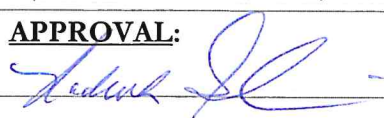


DEPARTMENT NAME: Administration / Human Resources		
SUBJECT: Hiring Procedure for Children's Network of Southwest Florida, LLC Employees	POLICY NUMBER: AD-006	
APPROVAL: 	EFFECTIVE DATE: 2-1-2021	REPLACES (policy # and date): AD-006 of July 13, 2014

- I. **PURPOSE:** This policy has been developed to provide uniform procedures for hiring new employees.
- II. **REVIEW HISTORY:** Policy updated July 13, 2014
- III. **PERSONS AFFECTED:** This policy will be observed by all Children's Network staff, who may be involved in the hiring process.
- IV. **POLICY:** All requests for new personnel will be submitted to the Human Resource Liaison. The Human Resource Liaison will prepare, update, and maintain all required employee paperwork, background screening, and drug screening, etc. The Human Resource Liaison will follow all procedures in this document, unless otherwise directed by the Human Resource Department (Camelot Community Care) or the Chief Executive Officer of the Children's Network of Southwest Florida, LLC.
- V. **RATIONALE:** The Human Resource Liaison for Children's Network serves as the Human Resource Liaison with the Human Resource Director of Camelot Community Care. The Human Resource Liaison is responsible for hiring new employees, creating and maintaining personnel files according to company policy and Florida's Department of Children and Families requirements, as well as supplying all information to the Human Resource Department (Camelot Community Care) located in Clearwater, Florida, when necessary.
- VI. **CROSS REFERENCES:** DCF contract HJ300.
- VII. **PROCEDURES:**
 - A. Hiring Requests:
 1. All requests for additional/replacement personnel should be submitted either in writing (memo or email) or verbally, directly.
 2. Requests will include position that is available (including department), educational and experience requirements, salary range, as well as the posting start date and the posting cut off date. Request should also include any additional pertinent information, required for the opened position.
 - B. Resumes in Response to Employment Posting (classified ad, websites and internal postings):
 1. Potential employees will be directed to submit resumes to the attention of the Human Resource Liaison, unless a request to have resumes submitted elsewhere is requested.
 2. Upon receipt of resumes, and after the posting cut-off date, the Human Resource Liaison will provide all qualified applicant's resumes to the Director/Supervisor requesting the new hire.

C. Interview Schedule:

Interview schedules and meeting invitations will be supplied to the Human Resource Liaison and will include the following information:

- ◆ Date of interview
- ◆ Time of interview (Interviewers will track arrival time of all candidates interviewed)
- ◆ Name of interviewee

D. Interview Paperwork:

1. All interviewees are required to fill out and read the following paperwork and return it to either the Human Resource Liaison or the Supervisor prior to the interview:
 - ◆ Application for Employment
 - ◆ Three (3) Reference Check Forms
 - ◆ Provide an additional three (3) references for verbal checks (on the application)
 - ◆ Read the Job Description for the position in which they are interviewing
2. The above-referenced paperwork (packets) will be supplied by the interviewing supervisor or interviewees may obtain these forms on the Children's Network website.

E. Reference Checks:

1. Upon making a decision on a final candidate(s), the Director/Supervisor, or their Assistant will fax or e-mail all three (3) Reference Check Forms to the references listed.
2. The Director/Supervisor or their Assistant will contact, via telephone, all three (3) references, provided by the interviewee on their Application for Employment.

F. Level II Background Clearance:

1. The Human Resource Liaison will contact the Family Information Technician to schedule the potential employee for Livescan fingerprinting, as well as local background checks.
2. The Human Resource Liaison will ensure that the potential employee is provided with a drug screen form and ensure the screen is completed.
3. Once all the screens above have been received and the potential employee has been cleared, the Human Resource Liaison will contact the Director/Supervisor so they may officially offer the position.

G. Acceptance/Denial of Position:

1. If the candidate(s) declines the offer, the Director/Supervisor will offer the position to the second candidate(s), etc.
2. If the candidate accepts the position, the Director/Supervisor will notify the Human Resource Liaison with the following information:
 - ◆ Name and title of new employee
 - ◆ Start Date
 - ◆ Salary and Status (Exempt or Non-Exempt Status (salaried or hourly employee))
 - ◆ Direct supervisor of new employee
3. The Director/Supervisor will also provide the employee's Application, Resume, all completed references, interview notes; and any testing which may have been implemented, all of which will be kept in the new employee's personnel file.
4. The Director/Supervisor will call all candidates that interviewed for the position to inform them they did not receive the position and thank them for their time.
5. The Director/Supervisor will also provide all paperwork from non-hired candidates, which will be kept in a resume file for one (1) year, after the posted position date.

H. Employee Paperwork (including fingerprinting and screenings):

1. The following packet of paperwork, testing, and screening is prepared for the new employee to complete prior to their start date. This packet is accompanied by a memo with instructions and contact information, should the new employee have any questions or concerns:
 - ◆ Disaster Preparedness Form

- ◆ Employee Information Sheet
- ◆ Letter of Acceptance
 - ☞ (to be signed by Director/Supervisor or the Human Resource Liaison and the employee, **original** to be kept in personnel file; copy to employee)
- ◆ Personal Vehicle Usage Agreement
- ◆ IT Technologies Acceptable Use Policy Summary
- ◆ Security Agreement Form
 - ☞ (original goes to the IT Administrator and copy is kept in the personnel file)
- ◆ Children's Network of Southwest Florida, LLC's Employee Handbook
 - ☞ (Employee keeps the Handbook, while employed by Children's Network)
- ◆ Employee Handbook Acknowledgment Form
- ◆ Administrative Policies and Procedures Handbook (Supervisors only)
 - ☞ (Employee keeps the P&P Handbook, while employed by Children's Network)
- ◆ Policy & Procedure Acknowledgement (Supervisors only)
- ◆ W-4 Form
 - ☞ (should be collected ASAP to provide to payroll, prior to start date)
- ◆ Direct Deposit Information
 - ☞ (should be collected ASAP to provide to payroll, prior to start date)
- ◆ Job Description Acceptance Form(s)
 - ☞ (Employee and Director/Supervisor are to sign this document)
- ◆ I-9 Form
 - ☞ (must have ORIGINAL identification for verification, copies are not accepted)
- ◆ Employee Confidentiality Agreement
- ◆ Affidavit of Good Moral Character
 - ☞ (must be notarized)
- ◆ Livescan Fingerprint/NCIC Request Form
- ◆ Attestation of Screening Form (if applicable)
- ◆ EEO Reporting Form
- ◆ Driver's License Check Release Forms (3)
- ◆ Employee Acknowledgment of Physical Health Form
- ◆ Notice of New Health Insurance Coverage Acknowledgement
- ◆ Drug Testing Form, along with contact numbers for labs
- ◆ Tuberculosis Acknowledgement Form
- ◆ Benefit Acknowledgement Form
- ◆ Welcome Memo
- ◆ Child Abuse and Neglect Guidelines
- ◆ Employee Right of Refusal to Participate in Conflicts of Interest Form
- ◆ Office Security Policy
- ◆ Key Card Request/Agreement Forms
- ◆ ADA Requirements Forms
- ◆ Disaster Preparedness Acknowledgement
- ◆ Social Media Policy Acknowledgement
- ◆ Holiday & Payroll Listing
- ◆ Acronym Spreadsheet
- ◆ Table of Organization

I. Notifying Human Resources/Payroll:

1. The following paperwork will need to be scanned and emailed to Human Resources as soon as possible (Human Resources will notify the Payroll Department):
 - ◆ Personnel Action Request (PAR)
 - ◆ Completed W-4 Form
 - ◆ Completed Direct Deposit Application, along with cancelled check from employee.
 - ◆ Copy of employee's identification (driver's license and social security card)
2. Upon receipt of all paperwork from the new employee, all documents will be reviewed for completion and filed in the employee's Personnel File.

J. Level II Background Screen (Livescan):

1. All employees must be fingerprinted (via Livescan) for FBI/FDLE (Level II) background checks.
2. Employees will be scheduled with the Family Information Technician for printing.
3. The Human Resource Liaison will receive notification from the Family Information Technician once clearance/denial has been received.
4. Upon receipt, if the employee is cleared, the Clearance Letter will be filed in the employee's personnel file.
5. If there is a "history", immediately share with the Director/Supervisor for review and determination.

K. Local Law Background Checks:

1. All employees will have background checks completed from their local police department, as well as the Sheriff's Department.
2. Requests will be handled by the Family Information Technician and results will be sent back to the Human Resource Liaison.
3. Upon receipt, if there is "no record", the information will be filed in the employee's personnel file.
4. If there is a "history", immediately share with the Director/Supervisor for review and determination.

L. Drug Screening:

1. All Children's Network employees will have a drug screening prior to employment.
2. The screening company will send the results directly to the Clearwater office (Camelot).
3. Upon receipt of the results, the Human Resource Liaison is notified with the results, via email.
4. If the test is negative, the results are filed in the employee's personnel file.
5. If the test is a "false positive" or "diluted negative", the employee may be asked to take another test, informing them that they may have drunk too much water prior to the test.
6. If the test is positive, notify the Director/Supervisor immediately for review and determination.

M. Driver's License Checks:

1. Scan and email the completed Driver's License Check Request Forms (with a copy of the employee's driver's license) to the Executive Assistant to the Camelot CEO, located in Clearwater, Florida.
2. Upon receipt of the results of the check, the AA will send the results to the Human Resource Liaison.
3. If the check comes back without incident(s), file in the employee's personnel file.
4. If the check comes back with questionable offenses, notify Director/Supervisor for review and determination.

N. Diplomas, Degrees and Transcripts

1. If the new employee's position requires a degree, they must bring a copy of the degree on the start date.
2. If a degree is required, the new employee must request that their transcripts (from college) be sent to the Human Resource Liaison.
3. If the employee does not provide this information on their start date, notify Director/Supervisor and follow-up until the documentation is received.
4. If the employee cannot provide the requested documentation, it is grounds for dismissal.

O. Add New Employee To:

1. Qualifacts System
2. Outlook Contacts
3. Relias Learning (for Training purposes)
4. Timesheet System
5. FBI/FDLE & Local Law Rescreen Spreadsheet
6. Annual/90-Day Review Audit Spreadsheet
7. Organizational Chart
8. Calendar
 - ◆ FBI/FDLE 5-Year Rescreen
 - ◆ Local Law Enforcement 5-Year Rescreen
 - ◆ Birthday
 - ◆ Annual/90-Day Reviews
 - ◆ Send invite to the All Staff Meetings

P. Notifying Information Technology (IT)

1. The Human Resources Liaison will provide the following:
 - ◆ Employee's Name
 - ◆ Hire Date
 - ◆ Title and Department
 - ◆ Supervisor
2. IT Department will put information on the website when new Directors are hired

Q. Training

Provide the new employee with the following:

- ◆ Training website and instructions (i.e. login information, assigned trainings and due dates)
- ◆ Security Awareness (DCF) Website and instructions
- ◆ DCF's ADA Training Website and instructions

R. Timesheets

Provide the new employee with the following to record hours worked:

- ◆ Website, and instructions (i.e. login information)

S. Administrative Assistant / Receptionist

Provide the employee's birthday and start date to the Administrative Assistant / Receptionist to add to the Birthday List and the Anniversary List