

 <p>MORONGO BASIN HEALTHCARE DISTRICT</p>	<p>DEPARTMENT / MANUAL: ADMINISTRATIVE MANUAL</p>
<p>ORIGINAL DATE: March 2018</p>	<p>REVIEW & REVISION DATES:</p>
<p>TITLE: Recruitment and Retention</p>	<p>APPROVED BY:</p> <p>ADMIN: <u><i>L. Schnall</i></u> Date: <u>4/4/19</u></p> <p>CEO: <u><i>Jackey Lopez</i></u> Date: <u>4-4-19</u></p> <p>GOVERNING BOARD: <u><i>[Signature]</i></u> Date: <u>4/4/19</u></p>

PURPOSE

To recruit and retain qualified, diversified staff for Morongo Basin Healthcare District.

POLICY

The Recruitment and Retention Plan identifies and prioritizes resources for recruitment and retention of staff for the health center. Employee engagement surveys will be regularly conducted to identify opportunities for the health center to be the best place work.

PROCEDURE

Recruitment: The initial step in the plan is to determine the need to recruit new staff. The Chief Executive Officer (CEO) will establish the urgency of filling a vacant or a new position based on the following:

- A. Actual or anticipated vacancies
 - B. Expansion of services and programs
 - C. Proposed position budgeted and approved for current fiscal year
1. Overall Prioritization: Once the recruitment needs have been established, the CEO will meet with the Human Resources to review and establish a recruitment list and the proposed sources of advertisement. Where determined, the need for outside recruitment will be handled through the Director of Business Development. Human Resources will maintain applications and resumes on file for a period of six months.
 - a. Provider Recruitment: The following list are resources for recruitment
 1. National Health Service Corps
 2. Community Health Association of Inland Southern Region
 3. Physician Recruiting Firms
 4. Physician Residency Programs
 5. Direct Advertising
 6. Referrals
 - b. Staff Recruitment: The following list are resources for recruitment
 1. Health Center website
 2. Indeed and other job sites
 3. Direct Advertising
 4. Referral

2. Recruitment and Interviews: CEO is responsible for submitting positions for recruitment to Human Resources. Human Resource will initiate the advertising for the recruited position and contact the appropriate sources. All responses will be compiled by Human Resource and sent to the appropriate hiring manager for the initial screening of the applications and resumes. In accordance with established HR policies the hiring manager will schedule and coordinate the interview for the persons selected.
3. Hiring Process: When the best candidate is selected for the position, HR policies on hiring will be followed to complete the hiring process.

Retention: The following actions will be used to retain qualified staff:

1. Maintain a compensation and fringe benefits program that is competitive with other medical facilities in the area.
 - a. Salary/Compensation: Human Resources maintains a wage and salary scale based by position and job description. Periodically, wage and salaries among other health care facilities with a similar staffing size and budget will be surveyed.
 - b. Fringe benefits: The health center's fringe benefits package consists of health, vision, and dental insurance, life insurance for employee, malpractice insurance for employed providers, employee retirement fund, Paid Time Off and workers compensation. These benefits are provided in accordance with Human Resource policies.
2. General and health center specific orientation will be provided for all new employees. Annually, staff will be reoriented to the health center policies, as determined by health center leadership.
3. Staff may request conference or tuition reimbursement for outside training by following HR policy.
4. Employee Engagement Surveys will be conducted regularly to maintain a positive working environment and for opportunities to re-recruit staff.