

Good Hands Repair Network

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Important Notices

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Important Notice about Decision Making

This is important information about how you make decisions in our system in a way that allows you to comply with law.

Please click the "Acknowledge" button below to acknowledge this information.

1. Getting documents to your personnel

This system will require you to provide email addresses for your personnel. This is an important protection for you, Allstate, and GIS. GIS will use these email addresses to provide legally required disclosures to your personnel, and obtain legally required authorizations from your personnel. Failing to do so means that you violate a federal law under which hundreds of companies are successfully sued every year.

2. What the score means

GIS will be scoring reports that you order about individuals. To do so, GIS will be using criteria supplied by Allstate Insurance Company.

Allstate has determined that these criteria are appropriate for determining whether Allstate will allow those individuals to perform services for or on behalf of Allstate or its insureds.

No one has determined whether those criteria would be appropriate for determining whether the individual should be your employee.

Therefore, in the agreement between you and GIS, you will be agreeing that you will not use the score to determine anything other than whether the information in the report disqualifies the individual from providing services to or on behalf of Allstate or its insureds. In particular, you agree not to make a decision not to hire, or to fire, any individual based on the score that GIS assigns.

3. The timing of your decisions

GIS will be sending a notice to any individual who does not appear to meet Allstate's criteria. This notice gives the individual a legally required opportunity to review the information in the report and dispute it if it is wrong. During this time period, federal law prohibits you from taking any action based on the report. You violate federal law if you take any adverse action during this time period. In the agreement between you and GIS, you will be agreeing to wait at least ten business days after GIS sends that notice - and for as long as any dispute is pending - before you take any action.

At the end of the 10 business day period, GIS will send a notice to the individual that the individual will not be assigned to Allstate work. If you decide to take your own action (for example, firing the employee), you will need to provide your own notice. GIS's website has a sample letter available at <http://www.geninfo.com/docs/compliance-resources.asp>.

4. Additional requirements for New York

This section applies to you whenever your location is in New York.

Because your location is in New York, an additional law applies to you. This law is Article 23-A of the New York Corrections Law. It generally prohibits discrimination in employment based on a criminal history. But it allows you to make a decision against an applicant or employee if you first consider certain criteria.

If any of your personnel have criminal history about them that would disqualify them from providing services for or on behalf of Allstate or its insureds, then GIS will send a letter to the individual inviting them to provide additional information that Article 23-A requires you to consider if available.

Your personnel will have ten days from the date of the letter to fax the information back to GIS. Please allow them to use your fax machine.

At the end of the 10-day period, we will send you an email telling you to log into GIS's system, and review the report and any information that your personnel provided.

Under your agreement with GIS, you must then decide whether New York law prohibits you from taking adverse action against the Consumer based on the criminal history in the report.

To do this under New York law, you have to decide whether (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. If so, then you may take adverse action; if not, you may not.

To make this decision, New York law requires you to consider eight factors: (a) The public policy of the state of New York to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. (b) The specific duties and responsibilities necessarily related to the employment sought or held by the person. (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or

more such duties or responsibilities. (d) The time which has elapsed since the occurrence of the criminal offense or offenses. (e) The age of the person at the time of occurrence of the criminal offense or offenses. (f) The seriousness of the offense or offenses. (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct. (h) The legitimate interest of the employer in protecting property, and the safety and welfare of specific individuals or the general public. The law does not say how you are to balance these factors against each other.

Once you make your decision based on these factors, you must record your decision in GIS's system.

The agreement you will be signing with GIS reflects these requirements. *

I Acknowledge

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