



## 4.1 EMPLOYMENT

### POLICY

Agency strives to employ the most qualified individuals for all positions within the organization and to provide equal employment opportunities to all employees and applicants regardless of race, color, creed, sex, national origin, age, handicap, sexual orientation, marital status, and status with regard to public assistance or Veterans' employment.

Agency will hire and develop employees basing judgment solely on job related qualifications.

For all professional positions, the agency will employ only individuals who meet the licensure or certification requirements for the particular professional position and are in good standing there under.

### SPECIAL INSTRUCTIONS

#### 1. Equal Opportunity Employer:

- a. As an equal opportunity employer, we are proud to provide quality home care services to clients in need regardless of age, race, religion, gender, ancestry, sexual orientation, veteran status, medical or mental condition or national origin.
- b. It also is the company's policy to consider all employment and promotional decisions on the basis of merit without discrimination.
- c. The company's policy prohibits harassment of all employees in the work place on the basis of those characteristics listed in paragraph one.
- d. This policy also applies to recruitment, hiring, placement, upgrading, promotion, demotions, transfers layoffs, terminations and selection of training.
- e. It is necessary for each employee to understand and appreciate the importance of this Equal Opportunity Policy. To help us achieve our goal of equal opportunity for all, it is anticipated that each employee will follow this policy in spirit, as well as by practice in the workplace. The management representative will then investigate the complaint and take any necessary action.

#### 2. Reasonable Accommodations for Handicapped Employees: In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Agency shall provide reasonable accommodation to the known physical or mental limitations of qualified handicapped employment applicants or employees, unless the accommodation would impose an undue hardship on the operation of the Agency.

- a. A *qualified handicapped applicant* or employee is a person who, with the provision of reasonable accommodation, can perform his/her essential job functions.
- b. Reasonable accommodation may include, but is not limited to:
  - i. Making facilities used by employees readily accessible to and usable by handicapped persons.
  - ii. Job restructuring
  - iii. Part time or modified work schedules
  - iv. Acquisition or modification of equipment or devices
  - v. Provision of readers or interpreters
  - vi. The need for reasonable accommodation and undue hardship will be determined on a case by case basis, according to the handicap of the employee.
  - vii. Job descriptions are developed with the needs of persons with disabilities in mind. Job functions and qualifications are set at the minimal level necessary to adequately perform.



## 4.1 EMPLOYMENT CONTINUED

ix. EXAMPLE: If a job requirement is that the person must climb two-step stool to file routine work and the applicant cannot do this, and there are other persons in the same job classification who can easily perform the function, then an accommodation will be made whereby the other person will perform that task and the person who cannot perform will be hired.

3. Staffing: Part-time, and on call and contracted personnel may be utilized in instances when the type of work, working schedule, and duration of employment permit.

4. Interviews: Pre-employment interviews are required for all positions. Interviews may be scheduled according to agency needs. The final decision to hire shall be made by the supervisor and approved by the Administrator/ Agency Manager. The job offer will be made by the immediate supervisor.

5. Tests: Competency assessment tools will be used to evaluate clinical staff in defined areas based on job expectations.

6. Health Screening: Health screening is required by all employees for TB testing (refer to Health Screening Policy). The agency reserves the right to request any applicant (after an offer of employment is extended) or current employee, to undergo a physical examination where the position or physical condition of the individual may warrant.

7. Reference Check: Information supplied on the application form or during an interview will be subject to verification. Reference checks shall be made by the agency and may be conducted by phone or mail.

8. Remuneration Policy: This agency prohibits any illegal remuneration for securing or soliciting clients or patronage. The agency ensures that decisions regarding the provision of care is not compromised by the provision of incentives to staff be the incentive financial or otherwise. This is monitored closely by our management team.