
	<p><b>1.3.4</b></p>	<p><b>HUMAN RESOURCES DEVELOPMENT</b></p>	<p>Effective: 06/92  Revised: 02/09; 05/19; 05/23;  04/24  Reviewed/Approved by Bd. Of  Dir.: 04/24    Kirk Davis, President/CEO</p>
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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 persons supported by LMC, consistent with the mission, values, 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 supported.

**Policy:**

Human Resource policies, procedures, and guidelines 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, CARF accreditation, and LMC’s high 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 multiple 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