

PROCEDURE NO. 4-10-14

ISSUED: 06-14-99

REVISED: 12-24-24

REVIEWED: 12-24-24

SUBJECT: Hiring and Employment

PURPOSE: To carry out the mandate of the Human Resource Policy No. 4.
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Commitment Statement - The organization is committed to selecting, developing and promoting employees based on individual ability and job performance. It has been, and shall continue to be, the policy of this organization to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religious creed, sex, national origin, ancestry, marital status, age, physical disability, sexual orientation or Veteran status.

This commitment effects decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunity for promotion, training, and development, transfer, assignment of shift and other privileges of employment.

It has been, and shall continue to be, the organization's commitment to maintain a working environment free of sexual harassment and intimidation. It is further the commitment of the organization to comply with the letter and spirit of applicable local, state and federal statutes concerning equal employment opportunity.

Missouri is described as an employment "at will" State. This means, in order to be considered in any status other than an employee "at will", an employee must allege a contract specifying a definite term. What this generally means is that a non-government employee may quit or be dismissed without cause at any time; in other words, there is an employment of indefinite duration, terminable at the will of either party. This organization is an employment "at will" organization.

General Rules

1. The equal employment opportunity commitment statement shall be shared in writing, to all employees and all levels of management, including supervisors through the Employee Handbook which is shared with all employees electronically.
2. Federal and state government non-discrimination posters, as well as the organization's EEO statement, shall be displayed permanently in conspicuous locations where notices to employees and applications for employment customarily are placed.
3. The organization shall evaluate its statistical position on employment of protected groups to ensure full compliance with federal and state law.
4. Organization activities, employee organizations and facilities at all locations shall be on a non-segregated basis.
5. All personnel actions, including, but not limited to, compensation, transfer, promotion, demotion, termination, layoff and return from layoff shall be administered on a non-discriminatory basis.
6. Any established incidents of discrimination or sexual harassment by any employee will result in immediate

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disciplinary action, including possible termination. It shall further be the responsibility of every employee to bring to the attention of the Human Resource Director or designee any evidence of discrimination or sexual harassment so the matter can be investigated and appropriate action taken.

7. Questions on all pre-employment forms and during pre-employment interviews shall be designed not to reveal race, color, religious creed, sex, national origin, ancestry, marital status, age, physical disability, sexual orientation or Veteran status (e.g. questions will not ask for color of hair or eyes, membership in organizations that would reveal religious creed, etc.)
8. Qualified female and minority recruiting sources are to be used whenever possible to stimulate applicant flow of females and minority group members, and to correct any under-representation of these groups which have been identified especially at professional and Leadership levels.
9. Recruitment sources authorized to refer applicants should be advised orally and in writing of the organization's commitment to equal employment opportunity.
10. All organization employment recruitment advertisements shall include the phrase "An Equal Opportunity Employer" or "EOE".
11. A record or log of all applicants for employment, including reasons for rejection, will be retained electronically. A record of job placements, including promotions, transfers, demotions, lay-off and terminations with reason shall be retained for a minimum of three (3) years. Records pertaining to discrimination complaints filed with federal or state agencies shall be retained separately from the personnel file and preserved until such complaint is fully and finally disposed of and all appeals or related proceedings terminated.
12. Employment records of all employees shall contain: Application form, job assignment data; updated educational record; promotion and wage rate increases; secondary skills; performance appraisals; disciplinary actions; tax and benefit related information; authorized salary withholding information.
13. The organization shall annually complete the Equal Employment Opportunity Employer Information Report (EEO-1). This form will be consolidated by the Office of Human Resources for reporting purposes.
14. The organization will take appropriate action to ensure that the rights of individuals to file complaints, receive information, or participate in an investigation, public hearing, or other activity related to equal employment opportunity law, will be respected and not interfered with in any manner.
15. Any manager or supervisor receiving formal EEO charges should immediately notify their respective C-Suite team member.
16. The ultimate accountability for these commitments and rules rests with the Chief Executive Officer of the Organization who has designated the respective C-Suite team member as accountable for implementation.

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HIRING - All employee applicants will be considered in accordance with the organization's EEO statement.

All employee applicants shall complete an official organization application form.

Official organization application must be completed online. Upon receipt of application, Human Resource personnel will pre-screen all applications to determine if the applicant is qualified for current vacancies. Once the application has been pre-screened, Human Resource personnel will conduct employer and/or personal references including contacting the employee referral source. If unable to verify references, Human Resource personnel may conduct a thorough pre-screen interview to determine if applicant is qualified. Upon completion of the reference checks, if applicant is not selected for an interview, the applicant will receive a notification through the HRIS system of their application status. If the applicant is considered eligible for employment, a copy of the application is forwarded to the appropriate supervisor and an interview is scheduled. Individuals supported should have the opportunity to meet and interview top potential candidates prior to being offered conditional employment. This information should be noted on the applicant assessment form.

If the supervisor selects the applicant to begin organization orientation program, he/she will note it on the Applicant Assessment form and inform Human Resource personnel. The candidate is then given instructions for completing a drug test and told this must be completed within 3 business days. When the Human Resource office receives the results of this drug test, a Conditional Job Offer (CJO) is sent to the applicant. Once they CJO is accepted by the applicant they will then receive an email with onboarding instructions. The CJO will also outline the required background screening information that is required prior to the position being offered to him/her. This information includes a criminal background screening, credentials of education and a copy of the applicants driving record. I-9 documentation must be submitted to the HR office within 5 business days of initiating the onboarding process. These items may include driver's license, social security card, passport and/or birth certificate. If these deadlines are not adhered to, the employment offer may be retracted.

Background Screenings – The following background screenings of personnel will be conducted upon hire and throughout employment:

- a) Credentials – An original High School Diploma/GED or College Degree must be provided prior to beginning the orientation process. Within 30 days of hire, an official transcript must be submitted to the Human Resource Office. These documents are provided from the original primary source and the Human Resource personnel will verify the authenticity by the seal and/or stamp located on the document. If there is any concern regarding authenticity, the educational facility will be contacted by Human Resource Personnel.
- b) Criminal- A Criminal background screening is submitted and results received prior to the first day of employment and on an annual basis thereafter through the Department of Health and Senior Services. This includes searching records maintained by MO State Highway Patrol, MO Dept of Social Services, MO Department of Elementary and Secondary Education and the MO Department of Mental Health. Offenses identified as part of the criminal background process that are disqualifying crimes pursuant to Section 630.170, RSMo will be reviewed by the Human Resource Director and the applicant will receive notification that the position offered has been recanted based on the results of the criminal background check. A copy of this notification will be kept on record in Human Resources. If results identify disqualifying crimes that are eligible for an exception, the Human

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Resource department will send a notification to the applicant that the offer of employment has been withdrawn at that time, however, we will provide instructions to the applicant if they wish to request an exception through the Department of Mental Health Exceptions Committee, pursuant to section 630.170, RSMo. These background inquiries will be conducted on all employees (including contracted), volunteers, and student workers and shall be done within 2 working days of offer and before first day of employment and contact with any individuals served. Any lesser convictions will be considered based upon the DMH guidelines of allowable offenses.

- c) National Criminal Background – A national criminal background screening is completed online prior to the first day of orientation.
- d) Drug Test are completed at a local collection facility and results are provided to Human Resources electronically via email.
- e) Reference Checks
- f) Driving Records are obtained by the applicant and the original driving record with the raised seal is provided to Human Resource personnel.
- g) Health Screening. Any employee with a positive tb skin test must turn in paperwork to Human Resources proving that they have had treatment and a chest x-ray for their positive tb test. If treatment is refused, Woodhaven will require a signed statement from the employee's primary care physician stating that they are safe and do not pose a health risk to the individuals supported or co-workers. This documentation will be required annually for the employee record or until treatment has been completed.

All information and results obtained from background screenings will be time stamped with the date they are received and will be reviewed solely by Human Resources and kept confidential, stored in the secure employee files.

Generally applicant begins orientation at this time.

All new hire employees must complete the Abuse and Neglect test prior to having any contact with individuals supported.

Employee's progress in training period will determine if recommendation for continued employment and salary increases are made by supervisor.

All new Woodhaven employees will serve a 6-month introductory period and may receive an increase during their quarterly/annual reviews depending upon how they were rated on their Performance Appraisal. (See Incentive Compensation Procedure No. 4-10-31 for guidelines)

REHIRES - If an employee leaves employment and later is rehired, the amount of time in the first period of employment will be counted toward seniority only if the absence was twenty one (21) days or less. This will apply to all status employees (Full Time, Part Time, On Call). The Human Resources Department will determine if an employee who

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leaves the organization voluntarily or is terminated will be eligible for rehire with the organization.

JOB DESCRIPTIONS - Each employment position will have a job description which includes qualifications, brief description of responsibilities and specific job duties. Each job description will be approved by the respective Department Head of the position prior to issuance. Each employee is expected to perform the job functions and responsibilities as outlined in the job description. Job descriptions will be reviewed annually and revised as necessary. Employees will review their job description on an annual basis when receiving their annual performance appraisal.

PROMOTION - Any employee may request to be considered for a position that would be considered a promotion if they meet minimum qualifying criteria.

Employee obtains Transfer/Promotion Request form, completes it and presents it to the office of Human Resources. Office of Human Resources personnel shall notify involved supervisors. Involved supervisors may make recommendations to HR Director for all promotions.

The Department Head shall make final decision and notify office of Human Resources of decision for notification and processing. The supervisor who is in charge of the vacant position interviewed for will notify the employee of their offer.

Employees considered, but not promoted will be notified by the supervisor as to reasons provided as to why they were not selected for the position.

ACCESSIBILITY - SELECTION OF HOME COORDINATOR - Program Manager may talk with family members or representatives of the individuals supported to establish an idea of the extent of input they desire to have in the selection of Home Coordinator. The individuals supported will be given the opportunity to participate in the selection process of staff who will be working for them. This is an outcome measurement goal and data will be reflected in the annual outcome measurement report.

A Human Resource representative will pre-screen all applications for Home Coordinator positions. Qualified candidates meeting criteria will be sent to Program Manager for an interview. The individuals supported and/or their family members or other representatives may be offered the opportunity to participate in the interview process. (This may be done as a second interview subsequent to an initial interview held by the Program Manager, particularly when a large number of candidates exist for one position). Prior to the Program Manager offering a candidate the Home Coordinator position, the Chief Operations Officer (COO) will conduct a 2nd interview. Once this has been completed, if the COO is in agreement, the Program Manager will make the offer.

SEPARATION

Voluntary Separation - As an employee in an "At Will" employer organization, you may voluntarily separate from employment at any time.

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Non Exempt Employees – Non Exempt Employees who are eligible to use ETO at the time of resignation, are required to give a minimum of a two-week written notice of resignation in order to be eligible for payment of their ETO balance. If proper notice is given, hours in their ETO balance will be paid at their current rate. The employee's supervisor will complete a closeout evaluation. The balance will be paid at the time they receive their final paycheck.

Exempt Employees – Exempt Employees who are eligible to use ETO at the time of resignation, will be expected to give a minimum of 30 days written notice prior to leaving employment of Woodhaven and establish a transition plan for the completion of work assignments with their supervisor 48 hours after submitting their resignation. This is required before ETO balance will be paid. Any exception to this procedure may be made at the discretion of the Chief Executive Officer or respective C-Suite team member. The employee's supervisor will complete a closeout evaluation. Any ETO time due will be paid at the time they receive their final paycheck.

The Program Manager will submit an internal interview assessment form of all interviews to the HR department following the completion of the interviews. Documentation should also be maintained of all involvement and feedback from individuals supported or their representative members. Copies of this documentation may be maintained and shared with those having need or use for the information

CORRECTIVE ACTION - Progressive discipline or corrective action in most cases is a multi-step process of warnings coupled with opportunities for employees to correct unacceptable behavior (see guidelines in your supervisor's office or office of Human Resources).

All employees, with the exception of those in their first six month introductory period, shall have the right to appeal within 72 hours to the respective C-Suite team member or Chief Executive Officer a recommendation for involuntary separation prior to the involuntary separation being executed. Employees recommended for involuntary separation may be placed on unpaid suspension status during the appeal process. If the respective C-Suite team member or Chief Executive Officer does not proceed with the involuntary separation, the employee may be reinstated with no loss of pay or benefits. If the recommendation for termination is upheld, the employee may forfeit all Earned Time Off (ETO). Employees will receive all correspondence and communication from the Office of Human Resources during the involuntary separation and appeal process.

An Employee in Good Standing – is an employee that has a satisfactory six-month or annual performance appraisal with no suspensions or disciplinary actions and has fulfilled the expectations identified in their performance appraisal plan.

Involuntary Separation (Termination) - All involuntary separations will be done in compliance with all State or Federal laws. All recommendations for termination will be made to the respective C-Suite team member or Chief Executive Officer

Process for Leaving Employment

Employees are expected to resolve all payroll, benefits (ETO), reimbursement, etc. issues prior to their separation of

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employment from Woodhaven. Due to the amount of time it requires administrative support personnel to research and resolve such issues as identified above after an employee leaves the organization, the following action will occur:

Effective December 1, 1996 employees will be ineligible for personal reimbursement payments from Woodhaven thirty (30) days after their separation of employment.

All employees who submit a resignation are encouraged to schedule an exit interview with the office of Human Resources. Any concerns addressed may be used to further improve the working relationships within the organization.

Approved by: _____
Human Resource Director

Date: _____