

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-005

SUBJECT: Employment Procedures

EFFECTIVE DATE: May 1988

**Licensing Regulation
Reference: 30-63-26**

Policy:

Cottonwood, Inc. personnel policies are designed and enforced with the concept that only factors rationally related to the employment process will be considered. Such aspects of the employment process, including, but not limited to, recruitment, interviewing, hiring, training and promotion will be based solely on merit or ability. Factors such as race, color, sex, veteran status, sexual orientation, genetic information, religion or creed, national origin, age, physical or mental disability, FMLA and/or domestic leave status, marital status, or political affiliation or belief will not be utilized in the employment process contrary to the principles and legislation covering Equal Employment Opportunity and Affirmative Action. Final authority for hiring rests with the CEO.

Procedures:

1. When a vacancy occurs at Cottonwood, Inc. HR will be notified. Notifications of all postings will be e-mailed to the organization weekly. External postings will also be posted to the "Careers" tab on the website. The position will remain open for at least three calendar days if the posting is internal only. If the position is advertised or posted externally, the position will remain unfilled for five calendar days. Notice of the position vacancy will be sent to various organizations when the position is advertised or posted externally, as per Policy No. 03-001, EEO/AAP. An advertisement may be placed in the newspaper or posted electronically explaining the position available and how a person can apply. The advertisement shall follow appropriate EEO guidelines.
2. Persons wishing to apply will be required to complete a Cottonwood, Inc. application.
3. All completed applications and resumes will be available in the Paycom Applicant Tracking System where it will be distributed according to the preference indicated on the application. The Human Resource Director will determine the validity of any application in question regarding posted qualifications. Applications will be logged, filed or destroyed as per the stated criteria. Approved applications will be available at all times to directors/coordinators for electronic reviewing or printing.
4. Work and personal references will be verified and recorded on all interviewed applicants being considered for a vacant position. Documentation of reference checks are retained as part of the Paycom Applicant Tracking System. The appropriate Director/Coordinator will be responsible for making the hiring decision which may be subject to CEO approval.

5. The person hired will be notified of their appointment, start date, beginning salary and necessary Division of Children and Families (DCF) Abuse/Neglect Registry, KDADS criminal records check through the KBI, KDADS ANE Registry, national criminal background check, drug & alcohol test and driving record checks. The hiring supervisor will complete and send to the Human Resources Department new Employee Information sheet.
6. Initially and throughout the duration of employment all employee names will be submitted to the Office of Inspector General for a potential match to the “List of Excluded Individuals and Entities” (Medicare/Medicaid Fraud Debarment). The results of these periodic checks will be maintained in each employee’s personnel file. Digital copies are maintained on the HR drive.
7. The Orientation Checklist will be completed (by Human Resources Department) for each person hired and retained in the personnel records within Paycom.
8. Applications that meet the criteria will be retained as outlined in policy #04-022. These will be maintained in the Human Resources office.
9. If an applicant wishes to update their contact information (name, address, or phone number), they should contact the Human Resources Department.