



HIRING AND POSTING PROCEDURE

1.01

Effective Date: 07/18

Purpose: The purpose of the procedure is to outline the responsibilities of the employer and the employee in matters of job posting, advertising, applications, interviews, record checks, drug screens, new hire orientation, transfer and promotion.

Failure to Comply: Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in violation of state law or grievance.

Procedure: Barren River District Health Department (BRDHD) believes that hiring qualified individuals to fill positions contributes to the overall strategic success of our organization. Each employee, while employed, is hired to make significant contributions to BRDHD. Background checks and drug screenings serve as an important part of the selection process at BRDHD. This information is collected as a means of promoting a safe work environment for current and future employees. Background checks also help BRDHD obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of people, property, and organizational information. It is the practice of BRDHD to provide orientation programs for new employees and to conduct, or support, training programs that it determines to be appropriate.

BRDHD may choose to offer promotions to higher level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level. However, outside recruitment may also be considered to fill a vacant position.

Position Validation Forms

The position validation form must be completed in order to fill positions. Request forms should be initiated by the department supervisor/manager and approved by the department head and the appointing authority or designee, then forwarded to Human resources. Position validation forms should indicate the position title, status, county, reason for the opening, essential job functions and qualifications (or a current job description may be attached), and all recruitment advertising instructions or special requests.

Job Postings (Internal Notification)

Job openings will be distributed via email to all. They will also be posted on the staff intranet. Jobs that are posted will be open for a minimum of three (3) calendar days, during which time applications may be submitted to human resources. Job postings are updated as positions become available.

Each job posting will contain the following information in accordance with 902 KAR 8:070 Section 1(3) (c through j):

- c) The title and minimum salary of the class of position;
- d) The rates of pay at which appointments are expected to be made;
- e) A general statement of the duties to be performed;
- f) The minimum qualifications of education, training, and experience required as stated in the classification plan.
- g) The date, if required, on which an application is to be received in the agency;
- h) Preferences, if applicable
- i) All other conditions of competition, including the fact that failure in one (1) part of the selection criteria shall disqualify an applicant; and
- j) If an agency requires pre-employment drug testing, criminal records information, physical examination, or other special conditions, a statement that they shall be required upon an offer of employment.

Recruitment Advertising (External Notification)

In order to establish a register for a class of position where vacancies are likely to occur, BRDHD will, in accordance with 902 KAR 8:070, make a public announcement to attract qualified persons to fill a position. The notice of the recruitment effort shall be distributed in accordance with 902 KAR 8:070. Job postings will also be placed on the BRDHD website and social media sites. Human resources will be responsible for placing all recruitment advertisements.

Application Process

Employees and external applicants must complete an application and forward to human resources by the closing date of the posting. All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully.

Application Procedure

- a. Obtain an application from human resources, any health department, or the <http://www.barrenriverhealth.org> website.
- b. Forward the completed application to human resources by the closing date specified on the job posting.
- c. Applications will be forwarded to local health personnel section for review.

Screening and Interviewing

- a. Local personnel section will review each applicant's qualifications. Any employee lacking the qualifications for the job in question will be so notified by the local personnel section.

- b. Qualified candidates may be interviewed to discuss their qualifications and interest in the job. The supervisor of the vacant position will have the responsibility of determining the qualified candidates to be interviewed and conduct a behavioral based interview with those selected.
- c. The results of the interview should be forwarded to human resources using the appropriate action codes to complete the register. All applications and interview documentation will be forwarded to human resources for appropriate retention.

Notification of Job Award: All candidates interviewed will be advised when the vacancy is filled. Such notification will be the responsibility of the supervisor of the vacant position. All letters of notification must be forwarded to human resources with the application and interview questions.

Effective Date of Job Award: Normally, the successful candidate will fill the new position within two weeks of the job award. The start date must be the beginning of a pay period. Once a candidate is selected, the job offer is contingent upon the favorable result of the drug screen and background record check.

If the successful candidate is an internal applicant and more than two weeks is required for the convenience of the agency, the sending and receiving supervisors must agree on an effective date for the beginning of another pay period. If the supervisors cannot reach an agreement then the director will establish the date.

Reference Checks

Once a decision has been made regarding interest in hiring an applicant, reference checks will be completed by the hiring department supervisor. The hiring department supervisor should then notify human resources that the applicant will report for processing of the record checks and drug screen.

Record Checks and Drug Screens

At BRDHD, reference checks are conducted on job applicants. BRDHD may use a third party agency to conduct the record checks. BRDHD will ensure that all background checks are held in compliance with all federal and state statutes.

The Americans with Disabilities Act of 1990 prohibits organizations from collecting non job-related information from previous employers or other sources. Therefore, the only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other issues that can impact the workplace.

BRDHD can make inquiries regarding criminal records during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity or in accordance with 902 KAR 8:070 Section 3 (2a) (3) has been convicted of a felony. In accordance with 902 KAR 8:070 Section 3 (3)(a), (b), (c), and (d): Subject to final department approval, an applicant or

employee who has been convicted of a misdemeanor may be employed, or continue employment, if the appointing authority and the department after review determine that: (a) the applicant is highly qualified and eligible for appointment; (b) the misdemeanor conviction will not adversely affect the applicant's job performance; (c) a specific need exists for the appointment or continuing appointment of this applicant or employee; and (d) every determination made is fully supported by written documentation available for public inspection under the provisions of KRS Chapter 61.

Applicants who have a record check indicating a felony that was not disclosed on their application will have the job offer withdrawn. Applicants with a record check indicating a misdemeanor not disclosed on their application may have the job offer withdrawn at the discretion of the director.

Employees of BRDHD who separate from employment due to layoff, resignation, retirement, etc., and who return to employment at a later date will be required to have criminal record checks and drug screening if the separation from employment exceeds six weeks.

Job Offers

Once human resources receives satisfactory results from the record check and drug screen, human resources or the hiring department supervisor will notify the candidate and confirm the initial offer. The hiring department supervisor will notify all internal candidates who are not selected.

Initial Start Date, Orientation and Training

On the initial start date (which is the beginning of a pay period), employees will complete required paperwork and attend orientation. Employees must complete the necessary paperwork in human resources. Supervisors will complete the P-02 New Employee Orientation Checklist per administrative regulation with new employees and go through the policies and procedures. All documents should be returned to human resources.

The human resources department is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover agency history, philosophy, policies, benefits, and new employee files and documentation. Each supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a coworker to serve as a mentor to facilitate the new employee's transition.

Supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, and for arranging outside trainers. Training will normally be conducted during regular working hours.

Supervisors may approve employee participation in continuing education and training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees may be required to enroll in and complete the programs satisfactorily.

The agency may consider the feasibility of sponsoring or conducting special programs for groups of employees when continuing education and in-service programs are required for licensing or for recertification of a license. Under those circumstances, it will apply for approval by the licensing authority and will attempt to comply with all requirements established by that authority. However, it may at its discretion cancel, modify, or withdraw from a certification or program.

The agency will provide special training programs for safety and health matters, when considered necessary or as required by government regulation.

Agency-sponsored or conducted orientation and training programs may be reviewed periodically to evaluate the quality of the instruction, the content, and the results. The human resource department or an outside organization will administer the evaluation, which may involve the testing of participants. Employees may receive certificates of completion for successfully finishing agency-approved or sponsored training and educational programs. The human resource department will maintain records of all training programs completed by each employee. Employees are responsible for providing copies of certificates or completion to their supervisor which, in turn, will submit a copy to the human resources department for inclusion in the personnel file.

Transfer

Job openings for which management solicits candidates from within the agency will normally be posted on the employee bulletin board which is on the staff intranet and announced internally via employee emails. However, as it considers appropriate, management will fill job openings or make transfers without posting notices.

Requests for transfer normally should be handled as follows:

- a) The employee should submit a completed application, along with a letter of interest, to the human resources department.
Requests based on posted job openings must comply with the job posting procedure, and should be initiated prior to the closing date specified in the posting.
- b) The local personnel section will determine whether the employee is eligible. If a job opening exists and the employee is eligible, a copy of the application will be forwarded to the hiring supervisor with a register from the local personnel section.
- c) The hiring supervisor may arrange interviews of the candidate. The candidate will be allowed time off with pay for job interviews related to a transfer.
- d) The hiring supervisor will make the final decision with approval from the sending supervisor, the program director, and the public health director.

Transferred employees may be subject to a probationary period in accordance with 902 KAR 8:090. Pay for transferred employees generally will be handled in accordance with 902 KAR 8:060.

Employees can choose to accept or decline offers without repercussions in their current position.

Employees who want to initiate a transfer to another agency outside of the BRDHD may do so in accordance with administrative regulations.

Promotion

All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, program director, and the human resources department.

Employee eligibility for promotion will be determined by the requirements of the new job. In addition, an employee in a probationary period may be promoted in accordance with administrative regulations. Job openings for which management solicits candidates from within the agency normally will be posted on the bulletin board on the staff intranet. However, as it considers appropriate, management may fill job openings or make promotions without posting notices. When job openings or promotion opportunities are posted, interested employees must complete an application, along with a letter of interest, and submit to human resources. Supervisors and program directors may initiate the procedure within the same time period and propose employees for the position.

Employee candidates for promotion will normally be screened and selected on the basis of attendance and work records, performance appraisals, and job-related qualifications. Seniority will be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications as determined by the Department for Public Health.

Promoted employees will be subject to the provisions of the probationary period in the new position. Pay for the promoted employees will be handled in accordance with 902 KAR 8:060.

Forms: Position Validation; Application

References: <http://www.barrenriverhealth.org>, [902 KAR 8:060](#), [902 KAR 8:070](#), [902 KAR 8:090](#), [Title VII of the Civil Rights Act of 1964](#), [Americans with Disabilities Act of 1990](#), & [KRS Chapter 61](#)

Contact Person: Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
1.01	12.13.2017	HR Manager – Procedure Creation
1.01	09.24.2020	HR Manager- updated/corrected errors