

RECRUITING, APPLICATION AND HIRING POLICY

PURPOSE

To establish the authority and responsibility of the Human Resource Department (HR) in recruiting and hiring employees, and to maximize company efforts and resources in selecting the most qualified candidates.

SCOPE

This policy applies to the recruiting and hiring of employees for all positions within LADD programs.

POLICY

It is the policy of LADD to fill all employment vacancies in a timely and efficient manner, to meet the needs of the people served with the employees who are the most qualified and best-matched candidates to carry out the job responsibilities, including the people served in the process.

STANDARDS

When personnel vacancies occur, Management will notify the Human Resources Department (HR). HR will place job postings using an Applicant Tracking System, social media, the LADD website, program postings, advertisements, and community events. Applicants are sent to the company website to apply for employment. In the event that the online application system is not working, potential employees can fill out a paper version of the application through the HR Department.

HR will conduct an applicant search from the applications received in the Applicant Tracking System (ATS) to select candidates to fill all open positions. Guardians and/or the person served may select or suggest a preferred applicant. The applicant is required to follow LADD's Recruiting, Application and Hiring Policy.

HR will complete internal and external postings as needed for job vacancies and available hours using the most efficient method deemed necessary to secure a qualified candidate. This may include website postings, job fairs, newspapers and employment boards etc. It should be noted that occasionally, based on business needs, some positions may not be posted as deemed appropriate by the Executive Director.

PROCEDURE

Application and Candidate Selection

Employment applications are accepted online via the LADD website, www.laddinc.net, and clicking on 'Join Our Team'. LADD utilizes multiple resources to obtain applications.

1. When applicants click on 'Join Our Team', they will read the minimum requirements and summary of benefits that LADD has to offer. They will review the Job Description/Job Essentials, and the Mission/Vision/Values of the company. They then proceed to complete the online application if they choose. The application requests information on minimum requirements, and references.
2. If the position requires a degree, an official transcript from college or university must be obtained. An official transcript is a certified, tamper-proof record of academic history, including courses, grades, and degrees. An official transcript is issued in portrait format and contains the seal of the college or university and the signature of the college or university Registrar. This is done through written or electronic confirmation of credentials (including degrees) from college/university to HR. Copies of credentials provided directly by employee do not meet the primary source verification requirement.

3. HR will review all applications in the online applicant database, select candidates to make initial contact based on location/company needs, and contact the applicants. Notes are entered within the database that include dates of contact, eligibility, and conversations. The application status is updated. Applications are kept in the online database and only printed if the applicant is hired. Supervisors also have the ability to review applications received to their specific job posting(s), and can contact candidates directly, and make notes to keep HR updated should they choose to make the initial contact.
4. HR (or the Supervisor), will conduct a phone interview or in person interview to validate candidates meet minimum requirements, ask questions regarding their application, and to determine whether this industry would be a good fit for them. If yes, HR will send the Supervisor/Manager an email about the candidate for them to set up an in-person interview at the location with the people needing staffing support. In times of staffing shortages, HR can interview and hire directly at the office without sending potential employees to the program.
 - a. When the interview is conducted at the program, the candidate will meet the Supervisor and/or Manager, the people they will be supporting, and complete an interview process using a standardized questionnaire developed by HR, which includes the people who are being served as recommended by the Home and Community Based Services rules. If HR is to proceed with hiring the candidate, the Supervisor will present to the candidate a Conditional Job Offer, Background Authorization, and ORR form to be completed by the candidate. These documents along with the interview questions will be sent to HR as part of a pre-screening process.
 - b. When hiring directly is conducted at the office, the candidate will meet with - HR to complete the Conditional Job Offer, Background Authorization and ORR form.
 - c. When hiring directly is conducted after completing the phone screening interview, HR sends the Conditional Job Offer for the correct county, Background authorization and ORR form to the candidate via email.
5. HR will contact the candidates we are to proceed to hire. If the candidate is not a good fit for the program, HR will attempt to send the candidate to another program for a potential fit. If the candidate is not a good fit in general, HR will contact them to let them know that we will not be proceeding at this time, and an email from the applicant tracking system will be sent to the candidate to confirm that they are not being selected at this time.

Conditional Job Offer

1. HR will present the candidate with the following: keep in mind A, B, and G may have been done at the interview:
 - a. Conditional Job Offer Criminal History Authorization Form; includes authorization to run motor vehicle reports using their driver's license, OIG, CHAMPS, SAMS, Nurse Aid check, and other contractual required reviews.
 - b. I9 Employment Eligibility Verification
 - c. Ability to meet Job Description and Job Essentials Acknowledgments with or without accommodations
 - d. Fingerprinting Information/Authorization Form; for individuals working in a Licensed Care Home.
 - e. Office of Recipient Rights Clearance
 - f. First Aid/CPR, Recipient Rights and Mandt Requirements/Acknowledgement
 - g. Communicable Disease/TB Screening
 - h. TB acknowledgment ** only signed if employee needs TB testing based on information from the Communicable Disease/TB screening.
 - i. Pre-employment Physical,
 - j. Consent for Hepatitis B Vaccine

2. HR completes the following Pre-Employment Screening as a part of the conditional job offer to determine if the candidate is Fit for Work:
 - a. Criminal History Report; accessing the State Police database for iChat, and reference Michigan Workforce Background Check Legal Guide, the MSA 14-31 and MSA 14-40 Bulletins, the PIHP Criminal History Screening Policy for any findings to ensure we can proceed.
 - b. Motor Vehicle Report (MVR); the applicant must also present a valid driver's license.
 - c. Office of Inspector General (OIG) and other regulatory required checks.
 - d. E-verify I9; checked based on SSN, Birth Certificate or Work Authorization
 - e. OIG, MVR, Medicaid Michigan Sanction Provider List, SAMS and Office of Recipient Rights abuse and neglect.
 - f. Michigan Public Sex Offender Registry, National Sex Offender Registry, Central Registry (CR) check for anyone who works directly with children.
3. Fingerprinting is scheduled for all licensed programs (must be completed within 10 days of hire). The Human Resource Director will review all adverse results from the Pre-Employment Screening process regarding employment eligibility, applicant rights, **and LADD responsibilities. Copies are given to candidates where applicable according to the Fair Credit Act.**
4. Once the applicant passes all available conditions of employment with favorable results, they are sent for:
 - a. Pre-employment physical; Physical Form sent with the applicant.
 - b. Tuberculosis Test (TB) should the communicable disease/tuberculosis screening questionnaire warrant it, must be read within 10 days of hire date.
5. Provided the candidate passes all initial screenings, they will attend New Hire Orientation.
6. HR call references on the application if the candidate did not bring them. If necessary, obtain additional reference information to ensure we have three references on file.

New Hire Orientation

1. Complete the entire hire packet. The employee must sign and date all forms, including the New Hire Orientation Training Sheet. Management signs where applicable. At the end of this policy is a list of all forms (see Employee File Contents at the bottom of this page), which should be included in the personnel file.
2. HR welcomes the new employees to LADD, goes through an introduction to get to know the employees, and then takes their picture for an ID Card. HR will then go through a PowerPoint presentation focusing on key Policies and Procedures, pay periods, and other important information. They are given an ID and password to access the New Employee Training on the LADD website. They are also provided a separate ID and Password for the web-based time and attendance system.
3. While the employee is completing their online training, HR will schedule them for all applicable training, including Mandt, CPR/First Aid, Recipient Rights, and then document on the New Hire Intake Checklist.
4. The new employee will be registered in the CHAMPs system with MDHHS by HR; approval may take 24 hours or beyond, depending on what is found in the employee's record. If there is a delay, LADD will work with the employee to assist them in contacting Provider Enrollment to determine the outcome.
5. HR will give the new employee a LADD Training System Test pack folder, with a copy of the New Employee Training Sheets.
6. The Employee's start date is the date of hire even though they may not start in the program until a later date. The start date for their NHOII LADD Training System (In-Program Training) may also be different from their hire date.
7. HR will complete a Hire Intake with all of the scheduled trainings and provide to the new employee while reviewing dates, times, locations. This form also has contact information for the

employee, Manager and Supervisor. The form is then emailed to the Manager, Supervisor and Regional Director. The Manager and/or Supervisor is to contact the employee within 24-48 hours to welcome them to LADD and go over the Hire Intake to ensure they understand where they are to be and when.

8. Although HR has given the applicant the times and locations of training, it is the responsibility of the Manager and/or Supervisor to ensure the employee understands their training schedule.
9. HR sends notifications and reminders of upcoming training for Mandt, CPR/FA, and Rights via Scomm in the electronic health record system. After the orientation, HR enters the time the employee began and completes orientation on their electronic timecard.

After New Hire Orientation; Area Supervisor

1. The Area Supervisor will use the Hire Intake as a working document to track progress on new employees. They will work with HR and the Quality Improvement /Training Department to ensure the completion of all required training within the required timelines.
2. Management will follow the LADD Training System Plan and turn completed New Employee Training Sheets and Test pack into HR. HR will email a calendar reminder to the Manager and Supervisor with the completion due date. The Manager will meet with the Area Supervisor to review the LADD Training System Test pack. The Area Supervisor will turn in the completed Test pack and the completed Hire Intake to HR to be scanned into HRIS system and filed in the employee file.

Promotions:

1. LADD will endeavor to fill new job opportunities from among its current employees provided, within LADD's judgment, a qualified person is available. LADD will strive to promote the best-matched individual, based on demonstrated ability to assume greater responsibility. At the same time, LADD may need to recruit and hire outside the company to attract an individual who will best match a particular opening. LADD also reserves the right to make interim promotions or appointments pending a decision to fill a vacant or newly created position without undergoing the hiring process. To be considered for promotion, employees should follow the instructions on the job posting. If the position requires a degree, an official transcript must be obtained and provided to HR (See Applicant and Candidate Selection section, #2 for official transcript details).

Rehire of Previous Employees

1. The Director of HR and the Director of Operations and Development (DOD) must approve all potential rehires. DOH will review the personnel file, Corrective Action tab in electronic time keeping system, and any other pertinent information, then request feedback from Regional Directors.
2. If approved, and the rehired candidate exited the company within less than one year, they will be scheduled to meet with a member of HR to sign the Rehire Acknowledgement Form, a Conditional Job Offer and other forms listed below:
 - a. Criminal History Authorization/Denial of Criminal History
 - b. OIG Check
 - c. Nurse Aid check
 - d. Medicaid Michigan Sanction Provider List
 - e. SAMS Clearance
 - f. Job Description/Essentials
 - g. Official Transcript (if applicable and not previously obtained)
 - h. Annual Health Status and Ability to Meet Job Essentials Review
 - i. Communicable Disease TB Screening TB acknowledgment ** only signed if employee needs TB testing based on information from the Communicable Disease TB screening.
 - j. Copy of driver's license

- k. State and federal tax forms
 - l. Wage Payment Acknowledgement and Consent Forms
 - m. Complete any other forms or online training as necessary that may have changed during their absence.
 - n. Michigan Public Sex Offender Registry
 - o. National Sex Offender Registry
 - p. Central Registry (CR) check for anyone who works directly with children
3. If the rehire candidate has been absent for more than 1 year, they will complete an entire hire packet and go through New Hire Orientation. If a rehire left on good terms, gave a minimum of 2 weeks' notice and worked or covered shifts throughout the 2 weeks, will rehire following the chart below:
- If a rehire left on good terms, gave a minimum of 2 weeks' notice and worked or covered shifts throughout the 2 weeks, will rehire following the chart below:
- o 0 to 5 years previously with LADD and left in good standing will be rehired at the 1-year pay rate above
 - o 5 plus years up to 10 years with LADD previously & left in good standing will be rehired at the 2- year payrate
 - o 10 years plus with LADD previously and left in good standing we be rehired at 3-year payrate.
 - o Flex-time will begin accruing immediately at the date of rehire, eligible to use after 90 days. All other benefits based on new date of hire. Rate may increase annually; rate is cumulative years of service and for payrate only.
4. The NEW start date (the most current date they began working for us again) will be the date for annual evaluations, or the benefits the company gives. For payroll purposes, a second date must be entered. Years of service must be full years only, not years and months. (For example, 3 years and 4 months would equate to 3 years.)
5. Any employee who leaves the company without notice would start at the lowest new hire rate and lose all years of service.
6. HR will review training records to determine whether recertification is necessary, and schedule them for training based on contractual requirements; Mandt, Recipient Rights, and CPR/First Aid.
7. If the rehire was not registered and approved in CHAMPS, HR will walk them through the process. HR will assist in reassociation in CHAMPS of all rehires.
8. HR will confirm whether Training was ever completed; if not, staff will be required to complete the full LADD Training System. If there are existing Toolbox or LADD Training System certificates that were completed, the staff will require a LADD Skills Demonstration Checklist only at the program where they will be based. HR will communicate this to designated members of management at time of rehire

PERSONNEL FILE- Blue Tab.

- 1. Receipt of the Code of Conduct/Employee Handbook Acknowledgement
- 2. New Employee Information Form
- 3. Application- includes Shift/County Request Release of Information Pre-Employment Evaluation. Completed prior to checking references
- 4. Reference checks (3)
- 5. Employee Responsibility of Funds
- 6. New Employee Insurance and 403 B Plan Acknowledgement
- 7. Job Description- signed
- 8. Job Essentials- signed
- 9. Official Transcript (if applicable)
- 10. Corporate Structure- Chain of Command and Job Description- signed
- 11. Employment Release- Audio/Video and Website Authorization. (Scan copy to IT)

12. Emergency Contact Information and Sizes form
13. Conditional Job Offer
14. Third Party Accessibility Release
15. Hire Intake Acknowledgement
16. Attestation Notice/Receipt of Privacy Notice
17. Pre-In-service Training Form

DISCIPLINE/EVALUATION-Red Tab

1. All discipline and evaluations

PAYROLL FILE-Green Tab

1. Authorization for Deductions
2. Direct Deposit form
3. Status Change Form

TRAINING FILE-Yellow Tab

1. Training Certificates (Annual & Semi Annual)
2. CPR/First Aid Certificate
3. MANDT Certificate
4. Recipient Rights Certificate
5. New Employee Training Certificate
6. LADD Training System Test Pack
7. Employee Training Sheets
8. All other training

MEDICAL FILE-Blue Tab

1. Physical (copy)
2. Communicable Disease/TB Screening; TB Test results only if the employee was sent to the clinic for a TB test based on the information from the Communicable Disease/TB screening.
3. Drug Screen, only if a test was completed due to reasonable suspicion while on shift.
4. Consent for Hep B Vaccine
5. Workers Comp Info
6. FMLA Info
7. Yearly Health Status Form

CONFIDENTIAL FILE- White Tab

1. W-4 (state & federal)
2. Drivers License & Social Security Card
3. Car Insurance if applicable
4. Criminal History Authorization
5. Criminal History/Record check Results
 - a. Fair Credit Reporting Act letters based on above
6. Motor Vehicle Results
7. OIG Results
8. ORR Results via email/mail
9. SAMS Results
10. Nurse Aid check results
11. Medicaid Michigan Sanction Provider List
12. Fingerprinting confirmation and background checks.
13. Fingerprinting Results Letter

Separate Book at Corporate Office

1. I-9 Document (Ex: DL & SS Card)

