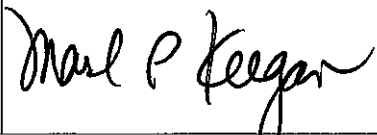


Catholic Charities Disabilities Services
Agency Standard and Procedure

Standard Category	Human Resources
Standard Title	Supervision of Newly Hired but Uncleared Staff
Regulations	Mental Hygiene Law §16.34 14 NYCRR Part 701
Original Issue Date	September 9, 2013
Latest Revision Date	May 10, 2018
Number of Pages	2
Attachments	
Approved by: Mark Keegan, Interim Executive Director	

Standard

Catholic Charities Disabilities Services recognizes the importance of background checks for prospective employees and complies with all Federal, State, and Diocesan requirements. However, due to several factors, it may be in the best interest of the agency to allow newly hired staff to begin work after they have cleared the Justice Center’s Staff Exclusion List (SEL) check but before they have cleared all of their remaining background checks. In these instances, and as allowed by regulation, newly hired but uncleared staff will not have unsupervised or unrestricted physical contact with individuals receiving services.

Procedure

1. The Director of Human Resources, in consultation with the appropriate Department Director will decide whether or not a prospective employee can start work prior to all background checks being completed. Factors influencing this decision may include the upcoming orientation and

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training schedule for new staff as well as the availability of staff to supervise the newly hired staff.

2. When in the presence of individuals served, newly hired but uncleared staff will be required to remain in reasonable physical proximity of either supervisory staff or staff who have been employed for six months or more.
3. For newly hired but uncleared staff assigned to work in the Service Coordination or Community Supports Departments, reasonable physical proximity means that the newly hired but uncleared staff must be in the line of sight of the supervisory staff or staff who have been employed for six months or more.
4. For newly hired but uncleared staff assigned to work in the Residential Services Department, reasonable physical proximity means that the newly hired but uncleared staff must be in the line of sight of supervisory staff when in a bedroom or bathroom, when providing personal care activities which require privacy for people receiving services (e.g. bathing, dressing and toileting) regardless of location, or while transporting an individual or must be on the same floor as the supervisory staff while in common areas such as hallways, living rooms, kitchens or dining rooms.
5. Newly hired but uncleared staff can not be counted as a staff person for purposes of establishing minimum staffing levels.
6. If the newly hired staff member has not cleared within forty-five (45) calendar days of the hiring date, the Director of Human Resources and the appropriate Department Director will meet to determine whether or not it will be in the best interest of the agency to continue its employment relationship with the newly hired staff member, suspend without pay until cleared, or terminate.