

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources

Policy Name: Recruitment

Policy Number: 1140

Origination Date: 10/01/2003

Revision Date: 10/10/2010

Authority: COA Standard HR 1.01,1.02, 3.02, 5.01, 5.04; Titles VI and VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991), Age Discrimination in Employment Act of 1967, Americans with Disabilities Act (ADA), Executive Order 11246.

Policy:

Kids Central, Inc. is committed to filling vacant positions quickly, with highly qualified candidates who demonstrate they will support the organization's vision, mission and core values. Candidates are recruited based on qualifications, 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. Kids Central will take affirmative action to ensure equal opportunity for all qualified candidates.

Procedures:

1. Kids Central will display the official EEOC and Florida Human Rights posters.
 - a. All internal and external job posting notices will advise that Kids Central is an equal opportunity employer and maintains a drug free workplace, and as such, applicants are 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 test.
 - b. Kids Central will monitor the demographics of our service population, and whenever possible mirror the demographics of our employee population for purposes of recruitment, employment and promotions. Demographics will be monitored on an annual basis.
2. Recruitment efforts for a new or vacant position will be initiated only after the hiring manager meets with Human Resources (HR) Department Staff to initiate a Requisition for Personnel (Appendix A). The HR department is responsible for expediting and obtaining approval from the Department Director, Division Chief and the CEO.

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3. Prior to recruiting for a position, the hiring supervisor will review the current job description and notify the Human Resources Department when a revision is necessary.

A. Internal Recruiting

1. Kids Central will fill job openings from within when qualified internal candidates are available.
 - a. Preference will be given to internal candidates over external candidates when the candidates are equally qualified.
 - b. All employees who wish to apply for a posted position must be in their current position for at least one (1) year, unless prior approval is obtained from the Chief Executive Officer. Internal references from the employee's supervisors will be sought. Internal candidates are not guaranteed the position(s) for which they apply.
 - c. All employees will be notified of job openings and the requisites to qualify for them by e-mail. The job description will be included with the vacancy posting.
 - d. The position will remain posted internally for a minimum of seven days.
 - e. Internal candidates must complete the In-House Job Application Form (Appendix B) and notify their current supervisors of their interest.
 - f. If the internal candidate is selected for a position, the Human Resources Department will coordinate a mutual release date with both the releasing supervisor and the new supervisor

B. External Recruiting

1. When candidates for employment are recruited from outside of Kids Central, all qualified candidates will be considered.
 - a. Employment sources, including private employment agencies, state employment services, school placement offices, etc., will be advised that Kids Central is an equal opportunity employer and drug-free workplace.
 - b. When employment advertisements are to be placed in the news media, those serving minority and female groups may be included as well as those with broad distribution.
 - c. Interested individuals must submit a resume or complete a Kids Central Employment Application to be considered an applicant.
 - d. Applicants are considered candidates when granted an interview.

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- e. Employees who have satisfactory work performance and voluntarily resigned from the company with proper notice or leave due to a reduction-in-force will be considered to have left the company in good standing and are eligible for rehire.
- f. 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.
- g. Employment applications, resumes, pre-employment interview forms, and any other recruitment information for outside candidates will be retained for a minimum period of one year and 3 months.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date