

**CATHOLIC MEDICAL CENTER
HUMAN RESOURCES POLICIES & PROCEDURES**

EMPLOYMENT PRACTICES POLICY

This policy establishes a framework to coordinate employment and establishes standards and expected time frames for related activities.

Effective Date: 03/01/01
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1) **PURPOSE**

To establish a written policy with guidelines for recruiting candidates for approved budgeted positions. In compliance with federal and state equal employment opportunity laws qualified applicants are considered for all positions without regard to race, color, religion, membership in a protected class, sex, sexual orientation, national origin, age, marital status, the presence of a non-job-related medical condition or disability in accordance with the Americans With Disability Act of 1990. We will comply with the United States Department of Immigration and Naturalization's reporting requirements for eligibility of employment. It is understood that New Hampshire is an employment at will state and that employment may at any time for any reason be terminated either by the employee or the company.

2) **EMPLOYMENT APPLICATIONS**

Every person seeking employment at Catholic Medical Center will be required to complete an employment application form. Any false statement or deception by omission of information on an application form may be considered grounds for immediate dismissal.

- a) The method of applying for an open position is through the online application process only. Resumes not attached to an electronic application will not be considered.
- b) Applications will be considered active for 1 year and may be updated by the applicant online.
- c) Applications will become part of the permanent personnel record for all persons actually hired.

3) **JOB POSTING**

The job-posting program communicates job opportunities to employees so that they can be aware of and actively pursue preferred paths for advancement. The following guidelines provide the basis for equitable administration of the job postings as well as hiring guidelines for Directors and Managers to follow:

- a) Directors/Managers will submit a Job Requisition to their VP to be presented at the weekly budget meeting. Once approved the Job Requisition will be sent to Human Resources to be posted.
- b) The job will be posted within 24 hours of receipt and a summary of the job description will be included in the posting. All positions will be posted for a minimum of three days either internally or externally.
- c) Supervisors who wish to request that a position be advertised must submit the request to the HR Business Partner by close of business Tuesday for the upcoming weekend. Advertisements will be placed at the discretion of Human Resources.
- d) Independent contractors, as defined by the IRS Guidelines, will at no time be considered employees.
- e) All transfers and promotions will be subjected to the posting requirements utilized for any open positions. All such transactions will be on the basis that the decision is made in conjunction with Human Resources.
- f) Postings are updated daily on the CMC Intranet site. Jobs will be posted in designated areas for a minimum of three (3) days before an offer is extended. New posting lists are posted weekly on the bulletin board outside the cafeteria.
- g) Applications will be reviewed by the HR Business Partner and appropriate candidates will be forwarded to the Department Director/Managers for review. An employee who feels that their qualifications meet the job requirements may complete a Request for Transfer and submit it to Human Resources in confidence.
- h) Jobs will be filled with the candidate who presents the best qualifications in the opinion of the hiring manager. Internal candidates with equal qualifications will be given preference over external candidates. In the event of equally qualified internal candidates, the one with the most seniority within the department will generally be selected provided file review reveals no disciplinary actions (see *Seniority* policy).

- i) In the event that a sufficient field of qualified candidates is not available, the Human Resources Department may seek candidates through employment advertising, college referrals, job fairs, professional recruitment agencies, the Department of Employment Security and other sound recruitment methods.

4) RECRUITING

- a) Once a position has been posted, the HR Business Partner will screen applications, resumes and requests.
- b) The applications of candidates whose qualifications meet the job requirements will be forwarded to the manager. All transfer requests will be forwarded to the manager.
- c) The manager will review the applications and schedule formal interviews. All transfer requests that meet the minimum requirements of the position will be scheduled for formal interviews.
- d) The Human Resources Department will complete the more comprehensive of at least two (2) reference checks or reference checks sufficient to verify the last five (5) years of work history.
- e) Following reference checks, the HR Business Partner will collaborate with the hiring manager to evaluate the strengths and weaknesses of each candidate, reach a hiring decision and determine appropriate salary offer.
- f) Managers and the HR Business Partner will determine the appropriate salary in accordance with the Compensation Policy. Experience of the candidate relative to that of the present staff, and prevailing market conditions will be considered. If necessary, Compensation will be consulted. Any exception to the Compensation Policy will require approval of the Director of Human Resources.
- g) The HR Business Partner will contact the selected candidate with a formal employment offer. **No offers are to be made by the hiring manager.**
- h) Perspective candidates for employment are checked against the Office of Inspector General sanction list, the Excluded Parties list and the National Sex Offender Registry. Criminal background checks are also done with signed approval by candidate. Reference checks will be reviewed with the hiring manager prior to a hiring decision.
- i) Within 24 hours of the hiring decision, Human Resources will make a verbal offer to the selected candidate, establish a starting date, and

arrange for the pre-placement physical examination and schedule orientation. Final arrangements will be communicated to the hiring manager and a confirmation letter will be sent within three business days.

- j) Catholic Medical Center prohibits the employment of individuals who have been convicted of a criminal offense related to health care or who are listed by a Federal Agency as debarred, excluded or otherwise ineligible for participation in federally funded health care programs.
- k) Employment is contingent upon the successful completion of references, a pre-employment medical assessment, criminal background check and compliance with Immigration and Naturalization regulations.
- l) If the position requires licensure/certification, the new employee's license/certification will be verified at time of hire.
- m) Employees who hold positions that require a professional license/certification are responsible for meeting all requirements to keep it current.
- n) Upon hire or within three days after date of hire, the employee must complete and produce required documentation of legal authorization to work in the United States.
- o) Employees will be subject to termination for falsifying information on the application or medical history questionnaire.
- p) All new employees should begin employment on a scheduled orientation date if possible. Employees who do not begin on an orientation date will be required to attend the next scheduled orientation. See orientation policy HR 7.
- q) Supervisors will be responsible for communicating to new employee's any and all Company policies and procedures as they apply to employees.

5) REFERENCES – FORMER EMPLOYEES

- a) All reference requests regarding current or former employees should be referred to the Human Resources Department.

- b) The Human Resources Department may respond to reference requests by providing specific factual information on file without judgment. NH RSA 151:16 requires Healthcare Provider Facilities to, in good faith, disclose all employment information on current and former employees. Hiring managers and supervisory personnel are advised not to provide references on behalf of Catholic Medical Center without consulting Human Resources beforehand.

6) **EMPLOYMENT REFERRALS**

One of the best resources for reliable employees has always been referrals from current employees. We encourage our employees to refer people whom they know and whom they think will be a good fit for employment in our organization.

7) **REPORTING STRUCTURE**

Catholic Medical Center follows the practice of not employing/placing relatives or others with a close personal relationship in a direct or indirect "report to" relationship. For example, we do not allow a relative to be supervised by another relative. We also do not allow an employee to report indirectly to the employee's relative. There should be at minimum two layers of separation between a relative's reporting relationship within the organization. When employing family members, or others with close personal relationships, we always consider situations which present a potential conflict of interest. One of the advantages of a large organization is that we may be able to consider individuals for a number of positions within the system for which they are qualified and well suited.

8) **EMPLOYMENT OF MINORS**

Any new hire for Catholic Medical Center and its affiliates between the ages of 16 and 18 must secure a letter from their parent or legal guardian permitting their son or daughter to work at our Company. Any new hire at the age of 15 must present Catholic Medical Center with a Youth Work Permit.

Questions regarding this policy should be directed to the Human Resources Department.