
Category: Human Resources

Effective Date: 10-13-04

Title: Employment

Policy No: HR.102

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Policy:

All applicants for employment or re-employment are to make initial contact with Human Resources. Each applicant will receive careful consideration for the position for which they have applied. Selection and placement will be based on overall qualifications and openings available, upon recommendation by the specific department Administrative Director/Manager. All hiring and interdepartmental transfer decisions must receive final approval in Human Resources.

I. Qualifications

The primary qualifications for employment are attitude, values, commitment to mission, talent, knowledge and skills, and competency required to perform the job for which they are being considered. Every effort will be made to place each new associate in the kind of work that offers opportunity for maximum growth and development.

II. Salary

New associates with no experience will typically be hired at the minimum step of the salary range for their particular job grade. Experienced applicants may warrant a starting salary above the minimum with consideration given to internal compensation equity.

III. Anniversary Date

All associates establish an anniversary date on the date of their employment or re-employment. This date will be the basis for service award hours and eligibility for benefits.

IV. Associate/Employer Relationship

The associate/employer relationship is at will and not contractual in nature. Just as an associate has the right to terminate his/her employment, the Medical Center also reserves the right to terminate employment at any time with or without cause. Under no circumstances shall the President/Chief Executive Officer or any other officer, associate, or agent of the Medical Center enter into any oral agreement regarding length of employment or guaranteeing employment. No Administrative Director, Manager, Supervisor or agent of the Medical Center other than the President/CEO or Human Resources has authority to enter into a written agreement for employment for any specified period of time, or to make any agreement contrary to this. Any agreement with the President/CEO or Human Resources for employment for a specified time period must be in writing, identified as a contract and signed by the President/CEO and the prospective associate.

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V. Introductory Period

All persons shall be employed subject to at least a 90-day introductory period. (Refer to Administrative Policy HR.104, “Introductory Period”).

VI. Staffing

Since staffing needs are changeable, an associate may be required to work in a position, on a shift or for assigned hours of work other than that for which originally hired.

Approved by: Brad Hoffman, Executive Director, Human Resources; Samuel H. Turner, Sr., President and CEO

Reviewed by: Brad Hoffman, Executive Director, Human Resources (10-1-10 – no revisions)

Replaces: Policy Number 102, dated 9-1-73, 8-11-83, 11-1-85, 11-18-86, 5-15-87, 8-11-88, 3-1-94, 1-1-96 and 8-28-98

References: HR.104, “Introductory Period”
