

WEBB COUNTY PERSONNEL POLICIES

2.11 Hiring Process: In addition to all other hiring criteria required by these policies, applicants seeking employment shall submit to a criminal background check and Employment Eligibility Verification (I-9.) After the Commissioners Court, Elected Official or Department Head, whichever is applicable, has completed its initial review and/or interview process, the finalists for the position will be required to submit to a drug and alcohol screening as arranged by the Human Resources Department. **All pre-employment drug and alcohol screening shall be administered through the Human Resources Department** The results ~~of all of these reports may~~ **shall** be used as part of the screening process to determine eligibility and suitability for employment.

5.07 Employee Conduct Violations:

Offenses related to Job Qualifications:

19. Fraud or **misrepresentation on a job application or resume submitted by an applicant regarding their qualifications, license to perform their work, work history, education and/or references made that are discovered will be subject to termination at any time**. If the employee is not qualified for the job position, the Human Resources Department shall have the authority to dismiss **any employee**.