



CONWAY MEDICAL CENTER- POLICY

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

POLICY TITLE:	EMPLOYMENT REQUIREMENTS AND BACKGROUND CHECKS		
ISSUED BY:	HUMAN RESOURCES	REFERENCE #:	HR-1.2-POL
APPROVED BY:	PRESIDENT AND CEO	EFFECTIVE DATE:	1975

SCOPE: All CMC Employees

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.

POLICY REQUIREMENTS:

Conway Medical Center, Inc. is an equal opportunity employer and we value diversity of the workforce. It is the policy of the organization to offer employment on the basis of merit qualification and competency (fit) to all persons without discrimination because of race, color, religion, age, sex, genetic disposition, sexual orientation, national origin, handicap or any other non-business reason.

- I. In addition to meeting the specific job description requirements of a position, all applicants must:
 - A) Complete an employment application hosted by the Human Resources Department. Upon employment, this application becomes a permanent part of the employee’s file.
 - B) Be at least 18 years of age.
 - C) Be eligible to work in the Unites States.
 - D) Be willing to have a medical fitness for duty evaluation appropriate related tests completed as may be determined.
 - E) Authorize the organization to conduct criminal background checks.
 - F) Authorize the organization to conduct previous employment, education, and general reference checks.
 - G) Authorize the organization to conduct licensure, registration and certification verification.
 - H) Be able to prove identity.
 - I) Be willing and able to successfully pass pre-employment-post offer drug screening.

- II. Any applicant offered employment that has a debt obligation to the organization for medical services rendered (or any reason) **and** is not currently under an approved payment plan, is required to satisfy that debt obligation prior to employment in full or set up an employee payroll deduction payment plan as a condition of employment.

- III. **Background Checks** – The organization seeks to provide standard guidelines for making reasonable and legal inquiry into the background of applicants for employment.



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- A. When a background check is conducted it will include the following items:
1. Social security number and name compared to City, County State and Federal criminal records check for as far back as records are kept at each jurisdiction with intent to capture at least the previous seven (7) years.
 2. Social Security Number compared to W-2 verification.
 3. Department of Motor Vehicle violations check for current and previous state(s) of residence.
 4. Health and Human Services-General Services Administration check of the Cumulative Sanction Report.
 5. Office of Inspector General check of Excluded Individuals Report to determine if individual has been disbarred, excluded, or otherwise ineligible to participate in a federal program (e.g., Medicaid/ Medicare)
 6. Multi-state sex offender registry/report.
 7. Educational completion check when the job description indicates a minimal educational level required (Only required if otherwise is not already verified by licensure agency such as the SCLLR for an RN).
 8. Valid Licensure, Registration and/or Certification check when the job description indicates it is required.
 9. Valid driver license in good standing for any individual who will be operating a company owned vehicle or utilizing own vehicle for work purposes.

Note: Should an applicant, or if an applicant becomes an employee, have any change in status as it relates to any item in section III-A above they are specifically required by policy to report any such change immediately to the Human Resources Department. Applicants and employees will want to especially read sections III-A:4-6 again to understand responsibility to report any changes with those federally and State monitored items. Failure to report changes in any of the areas in section III-A may result in discharge from employment or disbarment from consideration for CMC employment as applicable.

- B. Specified positions also require a credit history consumer report check. Examples of those type positions are ones that handle financial resources and transactions as well as physicians and extenders who have a great extent of control and access over protected health information.
- C. A minimum of once quarterly re-checks for all current employees are completed on Health and Human Services-General Services Administration cumulative sanction report as well as the Office of Inspector General check of Excluded Individuals Report to determine if an individual has been disbarred, excluded, or otherwise ineligible to participate in a federal program (e.g., Medicaid/ Medicare).
- D. Initially during onboarding and then annually thereafter, the company will complete a Department of Motor Vehicle records review on employees in positions which require the operation of company owned/leased motor vehicles as part of their job/job description to ensure license is in good standing in accordance with insurance company guidelines. Employees in these positions will be notified by a Human Resources representative of this designation. These employees are required to



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notify the Human Resources Office within 7 calendar days of accumulating a motor vehicle/license violation (i.e.: speeding ticket, at fault accident, license suspended for any reason, ticketed for failing to follow traffic signals and signs etc.)

- E. Candidates seeking employment who refuse to sign a background check authorization form to initiate all or part of a check process will be denied employment.
- F. When an applicant/employee signs an authorization form CMC considers that an authorization to conduct a background re-check at any time it may be warranted.
- G. Information obtained pursuant to a background check must remain confidential and may only be revealed on a “need to know” basis. Applicants and employees are entitled to a copy of any background check report at any time.
- H. Findings or “hits” on a background check may not automatically serve as disbarment from employment or facility access. However, as a community based healthcare organization we have determined it is a business necessity to adopt a strong commitment to ensuring the workforce demonstrates key core values of reliability, responsibility, safety consciousness, high maturity level, selflessness and an overall commitment to positive community interactions. Background checks, including motor vehicle reports, serve as one of several tools in the evaluation of this “hire-for-fit” process. Subsequently, each finding must be analyzed on a case-by-case basis and in relation to total pattern of occurrences to determine outcome.
- I. When findings result in a decision to deny employment the individual is required to be notified of the findings and offered a copy of the report detailing the findings.

IV. **Reference Checks:**

- A. It is the policy of the organization to conduct prior employment and/or educational reference verifications on applicants. At least one reference verification must be received prior to hiring the applicant.
- B. All requests for references received by supervisors are to be forwarded to the Human Resources Department for processing and response.
- C. The Human Resources Department is responsible for providing reference information on organizational employees which will generally be limited to “Position” and “Dates of Employment”.
- D. Salary and related information may be provided to lending institutions, state and federal agencies and insurance providers if the employee specifically requests and authorizes the release of such information in writing.
- E. Blanket/generic letters of reference generally will not be provided to departing employees.

RECORDS:

Employee Licensure Policy

REFERENCE STANDARDS: NONE



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REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
08-01-2013	ALL	New format applied
08-12-2015	ALL	Changed "Conway Medical Center" to "The Organization", "C" changed from requiring SS# to requiring eligibility to work in the US.
11-15-2015	Sections I-B, II and III	Changed title from "Requirements for Employment" to "EMPLOYMENT REQUIREMENTS BACKGROUND CHECKS". Section II is all new. Section III is rolled in from archived policy - "Personnel files and reference requests". Min age of hire changed from age 16 + 18 in high risk areas to age 18 for all. One current employee on this date who is age 17 is grandfathered.
11-15-2015	All – Note for the Record	Criminal background check program was initiated by the organization in Nov 1999. Motor vehicle checks were added as requirements for all employees in Nov 2014. Credit History check for applicable positions added Nov 2014. KNC SLED added July 2002. Pre-employment-post offer drug screening added in October 2014. Quarterly HHS-GSA & OIG re-checks on current employees added Jan 1, 2014. Nov 2015 added annual re-check of DNV report for drivers to actually begin Nov 2016.
10-1-2016	III-B	Added physicians/providers
7-6-2017	III-D	Added responsibility for employee to notify CMC of any motor vehicle violations
3/1/2019	Scope, I-G, III-A-Note, III-F	Removed reference to KNC. I-G added new. III-A-Note added new. III-F added new,
09-30-2019	Scope	Removed reference to CPG