

Policy:

Employees:

All employees will have an E-Verify successfully completed within 3 days of their New Hire Orientation/Hire Date. All staff will have a successful background screening (FCSR) before their New Hire Orientation.

All Staff will have a personnel file that will contain:

1. Current and past Family Care Safety Registry background screenings
2. Fleet Insurance screening
3. Hire Date – date of new hire orientation for all new hires or the date of 1st wage earning date from Palmer's Home Care for employees from 2017 or earlier
4. Current and past training certificates
5. Current and Past Abuse and Neglect training certificates
6. Signed Policies
7. Driver's License and Social Security card or other 1-9 documents
8. Proof of Education (High School Diploma, GED, or College Transcripts)
9. Direct Deposit information
10. Any corrective actions
11. Any other pertinent information or screenings.

A separate file will be kept with E-Verify and I-9 reviews.