



MICHAEL P. HEIN  
COUNTY EXECUTIVE  
COUNTY OF ULSTER

EXECUTIVE ORDER NO. 2-2014

REGARDING THE COUNTY'S EMPLOYMENT APPLICATION AND DIRECTIVE TO  
"BAN THE BOX" CONCERNING CRIMINAL HISTORY

WHEREAS, the County of Ulster is committed to recruiting a diverse and skilled workforce; and

WHEREAS, pursuant to Section C-25(B) of the Ulster County Charter, the Ulster County Executive has the power and duty necessarily implied or incidental thereto to "supervise, direct and control the administration of all departments" of the County; and

WHEREAS, Title XII of the Civil Rights Act of 1964 prohibits discrimination in a wide array of areas; and

WHEREAS, the federal Equal Employment Opportunity Commission (EEOC) has recommended, as a best practice, removing questions from job applications that create discriminatory barriers; and

WHEREAS, even a minor conviction is often a significant limitation in seeking gainful employment, and access to employment is a proven means of reducing recidivism that helps reintegrate individuals into and strengthen communities; and

WHEREAS, Ulster County wishes to safely remove barriers that impede otherwise qualified individuals from applying for employment with the County of Ulster, while still affirming the right of the County to deny candidates employment because their prior record may have a direct relationship to the job they are to perform or their employment would compromise public safety and property; and

WHEREAS, to promote fairness and opportunity, Ulster County shall "Ban The Box" on its employment application form which restructures the application process;

NOW, THEREFORE, I, MICHAEL P. HEIN, County Executive of the County of Ulster, in accordance with the aforementioned and in furtherance of my statutory duties, do hereby order and direct the following:

1. All applications for County employment shall be reviewed and judged on the qualifications presented, any applicable civil service standards and all pertinent laws and regulations.
2. The Ulster County Personnel Department shall inquire into and consider a candidate's prior criminal convictions only after the first interview, except as when otherwise required by law.
3. The Ulster County Personnel Department shall adhere to any County policy in place requiring an applicant for employment to submit to a background check including Local Law No. 14 of 2007.
4. This Executive Order shall take effect January 1, 2015 and shall remain in effect until otherwise superseded or revoked.

The County of Ulster



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Michael P. Hein, County Executive

Dated: December 16, 2014  
Kingston, New York