

Pre-employment/Volunteer/ Contractor Protocol

Background Checks

Conducted after job acceptance of ALL positions paid and unpaid (employment, volunteer, contracted, private sitter)

Applicant Tracking System pushes out information to Background Screening Company upon acceptance of position

Background Screening Company conducts SLED check – SLED check must be received and verified showing no disqualifying convictions in accordance with **S.C. Code Section 16-1-10(A), any Class A, B, C, or D felony or Class E or F felony – see below for definition**

Corporate Human Resources notifies Administrator of any disqualifying offense, then administrator will contact employee directly to rescind job offer.

All results are reviewed by the corporate human resource department in accordance with **S.C. Code Section 16-1-10(A)**, and filed in the employees confidential personnel file.

Staff members of the facility shall not have a prior conviction or pled no contest (nolo contendere) for child or adult abuse, neglect, or mistreatment, or pursuant to **S.C. Code Section 16-1-10(A), any Class A, B, C, or D felony or Class E or F felony** involving criminal sexual conduct, physical or sexual abuse of children, elderly or infirm, or crimes where the victim is a patient or resident of a health care facility

Applicant (employment, volunteer, contracted, private sitter) must provide verification of South Carolina residency for the twelve months preceding the date of the employment.. If applicant is unable to provide verification of South Carolina residency a federal criminal record check after employment must be conducted.

If verification is provided and SLED check does not show any disqualifying convictions, hiring manager will be notified by Corporate Human Resources to schedule their physical, TB, and orientation.

Pre-Employment References Checks

Background screening company conducts 2 reference checks on employee from information provided on application

Policies & Job Descriptions

-Applicant Tracking System sends out link to employee that allows them to review and electronically sign company policies including position specific job descriptions