

City of Milwaukee
Department of Employee Relations

**Guidelines on Conducting
Pre-Employment Background
Evaluations**

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Introduction

The City of Milwaukee conducts pre-employment background evaluations to determine candidates' suitability for employment. The purpose of the background evaluation is to verify candidates' qualifications, to confirm their areas of expertise and ability and to obtain and evaluate information regarding job performance characteristics such as honesty and reliability. Background evaluations may include a variety of components, depending upon the nature of the vacancy. The background evaluations conducted by the Department of Employee Relations (DER) primarily include the evaluation of State of Wisconsin conviction records prior to the certification of an eligible list; the DER may verify college degree(s) and licenses/certifications.

In addition to the services that the DER provides in terms of pre-employment screening, the City has a contract with a third party vendor called QuickSearch that provides a variety of background evaluation services **for a fee**. Departments utilizing QuickSearch's services **incur all associated costs** and must ensure that the information requested is applicable to the position in question. Because of the invasive nature of such evaluations, it is imperative to protect prospective employees' rights to privacy and to comply with all applicable state and federal laws.

Why should background evaluations be conducted?

Information gained through such an evaluation may reveal important information about the candidate and may prevent post-hire problems. Employers conduct background evaluations on potential employees for reasons such as:

Preventing a lawsuit based upon negligent hiring: Under the doctrine of negligent hiring, employers are held liable for the criminal acts of their employees. Conducting background evaluations ensures that employers are acting with due diligence to prevent the occurrence of such incidents as workplace violence or other safety or fiduciary issues.

Detecting false or inflated information: In order to ensure that the prospective employee meets the requirements for the job, it is important to verify candidate-provided information such as credentials, reason for separation from employment, actual position(s) held and periods of employment.

Complying with federal and state laws: Certain laws require background evaluations for anyone who works with children, the elderly or disabled individuals or for those requiring security clearances. Wisconsin's Caregiver Law requires background and criminal history evaluations of certain personnel who are responsible for the care, safety and security of children and adults. The law also requires covered entities to investigate and report incidents of misconduct (abuse, neglect or misappropriation of property). See full text at: <http://www.dhs.wisconsin.gov/caregiver/CBCprocess.htm>.

Preventing performance issues: A reference check may reveal issues that directly relate to job performance, such as the ability to work effectively with people and reliability.

Potential risks when performing background evaluations include the receipt of information that is irrelevant, taken out of context or inaccurate. During the selection process, requesting or utilizing information that is irrelevant or unrelated to the job for which the candidate is being considered may be illegal and may place the City at risk for potential litigation.

What are the components of a background evaluation?

The components of a background evaluation vary depending upon the nature of the position. Therefore, it is important to tailor the type of evaluation conducted to the position in question to ensure compliance with all applicable state and federal laws. The DER carries out certain components of a background evaluation prior to a certification of an eligible list. The hiring authority carries out other components as identified below, either independently or by utilizing the third-party vendor, QuickSearch.

Remember: All associated fees for using QuickSearch are the sole responsibility of the hiring authority.

Each employment candidate is required to electronically sign and date the employment application. By doing so, the candidate certifies that the information provided is true and complete, as indicated in the following excerpt from the employment application.

READ CAREFULLY BEFORE SUBMITTING: I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City position. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. Such inquiries may include, but are not limited to, the quality and quantity of my work, work record, qualifications, education and criminal records as defined above.

NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which I applied. I forever waive, release and covenant not to sue any person or organization as a result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality. A copy of this authorization shall be effective as the original.

I understand that only the information contained in this application will be considered when evaluating my qualifications for this job. I understand that I am required to submit a separate application for any other job that interests me.

Qualification and employment considerations at the City of Milwaukee are based upon the truthfulness, accuracy and completeness of the statements in the application. Falsification and/or omission of information are grounds for disqualification or dismissal. I am satisfied with the contents of this application.

This certification authorizes the DER and the hiring authority to conduct independent inquiries regarding the candidate's suitability for hire. If the hiring authority opts to use a third-party to inquire into the candidate's background and if that inquiry includes a credit check, a separate authorization is required by law under the guidelines of the Fair Credit Reporting Act. (See page 8)

NOTE: If the hiring authority finds any discrepancy between the information the candidate provided on the application and the information received in the course of the background evaluation, the DER must be notified as the candidate may be disqualified for falsification.

Employment History

DER reviews the employment history listed on the application to determine whether the candidate meets the minimum experience qualifications for the job. These determinations are based on statements made by the applicants **and are not verified during the screening process.**

Conviction Record

- DER conducts conviction record evaluations on all candidates before certifying an eligible list. **NOTE:** These conviction reviews include only State of Wisconsin convictions.
- The DER recommends that the hiring authority request conviction information independently or utilize the third-party vendor, QuickSearch, to provide conviction information. With the exception of the Department of Public Works, the conviction review information provided by QuickSearch is provided directly to the DER; the DER staff then makes the determination as to whether the conviction is substantially related to the job and informs the hiring authority accordingly. ***CAUTION:** All applicable state and federal laws must be followed when making a determination whether a conviction is substantially related to the position being filled. Refer to Attachment "B" for information on City Service Rule III, Section 8 and Rule VII, Section 8 regarding candidates' right to appeal disqualification from the selection process or removal from an eligible list if the conviction record is determined to be substantially related to the job.

Education and occupational license or certification verification

- The DER reviews applications to determine whether applicants meet educational and licensing/certification requirements. The DER may require applicants to provide college transcripts or proof of licensure/certification at the time of application.
- If not performed by the DER, the hiring authority should verify that a candidate **has the credentials** to meet the educational requirements. This can be done independently or by utilizing the third-party vendor, QuickSearch.

Driving Record

- The DER obtains driving records from the State of Wisconsin Department of Motor Vehicles (DMV) to ensure that candidates are in compliance with requirements for jobs that require a valid commercial driver's license.
- If not performed by the DER recently or prior to the certification of the eligible list, the hiring authority should independently verify or utilize the third-party vendor, QuickSearch, to verify driver's license requirements.

Credit History

- DER does not conduct credit evaluations.
- The hiring authority may conduct credit evaluations for jobs that have financial or fiduciary responsibilities, senior executive positions and/or those positions that have direct access to highly confidential information. Hiring decisions based solely upon credit history assume the additional burden of showing the business necessity and job relatedness of using the report to make said decision. A separate consent form is necessary to run a credit check. The Fair Credit Reporting Act (FCRA) has specific guidelines that employers must follow when using credit history in making a hiring decision.

Professional Reference check

The DER does not conduct professional reference evaluations; accordingly this function must be performed by the hiring authority. It is recommended that the hiring authority contact at least three professional references for final candidates, prior to extending a conditional offer of employment. One of the references should be a current supervisor or manager. A professional reference does not refer to family, friends or acquaintances. **NOTE:** Please see Attachment "A" for a sample Reference Check Form.

Social Networking Search (Facebook/Twitter)

The DER does not conduct social networking searches and it is recommended that hiring managers do not conduct social networking searches as part of a routine background check. Simply viewing a candidate's social networking site may provide subjective information regarding off-duty behavior that is not job-related and may unduly influence a hiring decision. For City of Milwaukee employment, this type of search is primarily used in the process of hiring protective services personnel or those requiring a high level of security clearance. **CAUTION:** Hiring decisions based upon information gained from social networking sites (visual or written information) take on the burden of showing the business necessity and job relatedness of using the information gained to make said decision.

What are the legal concerns regarding background evaluations?

Background evaluations are a necessary part of the hiring process; however, candidates and current employees do have a right to privacy as to the extent of the check and how the information gained is utilized. Caution should be taken to ensure that inquiries are job related and that the hiring authority has the consent of the candidate prior to executing a background evaluation. In addition to these “general” considerations, there are specific laws that must be followed concerning the use of information contained in certain records such as:

CONVICTION RECORDS: The Wisconsin Fair Employment Act (WFEA), Section 111.321, prohibits discrimination based upon arrest and/or conviction record. (Full text available at: <http://legis.wisconsin.gov/statutes/Stat0111.pdf>)

Arrest Records: Arrest record is defined as “information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.” With two exceptions, the WFEA prohibits an employer from making any inquiry, on an application form or otherwise, regarding a person’s arrest record.

The only two exceptions are inquiries about a charge that is still pending and inquiries when employment depends upon the bondability of the individual.

Conviction Records: Conviction record is defined as “information indicating that an individual has been convicted of a felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority.” The WFEA states that it is not employment discrimination to refuse to employ or terminate from employment any individual who has been convicted of any felony, misdemeanor or other offense(s) **ONLY** when the circumstances of the offense(s) substantially relate to the circumstances of the particular job.

In addition to the WFEA, Federal Law under Title VII of the Civil Rights Act of 1964, as amended, provides individuals the same type of protection against discrimination as the WFEA. Title VII states that where there is evidence of adverse impact, an absolute bar to employment based solely upon the fact that an individual has a conviction record is unlawful unless the employer can show that the decision was based upon business necessity by considering:

(Full text available at: http://www.eeoc.gov/policy/docs/convict1.html#N_1_)

1. The nature and gravity of the offense or offenses.
2. The time that has passed since the conviction and/or completion of the sentence; and
3. The nature of the job sought or held.

To ensure compliance with these laws and to provide consistency in the application of these laws, the DER uses a conviction review panel; this panel reviews all conviction records for candidates prior to their placement on the eligible list. Any conviction reviews performed by a hiring manager must comply with all state and federal laws. (See Attachment "B" for DER's guidelines on substantially related convictions.)

CREDIT REPORTS: The Fair Credit Reporting Act (FCRA) is a law that was enacted to protect the privacy and accuracy of information contained in a credit report. To be covered by the FCRA, the credit report must have been prepared by a consumer reporting agency (CRA) such as Equifax, Experian or TransUnion. The Federal Trade Commission (FTC) enforces the FCRA and has developed criteria that must be followed by employers that utilize credit reports for employment purposes such as hiring, promotion, reassignment, etc. FTC legal guidelines for employers are as follows:

(Full text available at: <http://business.ftc.gov/documents/bus08-using-consumer-reports-what-employers-need-know>)

Written Notice and Authorization Required

If a candidate's credit report is to be utilized for employment purposes, the hiring authority must first:

- Notify the candidate in **writing**, that a credit report will be utilized as part of the background investigation, and;
- Obtain the candidate's **written** authorization prior to requesting the report from a CRA.

Before releasing an individual's consumer report, the CRA will require the hiring authority to certify compliance with the FCRA and that the hiring authority will not misuse any information in the report in violation of federal or state equal employment opportunity laws or regulations.

Adverse Action Procedures

Before taking an adverse action based upon information obtained from a credit report, the hiring authority must give the affected candidate a pre-adverse action disclosure that includes a copy of the candidate's credit report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" — a document developed by the Federal Trade Commission (FTC). The CRA that furnishes the individual's report provides a summary of consumer rights. After the hiring authority has taken an adverse action, the hiring authority must give the individual notice -- verbally, in writing, or electronically — that the action has been taken in an adverse action notice. The adverse action notice must include:

- The name, address, and phone number of the CRA that supplied the report;
- A statement that the CRA that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and

- A notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

In any case in which information contained in a credit report is a factor in a hiring decision, even if the report information is not a major factor, the hiring authority must follow the pre-adverse action guidelines before rejecting the candidate.

Non-Compliance Consequences

There are legal consequences for employers who fail to obtain a candidate's permission prior to requesting a credit report or who fail to provide the pre-adverse and adverse action notice. Under the FCRA, individuals can sue employers for damages in federal court. A person who successfully sues is entitled to recover court costs, legal fees and punitive damages for deliberate violations of the FCRA. In addition, the FTC, other federal agencies, and the State of Wisconsin may sue employers for noncompliance and obtain civil penalties.

In Practice: The DER does not conduct credit evaluations. The hiring authority should only request credit reports for positions that have financial or fiduciary responsibilities, senior executive positions and/or those positions that have direct access to highly confidential information.

MEDICAL REPORTS/INQUIRIES: Title I of the Americans with Disabilities Act Amendment Act (ADAAA) prohibits private employers and state and local governments from discriminating against qualified individuals with disabilities on the basis of their disabilities. Under the ADAAA, an employer may require a medical exam to determine if the applicant is "fit" to perform the essential functions of the position. The ADAAA also specifies when an employer may make "disability-related inquiries," i.e., inquiries that are likely to elicit information about a disability. (*Full text available at: <http://www.eeoc.gov/laws/types/disability.cfm>*) Additional guidance regarding the ADAAA, interviewing and pre and post offer considerations is found on the DER's website in the ADAAA Policy and Compliance Manual, Section I (http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/ADAAA_WFEA_ComplianceManual.pdf).

- When hiring, an employer may not ask questions about disability or require medical examinations until after a conditional job offer is extended to the candidate.
- After making a job offer (but before the individual starts working), an employer may ask disability-related questions and conduct medical examinations as long as it does so for all individuals entering the same job.

In Practice: The City of Milwaukee requires candidates to pass a job-related medical exam and a drug screen, following the acceptance of a conditional offer of employment. This requirement is administered pursuant to all state and federal laws.

SCHOOL RECORDS: Under the Family Educational Rights and Privacy Act (FERPA), educational records are confidential and will not be released by the school without the adult-age student's written consent. *(Full text available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)*

In Practice: For City of Milwaukee jobs that have educational requirements (i.e. associate degree, bachelor degree, etc.) **the candidate may be required** to provide college transcripts at the time of application.

MILITARY RECORDS: Under the Privacy Act of 1974, military service records are confidential and can only be released under limited circumstances and with the written consent of the subject of the record(s). Inquiries not authorized by the subject of the records must be made under the Freedom of Information Act (FOIA), which allows for the full or partial disclosure of certain records maintained by the federal government. *(Full text available at <http://www.justice.gov/opcl/privstat.htm>)*

In Practice: For City of Milwaukee candidates who request military preference points, **the candidates are required** to attach form DD214 "Report of Separation" to the applications as proof of military service, by the application deadline.

When should a background check be conducted by the appointing authority?

The background check can be completed at any time after receipt of the names of candidates referred, but always prior to a conditional offer of employment. **NOTE:** Because of cost, it is recommended that the background evaluation be conducted on top candidates only.

What about temporary appointments, reinstatements, transfers, and promotions?

The hiring authority should conduct criminal background evaluations on temporarily or provisionally appointed employees, reinstated employees and employees promoted or transferred. Departments should also conduct reference evaluations on temporary employees and, depending on the circumstances, should consider conducting reference evaluations for reinstatements, transfers and promotions.

NOTE: All applicable laws and requirements pertaining to conducting background evaluations on new candidates also apply to current or returning employees.

What City Civil Service Commission (CCSC) rules apply if a candidate is disqualified based upon information included in the background evaluation?

Rule III, Section 8 and Rule VII, Section 8 provide for the disqualification of candidates and eligible based upon job-related factors, as well as the right to appeal those determinations.

If a department believes that a candidate's name should be removed from an eligible list due to a substantially related conviction or another job related reason that would disqualify him/her from employment in the position, the department must provide a letter to the Staffing Services Manager of the DER documenting the reason for the removal request and must include the underlying documentation that gave rise to the request. The DER Staffing Services Manager will determine whether the candidate's name will be removed from the eligible list. If the Staffing Services Manager determines that a candidate's name should be removed from an eligible list for a job-related reason, the DER notifies the candidate of the removal action and of his/her appeal rights, pursuant to the Rules of the CCSC.

Where should background evaluation documentation be filed and for how long?

Background evaluation documentation should be treated in the same manner that medical documentation is treated. As such, background check documentation should be kept in a confidential file, separate from the employee's personnel file. Access to this type of information should be restricted to a "need-to-know" basis.

The retention schedule for criminal background check related documentation is:

Candidates that ARE hired:

Date of Separation +8.0 years: then destroy under supervision (DUS)

Candidates that are NOT hired:

Date of Personnel Action +4 years: then destroy under supervision (DUS)

Although this schedule was created specifically for criminal background records, the hiring authority should follow this schedule for all background check-related records received from third-party vendor, QuickSearch.

Who can I contact if I have questions regarding these guidelines? Who can I contact if I have questions regarding the third party vendor QuickSearch?

You can contact Staffing Services Manager Kristin Hennessy Urban at x8643 (krurban@milwaukee.gov).

For additional information on hiring new employees:

See Attachment "C" or click here to view the Department of Employee Relations "Hiring Checklist" to ensure that all necessary steps are completed when interviewing and hiring new employees:

<http://city.milwaukee.gov/ImageLibrary/User/jkamme/Forms/>

ATTACHMENTS

Attachment A – Sample Pre-Employment Reference Check Form

****This is a non-exhaustive list that can be modified as needed based upon the type of position being filled****

Date of Reference Check: _____

Candidate Name: _____

Position Applying For: _____

Name/Title of Reference: _____

Company: _____

Contact Information: _____

The applicant is being considered for the following position _____. (Describe the duties of the position)

What position did the candidate hold in your company?

What were his/her dates of employment?

How long have you worked with the candidate and what was your working relationship?

What was the candidate's reason for leaving your company?

Please outline his/her position and main job responsibilities.

What do you consider to be the candidate's key strengths?

What would you consider to be his/her areas for improvement?

If candidate supervised/managed any employees, how would you describe his/her supervisory/management skills?

How did he/she get along with co-workers?

How would you describe the candidate's punctuality and reliability?

Can he/she handle pressure? Can you support this with an example?

How would you describe the candidate's ability to handle conflict?

How would you describe the candidate's ability to deal with confidential information?

Did he/she work as part of a team and if so, what contribution did candidate make?

What would you say was his/her biggest accomplishment while working at your company?

Theoretically, would you re-employ him/her?

Can you tell me the candidate's salary at the time of leaving?

Is there anything that I have not asked about that someone considering this person for a job should know?

Attachment B- Substantially Job Related Convictions Guidelines

Legal Basis

The Wisconsin Fair Employment Act (Wis. Stat. 111.321, 111.322, 111.335) prohibits discrimination based on conviction record unless the circumstances surrounding the conviction are substantially related to the circumstances of the particular job. The manifest intent of this statute is to encourage the employability and rehabilitation of the ex-offender while protecting the employer and the public against unreasonable risks.

Conviction record is defined under Section 111.32(3):

Conviction record includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority.

Section 111.335 of the Act allows employers to disqualify candidates based on conviction record when the conviction is substantially related to the job:

(c)...it is not employment discrimination because of conviction record to refuse to employ or license, or to bar or terminate from employment or licensing, any individual who: 1. Has been convicted of any felony, misdemeanor or other offense the circumstances of which substantially related to the circumstances of the particular job or license activity.

The nature of the substantially related test was determined by the Wisconsin Supreme Court in County of Milwaukee v. LIRC and Serbin as follows:

Assessing whether the tendencies and inclinations to behave a certain way in a particular context are likely to reappear later in a related context, *based on the traits revealed* is the nature of the test. What is important in this assessment is not factual details related to such things as the hour of the day the offense was committed, the clothes worn during the crime, whether a knife or gun was used, whether there was one victim or a dozen or whether the robber wanted money to buy drugs or raise bail money for a friend. All of these could fit a broad interpretation of "circumstances." *However, they are entirely irrelevant to the proper "circumstances" inquiry required under the statute. It is the circumstances which foster criminal activity that are important, e.g., the opportunity for criminal behavior, the reaction to responsibility, or the character traits of the person.* 139 Wis. 2d at 823-24. (emphasis added)

Determination of Substantial Job-Relatedness

The determination of whether a conviction is substantially related to a job requires a comparison of the essential functions, duties, and conditions of the job with the crime to determine if there is opportunity to engage in similar criminal behavior, to demonstrate a similar reaction to responsibility, or to demonstrate the character traits shown by the crime. Examples of job conditions that could be relevant, depending on the conviction, include access to confidential or sensitive information, degree of independence and responsibility, and degree of interaction with the public or with children.

The following examples demonstrate the substantial job-relatedness of crimes to jobs:

-A candidate with a conviction for theft and embezzlement who has applied for the job of Teller in the Treasurer's Office (a job involving cash handling, credit card number access and financial record keeping).

-A candidate with a conviction for possession with intent to deliver who has applied for the job of Code Enforcement Inspector I (a job involving fire prevention and building maintenance inspection of buildings around the City).

-A candidate with a conviction related to identity theft who has applied for the job of Vital Statistics Supervisor (a job with responsibility for administering and coordinating activities of the Vital Statistics Office including the proper registration and issuance of birth and death certificates).

Consideration may also be given to the time that has passed since the conviction and/or completion of the sentence as part of the determination of the substantial job-relatedness of an applicant's conviction(s).

When conducting the job-relatedness analysis, less weight may be given to an older conviction than a similar, more recent conviction. However, an older conviction that is particularly serious may still warrant the rejection of an application. These analyses are performed on a case-by-case basis.

Pending Criminal Charge

Under state law, an employer may suspend employment or refuse to employ a candidate if a pending criminal charge substantially relates to circumstances of a particular job or licensing activity. Therefore we propose to treat pending criminal charges as we treat convictions—determining whether the pending charge is substantially job-related. A candidate whose pending criminal charge is determined to be job-related would have a flag or hold placed next to his/her name on the eligible list. The person would not be referred to hiring departments for employment until the charge was dismissed or dropped. Persons convicted may be disqualified and stricken from the eligible list; the determination to strike an individual's name from the eligible list is subject to appeal, pursuant to the Rules of the CCSC.

Panel Determination

A two person panel of DER staff members determines whether a charge or conviction is substantially related to the job for which the candidate has applied, prior to certification of an eligible list. The panel will determine by consensus that the conviction record is or is not job related and reduce the basis of their findings and recommendation to writing. The panel will report its findings and recommendation to the Employee Relations Director or the Human Resources Staffing Manager for review.

Conviction Record Disqualification and Appeal Notice

If the conviction record is determined to be substantially job related, the candidate or eligible candidate will be notified that she/he is disqualified under CCSC Rule III, Section 8c or Rule VII, Section 8. DER staff will apprise the individual of his/her right to appeal the decision to the CCSC.

Hiring Checklist

The following steps should be completed when interviewing and hiring new employees:

- 1. Ensure that ALL candidates that you interview who are new to City employment sign the Pre-Employment Controlled Substances/Drug Test Requirement and Consent Form at the interview. These completed forms should be kept with your interview materials.
- 2. Provide the candidates at the interview with a copy of the Concentra "Authorization for Medical Examination and Pre-placement Drug Testing" form. Ensure that the title for the position being filled and the Physical Exam number have been filled in, and the components of the exam checked. Make sure the appropriate drug test type is checked, and the form is signed at the bottom. Also provide the candidate with "Donor Instructions." If you have any questions or comments regarding the exam components, please call Emily Keeley (Ext. 5456) before giving form to applicant for physical exam.

For positions requiring a CDL, also provide the candidates with the yellow "DOT Collection Site Intake form".
- 3. Verify the degrees, licenses or other credentials required for the position. Check their backgrounds to ensure that interviewees meet requirements. Check for any restrictions these individuals may have. Conduct a criminal background investigation. Contact Staffing Services Manager Kristin Hennessy Urban at x8643 (krurban@milwaukee.gov), if you have questions. It is recommended that you utilize the City's third-party vendor, QUICKSEARCH, in order to have a final background check performed; all costs associated with QUICKSEARCH's services are paid by the hiring department.

It is important to follow this procedure and to notify the Certification Section (see steps 4, 5.a. and 5.b.) to successfully implement the City's Drug Testing Policy. Your department head and your policy information coordinator have a copy of the City of Milwaukee Pre-Employment Drug Testing Policy.
- 4. Contact the Certification Unit (dercertification@milwaukee.gov), to confirm that this appointment is appropriate under the City Civil Service Rules before making a job offer.
- 5a. If your new hire is new to City employment, he or she must pass a pre-employment medical examination and a drug test before s/he is able to start work with the City of Milwaukee. **Send an e-mail to: hirenotify@milwaukee.gov immediately after you have an accepted conditional offer of employment to confirm that a job offer has been made & accepted, and that the new hire has been notified that they must take a pre-employment medical exam and drug test. The pre-employment tests must be taken within two business days of the date that the employment offer was accepted - be mindful of this when making a job offer. DER will send you an e-mail informing you that the candidate is ok to be hired once all of the exam results have been received.**
 - Candidates must **FIRST** go to Concentra for their pre-employment physical exam and then will need to go to Express Drug Screening to take the drug test. Express Drug Screening is located at 2525 N Mayfair Rd.
 - Express Drug Screening's hours of operation are M-F 7:30-4:30.
 - Candidates must arrive at Concentra no later than 1 p.m. to ensure that they will have enough time to make it to the drug testing site before they close.
- 5b. **For positions requiring a CDL:**
 - Contact Brian Hinkle at Ext. 2415 or E-mail (bphinkl@milwaukee.gov) **immediately** after you have an accepted offer of employment for positions requiring a CDL license to confirm that your new hire has been notified to report to a Collection Site for drug testing within two business days of acceptance. Brian will notify the DER as soon as he receives results of the drug test.
- 6. If your new hire is new to City employment, s/he must complete an electronic form I-9. This **MUST** be done just prior to their start date (within 3 days) or ON their first day of employment. They **MUST** complete this form; **it is a condition of their employment.**
 - Be sure to give your employee the I-9 instructions that are included in the pre-employment packet that you received from the DER; these instructions describe in detail the two-step process that the employee must follow to complete the requirement.
- 7. Verify Proof of Residency. **For nonresidents classified as Emergency Personnel contact Emily Keeley (Ext. 5456 or EAKeele@milwaukee.gov).**
- 8. Notify your payroll clerk of the new hire by including them on the HireNotify email (see 5a).
- 9. Provide the "Safety Orientation" form to your new employee on his/her start date and review the items with the employee. Indicate the employee's name, your name and the date of the session on the form. Provide a copy to the employee, and place a copy in his/her personnel folder.
- 10. Provide the "New Employee Orientation" form to new employees after filling in Date of Session. Contact Tiffeny Marsh (TLHanki@milwaukee.gov) to reserve a space for the new employee at that orientation session.