review job descriptions and write a job advertisement.

iv.   Select appropriate sources (external or internal) to post job opening.

v.   Decide on hiring stages and possible timeframes.

vi.   Review resumes.

vii.   Source passive candidates.

viii.   Screen and interview top candidates.

ix.   Run background checks and check references.

x.   Select the most suitable candidate.

xi.   Make an official offer.

b.   UCIP's hiring team may have different responsibilities, therefore, hiring steps may overlap or steps may be skipped when appropriate.

c.   Throughout the hiring process, UCIP will keep candidates informed.

2.   Background Checks

a.   UCIP may conduct background checks on final candidates in accordance with all State and Federal law.

b.   UCIP will ensure that candidates understand UCIP's intentions.

c.   UCIP will conduct a background check only with the candidates' permission.

3.   UCIP encourages referrals from staff, the Board and Members for open job positions. Referral bonuses are not allowed.

SECTION H REVISION HISTORY

1.   Adopted: April 21, 2022

2.   Amended: October 25, 2023

SECTION I   APPENDICES

1.   There are no appendices to this policy