



**Implemented:** 04/1997  
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**Section:** 03: Human Resources  
**References:**

## Employment Process

### **POLICY:**

The organization defines the employment process for applicants and employees.

### **PROCEDURE:**

#### A. Qualifications of Employment

1. Employment and other personnel procedures and practices shall be directed toward ensuring equal opportunity for everyone regardless of race, color, national origin, gender, age, disability, religion, pregnancy status, veteran status, sexual orientation, genetic information or any other basis protected by law.
2. Former patients of Royal Oaks Hospital will not be hired within three (3) years of the discharge date.
3. Persons currently or formerly receiving services and their family members are not excluded from employment with the agency. Employment within certain programs and/or positions may be restricted related to services received and proscriptioin in staff/client activities.
4. If the agency withdraws the offer of employment due to a positive test result during the pre-employment urine screening, the applicant is not eligible to reapply for one (1) year from the date the offer of employment is withdrawn.
5. Former employees terminated from employment are not eligible for re-hire.

#### B. Recruitment

1. When time and funds permit, employees may be recruited by use of online advertising, classified advertising in local and regional newspapers, and by notices at schools and associated agencies including the local job service agency.
2. The majority of available positions will be posted in-house for one (1) week so interested staff may apply. The following are exceptions:
  - Positions made available to employees due to medical reasons or because the employee's current position is being eliminated
  - Positions made temporarily available to facilitate cross training or to assist with special programs/projects that are temporary within the organization

- When job responsibilities are reorganized and positions are redefined within a department, new positions may be created, but there is no position to be filled because of the reorganization was done among present employees in the department.
3. Applications shall be screened according to the requirements of the position by the Human Resources Department. Where additional information is needed to determine if the job requirements are met, the applicant shall be requested to provide additional information.

#### C. Selection

1. Applicants are considered in accordance with nondiscrimination standards.
2. Applicants shall complete an application and submit it along with a resume, when necessary, of education, past experience, special areas of training or expertise, and personal qualifications for the position. The application and/or resume shall be submitted to Human Resources.
3. The best-qualified applicant for the position will be selected without regard to race, gender, color, national origin, religion, age, disability, pregnancy status, veteran status, sexual orientation, genetic information or any other basis protected by law.

#### D. Background Screening

1. Upon contingent offer of employment, background checks shall be initiated no later than the first two (2) days of employment. A criminal record review shall be requested from the applicable state law enforcement agency (criminal records from other states will be checked as appropriate). In addition, a child abuse/neglect screening from the Missouri Division of Family Services, an abuse/neglect screening from the Department of Health and Senior Services, a background screening through the Family Care Safety Registry, and a screening from the Department of Mental Health Disqualified Registry shall be requested in Missouri. Individuals applying for direct care positions shall submit a copy of final transcript or high school diploma, depending on position qualifications, along with a copy of their license(s), if applicable. A primary source verification of education and licensure, as applicable, will be conducted for all candidates applying for direct care positions and other positions as required by position description requirements. E-Verify will be queried within three (3) business days of employment.
2. Potential employees shall be informed of such background checks and, in accordance with applicable law, shall sign authorization acknowledging they have been informed of the possible consequences of having a background check. The organization will not consider for employment any applicant who refuses to provide authorization for an abuse/neglect and/or criminal background check.
3. An unsatisfactory background check may result in withdrawal of a conditional offer of employment and/or immediate termination from employment. A background check that reveals an employee has been convicted of, has been found guilty of, pled guilty to, or entered a plea of nolo contendere to any actions and/or crimes which prohibit patient/client contact pursuant to state law and regulations of accrediting entities will result in withdrawal of a conditional offer of employment and/or immediate termination.
4. The Department of Mental Health Standards (9 CSR 10-5.190 Background Screening for Employees and Volunteers) will be adopted by the organization for operations in both Missouri and Louisiana. A person who has been convicted of, found guilty of, pled guilty to or nolo contendere to any of the following crimes shall be disqualified from holding **any** position in the agency:
  - Physical abuse of Class I Neglect of a patient, resident, or client

- Furnishing unfit food to patients, residents, or clients
  - Is listed on the DMH disqualification registry
  - Is listed on the employee disqualification list of the Department of Health and Senior Services or Department of Social Services
  - Failure of a specified professional to report suspected abuse or neglect of a patient
5. The disqualification listing available on the Department of Mental Health website will be adopted by the organization for both Missouri and Louisiana operations. See <http://dmh.mo.gov/about/employeeedisqualification/>. A person who has been convicted of, found guilty of, pled guilty to or nolo contendere to any of the listed felonies shall be disqualified from holding any position having contact with clients, patients, or residents. Any person disqualified from employment under the rule may request an exception, as eligible based on the offense(s), from the Department of Mental Health Exceptions Committee in accordance with 9 CSR 10-5.210 Exceptions Committee Procedure as outlined in the same link. In addition to the crimes listed, anyone hired after January 1, 2014, who has been found guilty of or pleaded guilty (including individuals who received a suspended imposition of sentence or suspended execution of sentence) or nolo contendere to a violation of section 577.010 (Driving While Intoxicated) or section 577.012 (Driving with Excessive Blood Alcohol Content) and who is found by the court to be an aggravated (3 or more) or chronic (4 or more) under section 577.023 is disqualified from holding any direct-care position as specified unless the person obtains an exception from the DMH Exceptions Committee.
6. Applicant/Employee will be notified of the details of a disqualifying background check. Under state law, an applicant who is barred from employment with the organization due to abuse/neglect and/or criminal background check results as identified above is entitled to appeal this decision to the appropriate abuse/neglect registry or law enforcement agency. Even if an appeal results in a reversal of the initial disqualification finding by the appropriate abuse/neglect registry or law enforcement agency, the organization reserves the right to refuse to reverse its termination decision. Compass Health has the discretionary authority to deny employment to persons who have committed crimes not identified as disqualifying, have received an exception from the Exceptions Committee, or have received a verdict of Not Guilty by Reason of Insanity. The organization reserves the right to disqualify from employment any applicant and/or current employee seeking a position or in a position that provides the applicant/employee access to organizational funds or clients' homes, if a criminal background check reveals the applicant/employee has been convicted of, has been found guilty of, pled guilty or nolo contendere to crimes of veracity, crimes of "opportunity," including theft, fraud, forgery, embezzlement, and/or any other crimes that could be committed by virtue of the employee's access to a organization funds or clients' homes and possessions.
7. A criminal background check that reveals an employee's past alcohol and drug related crimes shall not bar employment, if otherwise qualified if two (2) years have passed since the employee was convicted of or entered a plea of guilt (including individuals who have received a suspended imposition of sentence or suspended execution of sentence) or nolo contendere. Applicants for employment may not be on current probation or parole regardless of position for which they are applying. All felony drug offenses are disqualifying for any direct-care position unless an exception is obtained.
8. As appropriate, the organization will challenge any application for unemployment compensation benefits of an employee discharged due to an abuse/neglect or criminal background check finding if the employee failed to disclose this information on the employment application.

E. Other Requirements

1. Additional position-specific required testing may be required as part of the hiring process and ongoing.

F. At-Will Employment

1. Employees of the organization are employees at-will. As a result, any employee may terminate his/her employment at any time, with or without notice. Similarly, Compass may terminate the employment of any employee, with or without cause and with or without notice.
2. No individual has the authority to enter into a contract for employment for a definite term with any employee except the CEO.

G. Compass reserves the right to deviate from this procedure as it deems necessary in order to meet the needs of the organization.

**Attachments:**

No Attachments

	<b>Approver</b>	<b>Date</b>
	Diane Coletta: VP Human Resources	06/2015
	Keri Harrell: Executive Assistant	06/2015
	Rhonda Meyer: Vice President of Administrative Services	07/2015

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