

PERSONNEL POLICY

POLICY TITLE	PERSONNEL POLICY # 3 Employee Selection and Hiring Process
HEADER INFO - Adopted - Revised	Employee Selection and Hiring Process 9/2002 8/2004, 2/2006, 7/2015, 1/2020, 5/2021
RULE REFERENCE	
GLOBAL POLICY STATEMENT  (what and why)	<p>Choices In Community Living expects employees to meet and maintain conditional employment requirements as established by the Ohio Department of DD. Candidates, upon receiving an offer of employment, must meet conditional employment requirements within the prescribed timelines. CICL may withdraw its offer of employment from those who fail to do so. If employees cease to meet conditional employment requirements at some time during their employment, Choices In Community Living may work with them to resolve the Issue, whenever possible at the Agency’s discretion. 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 terminate their employment.</p> <p>Employment openings will be filled by applicants who, in the judgement of the hiring official best meet the requirements of the job. Decisions on employment will be made according to individual qualifications and abilities per agency statement on Equal Employment Opportunity.</p> <p>It is the policy of this agency to attempt to promote from within when a current employee by reason of skill, qualifications, prior conduct, work performance and reliability, in the judgement of the hiring official that he/she is the best qualified candidate for promotion to an available position.</p> <p>Positions are posted and any employee who wishes to be considered for a posted position should notify the human resources department.</p> <ol style="list-style-type: none"> <li>1. Transferee’s performance review must be satisfactory.</li> <li>2. The transfer will not cause undue wage/salary differentials unless mutually agreed upon by the employee and management.</li> <li>3. 6 months in current position</li> </ol> <p>The employer may assign any qualified employee to any position within the program in order to maximize services. These assignments may be temporary or longer term in nature so long as job requirements are fulfilled. The recruiting process may or may not be limited to internal prospects. Outside recruitment efforts may continue during this process to generate the best-qualified candidates.</p>

<p>GUIDELINES/PROCESS STATEMENTS (how)</p>	<p><b>The Selection Process</b></p> <p>Human Resources will review the applicants. All applicants will complete an employment application form. Candidates will be selected from applicant pool by the hiring official.</p> <p>Selected Candidates will be interviewed/screened by Human Resources and referred to the appropriate direct supervisor. The direct supervisor (and/or Program Director as appropriate) will screen candidates through a process that may include: program visits, staff and participant input, participant input, and interviews. The supervisor will give their finalist to Human Resources.</p> <p>Human Resources and supervisor will reach a consensus and a decision on whom to hire will be made. Salary and sign on bonus is determined by the Human Resource Department based on the person’s experience, education, training, and prevailing wage/salary structure of the agency.</p> <p>At times, the Executive Director may execute additional authority in instances where it is prudent to by-pass some and/or all of the selection process, when there exists a split decision or where it is necessary to ensure continued services by the agency.</p> <p><b>Hiring Procedures – Newly Recruited Employees</b></p> <p>Upon hire to employment, all applicants will give a written release to have their background checked in the following areas:</p> <ol style="list-style-type: none"> <li>1. Police records will be checked for criminal convictions and/or pleas of guilty.</li> <li>2. Driving records will be checked.</li> <li>3. Past work experience and employment/educational history will be checked.</li> <li>4. Background investigations, as required by section 5123.281 of the Ohio Revised Code and rule 5123:2-1-051 of the administrative code, will be conducted through the Bureau of Criminal Identification and Investigation (BCII) on all new hires and existing staff.</li> <li>5. If applicant has not been an Ohio resident for five years prior to application, then a FBI Report will be obtained and the applicant will be fingerprinted for the State of Ohio.</li> <li>6. Prior to employment, all applicants will be screened against the ARCS and Rapback enrollment process.</li> <li>7. Drug Screen</li> </ol> <p>Drivers of agency vehicles or personal cars on agency business will have in their personnel file:</p> <ol style="list-style-type: none"> <li>1. A photocopy of their driver’s license number and expiration date.</li> <li>2. A driver’s record check with the Bureau of Motor Vehicles. The result of this check must be acceptable to the agency’s insurance provider.</li> <li>3. A current copy of auto insurance.</li> </ol> <p><b>Conditional Employment Requirements:</b></p> <p>Applicants must meet conditions one (1) through eighteen (18) before the Agency will consider them having met the conditions for employment.</p> <ol style="list-style-type: none"> <li>1. <b>Vehicle</b></li> </ol>
--	--

	<p>Choices In community Living requires employees who are expected to drive their personal vehicles for CICL work to have and maintain a valid driver's license, insurance for the vehicle and keep the vehicle in good working condition.</p> <p>2. <b>PROOF OF INSURANCE</b> Choices In Community Living requires employees who are using their personal vehicle for agency work to have and maintain at least the State of Ohio minimum mandated liability insurance on their vehicles or any vehicle that they utilize in the work environment and to provide proof of such insurance prior to employment and with each policy renewal. Required information needs to be provided to the Human Resources department with each policy renewal or change to your insurance and/or anytime upon demand. If an employee is utilizing another individual's automobile or is covered under another individual's automobile insurance, the employee must be listed on the insurance policy as being covered by the policy. Damage to the vehicle is to be covered by employee's policy not CICL policy.</p> <p>3. <b>Valid Driver License</b> Choices In Community Living requires employees who drive for the agency to have and to present a valid Driver License prior to employment. A review of the employee's driving record will be made by CICL at time of employment is conditional upon meeting the requirements of DODD and CICL. A copy of the valid driver's license and current insurance must be maintained on file in the Human Resources department 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. Depending upon the circumstances and the impact it has on the employee's ability to fulfill the duties and responsibilities of their positions, an employee may be subject to discipline, up to and including termination for failure to maintain a valid driver's license.</p> <p>4. <b>Driving Record</b> Choices In Community Living requires employees to have a good driving record, usually defined as four (4) points or less in the last three (3) years, supported by a motor vehicle report that the Agency acquires at its expense with employee's 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.</p> <p>5. <b>Education</b> Choices In Community Living requires employees to have a high school diploma or equivalent or a valid DODD waiver. 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/her education, the Agency will take disciplinary action up to and including termination.</p> <p>6. <b>Age</b> Choices In Community Living requires all employees to be at least eighteen (18) years old or a valid DODD waiver.</p>
--	---

**7. Proof of Eligibility to Work in the United States**

Under federal immigration law, each employee hired must provide certain documentation and complete an "I-9" form demonstrating that he or she is authorized to work in the United States. Failure to provide such documentation in a timely manner will require discharge of the employee.

Should an employee subsequently become unauthorized to work, the law requires that he or she be discharged pending receipt of additional documentation demonstrating an extension of the authorization to work in the United States.

**8. References**

Choices In Community Living requires candidates to provide no less than (2) employment references. The Agency requires applicants to provide names, addresses, phone numbers and consent to verify references prior to employment.

**9. Background Check**

Choices In Community Living requires candidates to submit to a background check of state databases as defined by rule and conduct fingerprinting prior to employment. A criminal record does not necessarily prevent employment; however, the Agency is required by the Ohio Department of 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 (minimum):

- ARCs check which includes many of the following:
- BCII (Bureau of Criminal Identification and Investigation)
- BCII and FBI for residents who have resided in Ohio for five (5) years or less
- Ohio Department of Health Nurse Aide Registry
- Ohio Department of DD Abuser Registry
- Excluded Persons and Entities databases
- Sex Offender and Child Offender databases
- Service Administration System for Award Management Database
- Database of Incarcerated and Supervised Offenders
- ODPS Ohio Bureau of Motor Vehicles Ohio License/ID Verification
- Signature of Attestation Form
- Signature of Form to Notify Agency if criminal charges are filed
- Based upon an individual's experiences, additional resources may be accessed.
- Medicaid provider exclusion/suspension

All employees will be enrolled in the state "RAPBACK" system.

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/her hire; the employee will face disciplinary action 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 **nurse or** physician of the Agency’s choice at the Agency’s expense.

**11. Drug Test**

Choices In Community Living requires candidates to complete a drug test with a nurse or physician of the Agency’s choice and at its expense when employed.

**12. Direct Deposit Certification**

Choices In Community Living expects employees to have and maintain a checking, savings, credit union account **or** another form of loadable instrument, and to provide proof of such into which the Agency can deposit their paycheck.

**13. CPR/First aid certification**

Choices In Community Living requires all employees who provide client care 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 before they work 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 in conjunction with the employee will monitor the dates. The employee has a responsibility to inform their immediate supervisor and the Human Resources department prior to the expiration of their certification to schedule the necessary training to recertify. Additionally, Human Resources may send notice to the employee’s supervisor 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 the employee to schedule and pay for their re-certification and present documentation of such prior to the employee being allowed to return to work if the employee has been removed from the schedule. Failure to do so will result in disciplinary action including immediate suspension without pay on the expiration date up to termination.

**14. DELEGATED NURSING**

Choices In Community Living requires employees to acquire delegated nursing certification before they administer medications to clients. 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 in conjunction with the employee will monitor the dates, send notice to employee’s supervisor 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 or prior to the employee being allowed to return to work, if the employee has been removed from the schedule. Failure to do so will result in disciplinary action including immediate suspension without pay on the expiration date up to termination.

	<p><b>15. New Employee Orientation</b>          Choices In Community Living requires employees to attend a new employee orientation prior to working with the client.</p> <p><b>16. Training</b>          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 DD and the Agency including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Fire safety</li> <li>• Evacuation</li> <li>• Emergency Response</li> <li>• ISP</li> <li>• Client Rights</li> <li>* Medication Administration</li> <li>* Hazardous Chemicals</li> <li>* Blood borne Pathogens</li> <li>* MUI/UI</li> <li>* Abuse/Neglect</li> </ul> <p><b>17. Offenses:</b>          As a condition of employment with Choices In Community Living, CICL requires that all candidates review the list of exclusionary offenses and sign the attestation form that they have never been formally charged with, convicted of, or plead guilty to any of the offenses listed. <b>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.</b> 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.</p> <p><b>18. Falsification:</b>          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.</p>
<p>FORMS          Titles of forms</p>	
<p>TRAINING          Titles of training</p>	