

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:  
Date: March 23, 2020

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: PERSONNEL HIRING**

**II. PURPOSE:**

To set out and effect uniform hiring procedures for all positions in the agency.

**III. REFERENCE:**

45 CFR 160 and 164 Health Insurance Portability and Accountability Act  
Ohio Revised Code §§5126.21, 5126.22 and 5126.28  
Ohio Administrative Code Section 5123:2-3-05  
Lake County Board of DD/Deepwood Policy B-12 (Background Checks)  
Lake County Board of DD/Deepwood Policy B-13 (Equal Employment Opportunity)  
Lake County Board of DD/Deepwood Policy B-16 (Substitute Employees)  
Lake County Board of DD/Deepwood Policy B-17 (Alcohol and Controlled Substances Testing)  
Lake County Board of DD/Deepwood Policy D- 2 (Nondiscrimination)

**III. POLICY**

It is the policy of the Lake County Board of DD/Deepwood to comply with all applicable state and federal laws and regulations in the recruitment and selection process.

Applicants will be recruited using a variety of methods including, but not limited to, regional and local newspapers, college placement offices, Ohio Bureau of Vocational Rehabilitation, area high schools, local community organizations, electronic media, etc. All recruitment notices and advertisements will state that the Board is an Equal Opportunity Employer.

Newspaper and online advertisements will be initiated by the department and will be placed by Human Resources. Advertisements will indicate the department where the vacancy exists and a brief overview of job duties. Human Resources will screen applicants for compliance with minimum job qualifications to fill the vacancy, then forward applicants to the department for interviews.

Unsolicited applications will be received in the Human Resources Department and screened for compliance with minimum job qualifications. Applications of qualified applicants will be forwarded to the appropriate manager based on the needs of the Agency and the applicant's interest and qualifications. The Human Resources Director is available to assist managers in the development of job specific interview questions.

Prior to appointment, all applicants will be required to present proof of educational qualifications, including but not limited to possession of, or eligibility for, required professional licenses and certifications and proof of ability to work in the United States. All applicants being considered for employment must undergo a background check in accordance with Board Policy B-12 including, but not limited to, verification of prior employment, check of the databases listed in the OAC 5123:2-2-02(C)(2), criminal conviction history and driving abstract.

**Only the Superintendent may approve and offer employment to any applicant. No manager has the authority to make an offer of employment during the interview process.** All offers of employment are contingent on the applicant's successful completion of a pre-employment, job related, physical examination. Applicants must complete the required medical examination by the completion of orientation. Failure to successfully complete the medical examination may result in the applicant being deemed unqualified for employment. The physical examination will be conducted by a Board authorized medical professional at the Board's expense. Applicants who are offered employment in safety sensitive positions will also be required to complete pre-employment drug and alcohol testing in accordance with Federal Regulations and Board Policy B-17.

Medical information obtained through the physical examination shall be treated as protected health information and will be secured and disclosed in accordance with the Health Insurance Portability and Accountability Act of 1996.

Successful applicants in management positions as defined in O.R.C. § 5126.22 will execute a limited contract in accordance with O.R.C. § 5126.21.

All newly hired employees are required to complete all aspects of the Agency orientation, including safety training, Major Unusual Incident (MUI) training and Crisis Prevention Intervention (CPI) training prior to beginning employment within the designated departments of the Agency. In limited circumstances, the Superintendent may approve an employee completing only the required safety, MUI and CPI training prior to his/her first day of assignment with a department providing direct care. Training for positions not providing direct care will be completed in accordance with DODD rule.

In accordance with Board Policy B-16 (Substitute Employees) substitute employees are paid minimum wage for time spent in Agency orientation. Substitute employees begin earning their regular hourly rate effective on the first day of employment within the department.

The recruitment and selection process is considered completed when all of the above requirements are met.

**IV. DISTRIBUTION**

All Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**V. REVIEWED:**

03/20, 03/18, 03/17, 03/16, 03/15, 3/14, 03/13/12, 3/11, 4/09, 4/07, 4/05, 4/03, 2/01,  
8/92, 7/98