	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	IV-106
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> EMPLOYMENT	Revised	3/1/2009

POLICY

This policy defines the procedure of the Johns Hopkins Home Care Group (JHHCG) with respect to employment practices. It is the policy not to discriminate against individuals because of race, color, creed, national origin, sex, age veteran status, marital status, religion, sexual orientation, or physical or mental handicap. The Johns Hopkins Home Care Group is subject to the city, state and federal law governing employment. The Department of Human Resources is responsible for observance of and adherence to these laws.

Note: An employee has the right to terminate his/her employment at any time, for any reason, and JHHCG reserves the same right.


Inter-affiliate Transfers: Please refer to the Inter-affiliate Policy if an employee is being hired from one of the Johns Hopkins affiliates to work at JHHCG.

Effective January 1, 2009, if a JHHCG employee voluntarily terminates employment at JHHCG in good standing and returns to JHHCG within one year, he/she will be reinstated for paid time off (vacation and sick time) accruals at the accrual rate prior to termination. A rehired employee will also be required to complete new hire processing and attend new employee orientation if the period of time since termination is in excess of 30 days. The 90-day probationary period will apply.

Employees who have been a part of a Reduction In Force and/or on a Leave of Absence that have bidding rights will be required to go to Occupational Health, have criminal background checks, license and certification verification and a mini-session orientation after a leave of 30 days.

I. Responsibilities

- A. Director of Human Resources - Direct and manage the office of Human Resources as it pertains to the hiring process in accordance with all federal, state and local laws and JHHCG policy.
- A. HR Generalist or Clinical Recruitment Coordinator - Coordinates processing of all internal bids, sourcing, applicant, hiring, onboarding and JHHCG general orientation activities
- B. Human Resources Representative -- Supports HR Generalist and Clinical Recruitment Coordinator in the sourcing, applicant, interviewing, hiring, onboarding and JHHCG

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orientation activities including data entry, reporting, ISR creation, and processing of new hires and paperwork.

C. Hiring Manager - Generates requisition for vacancy, interviews candidate and makes informed hiring decisions in coordination with Human Resources and ensures the completion of the department orientation for the new employee.


D. HR Clerk – Audits new hire file and assists with orientation setup and coordination. .

II. Definitions - Employee Categories

A. Probationary

1. All persons newly hired (or rehired) are considered probationary employees until the successful completion of ninety (90) calendar days of employment.
2. During the 90-day probationary period, both the hiring manager and employee have the right to terminate the employment relationship, without notice or cause. Such termination may be based solely on a determination that the employee is not suited to the position to which they were appointed.
3. Employees terminated during the probationary period, do not have access to the appeals process.
4. If the new employee has been hired into a benefit eligible position, the employee will be eligible for employee benefits the first of the month following the date of hire.
5. Leave without pay if granted or incurred during the probationary period will result in the probationary period being lengthened by an equal amount of time.

B. Full-time Regular

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A regular scheduled full time employee is one who is employed on a regular basis on a schedule of 40 hours a week. Regular full-time employees are fully eligible for all benefits as described in the Employee Handbook and Guide to Benefits.

C. Part- time Regular

Employees scheduled for 30 to 39 hours a week are eligible for employee benefits (please see the Guide to Benefits for details) on a prorated basis, (exception is tuition reimbursements), in relation to their scheduled hours worked, up to forty (40). Employees working in this category are eligible for 75% tuition reimbursements.

D. Limited


Employees scheduled to work 20 to 29 hours a week are eligible for employee benefits (please see the Guide to Benefits for details) on a prorated basis, (exception is tuition reimbursements) in relation to their scheduled hours worked, up to forty (40). Employees working in this category are not eligible for tuition assistance.

E. Casual/On-call

Employees scheduled to work less than 20 hours a week are not benefit eligible and may be terminated without cause.

E. Temporary Full-time or Part-time

1. A temporary full-time employee is one who is employed on a schedule of forty (40) hours a week for a defined and limited period of time not to exceed six months and is so informed at the time of hire. A temporary part-time employee is one who is employed on a schedule less than forty (40) hours a week for a defined and limited period of time not to exceed six months and is so informed at the time of hire. Any exceptions to the length of time a temporary employee is allowed to extend over six months, will need to be approved by the Director of Human Resources in advance.

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2. JHHCG temporary employees are not eligible for benefits or paid time off.
3. Should any full-time or part-time temporary employee accept a regular position, his/her original date of hire shall be retroactive to the temporary date of hire, provided the employee worked continuously without interruption in service prior to accepting the regular position.


Eligibility for all future benefits, including holiday, vacation and sick time is determined by the hours of the regular position accepted.

If eligible for Paid Time Off (vacation/sick), the accrual rate will be retroactive to the original date of hire and will be based on the employee's scheduled hours during their continuous temporary employment.

- c. There will be no retroactive payment for fixed holidays prior to the effective date of the employee's regular status.
 - d. Employee benefits, including tuition assistance, will not be retroactive to the original date of hire. The effective date of coverage will be on the first of the month following the status change to regular.
4. Each department has the right to terminate temporary employees without notice or cause. Temporary employees terminated do not have access to appeals process.

Per Visit Employees: Float Pool Employees

1. Per visit employees are hired to work a per diem or per visit basis for an undetermined time period. A per visit or per diem employee is scheduled to work 0-19 hours per week based on business need. There is no guarantee of scheduled hours for persons employed in these categories.
2. These employees are ineligible for health, vacation, sick or paid time off benefits.
3. These employees are eligible for promotional opportunity (after completing ninety (90) days of employment).

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4. These employees may be terminated at the discretion of the employer without progressive discipline and do not have access to the appeals process.

G. Weekend Option

1. Weekend Option employees are eligible for health benefits based on the number of hours they are normally scheduled to work and as described in the Guide to Benefits.
2. Weekend Option employees may be terminated at the discretion of the employer and do not have access the appeals process.


H. Candidate- An applicant who has been interviewed for a position.

- I. Applicant – For all references to “applicant” in the Employment Policy, an applicant shall be anyone who submits an employment inquiry, in the form of an application or resume, for positions which Human Resources has solicited through advertising, web postings, or recruitment events, and has indicated the applicable position for such solicitation. Only those meeting the minimum requirements for the position will be considered applicants. These applications and or resumes will be kept on file for a one-year period as directed by Federal law.

III. Background Checks

The Human Resources Department performs criminal background checks on all applicants to assist in determining eligibility for employment. The Human Resources Department consults with Legal regarding compliance with applicable laws, policies and procedures. The applicant must complete a Background Request and Release Authorization form. (A criminal offense or conviction will not necessarily bar employment. Factors such as, the passage of time since the offense, the nature of the violation and the extent of rehabilitation will be taken into account in determining the job-relatedness of the offense). Falsification of record will render the applicant ineligible for employment for a minimum of six (6) months. Applicants are given information on the procedure to dispute criminal background findings. Criminal background checks can be conducted post employment based upon a reasonable suspicion of criminal activity.

In addition, the Office of Compliance shall screen all new hires to verify that they are not included in the Office Inspector General (OIG) database of excluded providers. Applicants who appear on the OIGs database may be employed; however, the job classification for which they are otherwise eligible may be limited.

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All employees are required to notify the Director of Human Resources if they are arrested or convicted of a felony or misdemeanor or are otherwise excluded from participating, as a service provider or contractor, in the Medicare and Medicaid program.

IV. Reference Checks

All employees must give three references and at least two must be verified. In the event the minimum number of references could not be contacted or verified, a member of the Human Resources Dept. will contact the employee for more information and ultimately obtain additional information to meet our minimum requirement. Reference checks must be completed prior to the new hire's start date.


V. Driving Record, Driver's License and Automobile Insurance Coverage

Some JHHCG positions require, upon hire and on a yearly basis, verification of a valid driver's license, and satisfactory driving record. The job description for these positions requires the employee to operate a JHHCG company vehicle. The Department of Human Resources will assess each driving record, at the time of hire or transfer into a position with this requirement, to validate the driving record meets "low risk" ratings. The Hiring Manager will annually request a driving record to validate the driving record continues to meet "low risk" ratings. Any employee hired into a position that requires them to operate a company vehicle will be required to have a satisfactory driving record to be deemed eligible for that position.

These positions include, but are not limited to:

- a. Warehouse personnel (Service Specialists, Drivers, etc.)
- b. Respiratory Therapist
- c. Facility Assistant

Some JHHCG positions require, upon hire and renewal, verification of a valid driver's license and current automobile insurance. A valid driver's license and adequate automobile insurance coverage is a job requirement for any JHHCG employee who drives their personal automobile for work related duties during working hours. Proof of a valid driver's license and insurance coverage must be turned in upon hire and upon renewal, or at a minimum on a yearly basis, and is part of the employee's job requirements. A guideline for minimum coverage is \$100,000 bodily injury per person, \$300,000 bodily per accident and \$100,000 for property damage. These positions include, but not limited to:

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- a. Clinical Home Care Providers (RN, LPN, PT, PTA, OT, OTA, RT, RTA, SW, HHA, SLP, Dietician, Clinical Managers)
- b. Physician Liaisons

VII. New Hire Reporting


A new hire report is generated by Hopkins One and sent to the Maryland New Hire Registry as required by law.

VIII. License/Certification

The Human Resource Department verifies persons considered for employment, whose occupations are regulated by a licensing or certification board, by asking for proof of licensure/certification before they commence practice. A Human Resource Representative enters the new license expiration date into an HR tracking database and sends employees a reminder notice thirty(30) days prior to the expiration date. Employees are notified of the consequences of not reviewing a license in a timely manner. The employee presents the renewed license to the Human Resources Representative prior to the expiration date. Any nurse, therapist, pharmacist or any other position required to have a professional license will not be permitted to work without proof of a valid license.

In circumstances where the licensed RN or PT does not turn in their updated license to Human Resources, an HR representative will go on line to the appropriate licensing board and check the status to make sure the employee is active and in good standing. The Human Resources Representative will again request the updated license. Upon hire, a licensed candidate must provide an unexpired license. Primary source verification is performed on all new hire licenses before the new hire is allowed to start. Employees are not permitted to work without proof of a valid professional license.

Positions that require a specific educational requirement must have verification that the individual meets these requirements. Where education and licensure are required, but the license may not be obtained without first meeting the education requirements, it is not necessary to confirm education, but only to verify the license. (Specific examples would be an RN where state licensure is required and completion of an approved nursing program. In this case, the individual may not obtain state licensure without completion of an approved program, therefore only license verification would be required. If the position requires state licensure as an RN and a Master's degree, then both the licensure and education would need to be verified.)

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IX. Pre-employment Skills Assessment other Selection Instruments

All levels of management of JHHCG and its affiliates who have responsibility related to choice, design and use of personnel selection tests and procedures should have the appropriate education training qualification to perform these activities.

- A. Personnel selection assessments/tests must be job related, valid and reliable. Managers must receive approval for use by the Director of Human Resource Department.
- B. All assessment/test result will be shared with the applicant and hiring manager and placed in the applicants file.
- C. Assessments should be administered prior to the interview whenever possible.
- D. Accommodations may be made for applicants with a disability.

X. Proof of citizenship as required by Law

Human Resources verifies and documents eligibility to work in the United States once an offer has been extended. The U.S. Immigration and Naturalization Service require that new employees show proof to JHHCG and its affiliates of their citizenship or eligibility to work by completing the Employment Eligibility Verification Form (I-9). JHHCG and its affiliates require proof prior to the first day of employment. Failure to produce the necessary acceptable proof according to the applicable laws can result in the postponement of employment or possible termination if employment has already begun.


All Visa updates will be tracked, processed and maintained in Human Resources. It is the employee's responsibility to maintain an up-to-date valid I-9. Failure to do so will result in termination according to the law.

XI. Interview Notes

All interview notes must be documented. Do not document or write anything on the application or original resume.

XII. Interview Expenses

Check with Director of Human Resources for guideline(s).

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XIII. Relocation Expenses

Check with the Director of Human Resources for guideline(s)

XIV. References

Internal Revenue Code

Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996
 (New Hire Reporting)

Title VII of the Civil Rights Act

Americans with Disabilities Act (ADA)

Age Discrimination in Employment Act of 1967 (ADEA)

Equal Pay Act (EPA)

Immigration Act of 1990

Immigration Reform and Control Act of 1986 (IRCA)

Fair Credit Reporting Act

The Current Social Security Act

SPONSOR

Director Human Resources

REVIEW CYCLE

3 years