MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO: 2.3.1 PAGE: 1 OF 3
SUBJECT: EMPLOYEE RECRUITMENT AND SELECTION
DEPARTMENTS AFFECTED: ALL APPROVED BY: LEADERSHIP 12-12-12
ISSUE:1-9-96 EFFECTIVE DATE: 3-3-92
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PURPOSE: To recruit and hire the most qualified staff while adhering to all federal and state laws. All hired individuals are expected to contribute to Marklund's mission of enriching the lives of those with special healthcare needs by honoring the unique purpose of each individual. Those we serve are able to enjoy a full and meaningful life supported by a compassionate, nurturing environment; a strong partnership with the community; and an unmatched dedication to personal growth.

POLICY/PROCEDURE:

1. Preliminary Documentation

   a. New positions are approved through the annual budget process.

   b. If a position needs to be added after the annual budget process, the hiring manager must complete an employee requisition form (HRF 0027). The form must be approved by Chief Financial Officer and/or President/CEO.

   c. A job description must be written by the Department Manager, using the authorized form, which delineates employee responsibilities and role. Job descriptions are updated as needed.

   d. An hourly position number and salary range must be established by the Department Manager with the approval of the Director of Human Resources and Chief Financial Officer. Established and approved salary ranges will determine the rate of pay for each position.

   e. Each employee will have a Personnel File, in the Human Resources Department, kept in compliance with all federal and state laws.

2. Recruitment
   a. All recruitment efforts will be managed by the Human Resources Department.

   b. Markund supports promoting from within. Positions will be posted internally on Marklund's *Open Position Report*. Employees are encouraged to apply by completing the appropriate internal application (HRF 0026).

   c. External recruitment efforts may include, advertising on job boards, career fairs and social media.

d. Employees are encouraged to refer qualified applicants for employment with Marklund.

3. Selection of Personnel

    a. All persons seeking employment must be referred to the Human Resources Department. This will assure full compliance with Federal and State regulations. Although the selection of the person to fill the vacancies is the responsibility of the Department Manager, the selection process is to be carried out in cooperation with the Human Resources Department. Job offers shall not be made without the prior knowledge of the Human Resources Department. The selection process may include a screening interview, applicant assessment survey, a second interview with hiring manager and references.

    b. Both the Department Manager and the Human Resources Department will insure that selected candidates have qualifications commensurate with essential job functions. These qualifications include the knowledge, skills and abilities necessary for the job. Qualifications are assessed by means of licensure or certification, education, work experience, personal interviews and/or reference checks.

4. Employment of Minors

    a. Persons employed under sixteen (16) years of age must obtain a work permit from their school.

    b. No person under eighteen (18) year of age may be employed in an operation or occupation which is hazardous in nature or injurious to health as determined by the department and the Human Resources Department in accordance with applicable state and federal regulations.

5. Nepotism

    Relatives of present employees will be considered for employment subject to the same employment standards and procedures as other candidates. Employment of relatives will be limited to the following:

    a. Relatives may not be employed on the same shift and in the same department in which one of them holds a supervisory position. Relatives of managers and executives may not be employed in any area under that person's direct authority. For this purpose, a relative is defined as any individual related to another through, blood, marriage, or as defined by law.

    b. For consistency and continuity of care of our clients, Marklund prohibits the hiring of relatives of current clients. The President/CEO and Director of Human Resources make the final determination of what constitutes a relative for this purpose.

6. Re-Employment
    a. Employees who have resigned or were given a non-disciplinary discharge who make application will be considered for re-employment. The employee's prior work history and qualifications will be analyzed and a decision will be made as to whether re-employment is merited.

    b. Employees who have been discharged for disciplinary reasons are not normally eligible for re-employment.

    c. Re-employed persons are subject to the same provisions, policies and procedures as if it were their original hire.

7. Reference Checks

    The Human Resources Department will verify the selected candidate's prior work history through written or verbal employment references. The results of the reference checks may have a bearing on a job offer being made to the candidate.

    All references will be secured on a confidential basis and the results will not be made known to the candidate. If a candidate does not have any previous work history or such history is too old to verify, the Human Resources Department will require three (3) personal references. These references should include the name, address and phone number, of the individual submitting the reference. Personal references cannot come from a relative or former employer.

    Note: Policy 2.3.3 reflects policy and procedures to follow once a candidate is selected.