



# HOPE RECOVERY NETWORK

Sufficient 'Cause for Concern' that a HRN Peer Recovery Support Specialist's performance violates HRN Policy, and/or other laws/regulations, to warrant this Employment Eligibility Verification to ensure safety and compliance for all parties.



## PEER RECOVERY SUPPORT SPECIALIST: Employment Eligibility Verification

PRS SPECIALIST NAME:

HRN SUPERVISOR NAME:

VERIFICATION START DATE:

**AREA(S) OF CONCERN:** 1. LEGAL COMPLIANCE 2. HRN POLICY VIOLATION 3. PUBLIC SAFETY 4. PROFESSIONAL INTEGRITY 5. MENTAL / PHYSICAL HEALTH

**STEP 1: CAUSE FOR CONCERN** HRN HUMAN RESOURCE POLICY VIOLATION? **Y / N** POLICY AREA(S) \_\_\_\_\_ PAGE(S) \_\_\_\_\_

**SUMMARIZATION** FEDERAL, STATE, LOCAL LAW / REGULATION VIOLATED? **Y / N** LAW(S) / CODE(S): \_\_\_\_\_

RELEVANT DATES:

SUPPORTING DOCUMENTATION: Y / N DATES: \_\_\_\_\_

DOCUMENTATION DETAILS:

**EMPLOYEE RESPONSE TO CONCERN:** Does Employee Feel the Cause For Concern Is Valid? **Y / N** If So, Are There Extenuating Circumstances? **Y / N**

**STEP 2: RESULTING ACTION** (Circle As Required)

**DOCUMENTATION REQUIRED:**

**DATE REQUIRED:**

A) DRUG TEST: \_\_\_\_\_

B) DRIVER'S LICENSE & INSURANCE VERIFICATION

F) AUTHORIZATION TO RELEASE (For Medical Clearance)

LAB DETAILS: \_\_\_\_\_

C) OhioMAS PRSS CERTIFICATE COPY

DOCTOR NAME & TITLE: \_\_\_\_\_

D) ADDITIONAL TRAINING / CEU(S)

CONTACT DETAILS: \_\_\_\_\_

E) OTHER:

G) PERSONAL REFERENCE LETTER / CONSULT

REQUIRED VERIFICATION DETAILS:

FOLLOW-UP SUPERVISION

FOLLOW-UP DATE:

NEED TO SET PERFORMANCE IMPROVEMENT PLAN ? Y / N

Notes:

EMPLOYEE COMMENTS:

**STEP 3: OUTCOME** (Circle One) 1. NO FURTHER ACTION 2. PROBATION 3. ADMINISTRATIVE LEAVE 4. OTHER ACTION 5. EMPLOYMENT TERMINATION

**2. PROBATION / 3. LEAVE GUIDELINES:**

LEAVE DATES:

EXPECTED RETURN DATE:

**4. OTHER ACTION:**

FOLLOW-UP DATE:

**5. EMPLOYMENT TERMINATION FOR CAUSE**

LAST DATE OF EMPLOYMENT:

ADDITIONAL NOTES:

I attest this content is true, accurate, and provided a copy.

I acknowledge receiving this form, understand the content even if I don't agree with it, and was given opportunity to comment.

SUPERVISOR SIGNATURE:

SIGNATURE DATE

SPECIALIST SIGNATURE

X

X