

FAMILY FOCUS ADOPTION SERVICES

PERSONNEL MANUAL

ORIGINALLY WRITTEN AUGUST 1990

REVISED DECEMBER 2004

CHAPTER I - APPLICATION AND EMPLOYMENT

A. Equality of Opportunity

FAMILY FOCUS ADOPTION SERVICES is an equal opportunity employer. It is our policy to select the best qualified person for each position in the organization. No employee of FAMILY FOCUS ADOPTION SERVICES will discriminate against an applicant for employment or fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, or affectional preference. No employee of FAMILY FOCUS ADOPTION SERVICES will discriminate against any applicant or fellow employee because of physical or mental handicap or because of the person's veteran status. The agency recognizes the right of its employees as private citizens to engage in social and political activity, as long as such activity does not interfere with the rights of the agency.

B. Employment Procedures

The Executive Director shall be hired by the Board of Directors. All other employees shall be hired by the Executive Director or his or her authorized designee within personnel policies and budgetary constraints.

Applicants for staff positions are required to fill out the FAMILY FOCUS ADOPTION SERVICES Staff Application form. Applications are to be submitted to the Administrative Office prior to any formal interview.

Applicants should understand that contact may be made with all persons given as references and previous employers. The Personnel Director will be responsible for verification of employment information provided by the applicant if the information is needed in making a candidate selection.

An applicant hired for a position shall receive a letter of employment before starting work, specifying the job classification for the position to be filled, the starting salary, the starting date and any other agreement made with the employee not covered in a job description or these personnel policies. No verbal agreements between the employer and any employee of this agency will be recognized. A copy of the letter of employment must be signed by the employee showing acceptance of the position and its terms and returned to the Personnel Director by the first day of employment.

All appointments are subject to satisfactory references, and evidence of good health, as requested, as well as verification of Immigration and Naturalization status.