

 <p><b>MORONGO BASIN</b> HEALTHCARE DISTRICT</p>	<p><b>DEPARTMENT / MANUAL: Human Resources</b></p>
<p>ORIGINAL DATE: March 2018</p>	<p>REVIEW &amp; REVISION DATES: <i>(supersedes HR-246)</i> 3/18, 5/21, 3/23</p>
<p>TITLE: <b>Recruitment and Retention</b></p>	<p>APPROVED BY:</p> <p>ADMIN: <u><i>[Signature]</i></u> Date: <u>4/6/23</u></p> <p>CEO: <u><i>[Signature]</i></u> Date: <u>4/6/23</u></p> <p>GOVERNING BOARD: <u><i>[Signature]</i></u> Date: <u>04/06/23</u></p>

**PURPOSE**

To establish the commitment of the Morongo Basin Healthcare District (the District) in attracting and retaining employees who are talented, innovative, and dedicated to excellence.

**POLICY**

The District follows state and federal laws regarding employment practices and strives to attract the strongest candidates for open positions. Additionally, the District strives to retain existing staff through establishment of incentives that ensure employees feel valued and recognized for their achievements. Recruitment and retention efforts will include competitive salary within Fair Market Value and may include sign-on or retention bonuses as deemed appropriate by the Chief Executive Officer (CEO) and within the CEO signing authority.

**PROCEDURE**

1. The Chief Executive Officer (CEO) will identify the need to fill a vacant or 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
  - D. Discussion with management when a need is not being met.
2. Once a vacancy has been identified and approved for hire, Human Resources will use the following resources to attract viable candidates:
  - A. District website
  - B. National Health Service Corps
  - C. Community Health Association of Inland Southern Region
  - D. Physician Recruiting Firms
  - E. Physician Residency Programs
  - F. Direct Advertising on job boards such as Indeed
  - G. Referrals from internal and external sources
3. Human Resources will conduct a recruitment strategy and screen potential applicants who meet the requirements of the position. Those candidates that most closely match the requirements for the position will be routed to the hiring manager for interview. This may include internal applicants who meet the requirements for the position. In some cases, if no candidates are qualified for a position, it may be necessary to hire someone that can be trained for the role. When the best candidate is selected for the position, HR policies on hiring will be followed to complete the hiring process.

4. Retaining employees that have knowledge of the organization and the position they hold is essential to the success of MBHD. Therefore, the District makes every effort to maintain an engaged workforce through:
  - A. A compensation and fringe benefits program that is competitive with other medical facilities in the area.
  - B. 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.
  - C. Provide annual evaluations that measure the employee's success and goals for the upcoming year.
  - D. Fringe benefits: The health center's fringe benefits package consists of health, vision, and dental insurance, life insurance for employees, malpractice insurance for employed providers, employee retirement fund, Paid Time Off and workers compensation. These benefits are provided in accordance with Human Resource policies.
  - E. Periodic Employee Engagement surveys that will assist in identifying the satisfaction and overall engagement of employees in the success of the organization.
  - F. Providing orientation for all new employees.
  - G. The District provides tuition reimbursement to those staff that wish to continue education that would lead to increasing the employees capabilities or meet a need of the District. Staff may request conference or tuition reimbursement for outside training by following HR policy.
  - H. The District may provide retention measures such as merit increases, retention bonuses, and may provide incentives for employees to encourage healthy behaviors such as gym memberships, yoga classes and other wellness programs within reasonable limits.
  - I. The district may provide food and other recognition as part of our retention policy during CHC week, provider meetings, employee service awards or employee forums to provide a positive culture of retention.
5. The district will continue to explore ways that recognize employees for service and quality of work.
6. All recognition will be approved in advance by the Chief Executive Officer.