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| <b>Policies &amp; Procedures</b> |                                   | <b>Current Effective Date</b> | <u>9/1/21</u>  |
|                                  |                                   | <b>Last Review Date</b>       | <u>8/31/21</u> |
| <b>Title:</b>                    | Recruitment & Selection (HRM.205) | <b>Supersedes:</b><br>N/A     |                |
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| <b>Owner:</b>                    | Chief Human Resources Officer     |                               |                |

**Scope:**

Renown Health and its affiliated entities, including Renown Regional Medical Center, Renown South Meadows Medical Center, and Rehabilitation Hospital, adopt the following policy and procedure.

**Policy Statement:**

Renown Health is an Equal Opportunity employer and complies with all local, state and federal laws and regulations concerning employment. Any communication concerning an equal employment matter shall be referred to the Human Resources department.

**Definitions:**

1. Employment status: Status of employment; such as, full-time, part-time, per diem or temporary.
2. Job change: A transfer to a different unit or department, or to a different job code.
3. Job requisition: Request to fill a vacant position.
4. Peer interview process: The process in which peers/coworkers participate in the interview and selection of a new team member.
5. Pre-selection: Selecting an applicant for a position before interviews have been completed.

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6. Relative: Spouse, significant other, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, cousin, step-parent or step-child, or the corresponding relations by affinity.
7. Selection procedure: Any mechanism which is used to differentiate between two or more applicants constitutes a “selection procedure” which may include interviews, the application, resume, typing tests, and others.
8. Online Applicant Tracking System: Electronic database where job postings and confidential applicant information is gathered and stored.

#### **Procedure:**

1. Posting a Position
  - a. The hiring leader completes a Job Requisition Form and submits for approval.
  - b. If the requisition is approved, Recruitment will make the position available for application via the online applicant tracking system for a minimum of five calendar days.
2. Recruitment of full-time, part-time, per diem and temporary staff. See Temporary Contracted Staff (Nonclinical) Policy for more information about third-party contracted temporary staffing.
  - a. Recruitment Activity – Recruitment manages all recruitment activities and expenses.
    - i. All employment advertisements must be developed and placed by Recruitment.
    - ii. Use of external recruiters and search firms must be coordinated and approved by the Chief Human Resources Officer.
  - b. Applications – An applicant must submit an application using the organization’s online applicant tracking system.

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- i. Unsolicited resumes and/or inquiries received through any means other than the online application process will not be considered.
- ii. Referrals from external recruiters and search firms must complete the online application.
- iii. Pre-selection of candidates prior to the completion of the interview process is forbidden.
- iv. Applicant Screening
  - a. Recruitment reviews internal and external applications to ensure that they meet the minimum qualifications of the job.
- c. Recruitment screens applicants who meet the minimum qualifications of the job.
- d. Screened applications are referred to the appropriate hiring leader for consideration.
- e. Interviews are conducted using the peer interview process.
  - i. Human Resources must approve all selection procedures used in the employment process, ensuring that it conforms to organization policy and federal and state laws. When a selection procedure is used for one applicant for a particular job, it must be used for all such applicants.
- f. Reference / Background Checks
  - i. General - Reference checks from previous employers are required for all applicants. Job offers can be made prior to references being complete, but are contingent upon receiving satisfactory references.
  - ii. Criminal Background Checks – A criminal background check will be completed for every new employee hired. Job offers can be made prior to the background check being complete, but are contingent upon the results of the background

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check.

- iii. Fingerprinting – Applicants who apply to work in facilities or departments that are governed by NRS.449 are fingerprinted and the fingerprints are submitted to the state and Federal Bureau of Investigation (FBI) for appropriate background checks.

g. Pre-Placement Health Screening

- i. Employment is conditional on successful completion of a pre-placement health screening including a urine drug test and tuberculin laboratory test and chest x-ray, if indicated by a positive laboratory result.
- ii. An Occupational Health provider will review the personal health history form and examine the potential employee, as well as order supporting laboratory tests and evaluate the potential employee's immunization status. Employees will be required to participate in education and training programs when such instruction is considered necessary for satisfactory job performance.
- iii. Certain areas of assignment may require testing or immunization beyond the procedures described herein. Potential employees for those areas must comply with requirements specified by Occupational Health and Infection Control.

3. Job Offers and Response to Applicants

- a. When an applicant has been selected, the hiring department will notify Recruitment.
- b. Job offers will be extended by Recruitment.
- c. Applicants are not to be informed of job offers until all approvals are obtained and the salary offer has been confirmed by Compensation.
- d. Applicants who are not selected will be notified by Recruitment.

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#### 4. Salary Offers

- a. Salary offers for new hires, job changes and rehires are established jointly by Human Resources and the hiring leader based on the experience and qualifications of the candidate and internal pay practices.
- b. Salary offers outside of the Human Resources recommended offer require approval from the respective Renown Health Vice President/Operations Council Team Member and the Chief Human Resources Officer.
- c. Salary offers for additional job within the organization are determined by the candidate's qualifications and experience in the respective job and is not related to the salary in the employee's primary position. ([Secondary Employment Policy, Renown HRM.265.](#))
- d. Starting salaries for additional jobs within the organization that are in the same job code as the employee's primary job will be equivalent to the rate of pay in the employee's primary job. ([Secondary Employment Policy, Renown HRM.265.](#))

#### 5. Job Changes

- a. Except as specified below, the recruitment and selection process for internal applicants is the same as for external applicants.
- b. Eligibility – Employees must meet the following criteria to apply for a job change:
  - i. Staff level employees are required to have been in their current positions for at least one year as of the date of application for the job change. Exceptions may be considered with the approval of the department manager and Human Resources Business Partner for applications for change in employment status, shift or job changes within the same department.
  - ii. Leaders are required to have been in the current

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position for at least one year as of the date of the application for job change.

- iii. Leaders are not eligible to apply for staff positions without the approval of the respective Renown Health Vice President/Operations Council Team Member and the Chief Human Resources Officer.
- iv. Must have not received any corrective action notices during the 12-month period prior to the date of application for job change.
- v. Requests for exception to the eligibility rules must be approved by the Renown Health Vice President of Human Resources.

c. Process

- i. Prior to completing the application, the employee must notify the person to whom the employee reports to of their application for job change.
- ii. The employee must apply online. This includes applications for change in the employment status and change in shift.
- iii. Upon receiving the application from Recruitment, the hiring leader is responsible for contacting the person to whom the employee currently reports and HR Business Partner to solicit feedback about the employee's performance.
- iv. Upon selection, Recruitment will notify the person to whom the employee currently reports and negotiate an appropriate effective date. The effective date of job change must provide the person to whom the employee reports a minimum of two weeks' notice for staff-level employees and 30 days notice for those in a leadership role.

6. Employment of Relatives

- a. This section applies to person who may become employed and

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to those who become related through marriage or adoption after employment.

- b. Employees will not be employed in positions where they supervise a relative or, in the ordinary course of business, they would play a significant role in making employment decisions concerning a relative.
- c. Employees will not be employed in positions where they will be subject to the direct supervision of a relative, or in which a relative would play a significant role in making decisions about related employees' employment.
- d. If a relative transfers to a position over another relative in a manner in which this section becomes applicable, then the relative with the lesser responsibility must be promptly transferred to another unit or department. If a transfer is not available, then the employee with lesser responsibility may be on an unpaid leave of absence until an appropriate assignment can be obtained.
- e. Employees who have relatives seeking employment with Renown may provide a recommendation but may not apply undue pressure or otherwise harass Recruitment or the hiring leader regarding the applicant.

## 7. Conviction Records

- a. The existence of a criminal record does not automatically disqualify an applicant for employment.
- b. Hiring leaders, in consultation with Recruitment, shall exercise discretion in considering applicants who have been convicted of criminal offenses where those offenses bear some relationship to the work to be performed.

## 8. Re-employment

- a. Resignations - Employees who resign and later request re-employment shall be considered as new applicants. Previous pay, service, seniority and benefits shall not be carried forward in the event of re-employment. 401(k) eligibility and vesting service may be

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restored in accordance with the plan documents.

- b. Involuntary Termination or Otherwise Not Eligible for Rehire – Involuntary terminated employees, for other than reduction in force, and those who resigned without adequate notice, shall not be eligible for re-employment without the approval of the Chief Human Resources Officer.

#### 9. Non-Discrimination

- a. It is the policy of Renown to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

#### 10. Right to Amend

- a. Renown Health reserves the right to amend this policy at any time for any reason and without advance notice.

#### **References/Regulations:**

Equal Employment Opportunities Act  
Americans with Disabilities Act (ADA) of 1990 and subsequent amendments  
Nevada Revised Statutes (NRS) 449

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