



Inactive Self- Hired Staff Policy (revised)

Effective 1/1/23

Policy:

Independent Support Services, Inc. as a Fiscal Intermediary reserves the right to move Full Time and Part Time Self- Hired Staff to an inactive status when the Self- Hired Staff has not worked in 3 months or more.

Procedure:

1. The People Services Department will audit Self-Hired Staff employment statuses monthly/bi-monthly. During the audit if Self-Hired Staff have not worked within 3 months or more the staff will be moved to an inactive status.
2. The People Services Department will inactivate the Self-Hired staff in the Human Resources System by inactivating the job codes. This job code inactivation will flow through to the Agency's Portal. The Self-Hired Staff will no longer be able to log in and out for a shift. The staff will also no longer show up on the Participant/Designee portal page as an active staff.
3. Once inactivated the Self-Hired Staff's fingerprints will be removed from the NYS Criminal Background Unit and License Event Notification system **after one year of not working**. When removed, the agency's People Services team will not receive current arrest notifications or license event notifications on the particular Self-Hired Staff.
4. If the inactive staff is selected to work again within one year of inactivation, the People Services Department must be contacted and a **Hiring Form** must be submitted to begin the activation process. Please note this process could require some limited updates of forms and signature of pay rate notice. If the inactive staff is being reactivated after 1 year of inactivation they will be required to, update forms and renew background checks. Self-Hired Staff will not be able to work until the background checks are completed and the People Services Department has cleared the staff to work again.

Several Ways to Keep Staff Active:

1. Staff can attend a Circle of Support Meeting to receive updated information about the participant or changes to the staff action plan.
2. Staff can complete their annual training.
3. Staff can work a shift to cover for a staff taking PTO.

* As always if staff are no longer working you must submit an **In-Activation** form. All forms can be found at www.issny.org under the forms section.