

## CORPORATE POLICY

**SUBJECT:** Hiring Policy ~~and Procedure~~

**CATEGORY:** Human Resources

**ORIGINAL DATE:** May 1, 1996

**REVIEWED DATE:** December 10, 2021

**REVISION DATE:** May 24, 2023

### I. **POLICY:**

Lake County Health Department and Community Health Center (LCHD/CHC) hires qualified individuals to fill vacant positions to contribute to the overall strategic success of the organization. Applicants hired for employment by LCHD/CHC should meet the minimum qualifications established in the approved job description. Only when no applicants can be found who meet the minimum established position qualifications, will individuals possessing lower qualifications be considered for employment. ~~If any applicant misrepresents their credentials, work history, education, or any other criteria for selection, whether discovered at the time of application or after accepting an offer of employment, an offer of employment may be withdrawn, or employment may be terminated. Employee development is an important part of our success as an organization. We encourage employees to pursue opportunities where they can have the greatest impact on promoting the health and well-being of all who live and play in Lake County. For instances when there are no current applicants who meet the minimum established qualifications such as: educational degrees, years of experience, and managerial experience, these qualifications may be waived by performance and skills demonstrated in prior work experiences. For potential internal candidates, performance and skills demonstrated during their time as an employee may offset educational degrees, years of experience, and managerial experience requirements.~~

Employee development is an important part of our success as an organization. We encourage employees to pursue opportunities where they can have the greatest impact on promoting the health and well-being of all who live, work and play in Lake County.

To encourage the promotion of employees, outside recruitment activities may be limited to posting a position internally for a short period of time or posting only in specific programs. Qualified LCHD/CHC candidates are guaranteed at least a screening interview and may be given priority in the hiring process based on familiarity with organizational culture and expectations. In accordance with this policy, there are certain circumstances when a position may not be posted.

To ensure that the best qualified applicants are selected, recruiters and hiring managers must confirm appropriate credentials pursuant to credentialing policies and procedures, and request references, skills assessments, samples of work or other relevant information to determine the qualifications of candidates.

If any applicant or employee misrepresents their credentials, work history, education, or any other criteria for selection, an offer of employment may be withdrawn, or employment may be terminated.

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Applicants **must** submit an authorization for a criminal background check. The existence of a criminal record will not automatically disqualify a candidate from consideration unless the candidate has been convicted of a violent offense. The substance of a criminal record will be evaluated based on the **following** criteria:

- Number of criminal convictions
- Time elapsed from the most recent criminal conviction
- The relationship between the criminal conduct and the position

In most circumstances, arrests that do not result in a conviction will not be considered. However, LCHD/CHC reserves the right to consider an arrest if the criminal case is still pending when reviewing a candidate's background. If the results of the background check are deemed unsatisfactory for the position, the candidate will be removed from consideration.

Credentialing: Recruitment of providers or other clinical staff **must** adhere to the Application for Appointment/Reappointment/Credentialing/Privileging policy, and the Credentialing and Privileging of Licensed or Certified Health Care Practitioners and Other Clinical Staff (Non-Providers) policy.

License Verification: For positions requiring licensure, credentials or certification, recruiters **must** conduct Primary Source Verification (PSV) or Credential Verification through the appropriate regulating authority to verify current license, credential, or certification status.

All official offers of employment **must** be approved by the HR Director or designee. Offers are communicated to the candidate by the Recruiter. If the applicant refuses the offer and/or proposes a counteroffer that is outside of the previously discussed range, the Recruiter **must** consult with the Hiring Manager and HR Director or designee to determine next steps. Recruiters will communicate all job offers and discuss salaries with candidates. See the Pay Plan - Hiring, Transfers, Promotions, and Demotions policy for details on salary offers.

After a conditional offer of employment has been extended, but before an individual can begin working, a medical examination is required, including a drug screen. The offer of employment is conditioned on the results of the medical examination and an approved drug screen result provided by the Occupational Health Contracted Provider.

Employees are to be considered for available opportunities based on performance, education, experience, other skills, knowledge, and abilities, without regard to race, color, religion, national origin, genetic information, marital status, age, sexual orientation, disability, gender identity, or gender.

## II. **SCOPE:** All LCHD/CHC employees.

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### III. PROCEDURE:

- ~~A. Recruiters will communicate with Hiring Managers through an intake process to discuss the program needs, flow of the recruitment, and interview process for each position.~~
- ~~B. Job Posting – To encourage promotion of employees, outside recruitment activities may be limited. Options may include posting a position internally for a short period of time, only in specific programs, or posting on the career website and through the applicant tracking system to capture both internal and external candidates. In accordance with this policy, there are circumstances where a position may not be posted. Qualified LCHD/CHC candidates are guaranteed at least a screening interview and may be given priority in the hiring process based on familiarity with organizational culture and expectations.~~
- ~~C. References – All candidates will be requested to provide professional, or educational reference(s) as part of the application process. Additional references may be requested based on grant or accreditation requirements. Recruitment will check references for candidates to determine fit. For competitive selections, a reference from an internal applicant's current supervisor will be requested after candidate has confirmed with Recruitment that they have informed their supervisor.~~
- ~~D. Additional Assessments or Samples of Work – As needed for a position, candidates may be assessed via an online skills assessment and/or asked to provide samples of work to assist in determining their ability to perform the duties required for a position.~~
- ~~E. Credentialing – Recruitment for providers or other clinical staff shall adhere to the Application for Appointment/Reappointment/Credentialing/Privileging Policy, and the Credentialing and Privileging of Licensed or Certified Health Care Practitioners and Other Clinical Staff (Non-Providers) Policy.~~
- ~~F. License Verification – For positions requiring licensure, credentials or certification, recruitment will conduct Primary Source Verification (PSV) or Credential Verification through the appropriate regulating authority to verify current license, credential, or certification status.~~
- ~~G. Pre-Employment Criminal Background Checks – Before a conditional offer of employment is extended, applicants being considered for a position will be asked to submit an authorization for a criminal background check. Social Security verifications, motor vehicle checks, and employment verifications will be performed when applicable. The existence of a criminal record will not automatically disqualify a candidate from consideration unless the candidate has been convicted of a violent offense. The substance of a criminal record will be evaluated based on these criteria:
  - ~~a. Number of criminal convictions of the same or similar offense,~~
  - ~~b. Time elapsed from the most recent criminal conviction, and~~
  - ~~c. How the criminal conviction relates to the position.~~~~
- ~~H. In most circumstances, criminal convictions, not arrests will be considered when reviewing a candidate's background. However, the LCHD/CHC reserves the right to consider an arrest for a violent offense with a case still pending when reviewing a candidate's background. If the results of the background check are deemed unsatisfactory for the position, the candidate will be removed from consideration.~~
- ~~I. Employment Offers – Once a decision has been made to hire an applicant, the Hiring Manager will work with the Recruiter to discuss potential offers. The official offer of~~

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~~employment is approved by the HR Director or their designee and will be made by the Recruiter. If the applicant refuses the offer and/or proposes a counteroffer that is outside of the previously discussed range, the Recruiter will consult again with the Hiring Manager and HR Director to determine next steps. Recruiters will make all job offers and discuss salary with the candidate to ensure consistency within the organization. See the Pay Plan - Hiring, Transfers, Promotions, and Demotions Policy for details on salary offers.~~

~~J. Pre-Employment Physicals - After a conditional offer of employment has been extended, but before an individual can begin working, a medical examination is required, including a drug screen. The offer of employment is conditioned on the results of the medical examination and an approved drug screen.~~

### **IV. REFERENCES:**

Application for Appointment/Reappointment/Credentialing/Privileging Policy  
Credentialing and Privileging of Licensed or Certified Health Care Practitioners and Other Clinical Staff (Non-Providers) Policy  
The Pay Plan - Hiring, Transfers, Promotions, and Demotions Policy

### **V. AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and the Lake County Board of Health Personnel Committee.

### **VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**II. SCOPE:**

All LCHD/CHC employees.

**III. PROCEDURE:**

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