	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	<i>Policy Number</i>	<i>HR100</i>	
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POLICY

To define the procedure of The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) with respect to employment practices. It is the policy not to discriminate against individuals because of race, color, creed, national origin, sex, age, veteran status, marital status, religion, sexual orientation or physical and/or mental handicap. The JHHSC/JHH is subject to the city, state and federal law governing employment. The Office of Career Services and Nurse Recruitment are responsible for observance of, and adherence to, these laws.

NOTE: An employee has the right to terminate his/her employment at any time, for any reason, and JHHS/JHH reserves the same right.

Please refer to the Inter-affiliate Transfer Policy for information regarding employee being hired by JHHS/JHH from one of the other affiliates.


For online applications, requisitions and a copy of the Employee Handbook, visit <http://www.hopkinsmedicine.org/jhhr/>

Effective April 1, 2008, if a non-represented employee (not represented by a bargaining unit) voluntarily terminates employment at JHHSC/JHH and returns to JHHSC/JHH within one year, he/she will be reinstated for Paid Time Off (PTO) accrual at the accrual rate prior to termination. A rehired employee will also be required to complete processing and attend new employee orientation if the period of time since termination is in excess of 30 days. An assessment period will apply (see policy HR101).

RIF and LOAs who have bidding rights will be required to go to occupational health, have criminal background checks, and mini-sessions for orientations after a leave of 30 days. Licensure and certification also need to be verified.

RESPONSIBILITY

Career Service Director	Direct and manage Office of Career Services as it pertains to the hiring process in accordance with all federal, state and local laws and JHHSC/JHH policy.
Career Specialist	Manage processing of all valid hiring requests for JHHSC/JHH including internal bidders, sourcing and interviewing external candidates and arranging for new hire orientation.
Career Services Associate	Support Career Services in the hiring process including data entry, telephone screening and processing of new hires and paperwork.

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Hiring Manager Generate online requisition for vacancy, interview candidate and make informed hiring decisions in collaboration with Career Specialists.

Peer Review Review and approve requests to fill requisitions (when applicable).

DEFINITIONS OF EMPLOYEE CATEGORIES

A. *Probationary*

1. All persons newly hired or rehired who work 20 or more hours each week, shall be considered probationary employees until the completion of 90 calendar days of employment and 180 days for those that work less than 20 hours. If an employee is hired into a job classification that requires a JHHSC/JHH recognized formal training program (i.e., GOR, Critical Care), the probationary period is extended by the length of the training program.
2. Each department has the right to terminate probationary employees, without notice or cause, during the probationary period. Such termination may be based solely on a determination that the employee is not suited to the position to which they were appointed.
3. Employees terminated during probation do not have access to the appeals or grievance process.
4. Employees are eligible for JHHSC/JHH employee benefits the first of the month following the date of hire.
5. Leave without pay if granted or incurred during the probationary period will result in the probationary period being lengthened by an equal amount of time.

B. *Full-Time Regular*


A regularly scheduled full-time employee is one who is employed on a regular basis on a schedule for 40 hours a week.

C. *Part-Time Regular*

- Employees working 30-39 hours can purchase health benefits at the full-time rate.

D. *Part-Time (Limited)*

- *Employees working 20-29 hours a week are eligible for employee benefits as outlined in the Employee Handbook and the Guide to Benefits.*


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E. Non Benefited Part Time (Less than 20 hours) (Casual)

- Employees scheduled to work less than 20 hours are not eligible for employee benefits, and may be terminated without notice or cause.

F. Temporary Full-Time

1. A temporary full-time employee is one who is employed on a schedule of 40 hours a week for a defined and limited period of time and is so informed at the time of hire.
2. A temporary non-bargaining unit employee shall not be employed for more than six months except when such temporary employee substitutes for an employee who has been granted educational leave, extended leave, or for other exceptional circumstances in which case temporary employment may continue in excess of six months with the approval of the Office of HR Consulting & Labor Relations.
3. Temporary employees of the JHHSC/JHH are not eligible for benefits or Paid Time Off.
4. Should any full-time temporary employee accept a regular position, his/her original date of hire shall be retroactive to the temporary date of hire, if the employee worked continuously, in the same position, without interruption in service prior to accepting the regular position.
 - a. Eligibility for future benefits and paid time off is determined by the hours of the regular position accepted.
 - b. If eligible for Paid Time Off, the accrual rate will be retroactive to the original temporary hire date and will be based on the employee's scheduled hours during their continuous temporary employment.
 - c. There will be no retroactive payment for fixed holidays prior to the effective date of the employee's regular status.
 - d. Employee Benefits, including the Tuition Assistance Program will not be retroactive to the original temporary hire date. The effective date of coverage will be effective on the first of the month following the status change to regular.
5. Each department has the right to terminate temporary employees, without notice or cause. Such termination may be based solely on a determination that the employee is not suited to the position to which they were appointed.


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G. *Temporary Part-Time*

1. A temporary part-time employee is one who is employed on a schedule of less than 40 hours a week for a definite limited period of time and is so informed at the time of hire.
2. A temporary non-bargaining unit part-time employee shall not be employed for more than six months except when such temporary employee substitutes for an employee who has been granted educational leave or for other exceptional circumstances, in which case temporary employment may continue in excess of six months with the approval of the office of HR Consulting & Labor Relations.
3. Should a part-time temporary employee accept a regular position, then his/her hire date shall remain the original date of hire as a temporary employee. The employee must have worked continuously without interruption in service.
 - a. Eligibility for all future benefits and Paid Time Off is determined by the hours of the regular position accepted.
 - b. If eligible for Paid Time Off, the accrual rate shall be retroactive to the original hire date based on the employee's scheduled hours during their continuous temporary employment.
 - c. There will be no retroactive payment for fixed holidays prior to the effective date of the employee's regular status.
 - d. Employee Health Benefits, including the Tuition Assistance Program will be effective on the first of the month following the status change.

H. *Float Pool Employees*

1. Casual employees are hired to work on per diem basis for an undetermined time period. There is no guarantee of scheduled hours for persons employed in this category.
2. These employees are ineligible for health, welfare, pension, and paid time off benefits.
3. These employees are eligible for promotional opportunity (after completing 90 days of employment).
4. If a casual employee transfers to a regular position, eligibility for all future benefits, including the accrual of paid time off, will be based on the employee's hire into the regular position.

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5. These employees may be terminated at the discretion of the employer without progressive discipline and do not have access to the appeals/grievance process.

I. *Weekend Option Program Employee*

1. Weekend Option employees are eligible for health benefits, including disability coverage. Benefits are fully described in the Guide to Benefits.
2. Weekend Program employees may be terminated at the discretion of the employer, and do not have access to the appeals/grievance process.

Candidate - An applicant who has been interviewed for a position


Applicant - For all references to “applicant” in the Employment Policy, an applicant shall be anyone who submits an employment inquiry, in the form of an application or resume, for position which a recruitment office has solicited through advertising, web postings, or recruitment events, and has indicated the applicable code for such solicitation. Only those meeting the minimum requirements for the position will be considered applicants. These resumes/applications will be kept on file for a one-year period as directed by Federal law.

BACKGROUND CHECKS

The Office of Career Services performs criminal background checks on all candidates to assist in determining eligibility for employment. The Office of Career Services consults with Corporate Security, Legal and/or HR Consulting & Labor Relations regarding compliance with applicable laws, policies and procedures. The candidate must complete a Request for Background Information Release Form. (A criminal offense or conviction will not necessarily bar employment. Factors such as the passage of time since the offense, the nature of the violation, and the extent of rehabilitation will be taken into account in determining the job-relatedness of the offense). Falsification of record will render applicant ineligible for employment. Applicants are given information on the procedure to dispute findings. Criminal background checks can be conducted post employment based upon a reasonable suspicion of criminal activity.

In addition to background checks, the Office of Career Services, through the Office of Compliance, shall screen all applicants to verify that they are not included in the Office of Inspector Generals (OIG) database of excluded providers. Applicants who appear on the OIGs database may be employed; however, the job classification for which they are otherwise eligible may be limited.

All employees are required to notify the Office of Career Services if they are arrested or convicted of a felony or misdemeanor or are otherwise excluded from participating, as a service provider or contractor, in the Medicare and Medicaid program.

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NEW HIRE REPORTING

A new hire report is generated by HopkinsOne and sent to the Maryland New Hire Registry weekly as required by law.

LICENSE/CERTIFICATION/EDUCATION VERIFICATION

- A. The Office of Career Services and Nurse Recruitment verify persons considered for employment, whose occupations are regulated by a licensing or certification board, by asking for proof of licensure/certification prior to the first day of employment and contacting the appropriate Board to verify. It is the employee's responsibility to maintain a current valid license. Failure to do so will result in removal from any licensed duties and possible progressive discipline, including termination. Employees are required to immediately notify the HR Service Center or Nursing Administration (if an RN) if license/certification is suspended or revoked prior to expiration.


Renewals for updated license for employees will be processed and maintained by the HR Service Center Supervisor. The Supervisor will run a monthly license report. All employees reflected on the report with upcoming expiration renewal updates will be verified via Primary Source Verification (Official State Board Websites). All updates verified are indicated on the license report. All employees with expiration dates, within 3 weeks prior to his/her expiration date, will have a notice sent to his/her department and home. The notice will request documentation of proof that license has been updated. If the employee has not complied by the expiration date, he/she will be placed on immediate suspension without pay. If the employee has not complied within five business days from the date of his/her license expiration date, the employee will have to be discharged from his/her employment.

Nursing Administration will check clinical RN licensure renewals online. Employees are not permitted to work without proof of a valid license.

- B. Positions that require a specific educational requirement must have verification that the individual meets these requirements. Where education and licensure are required, but the license may not be obtained without meeting the education requirements, it would not be necessary to confirm education, only to verify the license. (Specific example would be an RN where state licensure is required and completion of an approved nursing program. In this case, the individual may not obtain state licensure without completion of an approved program, therefore only license verification would be required. If the position requires state licensure as an RN and a Master's degree, then both the licensure and the education would need to be verified).

PRE-EMPLOYMENT SKILLS ASSESSMENT OR OTHER SELECTION INSTRUMENTS

All levels of management of JHHCS/JHH who have responsibilities related to the choice, design and use of personnel selection tests and procedures should have the appropriate education and training

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qualifications to perform these activities.

- A. Personnel selection assessments/tests must be job related, valid and reliable. Managers must receive approval for use by the Office of Career Services.
- B. Assessments should be administered prior to the interview whenever possible.
- C. All assessment/test results will be shared with the hiring manager and placed in the applicant's file.
- D. Accommodations may be made for applicants with a disability.

MEDICAL EXAMINATION


The Office of Occupational Health conducts health examination and clears applicant for employment, prior to start date. In the interest of safeguarding the health of employees and of patients, the JHHSC/JHH requires applicants to take a medical examination after an offer has been made, prior to orientation, or at such other times thereafter that may be appropriate. Drug screening for cause may happen at any time during employment. All new hires must be drug free for 6 months.

PROOF OF CITIZENSHIP AS REQUIRED BY LAW

The Office of Career Services and Nurse Recruitment verify and documents eligibility to work in the United States once an offer has been extended. The U.S. Immigration and Naturalization Service requires that new employees show proof to JHHSC/JHH of their citizenship or eligibility to work by completing Employment Eligibility Verification Form (I-9). The JHHSC/JHH requires proof prior to the first day of employment. Failure to produce the necessary acceptable proof according to the applicable laws can result in the postponement of employment or possible termination if employment has already begun.

All Visa updates will be processed and maintained in the HR Service Center. A quarterly report will be run listing all employees requiring a Visa. All Visas listed with upcoming expiration dates will be reviewed via Supervisor of the HR Service Center. All employee(s) identified on the VISA report with an upcoming expiration date, will receive a reminder notice via his/her home and to his/her department. The notice will request that the employee submit a copy of his/her updated Visa information to HRSC/Benefits Office within 2 weeks from the date of the notice.

The employee completes an updated I-9 form and presents valid employment authorization documentation to the HR Service Center prior to expiration. The HR Service Center will complete the Employer's re-verification portion of the I-9 form after reviewing and making copies of the I-9 documents presented by the employee. It is the employee's responsibility to maintain an up-to-date valid I-9. Failure to do so will result in termination according to the law.

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DRIVING RECORD CHECK

For positions that require the operation of a vehicle, a driving record check must be completed. A validated driver's license must be verified.

REFERENCE CHECKING (when checking for the purpose of employment)

The Office of Career Services and Nurse Recruitment or designee will make all reference inquiries concerning potential employees. At least two references from previous employers should be obtained. The candidate should sign an authorization for release of information form or the signed application should state something similar to authorize JHHSC/JHH to make any investigations of my previous employment record, education, licensure, criminal background check or any source necessary to verify information on this application. Example: I agree to cooperate with such checks and I release from liability all persons and corporations requesting or providing such information.

INTERVIEW NOTES - All interview notes must be documented. Do not document on the application or original resume.

INTERVIEW EXPENSES - Will not be reimbursed for staff level positions.


RELOCATION EXPENSES - Will be reimbursed for certain hard-to-fill positions and certain management positions. Career Services and Nurse Recruitment will share guidelines with candidates.

REFERENCES

Internal Revenue Code
 Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996
 (New Hire Reporting)
 Title VII of the Civil Rights Act
 Americans with Disabilities Act (ADA)
 Age Discrimination in Employment Act of 1967 (ADEA)
 Equal Pay Act (EPA)
 Immigration Act of 1990
 Immigration Reform and Control Act of 1986 (IRCA)
 The Current Social Security Act
 Fair Credit Reporting Act

SPONSOR

Vice President, Human Resources

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REVIEW CYCLE

3 years


APPROVAL



Vice President,
Human Resources

10/14/08

Date

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PROCEDURES ADDENDUM

PROCEDURES FOR FILLING VACANCIES

1. Hiring Department

- a. Issues and forwards a properly completed online Personnel Requisition Form to Office of Career Services.
- b. Has 30 days from the final bid date to become actively involved with the bidding/recruitment process, otherwise the position is subject to cancellation. All requisitions will be canceled after six months unless a written request for an extension is received by the Director of Career Services.
- c. May place a position on hold for up to 60 days. After that time period the requisition will be canceled if active recruitment has not resumed.

2. Office of Compensation

- a. Audits the job specifications of newly created positions. All newly created director level or higher positions must be approved by VP of HR.


3. Office of Career Services

- a. Recruits internally by posting a notice of such opening on the Job Opportunity Boards and on the Career Services Web page. (<http://www.hopkinsmedicine.org/jhr/jobs>) for a period of five consecutive business days. If no suitable applicants are found within JHHSC/JHH, the recruitment offices will begin recruiting externally. Under special circumstances, internal and external recruitment may be done concurrently. Must be mutually agreed upon by hiring manager and recruitment office.
- b. Retains all applications for posted positions for at least one year.

PROCEDURE FOR NEW HIRES

A. *Application Review*

1. Career Specialists
 - a. Review the Application for Employment

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B. Selection Process


1. Career Specialists
 - a. Forward appropriate candidates, who meet the minimum qualifications, to the hiring manager/supervisor.
 - b. Interviews and administers any applicable assessment to those who the hiring manager is interested in interviewing.
 - c. Coordinate the completion of the applicants' references/background and credentials (license/education) if required for position.
2. Hiring Manager
 - a. Reviews applications and communicates interest to Career Specialist within 2 weeks.
 - b. Interview the candidate, communicates the interview outcome to the Career Specialist and completes the disposition documentation.
 - c. Select the candidate he/she feels is best qualified for the position, after consulting with the Career Specialist.
3. Compliance Officer
 - a. Receive full name and date of birth of applicants from Career Services.
 - b. Screen applicant against OIGs excluded provider database.
 - c. Send report to Career Services regarding an applicant's status relative to the OIGs excluded provider database within two days of receipt of applicant information.
 - d. Consult with Career Services and the Legal Department when an applicant appears on the OIG excluded provider database. Consultations shall center on the type of employment positions for which the applicant would be eligible.
 - e. Maintain the OIG excluded provider database so the listing is current.

C. Pending Candidates

1. Hiring Manager
 - a. Inform candidate at the time of the interview when they can expect a decision.

D. Rejected Candidates

1. Hiring Manager
 - a. Interview the candidate, communicate the interview outcome to the Career Specialist, and complete disposition documentation indicating the reason for non-selection.
 - b. Notify the candidates of their status, either in writing or by phone.

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E. *Accepted Applicant*

1. Hiring Manager
 - a. Notify the Career Specialist of their interest in offering a position to the candidate.
2. Career Specialist
 - a. Determine the candidate's salary and applicable sign-on bonus and communicates in writing (initially may be a verbal offer).
3. Office of Career Services
 - a. Schedule the candidate for pre-employment processing and new hire orientation.
 - b. Complete new hire ISR and send to ISR Central one week prior to start date.

EXISTING EMPLOYEES

1. Compliance Office
 - a. Receive annually, full name and date of birth of all active employees from Information Services.
 - b. Compare employee listing to OIGs excluded provider database.
 - c. Send report to Career services regarding employees' status relative to the OIGs excluded provider database within two weeks of receipt of employee information.
 - d. Consult with Career Services and the Legal Department when an existing employee appears on the OIG excluded provider database. Consultations shall center on the type of employment positions for which the excluded employee would be eligible.