1.0 PURPOSE
To establish employment-related policies and procedures directed towards meeting the needs of the organization while satisfying all federal, state, and local regulatory compliance directives.

2.0 POLICY
Hoag Memorial Hospital Presbyterian ("Hoag") is committed to equal employment opportunity for all applicants and employees. It is the employer's policy to employ, retain, promote, terminate, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any qualified individual's sex, race, color, religion, national origin, ancestry, pregnancy, age, marital status, legally protected medical condition, sexual orientation, or physical or mental disability, or any other basis protected by law. Temporary personnel of Hoag will be required to affirm commitment to same, as evidenced by non-discrimination clause compliance provisions in all contracts with Hoag.

All solicitations and/or advertisements for applicants and employees will affirm this policy by stating that the employer is an Equal Opportunity Employer (EOE).

3.0 PROCEDURE

3.1 Talent Acquisition

Hoag maintains a centralized recruitment service. Job vacancies are listed with the Human Resources Talent Acquisition department. Administrative approval by an authorized authority is required prior to the filling of any position.

All external applicants must complete an employment application to be considered for a position. Current employees must apply through the Intranet and complete a profile to be considered for a position. Open and available positions may be posted on the company's Intranet so that current employees have an opportunity for transfer and career growth. Outside recruitment and/or advertising may also take place during this time. The company reserves the right to extend an offer of employment to the most qualified candidate, internally or externally. In addition, there may be times when not all positions are posted due to the needs of the company.

All applicants are subject to reference and background checks to include an investigative consumer report and Excluded Parties Listing System (EPLS). In addition,
all applicants and employees are subject to review against the Office of Inspector General (OIG) and General Services Administration (GSA) exclusion lists and if employed, review of these lists will occur at least once a year. If any of these checks or reports are found to be unsatisfactory, applicants may be rejected for employment and terminated if already employed. In addition, falsification or omission on the employment application or related documents will result in rejection for employment or termination of employment if the employee is already employed.

Employment with Hoag is for no definite period of time and may be terminated at the will of the employee or Hoag, at any time, with or without cause and with or without advance notice.

All applicants for employment must, within three (3) business days of hiring, provide proof of the right to legal employment in the United States pursuant to the Immigration Reform and Control Act of 1986.

3.2 The Talent Acquisition requisition process is as follows:

3.2.1 Department Head, hiring authority and the Human Resources Compensation department ensures that a current, complete and approved job description is assigned to a vacant position before recruitment begins. Once approved, the Talent Acquisition department will recruit and hire the most qualified candidate. If an internal candidate is chosen, the current hiring authority will complete a Personnel Action Form (PAF) on the employee, showing changes, and forward to the Human Resources Compensation department for processing.

3.2.2 Hiring authority is responsible for opening initial requisition for replacement and add-to-staff positions. Add to staff positions require Executive Leadership approval before recruitment begins.

3.2.3 Human Resources Talent Acquisition, upon receipt of the approved positions, begins recruitment. If an employment agency/search firm is utilized in a job search, fees for such services may be charged to the respective department (prior authorization from VP or above is necessary). Human Resources Talent Acquisition pre-screens applicants and forwards a completed application/resume on each qualified applicant to hiring authority.

3.2.4 Hiring authority reviews applications/resumes and arranges interview(s) with the most qualified candidates. May consult with Human Resources Talent Acquisition for assistance. Hiring authority identifies the most qualified candidate(s).

3.2.5 Hiring department ensures that all licenses or certifications are verified and submits primary source verification documents to the Human Resources Talent Acquisition department.
3.2.6 Hiring authority selects the most qualified candidate and authorizes the Human Resources Talent Acquisition department to extend a verbal and/or written offer of employment. All pay commitments are to be discussed and agreed upon with the hiring authority prior to communicating offer to the job candidate.

3.2.7 The Human Resources Talent Acquisition department prepares and forwards to the candidate a written offer of employment.

3.2.8 Candidate signs and returns to Human Resources the offer of employment letter.

3.2.9 The Human Resources Talent Acquisition department informs hiring authority of candidate’s acceptance of job offer and on-boards the newly hired employee. Conducts New Hire Orientation. Notifies applicants not selected as appropriate.

3.2.10 Hiring authority ensures new employee receives departmental orientation.

4.0 USE OF TEMPORARY STAFFING/AGENCIES
First consideration should be to use in-house staff if available to fill the need. The use of temporary staffing will require prior authorization from the department VP. Temporary staffing is requested through the onsite office of agency currently under contract to manage Hoag’s temporary needs. The Non-Hoag labor request form will be completed with all validating information, and signed by the department head prior to Human Resources approval. The duration of the temporary assignment, with starting and ending dates, is required. Extensions beyond the original time allotted must be pre-approved prior to the continuation date. Questions about ordering of temporary labor should be directed to the onsite agency.

5.0 EMPLOYMENT OF MINORS
The employment of a minor (a person under 18 years of age) is prohibited. The rules applicable to the employment of a minor are heavily regulated by State and Federal law as to hours of work, days of work, occupations allowed to work in, etc.

6.0 ASSESSMENT FOR EMPLOYMENT
Job-related assessments may be used as an aid in determining whether a candidate possesses the required minimum qualifications for a given position. Assessments may be used as a selection device only after appropriate validation by Human Resources Talent Acquisition to insure that the assessment done is non-discriminatory in nature and valid as it relates to the job in question.
7.0 NON-HOAG LABOR/INDEPENDENT CONTRACTORS
Individuals providing services to Hoag will be retained as independent contractors only if the Human Resources department determines that doing so is consistent with the applicable requirements of applicable law, including but not limited to California employment law and federal and state income tax and withholding at the source requirements.

7.1 Potential independent contractors may be managed through an outside vendor management service. A Non-Hoag Labor Request form must be completed and submitted to Human Resources Talent Acquisition prior to the start date. The Non-Hoag Labor Request submitted to Human Resources Talent Acquisition will be reviewed to determine Non-Hoag Labor status. No offer or commitment shall be made prior to the completion of this review.

7.2 All independent contractors must have a current and in good standing background check within 6 months of start date, and a drug screen within 30 days of their start date. A TB test is required within 12 weeks of the start date.

7.3 New Contractors with no history of a positive TB skin test:
7.3.1 If the contractor does not have proof of a TB skin test during the previous 12 months, a repeat (2nd) TB skin test will be placed in 1-3 weeks from the initial TB skin test for booster effect.

7.4 New Contractors with history of a positive TB skin test:
7.4.1 New contractors must provide EHS with written proof that they have a positive TB result.
7.4.2 The contractor will need to provide EHS with a single view chest x-ray (contractor will to assume cost).
7.4.3 Completion of TB symptoms survey.
7.4.4 If the chest x-ray and TB symptoms survey is negative, the contractor will clear the TB screening requirements.

7.5 New Contractors who have a positive/reactive result from baseline or 2nd TB skin test:
7.5.1 A single view chest x-ray will be done (contractor will assume cost).
7.5.2 If the chest x-ray and TB symptoms survey is negative, the contractor will clear the TB screening requirements.

7.6 All contractors are required to complete the "Department Orientation Checklist" on the first day of work. The original copy of the completed "Department Orientation Checklist" is retained in the department file. A copy of the checklist must be forwarded to Human Resources Talent Acquisition.