



COLLIN COUNTY

Human Resources
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DATE: December 1, 2015
TO: Commissioners' Court
FROM: Cynthia Jacobson, Director Human Resources
SUBJECT: **New Hire HR Pre-approval Policy**

The ability to fill open positions in a timely manner has a significant impact on the functions of and services provided by Collin County. In order to facilitate a more agile hiring process and reduce time to required to fill positions, HR is requesting approval from Commissioners' Court for a New Hire HR Pre-Approval policy.

Authorization to approve personnel appointments has historically been exclusive to Collin County Commissioners' Court. Under this policy, the HR Director will have the authority to pre-approve new employees and re-hires who are offered the minimum of their salary range, allowing them to start work prior to appearing on the Court agenda. These personnel will still be required to complete all steps in the Recruiting process before they may begin their employment.