

Partners HealthCare Employment Policy

POLICY STATEMENT:

It is the policy of Partners HealthCare to hire individuals on the basis of their qualifications and ability to do the job to be filled without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.

PROCEDURES:

The background of a new employee will be reviewed during the hiring process. Verification checks will be made as appropriate and may determine an employee's ability to access Protected Health Information (PHI).

All job offers will be reviewed by a Staffing Specialist and/or Human Resources Business Partner to ensure compliance with relevant employment and labor laws and consistent policy application.

CONDITIONS OF EMPLOYMENT:

Employment is contingent upon successful completion of a Massachusetts Criminal Offender Record Information review (CORI), multi-state background check, education and licensure verification ((if applicable), and review of the Medicare program's Sanctions and Exclusions List which is run at the time of hire by Human Resources. An unsatisfactory report may lead to termination or rescinding of an offer.

U.S. government regulations require that all new employees provide documentation of employment eligibility on the I-9 form. New employees will be required to present original documentation within three days of employment. A new employee may be required to complete or provide proof of an appropriate health screening.

All new employees must sign a confidentiality agreement. Also, all new employees must sign the drug-free workplace acknowledgment and acceptable use policy.

Orientation programs will be provided.