

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Recruitment and Rehiring of Employees

Policy Number: 1104

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Regulation: CFOP 60-10
CFOP 60-15
CFOP 60-30

Referenced Document:

1100-1104 x 1, In-House Job Application

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to recruit on the basis of qualifications only, without regard to race, sex, color, religion, age, marital status, national origin, handicap (disability), and veteran status or as otherwise prohibited by federal, state or local law. BBCBC will take affirmative action to ensure equal opportunity for all persons in the filling of its positions.

Procedure

A. [Equal Employment Opportunity].

1. BBCBC will display the official EEOC and Florida Human Rights posters.
2. All internal and external job posting notices will advise that BBCBC is an equal opportunity employer and the following language regarding a drug free workplace: "BBCBC maintains and enforces a drug-free workplace program. As part of this program, applicants may be required to submit to a drug and/or alcohol screening test after an offer of employment has been given. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing".
3. BBCBC's EEO policy will be disseminated through the Employee Handbook.
4. Recruitment efforts for a new or vacant position will be initiated only after obtaining approval from the Department Head, CFO and the CEO.
5. Prior to recruiting for a position, the hiring supervisor will review the current job description for the position and notify the CEO or their designee when a revision is necessary.

B. Internal Recruiting. BBCBC will fill job openings from within when qualified internal candidates are available.

1. Preference will be given to internal candidates over external candidates when the candidates are equally qualified.

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2. Internal candidates are not guaranteed the position(s) for which they apply.
 3. All employees are encouraged to visit the company web site to view new job openings. Additionally all employees will be notified via company email of new job postings. Positions will be posted for five (5) business days internally before being posted externally.
 4. The position maybe posted internally until the close date for the position.
 5. Candidates will complete a BBCBC Job Application and submit it to Human Resources to be considered for the position.
- C. External Recruiting.** When candidates for employment are recruited from outside of BBCBC, all qualified personnel will be considered.
1. Employment sources, including private employment agencies, state employment services, school placement offices, etc., will be advised that BBCBC is an equal opportunity employer and drug-free workplace.
 2. When employment advertisements are to be placed in the news media, those serving minority and female groups will be included as well as those with broad distribution.
 3. Employees who have satisfactory work performance, who voluntarily resign from the company and give proper notice, or those who leave due to a reduction-in-force will be considered to have left the company in good standing and are eligible for rehire.
 4. Qualified individuals with a disability will be considered for employment based on their ability, with or without reasonable accommodation, to perform the essential functions for a particular job.
 5. Any employment applications, resumes, pre-employment interview forms, etc., for outside candidates and newspaper advertisements are to be retained according to BBCBC's Retention of Employment Records Policy.
 6. Any internal posting applications, interview forms, etc., are to be retained in the employee's employment file.