



PERSONNEL POLICY 4

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CONDITIONS OF EMPLOYMENT

Effective Date: May 3, 2012

SECTION 1. Loyalty Oath: All employees are required to sign a loyalty oath as required by State Law.

SECTION 2. Employment Authorization: All employees are required to furnish evidence of compliance with the United States Immigration Reform and Control Act of 1986.

SECTION 3. Physical Examination: A physical examination may be required by the Department Head or Town Manager prior to an employee commencing employment. Such physical examination shall comply with applicable Americans with Disabilities Act requirements.

In addition to other aspects of the physical examination, testing for current/recent use of certain illegal drugs may also be required of all new employees as a condition of their employment. For further details see POLICY 23 – “Drug Free Workplace Policy.”

SECTION 4. Background Investigations: Prior to an offer of employment being made to any candidate for employment with the Town of Oro Valley, a background investigation shall be completed. Dependent upon the nature of the position, the background investigation may consist of a range of actions from simple reference checks to fingerprinting or other criminal background checks.