

POLICY TITLE: CONDITIONS OF EMPLOYMENT
POLICY NUMBER: 3040

COMMITTEE APPROVAL DATE: 11/13/2018
BOARD APPROVAL DATE: 11/28/2018

WRITTEN/REVISED BY: HUMAN RESOURCES
SUPERSEDES: 06/26/2013

POLICY:

3040 To establish pre-employment screening measures for individuals employed by Beach Cities Health District.

SCOPE:

3040.1 This policy applies to all District employees.

RESPONSIBILITY:

3040.2 It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly.

GUIDELINES:

3040.3 The only individuals authorized to commit the District to an offer of employment are the CEO and Human Resources Management.

3040.4 All offers of employment are conditional and are contingent upon the successful completion of pre-employment requirements that are specified in the offer letter.

3040.5 Under no circumstances is an offer of employment to be extended without a completed, signed "Application for Employment" by the applicant.

3040.6 Individuals are not authorized to begin work until Human Resources confirms successful completion of the pre-employment process.

3040.7 The position duties and responsibilities, work setting and population served determine the specific pre-employment requirements with the exception of reference checks, criminal background checks and drug screens which are to be completed for all positions. All screenings are conducted in accordance with applicable laws.

3040.7.1 Health Screening

3040.7.1.1 The District requires a pre-employment tuberculosis (TB) test for positions that require close work with children, clients or other high-risk populations.

3040.7.1.2 The District may request a physical exam as a condition of employment once a conditional offer of employment is made to determine whether the applicant is capable of performing the essential functions of the job with or without accommodation.

3040.7.1.3 The TB screenings and physical examination, if applicable, will be at the

District's expense and will be provided by a physician selected by the District.

3040.7.1.4 Per the recommendation of the Chief Medical Advisor, employees who work with children, older adults, or other high-risk populations must undergo periodic tuberculosis testing. Current proof of testing is to be maintained on file in Human Resources. Human Resources will generate periodic reports as a quality control measure; however, department heads are accountable for ensuring compliance with this requirement.

3040.7.1.5 Non-exempt, hourly employees will be compensated for the time it takes to complete the test. Employees will be compensated at a rate equal to the current minimum wage per hour for a total of two hours to take the test. If it takes longer than the stated two hours to complete the test, the employee is required to provide additional information to his or her supervisor. If the TB test is completed at a facility outside of the ones contracted by the District, the employee will be required to provide additional documentation and details of the cost incurred to him/her and the time taken to complete the test.

3040.7.2 Drug Testing

To provide a safe workplace for employees and to maintain productivity, the District requires pre-employment drug testing for all employees. Drug testing will be at the District's expense and will be conducted in accordance with the District's Drug and Alcohol Abuse Policy.

3040.7.3 Employee Use of Automobiles

Any individual who accepts an offer of employment for a position that involves driving on behalf of the District or transporting District clients or customers shall be required to present a copy of a valid California driver's license, a current Department of Motor Vehicles (DMV) record and proof of California mandatory limits of liability motor vehicle insurance. Furnishing and maintaining this information is required as a condition of employment. All individuals will be expected to comply with District Policy 3075 Employee Use of Automobiles and Policy 3070 Use of Mobile Devices.

3040.7.4 Criminal Background Check

3040.7.4.1 The District requires that individuals submit to a criminal background check once a conditional offer of employment is made. The background check is processed through the California Department of Justice (DOJ). If it is not possible to conduct a background check through the DOJ (e.g., new California resident) the District will conduct the screening through an approved third-party vendor (e.g., ADP Selection and Screening Services). The criminal background check will be conducted in accordance with applicable federal and state laws. A prior conviction record does not automatically disqualify an applicant from consideration for employment with Beach Cities Health District. Factors such as the frequency, nature and timing of the conviction will be considered relative to the specific position.

3040.7.4.2 If an applicant attempts to withhold information or falsify information pertaining to a previous conviction, the applicant will be disqualified from further employment consideration in any position with the District.

3040.7.4.3 Criminal background checks will be conducted at the District's expense through an approved vendor selected by the District.

3040.7.5 CPR and AED Certification

3040.7.5.1 The District will provide employees with access to online and/or hands-on CPR and AED certification and re-certification courses on a regular basis. All employees are encouraged to become and maintain active CPR certification. Individuals who are employed as instructors, personal trainers, care managers or assume manager-on-duty responsibilities in direct service delivery areas are required to be CPR-certified within 60 days from date of hire and are required to maintain active CPR and AED certification as a condition of employment. Department heads responsible for direct service delivery areas may also designate other individuals (e.g. front desk staff, clubhouse staff) to be CPR and AED certified in order to ensure that there is at least one certified CPR and AED District staff member on duty and available at all times.

3040.7.5.2 Non-exempt, hourly employees will be compensated for the time it takes to complete the CPR/AED recertification through the District. Employees will be compensated at a rate equal to the current minimum wage per hour for a total of two hours to take the training. If it takes longer than the stated two hours to complete the training, the employee is required to provide additional information to his or her supervisor immediately. If an employee has an existing CPR certification from an outside source, he/she will need to provide proof of completion and subsequently will be exempt for taking the required training.

3040.7.5.3 CPR and AED certification will be at the District's expense. However, if an individual opts not to attend a certification class offered at the District, he or she will be personally responsible for the cost of certification and will not be eligible for reimbursement for the cost of training by the District.

3040.7.5.4 Proof of active certification is to be maintained on file in Human Resources. Human Resources will generate periodic reports as a quality control measure; however, department heads are accountable for ensuring compliance with this requirement.

3040.7.6 Reference Checks

The District requires at least two references by an applicant's current or former employers. If there is a legitimate reason (determined by Human Resources) why a professional reference is not obtainable, a personal reference will be acceptable. Exceptions need to be approved by Human Resources (e.g., an individual performed services for the District as an independent contractor for an extended time period).

3040.8 Exceptions

The Chief Executive Officer is the only person authorized to make exceptions to this policy.