



ALLEGHENY COUNTY DEPARTMENT OF HUMAN RESOURCES

Policies and Procedures

Pre-employment Real Estate Tax Verification

Policy Number: Employment, #33

Date Issued: September 5, 2017

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- I. Purpose:** To ensure prospective Allegheny County employees comply with payment of real estate tax on real estate owned within Allegheny County.
- II. Scope:** This policy applies to all prospective full-time employees and other prospective employees as determined appropriate, including those considered for rehire.
- III. Definitions:**
- a. Prospective Employee:** Any applicant being considered for a full-time position or being considered for any other position determined to be within the scope of this policy, who has been extended and has accepted a conditional offer of employment.
 - b. Rehire:** Any applicant previously employed by Allegheny County who is seeking reemployment in a full-time position or who is being considered for rehire in any other position determined to be within the scope of this policy, who has been extended and has accepted a conditional offer of employment.
- IV. Policy Statement:** Allegheny County is committed to ensuring its employees comply with payment of real estate tax. Therefore, the Allegheny County pre-employment background check process will include verification of Allegheny County real estate tax status. Verification of status will occur only after a conditional offer of employment has been made and accepted by an employment candidate. No applicant may begin employment until he or she has been made a final offer of employment pursuant to meeting all hiring conditions.
- Allegheny County reserves the right to revoke a conditional offer of employment for any valid, non-discriminatory reason.
- V. Procedures:**
- A.** Allegheny County's personnel system is based on the principle that appointments and promotions of employees are made on the basis of merit. Every Allegheny County job announcement will state verification of Allegheny County real estate tax status will be completed as part of the pre-employment background check process. Applicants will be provided the following documents at the time of interview:
- A Notice of Rights Under the Fair Credit Reporting Act/Permission to Investigate Form
 - Real Estate Tax Verification Form

- Drug Testing Consent Form
 - Medical Testing Consent Form
 - A Summary of Rights Under the Fair Credit Reporting Act
- B.** After assessment of applicants' qualifications for employment is successfully completed, the hiring department will recommend a candidate for appointment. The candidate will be contacted and informed that the offer is contingent upon verification of real estate tax status and other required pre-employment screenings and checks. A written conditional offer of employment will be provided to the candidate.
- C.** The hiring department will forward the Notice of Rights Under the Fair Credit Reporting Act/Permission to Investigate form, Real Estate Tax Verification form and a copy of the conditional offer of employment to the designated person in the Department of Human Resources who will verify the forms are completed in their entirety. The Real Estate Tax Verification form will be forwarded to the Treasurer's Office to determine if the prospective employee has satisfied real estate property tax commitments to Allegheny County. The Treasurer's Office will forward resulting information to the Department of Human Resources for review.
- D.** If the inquiry reveals tax delinquencies, then within five days of receipt of the inquiry results, the candidate will be mailed a pre-adverse action letter informing him or her of the inquiry results along with a copy of the report and a copy of A Summary of Rights under the Fair Credit Reporting Act. The candidate will be given seven (7) business days to dispute the accuracy of the report or its completeness or to show evidence of action taken to address delinquent tax obligations. Based on the final determination made by the County, the candidate will be notified verbally and in writing of the status of the conditional offer of employment. If the candidate does not provide a written response within seven (7) business days, the hiring department may extend a conditional offer to another candidate.
- E.** The name of a candidate who successfully meets all pre-employment terms and conditions may be submitted by the hiring department, along with other documents and information related to the selection process, to the County Manager for review. All final offers of employment are contingent upon approval of the County Manager.
- F. Record Retention:** Allegheny County will retain records related to pre-employment background checks, including records related to verification of real estate tax status in accordance with the following schedule:
- For candidates not hired: Records will be maintained for two (2) years.
 - For candidates hired: Records will be maintained for seven (7) years after the employee separates from employment.
- VI.** Nothing in this Policy shall be construed as altering current Allegheny County/Department policies or procedures, collective bargaining agreements, or federal, state, or local laws requiring and/or permitting periodic background checks to be made of prospective and current employees.
- VII. Interpretation:** The authority for interpretation of this policy rests with the Allegheny County Director of Human Resources.
- VIII. Allegheny County reserves the right to change this policy at any time.**

IX. Attachments:

- a. A Notice of Rights Under the Fair Credit Reporting Act/Permission to Investigate Form
- b. Real Estate Tax Verification Form
- c. Drug Testing Consent Form
- d. Medical Testing Consent Form
- e. A Summary of Rights Under the Fair Credit Reporting Act
- f. Written Conditional Offer of Employment