## **Wood County Board of Developmental Disabilities**

## **PROCEDURE**

Procedure #:

02-ALL-ALL-0122 (HR)

Subject:

**Employment Approval and** 

Documentation for Official Employee

Personnel File

Effective Date:

Person Responsible:

11-20-87

Human Resources Coordinator

Last Revision:

02-03-2025

Approvals/Date:

Superintendent, WCBDD

Date

Department Director/Coordinator

Date

- 1. Applications for Employment are available to prospective applicants on the agency's website.
- 2. Prospective applicants must submit their completed application in the application tracking system. If the position applied for is a professional position, a letter of intent and resume must be uploaded and submitted with the application.
- 3. After the completed application packet is received, it is forwarded to the Human Resources Coordinator for review minimum qualifications for position. The Human Resources Coordinator will share completed applications with the hiring manager.
- 4. Human Resources will schedule interviews with the applicants who met qualifications. A member of the Human Resources department will conduct the interviews with the hiring manager(s). A reference release form 03-ALL-ALL-0448 will be completed during the interview.
- 5. After interviews are conducted, the Human Resources Coordinator and the hiring manager will select the most qualified candidate.
- 6. Human Resources completes a Request to Hire card and routes it along with the application packet for signatures from the Human Resources Coordinator and Superintendent. If the position is exempt, an Exempt Status Determination form must also be completed by the Human Resources Department and will be placed in employee's personnel file.
- 7. Upon approval to hire, Human Resources will contact the applicant to schedule a conditional offer of employment appointment.
- 8. At the conditional offer of employment, the applicant will provide a copy of the G.E.D, high school diploma, college transcripts, college diploma if applicable. A copy of the schedule for General Orientation will be provided to the applicant. The applicant will be given a Position Description Acknowledgement Form 03-ALL-ALL-0817 to sign along with a copy of their position description. Employee benefits, classified service vs unclassified service Form 03-ALL-ALL-0855, and the electronic timekeeping will be explained to the applicant. The applicant is scheduled for a physical examination with the board's physician, form 03-ALL-ALL-0830. The physical examination is to be completed within 30 days from date of hire. The applicant is scheduled for a one-step Mantoux PPD tuberculin test, Form 03-ALL-ALL-0400, and must be completed before direct care duties can begin. A felony affidavit Form 03-ALL-ALL-1062 will be completed. The employee completes a County Sheriff Identification and Investigation Report Form 03-ALL-ALL-0073 for the sheriff's office of their permanent address. The employee completes a Bureau Of Criminal Identification & Investigation Report Form 03-ALL-ALL-0008, for permission to run a BCII and FBI (if applicable) report on the National Webcheck System. An Affidavit of Residency Form 03-ALL-ALL-0829 is completed regarding state residency. A Motor Vehicle Release Form 03-ALL-ALL-0447 is completed to receive information regarding an acceptable driving record. A Contingency of Hire Form 03-ALL-ALL-0445 is signed by the applicant which states that their employment is contingent upon an acceptable Medical Examination Report from the physician, Mantoux PPD Tuberculin Test, Sheriff's Report, BCII report, FBI report (if applicable), State Nurse Aide Registry Record, Abuse Registry Record, Office of Inspector General Excluded Persons and Entities List, Sex Offender and Child-Victim Offender Database, US General Services Administration System for Award Management Database, Incarcerated and Supervised Offenders List, Pre-Employment Substance Abuse Testing and Negative Drug Screen Result, and an acceptable Driver's Abstract (if applicable). The employer pays background check costs for the BCII and FBI report and the Driver's Abstract cost. The employer will pay the cost of the physical and Mantoux PPD Tuberculin test. An Employee Emergency Contact form 03-ALL-ALL-0067 is completed and sent to the applicant's new facility. If applicable the School Bus Driver Applicant History Sheet Form 03-ALL-ALL-0715; School Bus Driver Employer History Reference Check 03-ALL-ALL-0716 will be completed.
- 9. If the applicant is being hired for a professional position, a college transcript must be sent directly from the college to the Human Resources Coordinator and be received within 30 days from the date of hire.
- 10. If the position requires a degree, the applicant must be in their last semester of college to be considered for the position that is being applied to.
- 11. If the applicant is a minor 16 through 17 years of age, they must have a working permit of which a copy shall be maintained in the employee's personnel file.
- 12. If the applicant's new position requires a Commercial Driver's License, they must obtain and maintain a valid current CDL of which a copy shall be maintained in the employee's personnel file. All employees with a position that requires driving an individual in their own personal vehicle or a board owned vehicle must provide and maintain a copy of their current driver's license in their personnel file. A Vehicle Insurance Requirements Form, 03-ALL-ALL-0563, must be signed and a current insurance declaration page must be attached if the employee is driving an individual in his or her own personal vehicle. The employee is responsible for maintaining this form with current information as it expires in the personnel file.
- 13. All employees with a position that requires certification or registration from either ODEW or ODDD must obtain and maintain this certification or registration and provide a copy for their personnel file.

References:

Forms: 03-ALL-ALL-0008; 03-ALL-ALL-0067; 03-ALL-ALL-0073; 03-ALL-ALL-0400; 03-ALL-ALL-0445; 03-ALL-ALL-0446;

03-ALL-ALL-0447;03-ALL-ALL-0448; 03-ALL-ALL-0563; 03-ALL-ALL-0579; 03-ALL-ALL-0715; 03-ALL-ALL-0716;

03-ALL-ALL-0817; 03-ALL-ALL-0829; 03-ALL-ALL-0830; 03-ALL-ALL-0855;

Reviewed: 02/03/2025

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