

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

SUBMITTED BY: Executive Director	DATE SUBMITTED: 06/01/80	SECTION: Human Resources
BOARD APPROVED ON: 06/01/80	DATE REVISED: 02/20/19, 02/17/21, 10/11/2023, 7/13/2026, 9/23/26	SUBJECT: Hiring
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/20/19, 02/17/21, 2/15/2023, 10/11/2023, 4/30/2024, 7/13/2026, 9/23/26		POLICY #: ED-016
		PAGE #: 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

Current Employee

Human Resources Manager
/designee

DOES WHAT

1. Emails letter of interest to human resources manager/designee
2. Review candidates.
3. Ensures an interview is conducted with most qualified candidates.
4. Wage adjustment is completed for selected employee and submitted to division director and executive director for approval.

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

SUBMITTED BY: Executive Director	DATE SUBMITTED: 06/01/80	SECTION: Human Resources	
BOARD APPROVED ON: 06/01/80	DATE REVISED: 02/20/19, 02/17/21, 10/11/2023, 7/13/2026, 9/23/26	SUBJECT: Hiring	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/20/19, 02/17/21, 2/15/2023, 10/11/2023, 4/30/2024, 7/13/2026, 9/23/26		POLICY #: ED-016	PAGE #: 2 of 4

- | | |
|--------------------------------------|---|
| | 5. Communicates job offer to selected candidate. |
| Employee | 6. Accepts/declines job offer. |
| Human Resources Manager
/designee | 7. Communicates appropriate correspondence to
candidates: <ul style="list-style-type: none"> a. New Position b. Promotion c. Denial |
| | 8. Within 48 business hours completes change in
payroll system, forwards to senior account clerk
and saves supporting documentation (i.e., job
description) to personnel file. |

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. <ul style="list-style-type: none"> 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 |

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

SUBMITTED BY: Executive Director	DATE SUBMITTED: 06/01/80	SECTION: Human Resources	
BOARD APPROVED ON: 06/01/80	DATE REVISED: 02/20/19, 02/17/21, 10/11/2023, 7/13/2026, 9/23/26	SUBJECT: Hiring	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/20/19, 02/17/21, 2/15/2023, 10/11/2023, 4/30/2024, 7/13/2026, 9/23/26		POLICY #: ED-016	PAGE #: 3 of 4

- h. Valid driver's license
 - 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 if applicable
 - t. Drug screen results
 - u. Hep B vaccine consent/declination, optional
 - v. CHAMPS enrollment
6. Issues correspondence to unsuccessful external applicant.
7. Upon successful completion of onboarding, notifies program supervisor via email.
8. Schedules orientation with the new hire and forwards new hire forms to safety and training coordinator.

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

SUBMITTED BY: Executive Director	DATE SUBMITTED: 06/01/80	SECTION: Human Resources	
BOARD APPROVED ON: 06/01/80	DATE REVISED: 02/20/19, 02/17/21, 10/11/2023, 7/13/2026, 9/23/26	SUBJECT: Hiring	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/20/19, 02/17/21, 2/15/2023, 10/11/2023, 4/30/2024, 7/13/2026, 9/23/26		POLICY #: ED-016	PAGE #: 4 of 4

- a. New Hire Orientation
- b. Contract Monitoring Worksheet

Human Resources
Manager/Designee

- 9. Within 48 business hours
 - a. Enter into payroll system
 - b. Create enrollment event for benefits for full-time employee

Safety and Training
Coordinator

- 10. Enrolls new hire in the electronic training system. Registers new hire for required trainings.

Human Resources
Manager/Designee

- 11. Completes new hire orientation

Employee

- 12. Completes required trainings within the required timeframe. (recipient rights 30 days and all other training in 90 days).