

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	410
		Original Date	11/27/1985
	Department: Personnel	Revised Date	01/09/2014
	Hiring of Employees		

POLICY:

The facility will utilize a selection committee and point system to hire applicants.

PROCEDURE:

1. POSITIONS COVERED BY MPEA CONTRACTS

A. Non-probationary employees desiring to transfer into a vacated position of the same classification will be permitted to do so based upon seniority.

B. A selection committee will be formed which includes the direct supervisor for the position and at least one other Montana Mental Health Nursing Care Center employee. Prior to reviewing applications, the committee will establish a point system that will award applicants points.

1.) For internal postings: 30 points will be given for seniority, 40 points will be given for capabilities (written and/or oral test) and 30 points for qualifications (10 points most recent evaluation and 20 points previous work experience unless one of the candidates has not been evaluated. In that case 30 points will be used for previous work experience.)

Points for seniority are based on the number of hours for which an employee was paid each pay period in an MPEA covered position, up to a maximum of 80 hours. For employees in full time and regularly scheduled part time positions, 80 hours per pay period will be counted. For employees in aggregate (on-call, relief) positions the hours will be counted as actual hours paid up to 80 hours per pay period.

The employee with the highest total of hours paid will be awarded 30 points. All other employees' points will be prorated by comparing them to the hours of the employee with the greatest number of hours.

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Current disciplinary documents in employees' personnel files will be a consideration in hiring. Points will be deducted from the total score: 20 points for each warning notice, and 30 points for each suspension.

- 2.) For external postings: points will be given for capabilities (written and/or oral test) and for qualifications (previous work experience).

Each of these categories will be substantially equal, given a good faith, fair and reasonable consideration. The actual weight that is accorded each factor is dependent on the circumstances of the particular case and will be determined by the Department Supervisor.

- C. The selection committee will screen applications and all of the qualified applicants will be given an interview with the committee. This may include an oral and/or written exam. The applicant's response to the questions will be recorded.
- D. For internal postings, the Personnel Assistant will review the most recent performance appraisal of each applicant and calculate a point value based on their individual performance rating.
- E. The selection of the successful candidate must be supported by documentation (Score Sheet – Attachment #1) including the point system used, method of scoring and points earned by each candidate in each category. This information will be kept on file in the Personnel Office, along with copies of interview questions, applicants' responses, and any other pertinent information.
- F. Thorough employer reference checks will be conducted. Work history at the facility will be a factor in the selection process.
- G. A Criminal Background Check, cross-reference with the Nurse Aide Abuse Registry and cross-reference with the Child and Adult Protective Services System (CAPS) will be conducted for information about criminal convictions or other issues which may be relevant to an employee's work at the Montana Mental Health Nursing Care Center. MMHNCC will follow the DPHHS Policy #115, Background Checks for New Employees (Copy attached).
- H. The successful applicant will be notified in writing. Unsuccessful applicants will be notified in writing.

Hiring of Employees**2. POSITIONS NOT COVERED BY BARGAINING UNIT CONTRACT**

- A. Non-probationary employees desiring to transfer into a vacated position of the same classification may do so based on qualifications and work history at the facility.
- B. A selection committee will be formed which includes the direct supervisor for the position and at least one other Montana Mental Health Nursing Care Center employee. Prior to reviewing applications the committee will establish a documented, justified point selection system.
 - 1) Current disciplinary documents in employees' personnel files will be a consideration in hiring. Points will be deducted from the total score: 20 points for each warning notice, and 30 points for each suspension.
- C. The selection of the successful candidate must be supported by documentation (Score Sheet Attachment #1) including the point system used, method of scoring and points earned by each candidate in each category. This information will be kept on file in the Personnel Office, along with copies of interview questions, applicants' responses, and any other pertinent information.
- D. A Criminal Background Check, cross-reference with the Nurse Aide Abuse Registry and cross-reference with the Child and Adult Protective Services System (CAPS) will be conducted for information about criminal convictions or other issues which may be relevant to an employee's work at the Montana Mental Health Nursing Care Center. MMHNCC will follow the DPHHS Policy #115, Background Checks for New Employees (Copy attached).
- E. The successful applicant will be notified in writing. Unsuccessful applicants will be notified in writing.
- F. Registered Nurses must present a copy of their current license.

3. OTHER EMPLOYMENT INFORMATION

- A. Employees working in a permanent scheduled shift will not be allowed to work as relief staff in more than one department.
- B. The Montana Mental Health Nursing Care Center is an Equal Opportunity Employer.