

APPLICATION AND EMPLOYMENT POLICY

HOW TO APPLY - To be considered for a position with Eddy County, we require applicants to complete our application form. It is our policy not to accept unsolicited applications and/or resumes. We only accept applications when there is a job opening available, advertised and/or posted on our "Job Openings" board. Only signed and completed applications will be considered. All positions are also posted with the New Mexico Department of Labor through the local Workforce Development Centers. We do accept faxed applications. All applications are held in the Human Resources Department until after the closing date of the application period; then they are processed with all applications received.

CITIZENSHIP/RESIDENCY POLICY - Eddy County hires only individuals who have a legal right to work in the United States. Some positions may have specific residency requirements; those requirements will be stated in the job specifications.

EQUAL OPPORTUNITY EMPLOYMENT - Eddy County does not discriminate in its employment practices or in its programs, services and facilities on the basis of race, color, national origin, religion, sex, physical or mental disability, sexual preference, marital status, age, gender identity, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era, except where sex or age is a bona fide occupational qualification.

DRUG & ALCOHOL ABUSE POLICY - Eddy County has established all County premises as a drug free workplace. The County will not permit employees to work, remain on County property or perform County business while under the influence of prohibited and/or controlled substances. The County will not permit employees or any other persons to use, possess, manufacture, sell or distribute prohibited and/or controlled substances at work, when on County premises, or on County business. The County has a drug and alcohol abuse policy that requires all employees to be tested pre-employment, post-accident, and random with reasonable suspicion. All safety sensitive employees and those that must comply with Department of Transportation Drug Testing Policy are subject to quarterly random testing that includes testing for both drugs and alcohol.

EMPLOYMENT STATUS

COUNTY EMPLOYEE - Any person, other than an elected official, working for and compensated by the County who is hired into a budgeted full-time, part-time, temporary, seasonal or special-hire position

PROBATIONARY EMPLOYEE - A full-time or part-time employee hired to fill a budgeted position that has not completed the designated probationary period. During this time the employee is “at-will” and may be terminated without recourse to Ordinance O-11-73.

FULL-TIME EMPLOYEE - An employee budgeted to work a minimum of 2,080 hours annually.

PART-TIME EMPLOYEE - An employee budgeted to work on a regular basis for less than 2,080 hours annually.

BENEFITS

EMPLOYEES ELIGIBLE FOR BENEFITS - Any person working for Eddy County, who receives compensation for services rendered to the County, who are on the payroll in a budgeted full-time or part-time continuous department position. Benefits for part time employees are limited.

- **MEDICAL, DENTAL AND VISION INSURANCE** - Eddy County pays 100% of the premium for health, dental and vision insurance coverage for eligible employees, and 60% of the premium for dependents. Health insurance coverage is available through Presbyterian Health Plan, Lovelace or Blue Cross/Blue Shield. Dental coverage is provided by Delta Dental and Vision is provided by Vision Service Plan. A more complete explanation of the coverage is available through the Human Resources Office.
- **LIFE INSURANCE** – Eddy County pays 100% of the premium for life insurance coverage for eligible employees in the amount of \$50,000 and dependents are covered at 60% of the premium: Spousal coverage: \$10,000; dependent children coverage: \$5,000.
- **ADDITIONAL LIFE INSURANCE** - Additional Life Insurance coverage is available to the employee. Amounts are from 1 to 5 times the employees’ annual salary with a \$400,000.00 cap. Premiums are based on age and amount of

coverage. Premiums are the responsibility of the employee.

- **SHORT AND LONG TERM DISABILITY INSURANCE** - Eddy County employees pay the premium (currently \$4.34 per pay period) for short and long term disability coverage.

- **EMPLOYEE ASSISTANCE PROGRAM (EAP)** - Eddy County provides an EAP to all eligible employees and their dependents. Work-Life Services is voluntary, confidential and available anytime of the day or night. The LifeCycle® Connect website has a collection of resources that include; Child Care, Elder Care, Educational Resources, Adoption, Legal and Medical/Health Resources, Financial Calculators, Resource Links, Assessment Tools and Interactive skill builders for management, career and home-life concerns.

- **RETIREMENT** - Eddy County is a member of the Public Employees Retirement Association (PERA). All County employees, except full-time students, as-needed, or temporary employees, must be members of PERA as a condition of employment. The general retirement plan is twenty-five (25) or thirty-years (30) depending upon PERA status. The detention officers' plan has a multiplier that allows retirement after 22-years 8-months, and the law enforcement plan is twenty (20) years. The County and the employee have contribution rates that are a percentage of the employee's salary for their retirement plan. In addition to the County's required match, Eddy County pays 75% of the employees share for those in the general plan and 57% of the employees share for those in the law enforcement/detention plan.

- **ANNUAL LEAVE** - Employees accrue annual leave with pay in accordance with the following years of full-time service:
 - 0 to 2 years: 80 hours
 - 2 to 5 years: 96 hours
 - 5 to 10 years: 120 hours
 - 10 to 15 years: 144 hours
 - 15 to 20 years: 168 hours
 - 20 or more: 200 hours

- **USE OF ANNUAL LEAVE** - Regulations concerning per pay period accrual, approval and use of accrued annual leave are covered in the County's Personnel Policy.

- **SICK LEAVE** - Employees accrue sick leave with pay at the rate of eight (8) hours per month.
- **SICK LEAVE USE** - Regulations concerning per pay period accrual, approval and use of accrued sick leave are covered in the County's Personnel Policy.
- **HOLIDAYS** - The County Commission approves holidays at its discretion during December of each year for the next calendar year. There are eleven and one-half paid holidays per year.
- **DEFERRED COMPENSATION** - County employees may participate in an additional deferred compensation program as a supplement to PERA retirement.

EDDY COUNTY APPLICATION FORMS

Some hints for completing our application are:

- Carefully read and follow all instructions on the application.
- Type or print clearly - do not write or print anything the reviewer cannot read.
- Complete all sections of the application. **Do not use "See Resume" in any section - fill it in.** You may attach a resume in addition to the application to clarify or provide additional relevant information.
- Eddy County is a drug free employer. Post-offer physical and drug testing is required for all positions as a condition of employment.
- Sign and date the application.
- Do not submit the application any department other than Human Resources located in the Eddy County Administration Complex or the Department of Labor Workforce Development Center.
- Make certain the "Release of Information Waiver" has been signed and notarized; we will not process an application without this form being complete.

Thank you for your interest in serving the citizens of Eddy County.