

## **I. POLICY**

Employment at Eastern Virginia Medical School (EVMS) is contingent upon the satisfactory completion of all the conditions of this Policy. No new hires may commence employment before fulfilling all requirements without prior written permission from Human Resources. Failure to meet any of these requirements will result in a withdrawal of the offer of employment or termination of employment.

## **II. PRE-PLACEMENT ASSESSMENTS**

A. Fit for Duty Assessment. It is the policy of the EVMS to require all new hires to undergo a fit-for-duty assessment prior to commencement of employment. The purpose of the fit-for-duty assessment is to review the job description, confirm with the new hires that he/she can perform the essential functions of the job, with or without reasonable accommodations, and identify any physical conditions that exist prior to employment that have the potential to create a safety issue in the delivery of patient care. Employees will also be required to undergo a tuberculosis screening. If the fit-for-duty assessment reveals that the applicant is unable to perform the essential functions of the position, with or without reasonable accommodations, or poses a health risk to EVMS employees or patients, the offer of employment may be withdrawn.

B. Pre-Placement Drug and Alcohol Screening. EVMS complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991 and the Drug Free Workplace Act of 1988 and maintains a drug and alcohol free workplace. All new hires must submit to a pre-placement drug screening and those new hires who will be required to drive motor vehicles will also be required to submit to an alcohol screening. If any test is positive, the applicant will have the opportunity to discuss the results with the Medical Review Officer (MRO). The MRO or his/her designee will report verified positive tests to the Executive Director of Human Resources. The employment offer will be withdrawn for new hires who have a verified positive alcohol and/or drug-screen. If the drug-screen is positive for THC (active substance in cannabis) the applicant can appeal the decision to Human Resources. Human Resources will review each appeal on a case-by-case basis and make a determination. The individual will be eligible to reapply for employment in twelve months. However, to be reconsidered for employment, the individual must show evidence that a drug abuse intervention or counseling program has been successfully completed or is ongoing by a substance abuse professional. The individual must also successfully complete another pre-placement alcohol and/or drug-screen.

C. Scheduling. Pre-placement assessments are conducted by the EVMS Occupational Health Department during normal business hours and at no cost to the new hire. At the time of offer acceptance, the hiring supervisor is responsible for notifying each new hire that he/she must contact the EVMS Occupational Health Department within two (2) business days of the offer to schedule the pre-placement assessments. The Occupational Health Department will notify the Employment Specialist/Human Resources Department when the pre-placement examination has been scheduled, and new hire is responsible for keeping the pre-placement examination

appointments.

D. Records. Records from the pre-placement exam will be kept separate from the employee's personnel file. All pre-placement assessment files are confidential and are not available for review by the employee.

### **III. EMPLOYMENT ELIGIBILITY**

EVMS verifies new hire eligibility to work in the United States, in accordance with the Immigration Reform and Control Act of 1986. Human Resources is responsible for verifying employment eligibility and all new hires will be required to complete an I-9 form during orientation and will be required to present either:

- one original document establishing both identity and eligibility (i.e., U.S. Passport); or
- two original documents: one establishing identity (i.e., driver's license) and one establishing eligibility (i.e., social security card, birth certificate).

Failure to provide documentation within three (3) days of the employee's starting date will result in a withdrawal of the offer of employment by Human Resources. (Information regarding alien employment eligibility and visa application is available from Human Resources).

### **IV. REFERENCES, EDUCATION, AND LICENSE VERIFICATION**

A. References. During orientation, employees will be required to provide written permission to verify employment history. Employment verification will be forwarded to the employee's last two or three employers. Returned verifications will be placed in the employee's personnel file and will be kept confidential. In the event negative information is found, Human Resources will evaluate the information and notify the hiring supervisor and circumstances will dictate whether to withdraw the offer of employment at that time.

B. Education. Educational verification will be accomplished through submission of a copy of the actual degree, diploma, certificate, or other credential.

C. Licensure. For positions that require licensure, Human Resources will verify that the employee has a valid license and is in good standing.

### **V. ORIENTATION AND TRAINING**

#### **A. New Hire Orientation.**

1. All new hires must attend a group orientation session on the first day of work. Orientation is held on specific days each month and the hiring supervisor must coordinate the orientation date with Human Resources. In addition to being an introduction to EVMS, new employees will: be photographed for an employee

- identification badge;
2. submit proof of employment eligibility (see Section III) ;
  3. complete Federal and State tax withholding forms;
  4. sign consent forms for reference inquiries (see Section IV);
  5. review policies and sign acknowledgement forms to verify receipt;
  6. receive information regarding the terms and benefits of employment; and
  7. receive information on benefit options and enrollment instructions. (Employee benefits will not be effective until on-line enrollment process is completed.)

B. **Training.** Any education and/or training requirements that EVMS determines are mandatory for employees shall be considered a job responsibility and a condition of continued employment. Failure to satisfactorily complete mandatory education and/or training within the timeframe specified shall be documented as a performance deficiency and subject to disciplinary action in accordance with EVMS Policies.

## **VI. NEW EMPLOYEE TRIAL PERIOD**

All new full and part-time classified employees are subject to a trial period, which extends for ninety (90) days after orientation. During this period, the employee will receive proper instruction and guidance from their supervisor regarding position duties. New employees will not be credited with vacation/sick accruals until successful completion of the trial period. At the conclusion of the trial period, Human Resources will send out a job performance review to be completed by supervisors and shared with the employee to provide feedback related to the employee's adjustment to the position and to clarify performance expectations. An unsatisfactory performance rating may result in extension of the trial period or termination. Supervisors must contact Human Resources to extend any trial period or obtain approval to terminate an employee in a trial period.