



Category: Admin/HR
Policy Owner: Human Resources Manager
Policy Title: Employment Policy/Post-Offer Requirements
Supersedes: Employment Policy/Post-Offer Requirements 02/06/2018

POLICY

Fairfield Medical Center (FMC) is committed to hiring the best qualified candidate that meets the qualifications outlined in the position description. The employment process is designed to meet all FMC, regulatory and governmental requirements.

PURPOSE

To ensure that all employees and/or potential employees are treated fairly and consistently when considered for employment and complete the requirements for employment at FMC.

RESPONSIBILITIES

Recruitment Specialist: Recruiter will work with the hiring manager to facilitate the recruitment process from posting of the requisition through the job offer.

Hiring Manager: The Hiring Manager will collaborate with Human Resources from the initiation of the requisition through the offer acceptance stage.

Chiefs / Directors: The Chief/Director will review submitted requisitions for approval/denial.

Onboarding Representative: The Onboarding Representative will work with newly hired employees and Recruitment Specialists from the job acceptance stage through orientation.

DEFINITIONS

Requisition: The on line form used to communicate details of vacant position.

Applicant Tracking System: An on line system used for posting of vacant positions, application submission and communication between HR and Hiring Managers.

Full-time Equivalent (FTE) is the number of working hours that represents one full-time employee during a fixed time period, such as one month or one year. FTE simplifies work measurement by converting work load hours into the number of people required to complete that work.

PROCEDURE

- I. FMC provides Equal Employment Opportunity, consistent with applicable law, to all qualified persons without regard to race, religion, color, creed, sex, age, national origin, military status, or disability.
- II. The employment process is initiated by the department manager of the area where the job vacancy exists. Prior to completing the job requisition on the applicant tracking system, the manager must review the job description for accuracy and completeness.

- III. If the requisition is for a replacement position, it will be forwarded to the appropriate Director/Chief Officer for approval. If the requisition is for a new position or a modification to an existing budgeted FTE, the requisition will be presented to the OPS Team for approval. After approval for the position has been verified, the position is posted on the Career Opportunities listing located on the FMC website.
- IV. The open position will normally be posted for a minimum of seven (7) calendar days then it will be taken down unless no qualified applicants have been identified.
- V. The employment procedure is coordinated by the Human Resources (HR) department and is followed for all applicants. All employment applications are initially accepted in the HR department through the applicant tracking system.
- A. Applicants whose skills and qualifications best meet the requirements of the position will be referred to the department manager for review. After the recruitment process has been completed, the most qualified candidate will be selected and an offer will be given to the applicant via a representative of Human Resources. Upon completion of the interview, or prior to the hiring decision, the HR department will verify licensure, education (if applicable), check references, initiate a criminal background screening, and motor vehicle driving records (if applicable to job description) to validate information contained on the application. This offer is a conditional offer of employment to the applicant based on the completion of the post-offer requirements and FMC's ability to provide a reasonable accommodation for any work restrictions. It is the policy of FMC not to knowingly employ any individual convicted of a criminal offense related to health care or listed by a federal agency as suspended, excluded, debarred, or otherwise ineligible to participate in federal health care programs such as Medicare, Medicaid, etc.
- VI. After the applicant has accepted the employment offer, the candidate will have to complete certain post offer requirements.
- A. All post-offer requirements must be completed prior to orientation; no employee will start orientation until these requirements are completed or prior approval from the Human Resources Manager has been granted
- B. The following post-offer requirements will be required:
1. Drug Screen – coordinated by Employee Health
 - a. Applicants with a positive drug screen may have an offer of employment rescinded.
 2. Post Offer Physical – completed by Employee Health
 - a. Each employee will undergo a physical in Employee Health.
 - b. Each physical will include vitals, medical history, physical and muscular evaluation, vision, and hearing checks.
 - c. Each physical will also include ability to complete the physical/mental/emotional demands of the position as stated in that position's job description.
 3. Applicants with a criminal background may have an offer of employment rescinded.
- C. Verification of education, licensure, certification – completed by HR.
- D. Immunization Status (MMR, Varicella, Hepatitis B, Tdap) – documentation of immunizations or immune status must be supplied to Employee Health. If individual cannot provide evidence of immune status, blood titers will be ordered to determine status.
- E. Tuberculin Screening – two-step TB testing or screening/chest x-ray for positive reactors will be completed by Employee Health

VII. An applicant's medical information is confidential, is not shared with hiring managers or HR, and is stored separately from applications and other post-offer information. It is securely stored in the Employee Health employee electronic system. If an the applicant is determined to be unable to perform the essential functions of the job offered and/or requires accommodation to perform the essential functions, only information required to make informed decisions about the applicant's offer may be shared with HR. Confidentiality is protected by law, by both the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

References:	https://www.eeoc.gov/ ; www.Ohio.gov; http://www.das.ohio.gov/Divisions/Equal-Opportunity/Affirmative-Action-Equal-Employment-Opportunity/EEO-Law
Distribution:	All FMC Employees
Related Policies/Forms/Records:	Recruitment Process: Requisitioning WI. Quick Reference Screen Shots Hiring Manager-TEDS Guidelines Recruitment Process; Internal Applicant WI. Recruitment Process; External Applicant WI. Recruitment Process; Background Screening WI. Recruitment Process; New Hire Paperwork WI. Recruitment Process; New Hire Post Offer WI. Recruitment Process; Post physical info for HRP WI. Employee Health Screenings policy.
Related Standards/Legislation:	Title VII of the Civil Rights Act of 1964 Age Discrimination in Employment Act of 1967 Americans with Disabilities Act of 1990

REVISION HISTORY

Date	Description of Revision	Authored By
12/29/2014	Revised to new format.	Debra Palmer
7/26/2016	Revised Procedure III that new positions are referred to OPS Team.	Janet Cooper & Melony Rarick
01/02/2018	Added responsibilities and definitions, reworked process outline to reflect work instructions and current processes. Added related standards/regulations and state of Ohio reference websites	Janet Cooper Missy Clum
06/19/2020	Added where Employee Medical Record is kept.	Missy Clum

APPROVAL AND REVIEW

Approval	Alan Greenslade, COO	Date:	February 10, 2022
Approval	Missy Clum, People Services Director	Date:	January 3, 2022
Approval	Marla Bailey, HR Manager	Date:	December 20, 2021
Committee Review Recommend:	Policy & Procedure Oversight Committee	Date:	January 17, 2022
Review Schedule:	Annually		

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