

APPROPRIATE USE OF CREDIT HISTORY FOR EMPLOYMENT PURPOSES

SUMMARY

This procedure explains the appropriate use of credit history for employment purposes and exceptions to the procedure.

PROCEDURE

An employment applicant's credit history should be required only when such a history is substantially related to the duties of a position. Credit history and credit reports are not to be used routinely to screen applicants for County employment, promotions, and layoff actions.

Exceptions

This policy shall include exceptions for applicants and employees whose duties involve positions of public trust and for whom a credit history is job related, including positions:

- a) law enforcement, corrections, and fire rescue
- b) signatory power over public assets of \$100 or more per transaction
- c) management which involve setting the direction or control of County services
- d) access to personal or confidential information, financial information, or local, state, or national security information
- e) credit history is required by State or federal law or regulations
- f) credit history is otherwise substantially related to the position's duties

CONTACT(S):

Department/Division

Human Resources Department

REFERENCE DOCUMENT(S):

Resolution R-878-11