

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.23

SUBJECT: CERTIFICATION, REGISTRATION, LICENSING and ADVANCED DEGREE

DATE REVIEWED/REVISED: 11/98, 2/03, 3/16, 11/18, 5/20

POLICY STATEMENT:

If an employee's position requires a valid certification, registration, license or advanced degree to perform the work they are assigned, he/she must meet all requirements mandated by law or regulation as a condition of hire or continued employment. If the employee's legally required certificate, license or registration is revoked, the employee will be terminated.

RVCC will not knowingly employ any individual whose professional license has been revoked or suspended or excluded from participating in any federal or state programs.

This policy applies only to certifications, registrations and licenses required by law. It does not apply to certifications issued by various professional societies or associations.

PURPOSE:

To insure that all employees have the legal certification, registration, license or degree required to do their job.

RESPONSIBILITY:

It is the employee's responsibility to make sure that the certification, registration or license is current and valid. It is the responsibility of the Department Manager, in conjunction with the Human Resources Department, to assure this is accomplished and recorded.

PROCEDURE:

The following must be accomplished in order to maintain accurate records of a newly hired employee whose position requires a valid certification, registration or license:

1. The Department Manager will provide the Human Resources Department with the appropriate information.
2. The Human Resources Department will record the certificate, registration or license number, date issued and expiration date.

At the time of expiration of an employee's certification, registration or license, verification that renewal has been received must be obtained by the Department Manager and forwarded to the Human Resources Department prior to the expiration date in order for the employee to continue employment in that capacity.

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If a current employee becomes licensed or completes an advanced degree during their employment with RVCC, and obtaining that licensure or advanced degree impacts billable services, the employee will receive a salary increase. Under no circumstances will an increase be given if the licensure or advanced degree received will not produce billable services for RVCC.

An applicable increase will be administered as follows:

Within the same job classification: If the employee remains in their current job classification, the increase will be to the next step within the established RVCC wage structure for the position held by the employee.

Different job classification: If the employee moves to a different job classification, the increase will be to the minimum of the wage structure for the employee's new position. If the employee's current hourly rate is above the minimum for their new job classification, the employee will receive a 2.5% increase in their hourly rate of pay.

Any increase will be effective as of the first payroll period following the date the employee submits a copy of their license or proof of obtaining an advanced degree to the Human Resources Department.

If the employee is on an approved leave of absence, any increase applicable under this policy will be awarded as of the first payroll period following his/her return to active employment.

Under no circumstance will an increase be retroactive to the date of license issuance, the date the advanced degree was conferred, or any period during which an employee was on an approved leave of absence.

The employee is responsible for submitting the appropriate documentation to the Human Resources Department in a timely manner.

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