



Human Resources

MEDICAL CENTER HUMAN RESOURCES POLICY NO. 104

A. SUBJECT: Conditions of Employment

B. EFFECTIVE DATE: January 1, 2014 (R)

C. POLICY:

The Medical Center hires qualified individuals who contribute to the overall success of delivering quality patient care. This policy is designed to provide clear guidelines on what documentation is required of employees prior to and during their employment with the Medical Center.

D. PROCEDURE:

1. Application for Employment

Throughout the hiring process and employment, the Medical Center relies upon the accuracy of the information in the employment application, as well as the accuracy of other data presented. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

2. Employment/Education Verification

The Medical Center conducts employment or education history verifications on all applicants who apply for employment. Applicants are required to sign a release form that will authorize the Medical Center to contact past schools and/or employers concerning the applicant's academic or employment history.

3. Eligibility for Employment

Individuals must be at least 18 years of age to be eligible for hire at the Medical Center. An applicant's age shall be verified by driver's license, birth certificate or passport.

Individuals hired by the Medical Center must produce documents establishing identity and work eligibility within 3 days of employment. The *Employment Eligibility Verification Form (I-9)* must be completed in order to continue employment.

Applicants who are on the Department of Health and Human Services Office of the Inspector General's List of Excluded Individuals/Entities, the General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs, or the Department

(SUBJECT: Conditions of Employment)

of Treasury's List of Designated Nationals and Blocked Persons will be ineligible for employment with the Medical Center.

Newly hired employees cannot start work until they have satisfied the conditions of current state law regarding selective service. All males are required by law to register with the U.S. Selective Service within 30 days of their 18th birthday. This law applies regardless of whether the male is a citizen, a legal resident immigrant, or an illegal immigrant. Only international students on F-1 Visas and other foreign citizens who are non-residents while in the U.S. are exempt from this requirement. Late registrations are accepted, but not after a male has reached age 26.

Employees and applicants who respond "no" to the selective service question on the employment application must present verification from the Selective Service System to indicate the requirement is terminated or inactive before their employment can be continued or before they can be hired.

4. Verification of Legal Name

IRS regulations require employers to submit wage and withholding information under the employee's name as shown on the employee's social security card. To comply with these regulations, an employee must present his/her social security card bearing his/her full legal name at the time of hire. This is the name that will be used for the employee's personnel record. All subsequent changes to an employee's name will be made only upon the employee's presentation of an updated social security card. An employee may be required to present his/her social security card upon request.

5. Criminal Conviction/Background Check

The Medical Center conducts criminal conviction investigations on applicants who have been recommended for hire, and will conduct these investigations following the acceptance of a conditional offer of employment. Thereafter, employees have a continuing obligation to disclose criminal convictions which occur during the course of employment at the Medical Center. (See [Medical Center Human Resources Policy 202 "Criminal Background Check"](#) for more information.)

As a condition of employment, all applicants must provide authorization for the Medical Center to have a criminal investigation performed. If an applicant does not provide this authorization, or if the results of the investigation are unsatisfactory, the conditional employment offer will be withdrawn. As discussed in Section 6 below, additional obligations are imposed upon employees who are required to operate motor vehicles.

Applicants are required to disclose all criminal convictions (which have not been overturned) including those which have occurred under a name other than what is on the application. Arrests, as opposed to convictions, and offenses committed when the applicant was a juvenile which were handled in juvenile court need not be noted on the application.

Convictions disclosed on the application form will not necessarily be a bar to employment. Convictions are evaluated on a case-by-case basis, considering the seriousness and the date of the conviction, the nature of the position, and the honesty of the applicant in completing the application form. Applicants who do not disclose all required convictions on the application will not normally be offered or maintain employment based on the falsification of the application.

(SUBJECT: Conditions of Employment)

Continuing obligation to disclose criminal convictions:

During the course of employment, any employee convicted of any crime has five days to report the conviction to his/her manager. Human Resources will then conduct an additional background check to verify the details of the conviction.

6. Driving Records

Medical Center employees who drive Medical Center vehicles, patients, visitors, and/or patients' and visitors' vehicles as a requirement of their jobs, are required to have at least two years driving experience. Additionally:

- a. Motor vehicle report shall not show two or more at fault accidents and/or convictions involving a motor vehicle accident in the 12 months prior to the record check.
- b. There shall be no violations related to alcohol or drugs in the five years prior to the record check.

Employees who drive Medical Center vehicles as a function of their jobs are required to grant permission to the Medical Center to conduct checks of their license and driving records as a condition of employment.

Driving record checks shall be conducted at the time of initial hire, or when an employee's job description changes to include driver's license requirement. Thereafter, license and driving record checks shall be conducted on an annual basis during the month of the employee's birth.

Hiring managers shall be responsible for communicating a driver's license requirement when filling a position where the driving requirement does not apply to all employees in the job classification.

Employees who drive Medical Center vehicles are responsible for informing their manager of any traffic citations or convictions related to driving a vehicle, whether on or off duty, within 5 work days. Failure to report may result in disciplinary action up to and including termination.

Any deviations from these guidelines must be approved by Medical Center Human Resources, Medical Center Patient Safety and Risk Management, and Interfacility Transportation. Exceptions to these guidelines will be communicated to the manager of the employee who is required to drive. (See [Medical Center Policy No. 0260 "Medical Center Vehicle Management Program"](#) for more information)

7. Drug/Alcohol Testing Program

Positions designated by the University of Virginia and/or the Medical Center as "safety sensitive" require satisfactory completion of a drug test as a condition of employment. "Safety sensitive" positions are those which involve substantial risk of injury in the performance of job duties; examples include direct support of patient care and treatment, security duties, maintenance of hazardous facilities, access to controlled substances and exposure to communicable diseases. In addition, applicants who are participating in drug screening under an agreement with the Virginia Health Practitioners Monitoring Program (VA HPMP) shall continue such screening following

(SUBJECT: Conditions of Employment)

employment until discontinuation is approved by the University of Virginia Faculty and Employee Assistance Program.

The University conducts pre-employment, reasonable suspicion, random, and post accident drug and/or alcohol testing for employees who operate vehicles which exceed 26,001 pounds gross vehicle weight, which carry more than 16 passengers or carry hazardous materials.

Any positive test is referred to the Medical Review Officer (MRO). The individual will be provided an opportunity to discuss a positive test with the MRO. A conforming retest of the same sample may be undertaken if recommended by the MRO. If after discussion with the applicant or review of his/her medical record it is determined the test result is explained by a medically legitimate cause, then the applicant is reported to Human Resources as cleared for hire.

8. Employee Health Screening

All new hire Medical Center employees shall visit Employee Health for an infectious disease health assessment and tuberculosis screening. Employee Health will conduct a two step TB test/screen on all new hires. The first step test/screen shall be conducted prior to employment, as a condition of employment. Employees of the Medical Center may also be required to undergo any other screening, vaccinations, or tests determined by the Medical Center Hospital Epidemiologist to be necessary for infection control and patient safety.

Employees shall also complete mandatory annual tuberculosis screening by Employee Health by July 31st of each year. Employees on an approved leave of absence shall have 15 calendar days from their return to work date to complete their mandatory annual tuberculosis screening. At least one month prior to the July 31st deadline, Human Resources shall notify non-compliant employees that tuberculosis screening must be completed by the deadline and that failure to comply shall result in disciplinary action. ([See Medical Center Human Resources Policy No. 701 "Employee Standards of Performance and Conduct"](#))

9. Probationary Period

Regular full-time, part-time, and flex staff employees of the Medical Center will be required to complete a six month probationary period upon initial employment, except as specified in [Medical Center Human Resources Policy No. 205 "Probationary Period"](#). This allows both the employee and supervisor to determine suitability for the job. Except for allegations of unlawful discrimination, employees will not be provided an appeal if released during the probationary period. During the probationary period, an employee is not entitled to progressive performance counseling and may be terminated at any time. Newly hired employees must sign a "Conditions of Employment Form" and other forms related to employment, payroll, and benefits as part of the enrollment procedure.

10. Child Support Enforcement

In compliance with legislation enacted by the General Assembly of Virginia effective July 1, 1993 the Medical Center provides information regarding new hires to the Virginia Employment Commission (VEC) for the purpose of locating working parents who are delinquent in child support payments. The information that is provided to the VEC is the employee's name, home address, and social security number and is not divulged except to the extent necessary for the administration of the child support enforcement program or when otherwise authorized by law.

(SUBJECT: Conditions of Employment)

11. Direct Deposit of Paychecks

All employees are required to have paychecks deposited directly into a designated account. Electronic direct deposit assures that an employee's pay check is in their checking or savings account on payday even if they are sick or on vacation.

12. Drug Free Workplace Policy

The Medical Center prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by any employee on its property or as a part of any sponsored activities. Under local, state, or federal law those individuals who violate this policy are subject to the full range of criminal penalties including fines and imprisonment. In addition to criminal penalties, violators of this policy may be subject to disciplinary action up to and including termination.

13. Outside Employment

An employee may hold a job with another organization as long as it does not interfere, compete or conflict with Medical Center interests and provided it does not hinder the employee's ability to meet the responsibilities and scheduling demands of the Medical Center. Should the Medical Center determine that an employee's outside employment interferes with performance or the ability to meet the requirements of the Medical Center as they are modified from time to time, the employee may be asked to terminate the outside employment.

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center

DATE:



Medical Center Human Resources Policy No. 104 (R)

Approved June 2005

Revised January 2006, January 2007, April 2007, June 2007, December 2007, July 2008, September 2008, December 2009, June 2010, December 2010, December 2013

Approved by Chief Human Resources Officer

Approved by Medical Center Administration