

Pre-employment Conditions

Last Updated on 5/31/2024

- Pre-employment requirements are conditions or qualifications that individuals must meet before they can be hired for a job. These requirements vary depending on the nature of the job, industry standards, and legal regulations. These conditions can include, but are not limited to, medical exams, vaccines, and/or documentation that must be completed and provided to the City.
- The pre-employment conditions a new, rehired, or a current employee varies based on the classification the candidate is entering, though some pre-employment conditions apply to all candidates.
- Pre-employment conditions are included in the Conditional Offer Letter presented to a candidate at the time of a job offer. The offer is conditional until all pre-employment conditions are met as determined by the City of Sacramento.

Summary of Pre-employment Conditions

- The City completes a criminal history check, also known as Live Scan, after fingerprints are provided to the Department of Justice. This condition applies to all new hires to the City of Sacramento.
- Taking and passing a job-related, pre-placement physical and/or drug-screening panel.
 - This exam may be conducted by a City provided physician (cost covered by city) or with your primary care physician (candidate is responsible for cost associated with using their own physician).
 - Vaccinations for Hepatitis A and B, MMR, DTAP, Varicella may be required by state and/or federal regulation.
 - The Flu vaccine or Tuberculosis (TB) testing may be required by state and/or federal regulation.
 - Health screening requirements vary by classification.
 - A drug screening may be required by state and/or federal regulation or if a position has a life safety function.
- Proof of required education, certification, license and/or membership.
 - These requirements will be specified in the job posting and in the [classification specification](#). The types of acceptable documentation that can be provided to meet these requirements will vary based on the type of education, certification, license and/or other special requirements.
 - Education Requirement: acceptable proof of an education requirement can be found on the City's Applicant resources webpage under: [City of Sacramento's Proof of Education Requirement](#)
- CalPERS
 - Candidates must comply with CalPERS requirements related to employment after retirement. For more information visit CalPERS: <https://www.calpers.ca.gov/page/retirees/working-after-retirement>
 - If a candidate is separating from a CalPERS agency, or an agency with CalPERS reciprocity, the separation date must be effective prior to an effective hire date with the City of Sacramento; dates of employment are not permitted to overlap. Overlapping dates may have a significant effect on your retirement calculation. For more information visit CalPERS: <https://www.calpers.ca.gov/docs/forms-publications/change-retirement-systems.pdf>
- California Driver's license
 - Possession of a valid California driver's license may be required based on the classification and/or by law.
 - Classifications that require a Commercial Driver's license are required to register with the Federal Motor Carrier Safety Administration (FMCSA) and Drug and Alcohol Clearinghouse (Clearinghouse).
 - Out of State Applicants
 - If possession of a valid California driver's license is required for your classification, candidates must provide proof of a California driver's license within ten calendar days of relocating to California per the [California Department of Motor Vehicles](#). Failure to comply will result in immediate separation of employment.
- Salary Approval
 - Some exempt classifications may require their starting salary be approved by the City Manager.
- Work Permit
 - Applicants under 18 years old are required to provide a valid California Work Permit.

- All City of Sacramento employees must physically reside in the Sacramento region or have the ability to regularly report to a City of Sacramento physical worksite with little notice.
- Residency Requirement:
 - To provide citizens of the City of Sacramento with an effective response capability to emergencies, certain classifications, as noted in the classification specification, require an employee’s residence to be within thirty-five (35) air miles from the freeway interchange at W-X, 29th-30th Streets, Sacramento, CA. If your residence is outside the designated area, you will be required to move your residence within the designated area within one (1) year from the commencement of employment. Your residence will be required to remain within the designated area for the duration of your employment for your classification. Please refer to the Rule 13.3 of the Civil Service Board Rules & Regulations regarding this requirement at: <https://www.cityofsacramento.gov/content/dam/portal/hr/documentlibrary/CivilServiceBoardRules62012.pdf>

Additional Pre-employment Considerations

- Vacation Leave (First six months)
 - Per the City of Sacramento Charter- [Section 107](#), City employees are not allowed to use vacation leave for the first six (6) months of employment. Although employees are not permitted to be in absent without pay status without a qualifying reason, the City recognizes that newly hired employees may have a pre-scheduled need for time off before their vacation leave balance becomes available for use. Therefore, if you have a known need for time off within the first six (6) months of appointment, please inform the hiring department prior to your starting date for consideration for pre-approved leave without pay. Despite pre-approval of this, please note that your health and welfare contribution toward your benefits may be impacted if utilizing leave without pay.