

**Purpose**

To ensure a consistent and equitable process for the selection of the Agency's staff.

**Policy**

- A. The Agency will establish a process for the recruitment and selection of staff that ensures equal consideration of applicants whose qualifications are commensurate with the anticipated job responsibilities as found in the Job Description.
- B. The Agency will not discriminate in the provision of employment with respect to age, race, color, religion, military status, gender preference, sex, marital status, national origin, disability, or source of payment.
- C. The Agency complies with applicable Federal conscience and anti-discrimination laws prohibiting exclusion, adverse treatment, coercion, or other discrimination against individuals or entities on the basis of their religious beliefs or moral convictions as found in the Department of Health and Human Services, Office for Civil Rights, Rule 45 CFR, Part 88, Protecting Statutory Conscience Rights in Health Care, effective May 2019.
- D. The Agency complies with federal and state laws and regulations.
- E. The Agency will utilize an equivalent process for selection when considering independent contractors or volunteers for positions at the Agency.

**Procedure**

- A. The Agency's leaders will review federal and state employment laws and regulations.
  - 1. All regulations will be incorporated into the selection process and/or Job Descriptions.
- B. The applicable staff will be trained to follow the Agency's personnel selection process to include, but not be limited to:
  - 1. Obtaining an application completed by the individual seeking a position with the Agency;
  - 2. Attempting and documenting the verification of two references;
  - 3. Checking the applicant's criminal history;
  - 4. Completing background checks for unlicensed personnel who will have face-to-face contact with the Agency's clients per licensing standards;
  - 5. Verifying the qualifications, experience, and job history provided by the applicant;
  - 6. Verifying the applicant's education, training, licensure, and/or certification;
  - 7. Testing to determine if job knowledge requirement(s) and/or competencies are met; and
  - 8. Making an offer of employment.
- C. Applicants will be informed of the employment determination in a timely manner.