SECTION: HUMAN RESOURCES
SUBJECT: EMPLOYEE RECRUITMENT, SELECTION, AND TRANSFER

PURPOSE:
The purpose of this policy is to state recruitment, selection, and transfer practices for internal and external applicants for employment. This policy applies to all employees unless otherwise provided for in a collective bargaining agreement.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT
All decisions made by Legacy Health regarding employment, transfers, promotions, demotions, compensation, benefits, training and other organizational programs are made without regard to race, color, gender, gender identity, religion, national origin, marital status, age (except as the law allows), sexual orientation, disability, or individuals covered under USERRA or any other basis covered by local, state or federal law. Legacy Health is an Affirmative Action and Equal Opportunity Employer.

DEFINITIONS:

FAMILY/HOUSEHOLD MEMBERS
Members of an employee's immediate family or household shall not be eligible for hire, transfer or promotion where such employment would place either employee in a position of exercising supervisory, appointment, staff scheduling, promotional, grievance adjustment or authority over the other. Members of "immediate family" includes spouse, children, parents, siblings, in-laws, grandparents, grandchildren, stepparents, stepchildren, stepsiblings and any other members of the covered individual's household. For purposes of this policy, "immediate family" also includes nephews and nieces. This limitation also applies to any close relationship (for example boyfriend, girlfriend, etc.) that might create a conflict of interest for the supervisory employee regardless of whether it meets the definition of "immediate family."

"AT WILL" EMPLOYMENT
Employment with Legacy Health is "at will," meaning both employee and employer reserve the right to terminate the employment relationship at any time, for any reason, with or without prior notice.

APPLICANT
An applicant is an individual at least 16 years of age who has submitted a Legacy Health employment application in response to a particular job posting.
PROCEDURE:

RECRUITMENT
Legacy Health Employment Services is responsible for facilitating and administering the recruitment and selection process.

A. Job Posting
Prior to being posted, all open positions (including departmental postings) must be reviewed and approved by Legacy's job requisition approval process.

Open positions must be posted using the Legacy Health departmental requisition or the system-wide posting for a minimum of either five business days (Monday – Friday) or until 100 applications are received. Interviewing may commence upon receipt of applications; however, an offer of employment may not be made until the end of the minimum posting period and after appropriate verifications are completed.

B. Job Posting Options

Departmental Posting - Legacy Health requires that open positions must be posted to give employees both adequate notice and equal opportunity to apply for vacancies. Job opportunities for both new and replacement positions may be posted first within a department/service using the departmental posting process. The posting must be communicated in a consistent manner available to all department/service employees using the Legacy Health departmental requisition. If no one in the department is selected then the position may be posted on the Legacy Health system wide job posting.

System Wide Posting - Job opportunities, hours and shifts may be posted for all candidates (internal and/or external) on the system wide posting.

C. Situations That Do Not Require Job Requisition Approval:
Note that while the following do not necessitate job requisition approval. Each of these may still utilize the current posting process at the manager's discretion.

1. Reclassification of existing position(s): If over time, the duties for which an incumbent was originally hired have changed significantly enough to warrant a new job classification, the position may be considered for reclassification. It is expected that the incumbent meet the minimum qualifications for the newly reclassified position. All requests for reclassification must be reviewed and approved by the Compensation Department of Human Resources prior to implementation.

2. Shift changes where an employee's primary job code, pay plan, cost center, FTE status, and budgeted hours are unaffected.

3. Decreasing hours based on departmental need and director level authorization.

4. Interim assignments (short-term placement or re-assignment of a current Legacy Health employee).

5. Temporary positions (positions that are expected to last six months or less).

6. Positions that are designated to fulfill Legacy Health's employment obligations under Worker's Compensation, Military and Family Medical Leave provisions.

7. Reassignment of a position to a new cost center for business reasons, where the position is eliminated at the original department and moved permanently to the new department.
8. Reorganization or restructuring that results in a change to employee's budgeted hours or responsibilities but not creating a specific vacancy. These situations should be discussed with Employment Services before any action is taken.
9. Acquisitions and/or mergers will be managed on a case-by-case basis, and may not require a posting at the discretion of the Human Resources Director of Employment.

D. Recruitment & Advertising Strategies:
All recruitment advertising and recruitment strategies must be approved and placed by Legacy Health Employment Services.

E. "Critical To Fill": When internal and external recruitment efforts do not yield sufficient qualified applicants and three or more of the following guidelines are met, a position may be designated "Critical To Fill". The designation of "Critical To Fill" is made by the Director of Employment Services after consultation with the respective operational Vice President and approval from the Senior Vice President of Human Resources.

1. The position must be budgeted for 24 or more hours per week.
2. The position (or a similar position) must have been posted for the last 90 days or more.
3. Advertising for the position has occurred at the local, regional and/or national level.
4. Local and/or national data (such as applicant flow, labor market studies) shows there is a shortage of personnel in this position.

APPLICATION
Employment applications are required for all posted positions. Candidates interested in positions posted on the system-wide job posting are expected to complete a Legacy Health employment application and submit it electronically via the Legacy Health web site. Reasonable accommodations will be provided for applicants with disabilities who are unable to submit their applications electronically or otherwise need assistance. Internal candidates for postings within their own department should apply using the Legacy Health departmental application and submit it to his/her own manager/supervisor.

SELECTION

A. Employment applications will be screened by Employment Services to provide a qualified group of candidates to the hiring manager. Employment interviews will then be arranged with the most qualified applicants and the hiring manager to determine which applicant is most qualified for the job.

B. Employees are eligible to apply and transfer to another department/operating unit when they have completed 12 months of employment in their present position and are in good standing (i.e. not the subject of corrective action within the past 6 months of the application). Employees who apply for positions and are the subject of corrective action within the past 6 months of the application will generally not be considered eligible to transfer. Exceptions are as follows:

1. Both managers agree that an earlier transfer is appropriate and suitable and have consulted Employment Services.
2. Business conditions warrant transfer at an earlier date.
3. An employee is not performing competently in a new position and wishes to transfer back to the former department and the former department agrees to rehire the employee.

4. Nurse residents are subject to the residency participation agreement terms and are only eligible for transfer after the two year post residency term is met.

C. Factors that will be considered when making a hiring decision include:

1. Job related qualifications (experience and education)
2. Licensure and/or certification
3. Ability to meet competencies
4. Ability to perform essential functions with or without reasonable accommodation
5. Demonstration of Core Accountabilities
6. Demonstrated ability to meet criteria in Legacy Health's Preferred Profile for employee, leader or physician, depending on the opening.
7. Assessment of:
   a. Interview(s) (Phone screen and face-to-face). Video conferencing can be used in lieu of an in-person face-to-face interview.
   b. Past/current work performance
   c. Internal and external references (including current manager)
   d. HR file review and HR Management System verification
   e. Pre-employment health assessment (for all external applicants and internal applicants when there is a notable change in the physical function requirements)
   f. All aspects of the background check (see below)

D. Once the hiring manager has identified the preferred applicant, he/she must consult with Employment Services before extending an offer of employment. The hiring manager in conjunction with or through the recruiter will contact the preferred applicant to extend a conditional offer of employment. If the hiring/selection decision results in the need for an additional job code, Employment Services should be consulted.

E. If an internal applicant accepts a position offer, the hiring manager must contact the employee's current manager and arrange a starting date agreeable to both parties. A minimum of two weeks notice will be given for non-management employees and four weeks notice for management employees. Generally, transfers should occur within 2-4 weeks of notice to the current manager. Transfer dates shall always be set at the start of a new pay period. In some cases, however, the timing of the employee's transfer may have an adverse impact on department function. In such cases, the current manager and prospective manager will collaborate with Employment Services to identify an acceptable solution.

F. The offer of employment and scheduled start/transfer date are contingent upon the successful completion/results of the following requirements. Employment Services will assist managers in determining which requirements may be waived for internal candidates or employees needing additional job codes.

1. Face-to-face interview
2. Drug-screen
3. Pre-employment health assessment
4. Criminal background check
Hospice employees will additionally have a criminal background check conducted the assigned Hospice Manager at least once every three years in order to continue employment within Hospice.

5. WATCH (Washington State Patrol) background check for all Washington state hires

6. Licensure verification where required

7. Verification with the applicable databases such as the Office of Inspector General (OIG), Excluded Parties Lists System (EPLS), National Practitioner Databank, etc.

8. Completion of employment verification and minimum of 2 professional references are obtained

9. Review of Department of Motor Vehicle (DMV) records when required

10. DHS Child Abuse Registry Check for All Child Abuse Response Evaluations Services (CARES NW); applicants to be conducted by the Program Manager for CARES

11. Any and all other processes deemed by Legacy Health to be necessary to make an informed decision about the applicant for employment

INTRODUCTORY/TRANSITION PERIOD

A. The first 120 days of employment with Legacy Health are an introductory period. During this period, the employee will be evaluated to assess job performance. An employee may be terminated without cause during the introductory period without redress through the grievance process.

B. An employee who is transferred, promoted or demoted to another position or who is involved in a restructuring and placed in a new position will complete a 120-day transition period. During this period, the employee will be evaluated to assess job performance.

C. When performance and/or circumstances warrant, the introductory or transition period may be extended beyond 120 days, to a maximum of 180 days, when done in consultation with Human Resources.

HIRING MINORS
A minor may be hired if at least 16 years old and all the job duties are in agreement with the restrictions identified in the Bureau of Labor and Industries' Summary of Child Labor Laws and all provisions of the State Wage and Hour Laws. Work restrictions exist for minors under age 16 and under age 18. Please consult Employment Services with any questions or to obtain the list of prohibited occupations/work.

Approval: Human Resources Leadership
Executive Council

Originator: Employment Services
Owner: Human Resources