

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Executive Director	<b>DATE SUBMITTED:</b> 06/01/80	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 06/01/80	<b>DATE REVISED:</b> 02/20/19, 02/17/21, 10/11/2023	<b>SUBJECT:</b> Hiring	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 07/18/17, 02/20/19, 02/17/21, 2/15/2023, 10/11/2023, 4/30/2024		<b>POLICY #:</b> ED-016	<b>PAGE #:</b> 1 of 4

**I. APPLICATION**

The provisions stated here apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to establish administrative procedures for hiring employees. The organization will hire based on qualification and does not discriminate based on race, sex, gender identity or sexual orientation, religion, national origin, marital status, age, weight, height, color, disability, veteran status, and other legally protected status.

**III. DEFINITION**

**Full Time Status:** Regularly works a minimum of 80 hours within the pay period. Full-time status employees are eligible for benefits provided by the employer.

**Part Time Status:** Regularly works less than 80 hours within the pay period and does not include benefits unless required by law.

**IV. NOTIFICATION/PROCEDURE**

**INTERNAL**

**WHO**

**DOES WHAT**

Current Employee

1. Completes an online application.

Human Resources Manager  
/designee

2. Review candidates.

3. Ensures an interview is conducted with most qualified candidates.

4. Communicates job offer to selected candidate.

Employee

5. Accepts/declines job offer.

Human Resources Manager  
/designee

6. Communicates appropriate correspondence to candidates:

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- a. New Position
- b. Promotion
- c. Denial

7. Within 48 business hours completes payroll status change in payroll system and saves supporting documentation (i.e., job description) to personnel file.

Account Clerk

8. Reviews and approves payroll status change in the payroll system.

Executive Director

9. Reviews and approves payroll status change in payroll system.

**EXTERNAL**

Applicant

1. Completes an online application.

Human Resources Manager  
/Designee

2. Reviews applications.

3. Ensures interviews are scheduled and conducted.

4. Communicates job offer to selected candidate.

5. Ensures onboarding checklist is completed.

- a. Application
- b. Interview documentation
- c. Conditional job offer
- d. Verify at least 18 years of age
- e. At-will status of employment
- f. Job description
- g. Verification of education
- h. Valid driver's license

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- i. Vehicle insurance or uninsured driver form
- j. W-4 forms
- k. Payroll election form
- l. Driving record check consent and results
- m. Criminal background check consent and results
- n. Long term care workforce background check consent and fingerprinting results
- o. Employment eligibility verification I-9 form
- p. Reference check results, two (2) professional
- q. Recipient rights check consent and results, St. Clair and Macomb Counties
- r. Medical recommendation
- s. TB test results
- t. Drug screen results
- u. Hep B vaccine consent/declination, optional

6. Issues correspondence to unsuccessful external applicant.

7. Upon successful completion of onboarding, notifies program supervisor via email.

8. Forwards new hire forms to program supervisor.  
a. New Hire Orientation  
b. Contract Monitoring Worksheet

Program Supervisor

9. Notifies human resources with start date within 24 hours of receipt of new hire forms. Start

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date must be a minimum of 48 business hours after notification.

Human Resources

10. Within 48 business hours
  - a. Enter into payroll system
  - b. Create enrollment event for benefits for full-time employees
  - c. Enroll in electronic training system
  - d. Coordinates with account clerk to ensure entry in time tracking system
  
11. Within 3 working days of start date:
  - e. Enter employment verification from I-9 information in E-Verify system and review and save results to personnel file

Program Supervisor

11. Completes new hire orientation and registers new hire for required trainings upon new hire starting work.

Employee

12. Completes required trainings within the required timeframe.