

River Valley Child Development Services

Hiring/Rehiring/Promotion/Transfer Policy

Effective: September 1, 2014

River Valley Child Development Services, hereinafter referred to as RVCDS, believes that hiring decisions are among the most important decisions made and that good hiring practices can eliminate or reduce many legal risks, reduce costs, increase productivity, improve morale and enhance the quality of the services we provide.

RVCDS strives to provide equal employment opportunities to all applicants for employment in accordance with applicable federal and state legal requirements. These requirements include but are not limited to discrimination in employment based on a person's sex, color, race, ethnicity, religion or sect, national origin, age, disability, veteran status, sexual orientation or other protected status.

This applies equally to RVCDS employees in all aspects of hiring, promotion, transfers, discharge, rehiring, pay, fringe benefits, job training, classification, referral and other aspects of employment.

Promotion/Transfer

Employees may apply and be considered for a transfer and interview for a vacancy by completing and submitting an *Internal Job Posting Application*. Employees will not be considered eligible for transfer to another position or geographic area for one year after employment, unless authorized to do so in writing by the Executive Director. Employees with a current Performance Improvement Plan (PIP-Step 3 of Progressive Discipline) in place may only be considered with approval of Executive Director.

Employees promoted or transferred to fill a vacancy must successfully complete a provisional period. If during this period employee is unable to fulfill requirements of position, employee may return to previous position at the discretion of the program director if position is still vacant. Otherwise, the employee may elect to transfer into another vacant position if qualified and at the discretion of the program director.

A temporary position may be filled at Program Director's discretion for a specified period of time, normally less than six months duration, without posting or advertising the position. Those individuals filling temporary positions are required to complete an *Application* and *Employment Packet* and attend the provisional employee orientation. It is not necessary for individuals to go through the regular employee orientation process. **If the position becomes "provisional" it must be posted and/or advertised and the remainder of the hiring process must be followed.** If an extension is desired of the temporary position, a request must be submitted in writing to the Executive Director.

The RVCDS Board of Directors is responsible for hiring the Executive Director and at their discretion may be involved in the hiring of other senior management staff.

RVCDS has a duty to follow the hiring prohibitions described below to ensure the safety of the individuals and property of its programs.

1. A program shall not employ or use an individual who has been convicted or entered a plea of guilty or no contest to any of the following:
 - a. A violent felony crime including but not limited to, abduction, rape, sexual assault, homicide, hate crimes, kidnapping;
 - b. Child or adult abuse or neglect, or the exploitation of a child or an incapacitated adult;
 - c. Arson;
 - d. A felony or misdemeanor crime against a child or incapacitated adult;
 - e. Neglect or abuse by a care giver;
 - f. Pornography and sexual offense crimes involving children or incapacitated adults, including purchase or sale of a child, incest, sexual abuse, or indecent exposure;
 - g. Any felony that may be relevant to the particular job position;
 - h. This list may not be all inclusive.
2. A program shall not use an individual who failed to disclose a conviction on a Statement of Criminal Record or failed to disclose a finding of abuse or neglect on an Authorization and Release for Protective Services Record Check.

Rehiring

To be considered for rehire, former employees should have left the agency for one of the following reasons:

- Voluntary resignation
- Lay-offs
- Termination for reasons other than illegal or unethical behavior

If a former employee applies for any position at RVCDS and has been separated from RVCDS for more than 90 days, they will be considered a 'new hire' if rehired. New hires, by this definition, are expected to undergo hiring and onboarding procedures, partly or entirely. By contrast, employees who have been separated from the agency for less than 90 days will not have to go through all the same procedures as new hires. Their previous years of service will be recognized for specific benefits plans such as paid time off accrual and employee recognition. Benefit plans remain at our agency's discretion. Employees who were terminated for gross misconduct or abandoned their job aren't eligible for rehiring. This disqualification can only be waived by the Executive Director.