



Employment Requirements Policy

Statement of Philosophy

At Kids Central, we are committed to maintaining excellence, safety, and the well-being of our employees. To achieve these goals, all employees must comply with employment requirements specific to their position, which must be met throughout their employment. Meeting these requirements is necessary for continued eligibility in the position. The following outlines the essential employment requirements that successful candidates must meet to join Kids Central, as well as the procedures that will ensure we uphold a culture of wellness and support staff in fulfilling their responsibilities in a professional and effective manner, in alignment with § 1302.101(a)(2).

The Executive Director and the Human Resources Specialist will collaborate to ensure the timely completion of these requirements, and candidates should be aware of and receive assistance with fulfilling them before reporting to work. All information related to these requirements will be stored in the employee's file or a confidential file, as appropriate, in the office of the Human Resources Specialist.

Procedure

1. False or Misleading Information

Any employee who provides false or misleading information on employment forms (such as applications or resumes) will be subject to disciplinary action, including potential termination.

2. Pre-Interview Screening

All candidates will undergo a screening process, including but not limited to checks against local court records and the National Sex Offender Registry, before being scheduled for an interview.

3. Reference Checks

Each candidate must provide at least two (2) references. The Human Resources Specialist will contact each reference and complete or obtain the Applicant Appraisal Request form. All reference information must be verified before hiring.

4. Background Check – General

Newly hired employees, consultants, or contractors will not have unsupervised access to children until the complete background check process is finished.



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5. **Criminal Record Affirmation**

Once a candidate accepts an offer of employment at Kids Central, they must complete a sworn statement or affirmation regarding any past criminal record. This must be renewed every five (5) years.

6. **Fingerprint-Based Criminal History Search**

Before hiring, the Human Resources Specialist will initiate a fingerprint-based criminal history search, in compliance with Virginia state law, using the approved vendor, "Fieldprint." The fingerprinting vendor, Fieldprint®, will collect all identifying information on the applicant, take prints, and electronically submit the information to the Virginia State Police (VSP) and the Federal Bureau of Investigations (FBI). VSP and the FBI send results to OBI. OBI staff will screen criminal history results received from VSP and the FBI in order to provide the requested provider a determination of eligibility on the individual being searched. This fingerprint background check will be repeated every five (5) years as an employment condition. A negative report will result in immediate dismissal. The fingerprint-based criminal history record search includes:

- a) National and Virginia criminal record checks
- b) Virginia sex offender registry check
- c) NCIC national sex offender registry search

7. **Central Registry Check**

Each candidate will complete an application for the Child Abuse and Neglect Central Registry Check for the Virginia Department of Social Services. In addition, if a candidate lives in or has lived in another state during the past five (5) years the Child Abuse and Neglect Central Registry Check must be completed for the additional state(s). This request will be submitted before hire and must be returned within 90 days after hire. The candidate cannot be left alone with children until all background checks have been completed. The Human Resource Specialist will submit the Request for Search of the Central Registry and Release of Information and fee for each search to OBI using the secure OBI portal prior to employment or volunteering prior to hiring and every five (5) thereafter. A negative report will result in immediate dismissal.

8. **Criminal Activity or Founded CPS Complaint**

- a) If an employee is under investigation or convicted of a crime or becomes the subject of a child abuse and/or neglect investigation during their employment, they are required to promptly disclose this information to the Executive Director.



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- b) The employee may be placed on unpaid leave during the course of any investigation related to Child Protective Services (CPS). Continuation of employment will depend on the nature of the incident and its relevance to the employee's job responsibilities.
- c) Any conviction for a crime of violence will result in immediate termination of employment.
- d) If the Department of Social Services determines that an employee is guilty of child abuse and/or neglect, the employee will be terminated.

9. Employment Eligibility Verification

The Human Resources Specialist will verify that the candidate meets employment eligibility requirements as defined by the Department of Homeland Security (I-9 form) within three (3) days of hire.

10. Background Check Review

The Human Resources Specialist will assess the relevance of any issues discovered during background checks, including arrests or convictions, using the disqualification criteria set forth in the Child Care and Development Fund (CCDF). This review will determine if an employee can be hired or must be terminated.

11. New Hire Reporting

All new hires, rehires or reinstated employees must be reported as required by Virginia and federal law within twenty (20) days of employment to the Virginia New Hire Reporting Center. Employees must be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).

- *New employees:* Employers must report all employees who reside or work in the State of Virginia to whom the employer anticipates paying earnings.
- *Rehires or Reinstated employees:* Employers must report rehires. This includes teachers, substitutes, seasonal workers, etc. or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment after 60 days.
- *Temporary employees:* Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new client. They do need to be reported as a re-hire if the worker has a break in service or gap in wages.
- *Independent contractors:* Employers that contract with an independent



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contractor shall submit information concerning each new independent contractor to the Center within 20 days of the start of the contract.

"Independent contractor" means an independent contractor who (i) has not previously had a contract with the employer or (ii) had previously entered into a contract and has received a payment after receiving no payments for at least 60 consecutive days.

12. Drug and Alcohol Testing

- a) Kids Central conducts drug and alcohol testing in accordance with federal law for positions requiring a commercial driver's license (CDL) and for all candidates post-offer.
- b) Candidates must test negative for controlled substances to proceed with the employment offer.
- c) All employees are subject to random drug and alcohol testing, and refusal or positive results may lead to disciplinary action, including termination.

13. Education and Professional Licenses Verification

- a) The Human Resources Specialist will verify educational credentials and professional licenses (e.g., accounting, architecture, child development, nursing). All credentials must be obtained from accredited institutions and not from so-called "diploma mills".

14. Physical Health and Mental Wellness

- a) **Physical Examination:** All candidates (except bus drivers) must complete a physical examination upon hire and every five (5) years thereafter. If any health issues are detected, reasonable accommodation will be made, if possible.
- b) **School Bus Drivers:** Candidates with a school bus endorsement CDL must undergo a DOT school bus physical examination at the time of hire and every two (2) years thereafter.
- c) **Physical Examination:** If an employee voluntarily terminates employment within six months of hire date the employee authorizes Kids Central to withhold from their last paycheck up to the cost of the initial employment



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physical. Should the results of the physical exam indicate a health issue, every reasonable accommodation will be made to work with the employee, if possible, given the circumstances.

- d) **Tuberculosis Screening:** All candidates must undergo a tuberculosis screening at the time of employment before encountering children (no later than 30 days from hire date), and every two (2) years thereafter.
- e) **Communicable Diseases:** Employees diagnosed with a communicable disease listed on the Department of Health's current communicable disease chart are not permitted to work until they are no longer contagious. A return-to-work certification from a physician may be required prior to resuming work duties. Employees may use their personal time off (PTO) while they are recovering from illness.
- f) **Vaccinations:** In compliance with U.S. Occupational Safety and Health Administration (OSHA) regulations, all employees using or potentially exposed to human blood borne pathogens must receive hepatitis B vaccination or sign a declination statement prior to working with blood borne pathogens. This vaccination is available through a selected clinic at no charge to the employee. The Health Services Specialist is responsible for identifying positions in which this risk is possible and making this risk known to the candidates.
- g) **Mental Health Assurance:** All employees must sign a statement verifying their mental ability to perform their job duties as required by state childcare licensing standards.
- h) **Mental health:** The Human Resource Specialist will make mental health and wellness information available to staff regarding health issues that may affect their job performance, and will provide regularly scheduled opportunities to learn about mental health, wellness, and health education.
- i) **CPR and First Aid:** Employees providing direct services to children and families must maintain current CPR and First Aid certifications.
- j) **Safety:** When there is evidence that the safety of children may be jeopardized by contact with a staff member or volunteer because of the physical health or mental health of such staff member or volunteer, Kids Central shall, at a



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minimum, prohibit the employee or volunteer from engaging in contact with the children or participation in the food service program until a physician or a clinical psychologist skilled in the diagnosis and treatment of mental illness confirms that any risk has been eliminated or can be reduced to an acceptable level by reasonable accommodations.

15. Motor Vehicle License

- f) The Human Resources Specialist will verify the status of the driver's license for employees required to drive agency vehicles, with ongoing checks as needed.
- g) Employees required to drive any vehicle for work purposes must maintain a valid driver's license and insurance coverage.

Employee Responsibilities

- Employees must participate in employment requirements and provide documentation upon request.
- The Human Resources Specialist is responsible for tracking and ensuring compliance with all employment requirements.
- Failure to meet the required employment standards may result in immediate termination.

Supervisor Responsibilities

- Supervisors must coordinate with the Human Resources Specialist to schedule physical exams, drug screenings, and other employment-related tasks.

Conduct and Violations

Violations of this policy are considered serious offenses and may result in disciplinary action, including termination.

Professional Development

The Human Resources Specialist will provide training on this policy during orientation and any necessary updates.