

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.02

SUBJECT: EMPLOYMENT HIRING PROTOCOL

DATE REVIEWED/REVISED: 7/75, 9/05, 3/16, 11/18, 5/20

POLICY STATEMENT:

RVCC strives to hire the best qualified applicant for every position while adhering to federal CLAS standards that dictate staff diversity will reflect the agency's client population demographics.

PURPOSE:

To outline the required steps for hiring an employee

PROCEDURE:

1. Applicants for employment shall be evaluated on the basis of factors necessary to the job for which they are being considered. These factors include, but are not limited to, the following:

Education - Applicants for those positions which have a minimum educational level requirement in a specialized course of study must meet that requirement. For positions which do not have a specialized course of study requirement, education as it may reasonably relate to the applicant's skills necessary to perform the job also may be taken into consideration.

Experience - When considering prior experience, the quality of work, the work record, and the accomplishments of the applicant will be considered in relation to the job being filled. The reason for leaving previous employment and the length of each prior employment also are factors which will be evaluated.

Health - The applicant must undergo the job-related pre-employment health examination as required in Policy P10.04 - Employee Health Policy.

References - References will be checked and evaluated with respect to experience, education, character, and other factors which are determined to be relevant to the position.

Personal Appearance - The personal appearance of the applicant must meet generally acceptable dress and personal appearance standards established by RVCC. It is expected that the applicant and the applicant's clothing will be clean and free of odor and that hair, mustaches and beards be neat, groomed and trimmed. See Policy HR10.17 - Personal Appearance.

Character - Good character is an important consideration because the public served by RVCC judges it more by the attitude and manners of its employees than by any other single factor. Character will include, but not be limited to, such considerations as integrity, dependability, and punctuality. Evaluations of an applicant's character will be made on the basis of information available at the time of interview and information which may become available in checking references.

2. RVCC management will consider a former employee for employment on the same terms and conditions as any new applicant. If the decision is made to employ a

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former employee, it will be with the understanding that the individual begins as a new employee, subject to all the same requirements as are all other new employees.

3. Any offer of employment from RVCC is conditional. A post offer Criminal Offender Record Inquiry (CORI), satisfactory report and Excluded Parties Database from both state and federal Office of the Inspector General (OIG) Exclusions Database, and positive references from employers or individuals listed as references on the prospective employee's application for employment must be received. If applicable, proof of current licensure from the Massachusetts Professional Registry also must be received from the State Division of Healthcare Quality, Department of Public Health. RVCC is also responsible for independently verifying licensure for people working in positions that require state licensure.

If, in the sole discretion of RVCC, the prospective employee does not receive a positive CORI check, OIG check, Professional Registry check (if applicable), or positive references, the offer of employment will be withdrawn.

4. RVCC complies with applicable Federal and State laws. Violations of these laws can result in the loss of grants and payments for services.
5. Applicants for employment shall be considered for employment without regard to race, creed, color, national origin, sex, sexual orientation, age, religion, physical or mental handicap, marital, military, veteran's status, or any other classification protected by applicable law.
6. No person under 16 years of age shall be hired in any capacity. This is consistent with Federal and State laws.