

POLICY MANUAL

Subject: Employment Offers

Effective Date: 11/18/02

Initiated By: Cinde Stewart Freeman
Chief Quality Officer

Approved By: Boyd Smith
Chief Operating Officer

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01/12 cdb; 04/13 cdb; 03/14 cdb

POLICY:

In order to ensure an orderly entry into the Cumberland Heights system, the hiring manager makes an offer of a specific position, status, and salary. If the offer includes items that are outside the standard compensation package, a letter outlining the additional items is drafted by the Human Resources Director for presentation to the prospective employee. Each person who accepts an offer to work at Cumberland Heights is given instructions as to those items which must be completed prior to arrival for duty and/or within the first day of employment. All employment offers are contingent upon receipt of an acceptable background check by the designated vendor and drug testing results cleared by the contracted Medical Review Officer (MRO).

PROCEDURE:

1. Upon completion of the interview process, the hiring manager contacts the prospective employee and makes an offer of a specific position, status and salary. If the offer includes items that are outside the standard compensation package, a letter outlining the additional items is drafted by the Human Resources Director for presentation to the prospective employee.
2. At the time of the employment offer, the prospective employee is informed of the following:
 - a. Cumberland Heights provides Equal Opportunity Employment and that employment practices shall not be influenced by a prospective employee's race, color, religion, gender, national origin, age, handicap or any other characteristic protected from law except where such characteristic is a bona fide occupational qualification.
 - b. Employment is contingent upon the individual passing the background investigation. At the discretion of the manager, employment may begin while the investigation is in process.
 - c. S/he will be required to perform a pre-employment drug screening, in accordance with the Tennessee Drug Free Workplace Act (TCA 50-9-101).

The prospective employee is required to complete this screening process on or before the first day of duty. Continued employment is contingent upon all results being cleared by the contracted Medical Review Officer (MRO).

- d. S/he will be required to receive a TB Skin Test or screening from the Medical Department during the first week of employment and have it read 48-72 hours from the date of injection and annually thereafter. In case of a history of a positive TB skin test, the employee must have or produce the results of a negative chest x-ray within the last 30 days and will be asked to have another one year later with subsequent chest –x-rays dependent upon exposures and/or symptoms.
 - e. Cumberland Heights will verbally check all personal and professional references provided by the prospective employees to ensure that individuals who join the organization are well qualified and have a strong potential to be productive and successful.
 - f. Primary source verification of education and/or licensures is required for positions for which said education and/or licensure is a job requirement and is conducted by an outside agency.
 - g. S/he will be contacted by the Human Resources Director to schedule an initial orientation on or before the first day of their paid employment with Cumberland Heights.
 - h. Neither the prospective employee nor Cumberland Heights are bound to continue the employment relationship, if either chooses, at its will to end the relationship at any time, with or without cause and/or notice.
3. Should there be any questions regarding the pre-employment drug screening, the person will be contacted by the Medical Review Officer. See related [Employee Substance Abuse](#) policy
 4. Should there be any questions regarding the pre-employment background check, the person will be contacted by the Human Resources Director.
 5. In the event of unresolved issues with either the pre-employment drug screen results or background check, the offer of employment may be rescinded.