

<b>ALASKA PIONEER HOME</b>		<b>P&amp;P No: 02.01</b>
<b>Title: Employment at AKPH</b>		<b>Approval: D. COTE</b>
<b>Key Words: Recruit, Requirement, Workplace, Benefit, Drug-free</b>		
<b>Team: All employees</b>	<b>Effective Date: 8/1/12</b>	<b>Page: 1 of 4</b>

## **PURPOSE**

To describe the process of employment with the State of Alaska in the Division of Alaska Pioneer Homes (AKPH).

## **POLICY**

The Workplace Alaska website is used to recruit employees to work in the AKPH.

For all job classifications covered under the Labor, Trades, and Crafts (LTC) category the union headquarters is notified by AKPH personnel and sends 2 qualified applicants.

AKPH only hires individuals who meet personnel and assisted living licensing requirements.

AKPH employees receive continual screening for tuberculosis and criminal history.

The State of Alaska offers a variety of benefits for eligible employees.

AKPH is a drug free workplace.

## **DEFINITIONS**

## **PROCEDURE**

### **I. Employee Recruitment, Hiring, and Screening Process**

- A. This process is *not* used for employees in the LTC bargaining unit.
- B. Recruitment bulletin is posted on the Workplace Alaska website.
  1. The position, application period, position open to (all applicants), department, division, location, region, salary, range, job status (full time), and bargaining unit are listed.
  2. The minimum qualifications, such as experience, skills, education, license or certification, and background check are included.
  3. Applicant submits a cover letter and a personal profile during the recruitment period.

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4. An interview of qualified applicants evaluates job appropriate presentation.
- C. Requirements for employment with AKPH.
1. The State of Alaska personnel application process screens applicants to ensure required knowledge, skills, and abilities.
  2. The following information is received and screened prior to a hire:
    - a. Two (2) employment and three (3) character references.
    - b. Provisional clearance from the State of Alaska, DHSS Background Check Program (BCP).
    - c. TB test results to assure that the person is free from active pulmonary tuberculosis.
- D. Screening for employee criminal history is conducted by the State of Alaska, DHSS Background Check Program (BCP).
1. Provisional clearance
    - a. An applicant completes the hard copy BCP application and BCP release of information.
    - b. Home staff inputs the application into the BCP system.
    - c. BCP notifies the Home whether fingerprints are required for the applicant.
      - 1) If fingerprints *are* required:
        - a) Homes with trained personnel and equipment perform the fingerprint check for the applicant.
        - b) If the service is not performed in the Home, the applicant is sent to a commercial fingerprint company or to the State trooper office.
        - c) The applicant sends the completed fingerprint card for BCP processing.
      - 2) If fingerprints are *not* required, the BCP application process is complete.
    - d. The Home receives a provisional clearance from the BCP prior to the employee beginning work.
    - e. The applicant must reapply for a background check every 6 years.

**II. Labor, Trades, Crafts Recruitment**

- A. A sheet for vacant position is posted in the Home in areas where LTC employees can view and sign if interested in the job posting.
- B. Internal hiring process begins after at least two business days.
1. Manager reviews qualified applicants from the Home and interviews the two (2) candidates who are most suitable.
  2. Manager selects the most qualified candidate.

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3. If no candidates are selected for the position, manager informs candidates that they have not been selected.
  - a. Manager requests referral candidates from the union.
- C. Manager selects from referral candidates.
  1. Manager gives the union a list of candidates from the Home that are not selected.
  2. The union provides a minimum of two (2) qualified candidates within 48 hours.
  3. Manager interviews and selects from the candidate pool.
  4. Manager informs the candidates and the union if a candidate is not selected for the position.
    - a. The union can refer other candidates to the manager.
    - b. The manager can hire a non-union candidate.
    - c. The non-union hire is required to join the union within 30 days.
    - d. State employees who are covered under a bargaining agreement are required to join the union.

**III. Drug-free Workplace**

- A. Orientation
  1. During the AKPH new employee orientation, the employees sign a form indicating that they understand the drug-free policy and screening requirements.
- B. Screening
  1. A condition of AKPH employment is the employee's consent to submit to a drug screening test.
  2. AKPH employees are screened for the presence of illicit drugs or alcohol by a third party selected by AKPH management when:
    - a. A probable cause to believe the employee is working while under the influence of drugs or alcohol, or
    - b. An accident or incident of questionable cause or nature occurs in the Home involving an employee.
      - 1) Incidents include but are not limited to security breach, inappropriate removal of a chart, theft, and harm to a resident or staff.
- C. Drug screen results
  1. If it is determined that an employee was working while under the influence of drugs or alcohol (chemical abuse), disciplinary action will be taken.
    - a. Termination of work duties at the Home.

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- b. Notification of the State Licensing Board.
  - c. *Back to Work Agreement* that states the conditions of the employee's return to work.
  - d. Grounds for subsequent termination if the employee working under a *Back to Work Agreement* fails to abide by the agreement.
  - e. Disciplinary action against an employee who knows or suspects chemical abuse and fails to report it to a supervisor.
  - f. *Unusual Occurrence Report* to the AKPH Risk Management about the employee screening.
2. AKPH supervisors are trained in the detection of chemical abuse and the resulting behavior that is exhibited.

<b>HISTORY OF REVISIONS</b>
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New: 1/1/12

Revised: 5/29/12; 7/20/12

Reviewed:

<b>ATTACHMENTS</b>
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<b>REFERENCES</b>
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