

		Policy Number: ER-005
Subject:	HIRING PROCEDURES	
Section:	EMPLOYEE RELATIONS	
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<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Supersedes Policy Dated: 01/01/2004	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____ Board of Directors Initial: _____	
Cross Reference:		
Distribution:	All employees of Family Focus, Inc.	

PURPOSE:

To assure a consistent method of obtaining personnel to fill vacant staff positions at Family Focus Inc. and to also assure a quality new hire by thoroughly evaluating past work history, criminal background and personal references.

GENERAL INFORMATION:

The Director will notify Human Resources when they become aware of a vacant job position.

Family Focus only accepts applications/resumes when there is a posted position and all requirements for that position are met.

It is the policy of Family Focus Inc. to check employment references of persons being actively considered for employment. These reference checks shall cover the prior three employers or the previous two (2) years of employment, whichever covers the greater period of time. For applicants without prior work experience, character references will be contacted. The scope of the reference inquiry may be expanded when necessary to gain a clear impression of an applicant.

Family Focus Inc. is to procure the following background checks per State grant request every grant renewal year: (Though the State grant states employees are allowed to shadow staff and visit clients before all background checks are completed, Family Focus goes above those standards for the safety of our clients. Our policy is that Staff may not visit with clients until all the following background checks are completed.

- Finger Print-based National Criminal history (includes Indiana State Juvenile History) background check
- Indiana State Limited Criminal check
- Sex and Violent Offender Registry check

- Local Police/Sheriff records check (completed during limited criminal check and finger print check)
- Child Protective Services History check

For all positions, reference inquiries will be made by the Human Resource Department and must be recorded in the prescribed format.

All documentation required for the posted position must be reviewed and approved by the Human Resource Department before a prospective employee is offered the position.

The Director shall be responsible for evaluation of any derogatory information obtained and initiating any action necessary as a result thereof.

Family Focus is an equal opportunity employer. As required by law, equal employment opportunities will be available to all persons without regard to race, sex, age, color, religion, national origin, citizenship status, veteran status or disability. All disability situations are looked at individually, on a case-by-case basis. Family Focus takes into consideration the essential functions of the job for which the person is applying, and whether there is a need for reasonable accommodation available that would not cause an undue hardship on the company. Any accommodations made to bring a specific position in alignment of the ADA guidelines must first be deemed reasonable by a review of the Director and the Board of Directors.

PROCEDURE:

Positions to be filled will be acted upon by posting all non-supervisory and most supervisory positions for a period of not less than three (3) working days internally. The Director or the Manager of Clinical Operations will interview possible candidates from within Family Focus before considering applicants from outside the company.

Internal Placements

Candidates from within Family Focus will complete a "Request for Transfer" form that will be reviewed by the Director. If an employee transfer is accepted the transferred employee will usually begin his/her assignment on the first Monday of a new pay period. Beginning a job on the first Monday of a pay period will assure that the employee will earn the proper rate of pay for the time worked. This will also expedite the processing of paper work in the Human Resource department.

External Recruiting

If the Director does not find a qualified person from within the internal staff, the Director may request that the HR Department initiate external recruiting efforts such as advertising in area newspapers, recruiting efforts at colleges/universities, State Employment Services, local Veterans Employment office, and posting the position with an online service (e.g., Monster®, CareerBuilders®, etc.). If it is apparent that there are no qualified applicants among existing Family Focus employees, outside recruiting may be undertaken simultaneously with the job posting.

Reference Inquiries

Reference checks will be made by mail and will be initiated by the Human Resource department utilizing the same form and will include a signed release from the applicant. The completed form(s) including the Interview Summary(ies) shall be attached to the person's application for employment and shall be reviewed prior to the offer being extended and, as appropriate, by the Director. All such records become part of the employee's personnel file and will be retained with the application. For persons not hired, this information will also be filed in the Human Resource department.

New Employees

When a person has been hired, the Director will send the new employee to Human Resources department with a completed Action Form that has the employee's name, position, address, telephone number, social security number, birth date, rate of pay, scheduled hours, start date and home cost center. At this time, the new employee pre-employment meeting with Human Resource will be scheduled. At the pre-employment meeting the applicant will be scheduled for a new employee physical, drug screen and fingerprinting. At the pre-employment meeting the applicant will complete the new employee paperwork, and give copies of all licensure, certification, and diplomas from highest level of education to the Human Resource department for the employee file. The employee will also be given a copy of their job description and a employee handbook. If possible, the new employee will begin on the first Monday of a pay period.