

Subject: PERSONNEL POLICY #26
CONDITIONAL EMPLOYMENT REQUIREMENTS

Choices In Community Living expects employees to meet and maintain conditional employment requirements as established by the Ohio Department of MR/DD and agency policy. Choices In Community Living requires applicants to meet certain requirements before considering them for employment. Candidates, upon receiving an offer of employment, must meet conditional employment requirements within the prescribed timelines. The agency will withdraw its offer of employment from those who fail to do so. The agency expects employees to maintain conditional employment requirements as outlined in this policy. If employees cease to meet conditional employment requirements at some time during their employment, Choices In Community Living will work with them to resolve the issue, whenever possible. However, the agency will expect existing employees to resolve the situation and meet conditional employment requirements within a specific period of time as designated by the agency. If employees fail to meet the conditional employment requirements within the specified period of time, the agency may suspend employees without pay or may realize no alternative but to terminate their employment.

Conditional Employment Requirements

Applicants must meet conditions 1 through 7 before the agency will consider them for employment.

1. Vehicle

Choices In Community Living requires employees to have and maintain a licensed and insured vehicle in good working condition that they can use for work, as needed, prior to employment. If, at any time, an employee is without a vehicle, the agency will allow a reasonable period of time for replacement or repair, if the employee's position permits, but will take disciplinary action up to and including termination if the situation is not resolved within a specific time period designated by the agency. The agency will compensate employees for use of their personal vehicle in accordance with its policies.

2. Proof of Insurance

Choices In Community Living requires employees to have and maintain liability insurance on their vehicles and to provide proof of such insurance prior to employment. Once employed, a current copy of your auto insurance policy must be kept on file. This

required information needs to be provided with each policy renewal or change to your insurance and/or anytime upon demand.

3. Ohio Driver License

Choices In Community Living requires employees to have and to present a valid Ohio Driver License prior to employment. This insurance must be maintained with a current copy on file at all times. Employees whose licenses are suspended or revoked at any time during employment must report this information immediately to their supervisors and/or human resources.

4. Driving Record

Choices In Community Living requires employees to have a good driving record, usually defined as less than four points in the last two years, supported by a motor vehicle report that the agency acquires at its expense with employees' consent. The agency will review this information prior to employment. Choices In Community Living expects existing employees to report driving infractions that they experience immediately to their supervisors and/or human resources.

5. Education

Choices In Community Living requires employees to have a high school diploma or equivalent. The agency requires employees with higher education or certification to provide documentation to support it as it relates to determining employees' starting wages. If Choices In Community Living discovers that an employee misrepresented his or her education, the agency will take disciplinary action up to and including termination.

6. Age

Choices In Community Living requires all employees to be at least 18 years old.

7. Proof of Eligibility to Work in the United States

Choices In Community Living requires applicants to provide proof of their eligibility to work in the United States prior to employment. This documentation may include a Passport or a Social Security Card or birth certificate with a Driver License.

Candidates must meet requirements 8 through 12 prior to employment or no later than their thirtieth day of employment. The agency will withdraw its offer or terminate employment of those who fail to do so.

8. References

Choices In Community Living requires candidates to provide no less than four references prior to employment: two personal references and no less than two employment references. The agency requires applicants to provide names, addresses, phone numbers and consent to verify references prior to employment. The agency will conduct reference checks and will terminate employees who deliberately provide false or otherwise incorrect information concerning places of employment, dates of hire and termination, rates of pay, positions held and reasons for leaving.

9. Background Check

Choices In Community Living requires candidates to submit to a background check conducted through fingerprinting prior to employment. A criminal record does not necessarily prevent employment; however, the agency is required by the Ohio Department of MR/DD to **comply** with certain guidelines as identified by the Ohio Administrative Code 5123:2-1-05 related to the nature of the employee's jobs.

The following background checks will be conducted:

- BCII (Bureau of Criminal Identification and Investigation)
- BCII and FBI for residents have resided in Ohio for 5 or less years
- Ohio Department of Health Nurse Aide Registry
- Ohio Department of MRDD Abuser Registry
- ARC and RAP BACK

Continued employment is contingent on satisfactory results of your background check in each of the aforementioned categories. **The agency expects employees to report arrests or convictions immediately to their immediate supervisors and/or human resources. If it has been determined that an employee has not disclosed an arrest and/or conviction made since his or her hire. The employee will face disciplinary actions up to and including termination.

10. Physical

Choices In Community Living requires candidates to complete a "fitness for work" physical prior to employment with a physician of the agency's choice at the agency's expense.

11. ~~Two-Step Mantoux Test~~

~~Choices In Community Living requires candidates to take a two-step Mantoux test prior to employment with a physician of the agency's choice. Candidates will submit evidence documenting negative results to the agency. Choices In Community Living requires employees to complete a tuberculosis evaluation annually and to see a physician of the agency's choice and at its expense if recommended by the evaluating nurse.~~

12. Drug Test

Choices In Community Living requires candidates to complete a drug test with a physician of the agency's choice and at its expense prior to employment.

Upon hire, employees will meet the following requirements within their first thirty (30) days of employment. The agency will suspend (without pay) or terminate employment if employees fail to complete these requirements within their first thirty (30) days.

13. Direct Deposit Certification

Choices In Community Living requires employees to have and maintain a checking, savings or credit union account and to provide proof of such into which the agency can deposit their paycheck.

14. CPR/First Aid Certification

Choices In Community Living requires all employees to acquire and maintain current CPR and First Aid certification and to provide supporting documentation. Choices In Community Living requires employees to acquire this certification within thirty (30) days of employment and/or before they work alone with the agency's clients. The agency will schedule and pay for the certification. The agency expects existing employees to renew their certifications prior to the expiration dates. The agency will monitor the dates, send notice to employees and provide certification opportunities at its expense. If employees fail to take advantage of the certification opportunities provided by the agency, Choices In Community Living expects them to schedule and pay for their re-certification and present documentation of such prior to the expiration date. Failure to do so will result in disciplinary action including immediate suspension without pay on the expiration date up to termination.

15. Delegated Nursing

Choices In Community Living requires employees to acquire delegated nursing certification within (30) days of employment and/or before they administer medications to clients. The initial training for those without previous certification (Course for residential employees beginning in October 2003) is 14 hours. The agency will schedule and pay for this certification. The agency expects existing employees to renew their certifications prior to the expiration dates. The agency will monitor the dates, send notice to employees and provide certification opportunities at its expense. If employees fail to take advantage of the certification opportunities provided by the agency, Choices In Community Living expects them to schedule and pay for their re-certification and present documentation of such prior to the expiration date. Failure to do so will result in disciplinary action including immediate suspension without pay on the expiration date up to termination.

16. New Employee Orientation

Choices In Community Living requires employees to attend a new employee orientation ~~within thirty (30) days of employment.~~ *Prior to working at programs.*

17. Training

Choices In Community Living requires employees to complete training within their first thirty (30) days of employment and annually thereafter as required by the agency and the Ohio Department of MR/DD and the agency including but not limited to the following:

- Fire Safety
- Evacuation
- Emergency Response
- ISP
- Client Rights
- Medication Administration
- Hazardous Chemicals
- Bloodborne Pathogens
- MUI/UI
- Abuse
- *As assigned*

18. Offenses:

As a condition of employment with Choices in Community Living, CICL requires that all candidates review the list of offenses and sign below that they have never been formally charged with, convicted of, or plead guilty to any of the offenses listed. **In addition, as an employee of Choices in Community Living you agree to notify the Human Resources Director immediately, but not more than three (3) calendar days after, if you are formally charged with, convicted of, or plead guilty to any of the offenses listed below.** If, while employed at Choices in Community Living, you fail to comply with this agreement, you are subject to discipline, up to and including termination.

List of Offenses

- (a) 2903.01 (aggravated murder),
- (b) 2903.02 (murder),
- (c) 2903.03 (voluntary manslaughter),
- (d) 2903.04 (involuntary manslaughter),
- (e) 2903.11 (felonious assault),
- (f) 2903.12 (aggravated assault),
- (g) 2903.13 (assault),
- (h) 2903.16 (failing to provide for a functionally impaired person),
- (i) 2903.21 (aggravated menacing),
- (j) 2903.34 (patient abuse or neglect),
- (k) 2905.01 (kidnapping),
- (l) 2905.02 (abduction),
- (m) 2905.05 (criminal child enticement),
- (n) 2907.02 (rape),
- (o) 2907.03 (sexual battery),
- (p) 2907.04 (unlawful sexual conduct with a minor, formally corruption of a minor),
- (q) 2907.05 (gross sexual imposition),
- (r) 2907.06 (sexual imposition),
- (s) 2907.07 (importuning),
- (t) 2907.08 (voyeurism),
- (u) 2907.09 (public indecency),
- (v) 2907.21 (compelling prostitution),
- (w) 2907.22 (promoting prostitution),
- (x) 2907.23 (procuring),
- (y) 2907.25 (prostitution),
- (z) 2907.31 (disseminating matter harmful to juveniles),
- (aa) 2907.32 (pandering obscenity),
- (bb) 2907.321 (pandering obscenity involving a minor),
- (cc) 2907.322 (pandering sexually oriented matter involving a minor).
- (dd) 2907.323 (illegal user of minor in nudity-oriented material or performance),
- (ee) 2911.01 (aggravated robbery),
- (ff) 2911.02 (robbery),

- (gg) 2911.11 (aggravated burglary),
 - (hh) 2911.12 (burglary),
 - (ii) 2919.12 (unlawful abortion),
 - (jj) 2919.22 (endangering children),
 - (kk) 2919.24 (contributing to unruliness or delinquency of child),
 - (ll) 2919.25 (domestic violence),
 - (mm) 2923.12 (carrying concealed weapon),
 - (nn) 2923.13 (having weapons while under disability),
 - (oo) 2923.161 (improperly discharging a firearm at or into a habitation or school),
 - (pp) 2925.02 (corrupting another with drugs),
 - (qq) 2925.03 (trafficking in drugs),
 - (rr) 2925.04 (illegal manufacture of drugs or cultivation of marihuana),
 - (ss) 2925.05 (funding of drugs or marihuana trafficking),
 - (tt) 2925.06 (illegal administration or distribution of anabolic steroids),
 - (uu) 3716.11 (placing harmful objects in food or confection),
 - (vv) 2905.04 (child stealing) as it existed prior to July 1, 1996,
 - (ww) 2919.23 (interference with custody) that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation occurred prior to that date,
 - (xx) 2925.11 (possession of drugs) that is not a minor drug possession offense as defined in this rule,
 - (yy) Felonious sexual penetration in violation of former section 2907.12 of the revised Code,
- (2) A felony of the Revised Code that is not listed in this list, if it bears a direct and substantial relationship to the duties and responsibilities of the position being filled;
 - (3) Any offense contained in the Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filled and the nature of the services being provided,
 - (4) A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States, if the offense is substantially equivalent to any of the offenses listed.

19. Falsification:

If Choices In Community Living discovers that an employee misrepresented or falsified information in their application or any other supporting documentation used to make the employment decision, or on any documentation utilized for payroll or account billing, the Agency will take disciplinary action up to and including termination.