

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA161

NAME: NEW HIRES AND EMPLOYEE JOB REQUIREMENTS

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	05/23/2023	BY: HR Manager
(LAST) REVIEW DATE:	05/25/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. PURPOSE

To outline pre-hire requirements and on-going employment checks, as well as outline expectations of staff regarding proof of meeting job requirement qualifications.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

A. Position Requirements and References

When staff are hired for a temporary, full- or part-time position, they must meet the requirements for the position and have three (3) references by people other than family members. A past Supervisor will be the preferred reference whenever possible.

B. Criminal Background Checks

They must also have a criminal background check completed prior to hire and annually thereafter. Items found on the background check will be discussed with the employee/potential employee. Any findings for a current employee may subject the employee to termination depending upon the severity of the incident, charges presented and length of time from the last relevant charge. (Example: A conviction of embezzlement when applying for a financial position may be cause for extra consideration before hiring the same individual.) Employees that disagree with the charges may contact the reporting agency. Current employees are expected to report conduct that results in criminal charges immediately. The CEO has the final decision on deciding when enough time has passed between incidents and whether the Agency is interested in still employing the individual.

C. Degree and Licensure

Clinical staff must present evidence of degree and licensure as required by the position on or before their first day of work. A grace period may be granted to submit licensure, during this timeline the staff may not bill or work outside of their current validated credentials. Staff must adhere to the timelines/offer letter to submit credentialing or termination may be recommended. It is preferred that Master level and Bachelor level clinical staff obtain a MCBAP plan within 90 days of hire.

D. Primary Source Verification

Primary Source Verification occurs upon hire/interview and annually thereafter. If at any point during the employment process an issue regarding licensure is found, it will be required to be resolved prior to

continuing to provide services or starting employment. Licensing issues should be reported by the staff immediately, in writing, to HR.

E. Agency Credentialing

Staff are required to provide proof of credentialing as requested by HR. When a professional license expires, staff are expected to give copies of their new license to the HR Department immediately. The HR department will request copies within 30 days of expiration. Updates on timelines of obtaining the license are required when these notices are received. Temporary verification of active licensure may be obtained through LARA to continue services until the physical license is received.

F. MDDHS/Sex Offender Check

If a person will be working with children, they are required to obtain a MDDHS/Sex Offender check and a background check annually.

G. Required Training and System Set Up

Upon hire, a New Hire Orientation Schedule will be created by Human Resources and distributed to the new staff and those included in the training schedule. This acts as a guide for the new staff to help navigate the first two (2) weeks and outlines required trainings. Supervisors are responsible to ensure that the schedule is followed, and trainings are completed. They will need to coordinate with the appropriate parties if rescheduling is required. Orientation forms must be submitted to Human Resources no later than 30 days of hire. Supervisors will need to complete the New Hire Staff IT Form prior to entrance of the new staff, completion should occur when a vacancy is posted but is required to be completed within a minimum of three days prior to the new staff's start date.

IV. ATTACHMENTS

V. REFERENCES: New Staff IT Form (On Agency webpage-under HR/Staff Resources)