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# City of Winder

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## EXECUTIVE DIRECTIVE 19-01

September 24, 2019

Subject: Applicant Credit Check

In order to ensure that the City properly screens all applicants and employment transfers, this directive shall replace Policy Section # 25.21*Credit Report* contained within the Recruitment, Selection, and Appointment Personnel Policy.

A credit report will be required for all applicants who are selected for employment with the City of Winder for a position that engages in handling funds, has access to secure data or equipment, has financial or auditing responsibilities, works in a safety sensitive position, or supervises staff. This includes applicants and existing employees who are transferring into an identified position. The review of this report will serve as a guideline for financial judgment and potential risk.

As a condition of employment for those positions identified, applicants will be required to consent in writing authorizing the City to perform a credit check.

The City shall review and consider the credit of applicants for the prior five year period.

"Bad debt" is defined as debt that has been referred for collection, has a balance past due more than ninety (90) days or has been written or charged off by the creditor. Bad debt *is* considered a risk if it exceeds twenty (20) percent of the salary for the position being filled, regardless of the time period in which the debt was incurred.

Bad debt is *not* considered a risk if the debt is for student loan obligations, or incurred through medical care for the applicant or their immediate family members or dependents.

If the credit check reveals that an applicant or transfer has bad debt the credit report will be reviewed by the Finance Director, Personnel Officer, and the direct Department Head to make a recommendation to the City Administrator as to whether the individual should be disqualified from the position.

The Human Resources Department shall send a written "adverse action notice" to applicants not selected.

The City of Winder complies with all federal and state law requirements for consumer and credit reports when information contained in the reports is used as a basis for taking adverse action against the individual. If a credit check on a current employee provides adverse information, the employee will be referred to the HR Department for review and resolution.

Donald Toms
City Administrator