

NORTHCARE NETWORK

POLICY TITLE: Personnel Selection & Appointment	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 10/12/23	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Human Resources Specialist	CEO APPROVAL DATE: 10/12/23 Megan Rooney, Interim CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

The NorthCare Network Governing Board shall select and contract with the Chief Executive Officer (CEO). The CEO is then responsible for reviewing and approving levels of staffing based on the Board approved budget.

PURPOSE

The purpose of this policy is to establish procedures for the evaluation and selection of applicants for all NorthCare Network.

DEFINITIONS

1. ***Interview Team*** - The interview team will consist of the Chief Executive Officer/designee, Supervisor, Human Resource Specialist, and any additional employees deemed necessary by the CEO/designee or Supervisor to effectively evaluate the candidates.

REFERENCES

N/A

HISTORY

NEW POLICY: 1/1/15

REVISION DATE: 3/3/15, 2/19/16, 11/18/16, 9/27/17, 8/10/18, 6/26/19, 4/2/20, 3/31/21, 5/14/21, 5/23/23, 10/12/23

REVIEW DATE: 12/3/14, 3/3/15, 2/19/16, 11/18/16, 9/27/17, 8/10/18, 6/26/19, 4/2/20, 3/31/21, 5/14/21, 3/24/22, 5/23/23, 10/12/23

CEO APPROVAL DATE: 12/3/14, 3/3/15, 3/7/16, 1/4/17, 10/3/17, 8/14/18, 7/2/19, 5/5/20, 4/6/21, 6/1/21, 4/5/22, 5/23/23, 10/12/23

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

The Chief Executive Officer/Designee or Supervisor in coordination with the Human Resource Specialist is responsible for overseeing the recruitment, hiring, and dismissing of all NorthCare Network personnel.

Job Descriptions will be reviewed and approved by the Chief Executive Officer/Designee or Supervisor and made available to all persons involved in the recruitment and selection process. All vacancy announcements shall be posted internally, on NorthCare Network's website, and externally.

The NorthCare Network Governing Board requires the completion of a criminal background and applicable exclusion checks on all applicants prior to offering a position (verbally or written) with the Agency.

NorthCare Network defines a vacancy as a newly created position or a present position that is vacant because of transfer, promotion, retirement, resignation, or discharge. A staff vacancy analysis may be required at the time of a request to fill a vacated position or for the creation of a new position. This requirement can be waived by the CEO when warranted.

All vacancies will be posted for a minimum period of seven (7) business days. Postings will contain a minimum of the following:

- Position Title
- Responsibilities
- Position Status/Classification (salary range)
- Qualifications/Minimum Requirements
- Where to apply and documents needed
- Application Deadline

Interested employees must apply in writing by the application deadline.

Documents relating to recruitment and hiring of individuals not employed with NorthCare Network will be retained for one year, then properly destroyed. Documents of successful candidates hired by NorthCare Network will be filed in their personnel file and kept according to NorthCare Record Retention Policy.

When the length of time is not sufficient for following prescribed procedures (a newly established position, resignation, death, etc.) the CEO may fill the vacancy on a temporary basis. At the appropriate time, the person holding the temporary vacancy may apply for the position and will be given consideration along with other applicants.

Based on the conditions of employment, employees of NorthCare Network fall into the following categories:

1. Regular Full-time: Defined as a non-exempt employee working 40 hours/week or an exempt employee working 80 hours biweekly. Employees in this category receive full benefits.
2. Regular Three-Quarter Time: Defined as a non-exempt employee working 30 to 39 hours per week. The hire letter will state the actual status hours.
3. Regular Part-Time/On-Call: Defined as a non-exempt employee working less than 30 hours per week. The hire letter will state the actual status hours. There are no benefits for this position.
4. Temporary Full-Time/Three-Quarter Time/Part Time: Defined as position that is being filled on a full-time, $\frac{3}{4}$ time or part-time status level for a temporary period.
5. Contract: Defined as individuals who have entered into a signed contract with NorthCare Network. Contract staff are not considered employees of NorthCare

Network and are ineligible for benefits, professional liability coverage, employee paid Social Security, or any other employee benefit.

6. Volunteer (include Students & Interns): Defined as an individual who is volunteering hours at NorthCare Network and receives no pay or benefits.

To assure an equal opportunity for individuals to apply for open positions, the Human Resources Specialist will create an internal (and when necessary) external posting for an open vacancy. This will be completed by:

Preparation of Job Posting:

1. A written job posting shall be collaboratively developed and devised by the CEO/designee or Supervisor and Human Resource Specialist.
2. All positions to be filled of a regular status will be posted internally, on NorthCare Network's website and externally at the discretion of the CEO/designee or Supervisor and the Human Resources Specialist.
3. As appropriate, external postings may be placed in the newspapers, agencies, and internet services as directed by the CEO/designee or Supervisor, and/or Human Resource Specialist.
4. The Human Resource Specialist shall be responsible for submitting external advertising to the appropriate media and professional sources. All advertisements for positions shall carry the words: "E.O.E." or "Equal Opportunity Employer". Advertisements shall not express a sex preference unless sex is a bona fide occupational qualification for the position.

Processing of Applications:

1. The Human Resource Specialist shall receive and log all applications, initial letters of inquiry and/or resumes and coordinate with the CEO/designee or Supervisor all written correspondence regarding applications.
2. The Human Resource Specialist, in coordination with the CEO/designee or Supervisor, will complete a paper screen of all applications received. Upon completion of this review, the Human Resource Specialist and CEO/designee or Supervisor shall evaluate and group candidates (in accordance with the Job Description) and identify those to be considered for an interview.
3. The Human Resource Specialist shall consult with the CEO/designee or Supervisor during the interviewing and assist with the interview process.
4. The Human Resource Specialist will follow established procedures for reviewing each application being interviewed to assure completeness, to substantiate claimed academic attainments and experience, and to assure that each candidate meets basic education and experience requirements. (This includes work and personal reference checks, criminal history checks, driver's license check and verification of professional education when appropriate).

Interviewing Applicants:

1. All applicants shall be considered for employment without discrimination based

on race, color, religion, sex, (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older), genetic information, height, weight, marital status, veteran status, or any other legally protected characteristic. Applicant screening will include professional, cultural, and volunteer experience along with talents and skills related to the position. Applicants will be evaluated objectively with respect to a written job posting and essential duties.

2. The interview process shall include documentation of the interview. Once interviewing is complete, the candidate packet is returned to the Human Resource Specialist.

Hiring Process:

The candidate selected by the Interview team will be offered the position by the Human Resources Specialist. This offer will be made contingent upon results of criminal background, applicable exclusion checks, primary source verification of degree and licensure as applicable. A physical may be required per the job description. Starting salary will be approved by CEO. A written offer will be emailed to the applicant. Upon acceptance by the successful applicant, all candidates will be notified of the decision verbally and/or in writing by the Human Resource Specialist.

Internal Position Changes

When a NorthCare Network employee applies for and is offered an existing position within NorthCare Network, the following will be considered:

Movement Down

If the position the employee will be filling is at a classification lower than the one, they currently are in, then the employee will be paid on the new wage scale but may move to the classification at a level that minimizes any negative impact associated with such a move.

Movement Up

If the position the employee will be filling is at a classification higher than they currently are in, the employee will be paid under the new wage scale without a decrease in pay. Employees will enter the new wage scale in their new classification, at no less than their current wage (see Compensation Policy and Procedures) and will be on the new wage scale from then on.