

# Great Rivers Behavioral Health

## Administrative Services Organization

Policy Title:	<b>Recruitment and Selection</b>	Policy No. <b>9005.00</b>
Category:	Employment Policy Manual	Date Adopted: 12/11/2020 Date Revised:
Reference:		

### POLICY:

- 1.1. It is Great Rivers Behavioral Health Administrative Services Organization's (Great Rivers BH-ASO) policy to recruit and select individuals whose qualifications and skills best fit the job description and functional areas required for the position. The individual must also be committed to filling Great Rivers BH-ASO's mission, vision, and values.
- 1.2. Recruitment and selection will be done in a manner that prohibits discrimination on the basis of race, color, religion, creed, gender, national origin, age, marital status, the presence of any sensory, mental or physical disability, HIV or Hepatitis C status, the use of a trained dog guide or service animal by a disabled person, sexual orientation/gender identity, veteran or military status, or any other status protected by law or any other non-merit factors, while maintaining maximum flexibility. The process shall maximize reliability, objectivity, and validity through a job-related assessment of applicant attributes necessary for successful job performance and collaboration with the other Great Rivers BH-ASO staff.
- 1.3. This policy will apply to all regular full-time and part-time positions. Great Rivers BH-ASO may apply this policy to fill temporary and project positions, or it may fill temporary or project positions without the formal posting and competitive selection processes associated with filling of regular positions. In such cases, Great Rivers BH-ASO will utilize other recruitment tools, including but not limited to the use of an employment agency service.

### Procedure:

- 2.1. RECRUITMENT
  - 2.1.1. The Human Resources representative or Chief Executive Director (CED) will authorize recruitment for regular positions, as approved by the Governing Board, and project or temporary positions within Great Rivers BH-ASO's budgetary constraints.
  - 2.1.2. Human Resources (HR) will have oversight and responsibility for Great Rivers BH-ASO's recruitment strategies. Recruitment efforts will be developed to fill current and expected vacancies, either on a position by position basis or on a classification basis. The method selected shall be developed in consultation with the hiring manager. The geographic scope of the recruitment, target audience, and media advertising will be planned to attract a pool of well-qualified candidates who are the best fit for the position, the unit, and the organization, within the approved budget for staff resources.
- 2.2. JOB ANNOUNCEMENTS
  - 2.2.1. In order to attract an adequate number of candidates for present or anticipated vacancies, HR will issue job announcements and otherwise publicize vacancies on Great Rivers BH-ASO's website and other media as Great Rivers BH-ASO deems beneficial and in alignment with the organization's commitment to increasing the ethnic, cultural, and social diversity of its workforce and ensuring that diversity is a key priority of our

organization. Publicity for job vacancies shall be conducted for a sufficient period of time, as deemed by HR to ensure reasonable opportunity for persons to apply and be considered for employment.

2.2.2. The job announcements shall specify:

- 2.2.2.1. the title;
- 2.2.2.2. starting salary or salary range;
- 2.2.2.3. the nature of the work to be performed;
- 2.2.2.4. the required education, lived or worked experience, and training;
- 2.2.2.5. the time, place, and manner of submitting applications; and
- 2.2.2.6. any other pertinent information.

2.3. APPLICATIONS

2.3.1. Forms of Application

- 2.3.1.1. Applications for an available position shall be submitted as described in the job announcement.
- 2.3.1.2. To be accepted for review, applications must be received by HR no later than the closing date and time specified in the announcement.
- 2.3.1.3. Applications must be signed by applicants who advance in the job selection process, and the truth of all statements contained therein certified by such signature. HR may require proof of residence, education, experience, and other claims as is deemed appropriate.

2.3.2. Eligibility Lists

- 2.3.2.1. When, in the opinion of the HR representative and the hiring manager, it is determined that previous eligibility lists for the same classification contain sufficient qualified applicants, such lists may be used to begin the selection process.

2.3.3. Freedom from Bias

- 2.3.3.1. Application forms and selection material shall not contain any questions which directly asks applicants to disclose their race, politics, religion, sex, marital status, ancestry, color, national origin, age, mental or physical disability, or veteran or military status and shall be designed to focus on merit factors. Such data may be requested separately and subject to voluntary submission for EEO reporting purposes but may not be used to discriminate.

2.3.4. Eligible Applicants

- 2.3.4.1. Only those applicants who submit specified required application material and who meet the minimum qualifications for the position will be considered eligible applicants and will be eligible to compete in the selection process.
- 2.3.4.2. In general, an internal applicant must successfully complete their six (6)-month introductory period prior to applying for other positions within Great Rivers BH-ASO.

2.3.5. Availability of Eligible Applicants

- 2.3.5.1. It is the responsibility of each eligible applicant to notify HR of any change in address or other conditions, which affect the applicant's availability during the recruitment process.

2.3.6. Job Applicant Inquiries and Complaints

- 2.3.6.1. Applicants with inquiries or complaints regarding the Great Rivers BH-ASO selection or recruitment process should submit their concerns in writing to HR. The concerns will be reviewed and addressed by HR and a written response will be issued. If the applicant is not satisfied with the response, the applicant may request in writing a review of the complaint by Great Rivers BH-ASO's CED. The CED's written response will be the final step of review.

## 2.4. ALTERNATIVES TO POSTING

- 2.4.1. In rare or extreme circumstances, as authorized by the CED or their designee, vacant and available positions may be filled without posting or a competitive selection process by the following means:
  - 2.4.1.1. Transfers within a classification of Great Rivers BH-ASO.
  - 2.4.1.2. Demotion (voluntary and involuntary) of a qualified Team Member from a higher classification within Great Rivers BH-ASO.
  - 2.4.1.3. Transfer and/or demotion of a qualified Team Member from any classification as an alternative to layoff. To be qualified for such appointment the Team Member must have received formal notice of layoff or occupy a position formally designated for layoff by the CED or their designee.
  - 2.4.1.4. By conversion of a temporary Team Member or absorption of a position from another entity.
  - 2.4.1.5. By appointment of the incumbent of a position that has been reclassified (upwards, downwards, or laterally) and who meets all criteria to continue in the position.
  - 2.4.1.6. Great Rivers BH-ASO may utilize a pool of qualified candidates who have submitted applications for other positions.
  - 2.4.1.7. A professional search or staffing firm may be used for difficult to fill positions.
  - 2.4.1.8. As a part of a formal settlement of a grievance or employment litigation.
  - 2.4.1.9. When a position and incumbent are moved to another unit through reorganization or other means.
  - 2.4.1.10. To accommodate the transfer or change in position of a Team Member from another classification due to temporary or permanent disability.
  - 2.4.1.11. A Great Rivers BH-ASO Team Member who meets the minimum qualifications of a position may be moved into the open position, at the discretion of the CED and to support the business needs of Great Rivers BH-ASO.
- 2.4.2. Nothing in this section should be construed to prohibit the CED from choosing to post a position and utilize a competitive selection process nor shall any section be interpreted to guarantee a position to a Team Member without a competitive process. Such processes are recommended as a means to ensure consideration of all interested candidates and selection of the most qualified, when Great Rivers BH-ASO deems it advantageous for the organization to follow any of these internal alternatives instead of a competitive process.

## 2.5. SELECTION PROCESSES

- 2.5.1. Great Rivers BH-ASO will determine the selection process to be used to obtain the best-matched or best-fitted candidates for available positions, the unit, and the overall organization. The selection process shall be utilized separately or in various combinations as appropriate to the position and to available resources. Any applicant who refuses to participate in any part of the selection process will be removed from consideration. HR will lead the development of the selection processes in consultation with the hiring manager(s).

## 2.5.2. Selection Tools

2.5.2.1. In addition to the employment application, selection tools may include but are not limited to written tests, oral examinations or interviews, performance tests, assessment centers, work samples, resumes, evaluations of training and experience, supplemental questionnaires, background and reference inquiries, and post-offer pre-employment physical and medical examinations, where it is job-applicable. Additional selection tools, for applicable positions, may include an evaluation of an applicant's driving record and eligibility to work in the United States.

## 2.5.3. Security and Recordkeeping of Materials

2.5.3.1. All persons participating in the development and maintenance of selection materials are responsible for maintaining the integrity and security of all recruitment and selection materials. Great Rivers BH-ASO will retain recruitment records at a minimum as established by the records retention schedules as published by the State of Washington.

## 2.5.4. Method of Rating

2.5.4.1. In all selection processes, the minimum qualification for consideration is always included in the job description and the job announcement. The minimum rating or selection criteria for eligibility and competitive process shall be determined by the HR representative and the hiring manager or hiring committee prior to reviewing applications, as will be the selection criteria before each step in the recruitment process.

## 2.5.5. Maintaining Integrity of Process

2.5.5.1. If a question or challenge is raised about any phase of the recruitment and selection process, HR representative, CED, or designee may investigate and, when necessary, take whatever measures are deemed necessary to maintain the integrity of the recruitment and selection process.

## 2.5.6. Internal Applicant Testing

2.5.6.1. Upon prior notice to their supervisor, a Team Member shall be allowed paid work time to interview and/or take examinations required for other positions within Great Rivers BH-ASO when the process occurs during the Team Member's normal work schedule. Testing or interviewing undertaken on a day off shall not be considered paid work time and will not be calculated as such in the determination of overtime hours.

## 2.6. APPLICANT TRAVEL AND RELOCATION ASSISTANCE

2.6.1. Great Rivers BH-ASO may reimburse travel expenses for recruitment purposes or for relocation assistance only with prior approval by the CED.

## 2.7. RESIDENCY POLICY

2.7.1. Great Rivers BH-ASO encourages Team Members to reside in the organization's Regional Service Area (RSA) or within a reasonable distance from the RSA that would allow for an understanding and appreciation of the community while attending to Great Rivers BH-ASO business during work hours.

2.7.2. It is also our policy to attract and retain the best Team Members available. Toward that end, all qualified candidates will be considered based on qualification for positions. Place of residence will not displace merit as the key consideration in employment decisions, however, where appropriate, knowledge of the local community will be considered as an important component of job qualification. Once employed, out-of-area residents will be encouraged to consider relocating to the RSA. However, at the same time, Great Rivers

BH-ASO recognizes that a broad range of personal and family considerations will play a role in determining where Team Members live, and residency in the region is not a condition of employment.

## 2.8. 1-9/E-VERIFY REQUIREMENT

2.8.1. The Immigration Reform and Control Act of 1986 (IRCA) requires employers to verify work eligibility and proof of identity for all Team Members hired, and maintain documentation of such eligibility for three years or one year after the person's employment is terminated, whichever is later. All newly hired Team Members, including regular, project, and temporary Team Members who are on Great Rivers BH-ASO's payroll, are required to fill out an I-9 form by personally presenting required documentation as listed on the back of the I-9 to the HR representative within 3 business days of hire. Great Rivers BH-ASO will review and verify the documentation and certify to the genuine appearance of the documents presented. Team Members may not continue their employment unless this form is completed within that time frame. Continued employment is dependent on the Team Member submitting appropriate documentation for proof of identity and employment as outlined by United States Citizenship and Immigration Services (USCIS).

## 2.9. CRIMINAL HISTORY RECORD AND CREDENTIALS CHECK

- 2.9.1. Great Rivers BH-ASO intends to take proactive measures to ensure the safety and welfare of minors, developmentally disabled persons, and/or vulnerable adults who may come in unsupervised contact with Great Rivers BH-ASO's Team Members, temporary or project Team Members, interns, volunteers, etc., or anyone serving on behalf of Great Rivers BH-ASO. Great Rivers BH-ASO also intends to safeguard all operational and financial interests, including private and confidential information or technological oversight, to assure the protection of its physical and financial information and of its clients and partners.
- 2.9.2. Therefore, background checks are required and will be performed for all job classifications or in other specific situations where Great Rivers BH-ASO has a responsibility for the welfare of others, as well as the security of its assets and that of its clients and partners.
- 2.9.3. Background checks may include the following information, including, but not limited to:
- 2.9.3.1. multi-jurisdiction criminal record,
  - 2.9.3.2. driver's record,
  - 2.9.3.3. education verification,
  - 2.9.3.4. employment history verification,
  - 2.9.3.5. past employer/supervisor contacts,
  - 2.9.3.6. residence history,
  - 2.9.3.7. credit history (when job-applicable),
  - 2.9.3.8. LEIE/OIG exclusions,
  - 2.9.3.9. Social Security number verification,
  - 2.9.3.10. Identity verification,
  - 2.9.3.11. credentials verification,
  - 2.9.3.12. reference checks, and
  - 2.9.3.13. verification of experience.
- 2.9.4. In addition, background checks will be conducted on a regular basis on all currently employed Team Members in accordance with applicable laws and/or contractual obligations. Some classifications may require more in-depth background checks, including fingerprinting for the purpose of conducting a Washington State Patrol and Federal Bureau

of Investigation background check, or as required by specific states rules. These more in-depth checks may be required for positions with access to law enforcement, corrections and justice agencies, and unsupervised access to minors, the developmentally disabled and vulnerable adult population.

- 2.9.5. This policy is not intended to necessarily eliminate candidates with a criminal background from consideration for employment. Information discovered in the background check will be used only in making employment decisions, and the effects of other than positive results of a background and credentials check will be evaluated on a case-by-case basis, as they may apply to specific positions and consistent with state and federal law and rules, and contractual obligations. Information from criminal history record checks shall be available only to HR and the appropriate manager to assess the potential risks and liabilities related to a job's requirements.

2.10. PROBATIONARY PERIOD

- 2.10.1. All full-time and part-time employees will serve a six (6) consecutive month probationary period, starting on their date of hire. Great Rivers BH-ASO may extend the probationary period for an individual employee if the total period does not exceed twelve (12) months. Employees will be provided with a written explanation for the extension.
- 2.10.2. Great Rivers BH-ASO may separate a probationary employee at any time during the probationary period. Great Rivers BH-ASO will provide the employee five (5) working days' written notice prior to the effective date of the separation.
- 2.10.3. Great Rivers BH-ASO will extend an employee's probationary period, on a day-for-a-day basis, for any day(s) that the employee is on leave without pay, except for leave taken for military service.

POLICY SIGNATURE

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Edna J. Fund, Chair  
 GREAT RIVERS BH-ASO Governing Board

12/14/2020  
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