

203:1
HIRING

POLICY: It is the policy of Hayward Area Memorial Hospital and Hayward Nursing Home to hire individuals who are qualified or trainable for employment as determined by our standards of education, experience, attitude, character and physical capabilities specific to the position. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Every effort is made to place new employees in positions which best utilize their abilities and in which they will be able to achieve personal satisfaction and opportunity for growth. In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and Hayward Area Memorial Hospital and Hayward Nursing Home. All employees of Hayward Area Memorial Hospital and Hayward Nursing Home are employed at will. This means that the employment relationship may be terminated by either party at any time with or without notice.

- (1) If it is determined that the additional personnel will be hired from outside Hayward Area Memorial Hospital and Hayward Nursing Home, the following procedures shall be followed:
 - (a) The prospective employee will complete an employment application.
 - (b) Once it has been determined that the applicant is eligible for employment, an interview will be arranged between the applicant and the manager of the department, or designee from which the request for additional personnel originated.
 - (c) Appropriate references and credentials will be obtained.
 - (d) It is the department manager's responsibility to determine if an applicant is technically qualified for the position and if the applicant can work compatibly within the department. The decision whether to hire the applicant will be made by the department manager with the advice of Administration if necessary.
 - (e) A work permit specifying age will be obtained in advance of employment for all new hires under the age of 18 to verify that they are in fact age 16 or over. In addition, a certificate of age should be obtained for prospective employees who appear to be under 16,

even if they claim to be over 18 years old. Certificates of age should be kept in the individual's personnel file.

- (f) A caregiver background check, criminal background check, and verification of current license or current status in the Nurse Aide Registry (if applicable) will be completed upon offer of employment. Any offer of employment is conditional on the successful and timely completion of these requirements. Should the applicant fail to complete these requirements or if additional information which is substantially related to the job arises from this process, Hayward Area Memorial Hospital and Hayward Nursing Home reserves the right to review this information and, if appropriate, withdraw the offer of employment.
- (g) Following a decision to hire the applicant, a medical examination and drug test shall be arranged. This examination will include those procedures required by applicable State laws and regulations.

The examination and drug test are a mandatory part of the hiring process of all new employees. All applicants who have been conditionally offered employment will be required to undergo and pass a drug test before commencing employment at Hayward Area Memorial Hospital and Hayward Nursing Home. Each job applicant will be advised that a drug test will be required as part of pre-placement and that any job offer is contingent upon, among other things, successful passage of the drug test. A positive test result or a refusal to submit to a drug test will disqualify the applicant from employment with Hayward Area Memorial Hospital and Hayward Nursing Home.

Employee health records will be maintained separately from the employee's personnel file. Information concerning the drug test will be kept confidential and will not be released except to the Hayward Area Memorial Hospital and Hayward Nursing Home or to the applicant.

- (h) All employees will be required to provide proof of identity and authorization to work in the United States. Failure to provide the necessary documents in a timely way will result in a withdrawal of the employment offer.
- (i) Orientation of the new employees shall be conducted in accordance with institutional policies and procedures. Training of the new employee is the responsibility of his supervisor. All new employees are expected to attend orientation unless they have been rehired within six months. (See ORIENTATION, Chapter 208:1)
- (j) Department managers will be selected by the Chief Executive

Officer, the Vice President of Administration or the Vice President of Senior Services.

- (2) Hayward Area Memorial Hospital and Hayward Nursing Home may employ a relative of an employee provided the individual possesses the qualifications for employment.

- (3) Former employees who left Hayward Area Memorial Hospital and Hayward Nursing Home in good standing may be considered for re-employment. A previously terminated employee who is re-employed within six months may retain all benefits. Employees rehired after six months shall be considered a new employee from the date of re-employment.