



Series: 1200 Human Resources

Policy Name: Human Resources Files

Policy Number: 1204

Origination Date: 11/1/2013

Revision Date: July 1, 2018

Regulation:

Attachments: New Hire Agreements and Employee Driver Information

Policy: Human Resources is responsible for collecting all required documentation at the time of hire, and for maintaining electronic employee records and files for all employees in accordance with established Communities Connected for Kids policies.

Procedure:

At a minimum, the following information will be collected at the time of hire, and maintained in an employee's Human Resources file:

- Application for employment
- Background checks or fingerprinting, as required by state law and/or agency requirements
- Sanction screening for Excluded Individuals and Entities
- Form I-9 confirming verification of identity and employment eligibility
- E-Verify results confirming employment eligibility and the validity of the employee's Social Security number
- Post-offer / pre-employment physical screening results, including drug screening results, tuberculosis screening results, and a statement regarding communicable diseases, when required by law or agency regulations
- Minimum of three reference checks
- Electronic or paper copy record of the "Acknowledgment by Employee" regarding the availability of / access to the Communities Connected for Kids Employee Handbook placement on the organization's Intranet, or in hard copy form
- Online Benefit enrollment, as eligible
- Signed Job Profile
- Signed "Image Release"
- Signed Agreements – Client Abuse Statement; Privileged Communication; and Employee Use of Personal Vehicles Statement
- Driver's information and motor vehicle report for employees who operate Communities Connected for Kids or personal vehicles during the scope of employment
- Signed Acknowledgement of Communities Connected for Kids Drug-free Workplace Policies
- Other documents as required by regulatory agencies or state or local law



Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018