MONTANA STATE HOSPITAL
POLICY AND PROCEDURE

ASSIGNMENT & UTILIZATION
OF PERSONNEL

Effective Date: October 18, 2016
Policy: HR-02

Page 1 of 2

I. PURPOSE: This policy provides guidelines for the assignment of personnel based on job classification without regard to gender.

II. POLICY: Employees are to be assigned duties based on required qualifications without consideration of gender. Consideration for specific gender-based assignments may be approved for special circumstances as outlined in the procedure section of this policy.

III. DEFINITIONS:
   A. Class – Classification

IV. RESPONSIBILITIES:
   A. Individuals possessing the authority to assign duties will do so without regard to gender.

V. PROCEDURE:
   A. Assignments based on gender are allowed only where authorized by the treatment plan, where the privacy rights and basic dignity of the patient require such consideration, or where authorized by bona fide occupational qualification exception.
   B. Duties must be assigned based on matching the needs presented by a particular situation and the qualifications/capabilities required for a position and/or class.
   C. Except as provided above, supervisors will consider the stated qualifications and abilities of the position/class being assigned without regard to the sex of the individual who occupies the position when making work assignments.

VI. REFERENCES: None

VII. COLLABORATED WITH: Hospital Administrator

IX. DISTRIBUTION: All hospital policy manuals

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources

XII. ATTACHMENTS: None

Signatures:

Jay Pottenger		Todd Thun
Hospital Administrator	Director of Human Resources