

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Recruitment and Employment

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Originating Department: Human Resources

Approved By:



PURPOSE:

To establish recruiting, hiring and retention guidelines that comply with all federal, state and local laws and/or regulations attracting and retaining the most qualified and talented employees. Tender Care Medical Services, Inc (TCMS) will look to fill positions with internal candidates based on competencies and performance but does not guarantee to transfer or promote any employee.

POLICY:

Employee Requisitions: An employee requisition which describes the position, employment status, salary, recruiting sources, and impact on the PPEC site scope of services and staffing patterns) for new and replacement positions must be submitted by the Administrator and/or HR Manager to the Corporate Talent Acquisition Specialist for consultation and approval by the HR Director. Positions being added must be approved by the CEO.

Position Descriptions: A job description must be developed by the hiring Administrator and/or HR Manager. Each applicant must be given a copy of the Position Description and affirm that he/she is able to perform the essential functions of the job, with or without reasonable accommodation.

EMPLOYMENT APPLICATION/INFORMATION:

An employment application must be completed by each applicant considered for a position. If a resume or other documents are submitted instead of the Employment Application, this information should be attached to the Employment Application.

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ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES:

In compliance with the Americans with Disabilities Act (“ADA”) and other applicable state and local laws, TCMS does not discriminate against individuals with disabilities in the terms, conditions and privileges of employment. A disabled individual is qualified for a job if he/she can perform the essential functions of the job with or without reasonable accommodation(s). EEOC regulations provide that the “essential functions” of a job are the fundamental duties.

The following factors characterize “essential functions”: (i) the reason the job exists is to perform that function; (ii) there are a limited number of employees among whom the performance of that function can be distributed; or (iii) the function is highly specialized so that the holder of the position is hired for his/her expertise or ability to perform the function.

For guidance in determining whether a reasonable accommodation can be provided, if requested, it must be discussed with the HR Director and Chief Executive Officer.

In compliance with the Pregnant Workers Fairness Act (PWFA), TCMS does not discriminate against individuals with known physical or mental limitations related to pregnancy, childbirth, or related medical conditions. An individual is qualified for a job under the PWFA if they can perform the essential functions of the job with or without reasonable accommodation(s). An inability to perform the essential function is allowed for a temporary period of time under the PWFA so long as the essential function can be performed in the near future. Any accommodation (s) to perform essential functions are interactive and must be reasonable.

The Administrator/HR Manager in conjunction with the Talent Acquisition Specialist and the HR Director should determine if applicants are qualified and can perform all essential job functions (with or without reasonable accommodation).

CANDIDATE INTERVIEWING:

The Talent Acquisition Specialist interviews and verifies that the applicant meets the minimum qualifications for the position based on the job description. Applicants who meet the qualifications will be referred to and scheduled for an interview and placed on the hiring leader’s calendar.

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EMPLOYMENT OFFERS:

The Talent Acquisition Specialist (TAS) in conjunction with the hiring Administrator will determine a salary offer based on the guidelines of TCMS compensation program. An offer letter should include the job title, salary and anticipated starting date.

All offers are contingent on satisfactorily meeting the pre-employment screenings including an AHCA level two background check, primary source verification, criminal history check, verification of education, driving history record, etc. and not to be construed as an employment contract or alter the “at will” employment with TCMS.

Falsification, misrepresentation or omission of education, job experience, licensure, criminal record, driving record, being barred or restricted in any way from working in the position will be immediately terminated.

VISA SCREENS:

Federal immigration law requires certain healthcare professionals who are in the United States on a nonimmigrant visa to obtain a “*Health Care Worker Certificate*” or “*Visa Screen Certificate*” as listed below:

- Registered Nurses, Licensed Practical Nurses
- Occupational Therapists
- Physical Therapists
- Speech Language Pathologists and Audiologists
- Medical Technologists/Clinical Laboratory Scientists
- Physician Assistants
- Medical Technicians/ Clinical Laboratory Technician

LICENSE, REGISTRATION AND/OR CERTIFICATION CHECK:

Professional License, Registration and/or Certification. All applicants must have a valid current license, registration, certification if required for the position, in order to be considered for employment. The status of an applicant’s professional license, registration and/or certification must be verified by TAS. Additionally, before a conditional offer of employment is made, an inquiry with the issuing entity whether any sanctions or other disciplinary actions have been taken against the applicant must be made.

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Driving History Check: Employees are not allowed to use any type of vehicle to transport children or property on behalf of TCMS without a satisfactory driving history check. If an applicant applies for a job that includes such duties, a driving history check must be initially conducted and annually.

RE-EMPLOYMENT OF FORMER EMPLOYEES:

(Refer to Recall/Rehire policy A.6)

SITE ORIENTATION:

An Administrator/Supervisor or designee should ensure an appropriate site orientation for the newly hired employee is conducted on the starting date of the new hire.

RETENTION:

Administrators/Supervisors should visit at least weekly with newly hired employees to be sure they understand their jobs, have all the tools necessary to do their jobs, and can ask any questions they may have relative to job performance. On or about Day 30 and Day 90, each Supervisor must ask the Day 30 Employee Follow-Up questions (Form __) and Day 90 each supervisor must ask the Day 90 Employee Follow-Up questions (Form ____). Employee responses should be recorded on each form. Supervisors should provide feedback to employees based on the Employee's answers and suggestions. When complete, these forms must be forwarded to Corporate Human Resources. A copy may be filed in the employee's personnel file on site.