These Policies and Procedures are guidance for the Organization. The Organization recognizes there may be specific facts and/or circumstances that warrant a departure from a specific policy provision. Nothing herein is intended to override an employee’s ability to use good judgment in such circumstances.
6. Relative: Spouse, significant other, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, cousin, step-parent or step-child, or the corresponding relations by affinity.

7. Selection procedure: Any mechanism which is used to differentiate between two or more applicants constitutes a “selection procedure” which may include interviews, the application, resume, typing tests, and others.

8. Online Applicant Tracking System: Electronic database where job postings and confidential applicant information is gathered and stored.

Procedure:

1. Posting a Position
   a. The hiring leader completes a Job Requisition Form and submits for approval.
   b. If the requisition is approved, Recruitment will make the position available for application via the online applicant tracking system for a minimum of five calendar days.

2. Recruitment of full-time, part-time, per diem and temporary staff. See Temporary Contracted Staff (Nonclinical) Policy for more information about third-party contracted temporary staffing.
   a. Recruitment Activity – Recruitment manages all recruitment activities and expenses.
      i. All employment advertisements must be developed and placed by Recruitment.
      ii. Use of external recruiters and search firms must be coordinated and approved by the Chief Human Resources Officer.
   b. Applications – An applicant must submit an application using the organization’s online applicant tracking system.
i. Unsolicited resumes and/or inquiries received through any means other than the online application process will not be considered.

ii. Referrals from external recruiters and search firms must complete the online application.

iii. Pre-selection of candidates prior to the completion of the interview process is forbidden.

iv. Applicant Screening
   a. Recruitment reviews internal and external applications to ensure that they meet the minimum qualifications of the job.
   c. Recruitment screens applicants who meet the minimum qualifications of the job.
   d. Screened applications are referred to the appropriate hiring leader for consideration.
   e. Interviews are conducted using the peer interview process.
   i. Human Resources must approve all selection procedures used in the employment process, ensuring that it conforms to organization policy and federal and state laws. When a selection procedure is used for one applicant for a particular job, it must be used for all such applicants.

f. Reference / Background Checks
   i. General - Reference checks from previous employers are required for all applicants. Job offers can be made prior to references being complete, but are contingent upon receiving satisfactory references.
   ii. Criminal Background Checks – A criminal background check will be completed for every new employee hired. Job offers can be made prior to the background check being complete, but are contingent upon the results of the background
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check.

iii. **Fingerprinting** – Applicants who apply to work in facilities or departments that are governed by NRS.449 are fingerprinted and the fingerprints are submitted to the state and Federal Bureau of Investigation (FBI) for appropriate background checks.

g. **Pre-Placement Health Screening**

   i. Employment is conditional on successful completion of a pre-placement health screening including a urine drug test and tuberculin laboratory test and chest x-ray, if indicated by a positive laboratory result.

   ii. An Occupational Health provider will review the personal health history form and examine the potential employee, as well as order supporting laboratory tests and evaluate the potential employee’s immunization status. Employees will be required to participate in education and training programs when such instruction is considered necessary for satisfactory job performance.

   iii. Certain areas of assignment may require testing or immunization beyond the procedures described herein. Potential employees for those areas must comply with requirements specified by Occupational Health and Infection Control.

3. **Job Offers and Response to Applicants**

   a. When an applicant has been selected, the hiring department will notify Recruitment.

   b. Job offers will be extended by Recruitment.

   c. Applicants are not to be informed of job offers until all approvals are obtained and the salary offer has been confirmed by Compensation.

   d. Applicants who are not selected will be notified by Recruitment.
4. Salary Offers
   a. Salary offers for new hires, job changes and rehires are
      established jointly by Human Resources and the hiring leader
      based on the experience and qualifications of the candidate
      and internal pay practices.
   b. Salary offers outside of the Human Resources recommended
      offer require approval from the respective Renown Health Vice
      President/Operations Council Team Member and the Chief
      Human Resources Officer.
   c. Salary offers for additional job within the organization are
      determined by the candidate’s qualifications and experience in the
      respective job and is not related to the salary in the employee’s
      primary position. (Secondary Employment Policy, Renown
      HRM.265.)
   d. Starting salaries for additional jobs within the organization that
      are in the same job code as the employee’s primary job will be
      equivalent to the rate of pay in the employee’s primary job.
      (Secondary Employment Policy, Renown HRM.265.)

5. Job Changes
   a. Except as specified below, the recruitment and selection
      process for internal applicants is the same as for external
      applicants.
   b. Eligibility – Employees must meet the following criteria to apply for a
      job change:
      i. Staff level employees are required to have been in their
         current positions for at least one year as of the date of
         application for the job change. Exceptions may be
         considered with the approval of the department manager
         and Human Resources Business Partner for applications
         for change in employment status, shift or job changes
         within the same department.
      ii. Leaders are required to have been in the current
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iii. Leaders are not eligible to apply for staff positions without the approval of the respective Renown Health Vice President/Operations Council Team Member and the Chief Human Resources Officer.

iv. Must have not received any corrective action notices during the 12-month period prior to the date of application for job change.

v. Requests for exception to the eligibility rules must be approved by the Renown Health Vice President of Human Resources.

c. Process

i. Prior to completing the application, the employee must notify the person to whom the employee reports of their application for job change.

ii. The employee must apply online. This includes applications for change in the employment status and change in shift.

iii. Upon receiving the application from Recruitment, the hiring leader is responsible for contacting the person to whom the employee currently reports and HR Business Partner to solicit feedback about the employee’s performance.

iv. Upon selection, Recruitment will notify the person to whom the employee currently reports and negotiate an appropriate effective date. The effective date of job change must provide the person to whom the employee reports a minimum of two weeks’ notice for staff-level employees and 30 days notice for those in a leadership role.

6. Employment of Relatives

a. This section applies to person who may become employed and

position for at least one year as of the date of the application for job change.

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<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>9. Non-Discrimination</td>
<td>a. It is the policy of Renown to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.</td>
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<tr>
<td>10. Right to Amend</td>
<td>a. Renown Health reserves the right to amend this policy at any time for any reason and without advance notice.</td>
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References/Regulations:

- Equal Employment Opportunities Act
- Americans with Disabilities Act (ADA) of 1990 and subsequent amendments
- Nevada Revised Statutes (NRS) 449