

Jewish Family Services Employment Procedures

Jewish Family Services, Inc., (JFS) is an Equal Opportunity Employer. No employee of JFS will discriminate against any individual, whether employee or applicant for employment because of race, creed, color, religion, sex, sexual orientation, national origin, ancestry, age, handicap, physical condition or developmental disability. No employee of JFS will discriminate against any applicant because of the person's arrest or conviction record, veteran status, military status, marital status or other area of prohibited discrimination. JFS will provide reasonable accommodation for the special needs of the disabled capable of performing all essential job functions. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a Human Resources representative.

Jewish Family Services is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment. As such, JFS maintains Affirmative Action Plans for minorities, females, disabled individuals and veterans. Questions about or requests to review these Plans should be directed to Andrea Walls-Slamka, Human Resources Manager during regular business hours, Monday through Thursday, 8:30 am to 5:00 pm.

Employment will not be offered to any individual who has not had his or her references and history checked. Offers will be made only after the satisfactory completion of a background check with the Wisconsin Department of Justice.

Once an applicant is offered employment with JFS, a Letter of Employment will be issued. The Letter of Employment is signed by the President/CEO. The letter will include:

- a) salary;
- b) date to begin work;
- c) specific terms and conditions of employment;
- d) a job description detailing the responsibilities and requirements for your specific position. Additional duties or responsibilities may be added from time to time at the discretion of the employee's supervisor and/or the President/CEO.

When a new hire reports for work, he or she can expect to:

- a) meet with a Human Resources representative to receive information, and complete necessary forms, related to personnel and employee benefits.
- b) receive a copy of the agency's Employee Handbook, which includes personnel policies and benefits plans, and NASW Code of Ethics.

Drug tests may be given at any time subject to all legal requirements. Further information regarding the agency's drug and alcohol policy can be found in the employee handbook, numbered Policy 35.0, Drug and Alcohol Policies.

Should a Hepatitis B vaccination be required following contact with blood or other bodily fluids containing blood, the agency will pay the uninsured portion of such costs associated with the vaccination series.

All new hires will be provided with an orientation to the agency's programs, policies, benefits and procedures during the first weeks of employment. The supervisor will conduct or arrange for such orientation.