

## **Pre-Employment Procedures Policy**

Prior to the start of the training year, all interns must undergo comprehensive background checks and screenings per Sanford Health Human Resources procedures. Pre-doctoral psychology interns are considered full-time staff of Sanford Health; therefore, interns must successfully complete all aspects of the HR screening and staff onboarding procedures. Each requirement is listed below, and the details are broken down by type of pre-employment screening procedure.

### Vaccination Status

As a condition of employment, Sanford Health requires employees to submit documentation to verify vaccination status including:

- MMR (Measles/Mumps/Rubella), as documented by either two shots or a blood test
- Varicella (Chicken Pox), as documented by either a shot or a blood test
- Tuberculosis (TB), as documented by a blood or skin test
- Influenza (flu) shot, received by Employee once annually
- COVID-19 shot, as documented by proof of first vaccination in the series – booster shots are not required

Sanford Health has an established vaccination exemption review process, in which individuals with medical and/or religious exemptions can submit the required paperwork and be evaluated for vaccination requirement exemption by Human Resources personnel. It should be noted that although there is an exemption review process; applicants should not assume that they will be granted an exemption, nor should applicants assume that certain accommodations will be provided, including for individuals who are unable to be vaccinated for medical reasons. All exemptions are granted or denied based on an individual review process.

### Drug Screening

Sanford Health requires applicants to submit to and successfully pass a drug screening; however, Sanford Health does not screen for THC/CBD/cannabis. In addition, Sanford Health has a policy in which we do not discriminate against anyone who has a medical marijuana card.

### Criminal Background Screening

All applicants must submit to a criminal background screening. We do not automatically eliminate any applicants from consideration for employment based *solely* on the existence of a criminal arrest history or criminal conviction.

If the results of said background check identify previous arrest(s) or conviction(s), a team of Human Resources personnel will review the background check results and evaluate various aspects of the record to determine if the criminal history is acceptable in terms of employment eligibility. Considerations of the review panel include but are not limited to what charge(s) occurred (i.e., peaceful protest, drug-related, violence-involved), severity of the charge(s) (i.e., misdemeanor, felony), how many years since the charge(s) occurred, what role or position the applicant is being considered for within the organization, and any relevant state regulations. Each charge(s) is evaluated on a case-by-case basis, and the applicant is informed of the determination of eligibility by a Human Resources personnel following the panel review.