Chapter Title Human Resources	Section # HR		Subject # 520
Subject Title **Employment**	Adopted 8/26/02	Last Revised 6/24/19	Reviewed 2/27/06; 4/23/07; 02/27/06; 11/24/08; 2/23/09; 11/23/09; 11/22/10; 11/28/11; 2/25/13; 3/24/14; 2/23/15; 2/22/16; 02/27/16; 05/22/17; 5/29/18; 6/24/19; 7/27/20

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 New Positions

The creation of and funding for a new job position or job re-classifications shall require The Right Door for Hope, Recovery and Wellness Board approval. All employment positions are At-Will Positions.

2.0 CEO Authority

The CEO retains final authority in all employment related decisions for The Right Door for Hope, Recovery and Wellness.

2.1 CEO is responsible for all offers of initial employment to qualified applicants.
2.2 CEO is solely responsible for final decision regarding the termination of an employee.
2.3 The CEO may determine when a reduction in agency work hours, staffing capacity, or number of staff positions is warranted or required; and in what manner, or by what means the reduction will take place.
2.4 When the number of filled staff positions is to be reduced, employees to be retained or reassigned will be selected on a basis of competency, past performance, and organizational need. The CEO may consider length of service as a determining factor.

3.0 Announcement of Vacancies

When a vacancy occurs in any position, qualified internal personnel shall be given first consideration.

4.0 Termination of Employment

In the event a staff position is eliminated, the employment relationship of the affected employees will be considered as severed, unless the employee is transferred to another position.

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5.0 Promotions/Transfers

An employee's wages, upon transfer to a different position, shall be adjusted to comply with the current pay schedule for that position.

6.0 Contracted Employees

Contracted employees of The Right Door for Hope, Recovery and Wellness are subject to the same policies, procedures and standards as are other employees, unless otherwise stated in the employment contract. Specific compensation and benefits arrangements are as outlined in the employment contracts.

7.0 Supplemental Employment

The Right Door for Hope, Recovery and Wellness employees may engage in supplemental employment provided:

7.1 Such employment does not create a conflict of interest, and is not in competition with The Right Door for Hope, Recovery and Wellness;
7.2 Such employment is not performed during the employee's scheduled The Right Door for Hope, Recovery and Wellness work hours;
7.3 Such employment does not involve the services, facilities, resources, or persons served of The Right Door for Hope, Recovery and Wellness;
7.4 Employees must provide the specifics of supplemental employment, including remuneration, and request, in writing, advance approval from the CEO to engage in supplemental employment. If granted by the CEO, approval of the supplemental employment with terms and conditions will be provided in writing to the employee.
7.5 Such employment does not conflict with nor diminish the employee's ability to perform the functions of his/her work at The Right Door for Hope, Recovery and Wellness;
7.6 Such employment does not conflict with agency policy.

8.0 **Temporary Employees, Volunteers and Student Interns**

The Right Door for Hope, Recovery and Wellness makes use of temporary staff, volunteers, and student interns in various capacities. The use of these individuals should help or enhance the ability of The Right Door for Hope, Recovery and Wellness to carry out its clinical or administrative functions. A temporary staff individual, volunteer, or student intern will not be accepted if the activity will not serve The Right Door for Hope, Recovery and Wellness needs or if the time needed for training and supervision will outweigh the benefits to The Right Door for Hope, Recovery and Wellness persons

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served and staff. Every effort will be made to ensure that placements are meaningful for temporary staff, volunteers, and student interns, and that placements meet educational requirements for student interns. All temporary staff, volunteers, and student interns shall receive appropriate supervision as it relates to their position.

9.0 Employment of Relatives

The Right Door for Hope, Recovery and Wellness allows the employment of relatives of current employees. Employees, however, may not be placed in a position under the direct supervision of an immediate relative. “An immediate relative,” for purposes of this policy, is defined as a parent, brother, sister, child (by blood, adoption, or marriage), or spouse. The Right Door for Hope, Recovery and Wellness employee with hiring authority shall not participate in the selection or hiring of an immediate relative.

References

CARF Standards Manual, Section: Workforce Development and Management

Melissa McKinstry, Board Chairperson	Date		