


1.3.4	HUMAN RESOURCES DEVELOPMENT	Effective: 06/92 Revised: 02/09; 05/19 Reviewed/Approved by Bd. Of Dir.: 05/22  Kirk Davis, President/CEO
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Policy Statement:

Lakemary Center (LMC) is committed to actively recruiting, selecting, managing, developing, and retaining qualified individuals with the level of experience and education required to meet the needs of LMC’s individuals served, consistent with the mission and objectives of the organization. Applicants will be selected on the basis of merit, ability, competence, experience, training, and education; necessary to fulfill the job requirements, and employment references. Employees must be capable of performing the essential functions of the job for which they are employed so as to protect the health and welfare of the individuals served.

Policy:

Human Resource guidelines have been developed and implemented and are reviewed at least annually. As LMC is primarily responsible for the provision of comprehensive services to children and adults who are intellectually/developmentally disabled (I/DD), LMC completes thorough pre-employment screening and reference checks which are necessary to meet licensing requirements and LMC standards.

Applicants, regardless of position being sought, must be willing to submit to KBI (Kansas Bureau of Investigation) and KDADS (Kansas Department of Aging and Disability Services) checks as required by KDADS licensing regulations, and other background checks to include driving and criminal records. LMC maintains a confidential personnel file for each employee.

LMC provides appropriate opportunities for the personal and professional growth of our employees beginning with a full day of new employee orientation generally on the employee’s first day of employment, continual in-service training and a minimum of an annual performance evaluation.

Policy reference: None

Procedure reference: Employment Application and related employment forms
Employee Handbook (Employment Section)

Application: All services