

**TRI-CITY HEALTHCARE DISTRICT
AGENDA FOR A REGULAR MEETING
OF THE HUMAN RESOURCES COMMITTEE
OF THE BOARD OF DIRECTORS**

**Tuesday, September 12, 2017 – 12:30 p.m. – Assembly Room 3
Tri-City Medical Center, 4002 Vista Way, Oceanside, CA 92056**

**The Committee may make recommendations
to the Board on any of the items listed below,
unless the item is specifically labeled “Informational Only”**

	Agenda Item	Time Allotted	Requestor/ Presenter
1.	Call To Order/Opening Remarks	1 min.	Chair Kellett
2.	Approval of Agenda	1 min.	Chair Kellett
3.	Public Comments – Announcement Comments may be made at this time by members of the public on any item on the Agenda before the Committee’s consideration of the item or on any matter within the jurisdiction of the Committee. NOTE: During the Committee’s consideration of any Agenda item, members of the public also have the right to address the Committee at that time regarding that item.	2 min.	Chair Kellett
4.	Ratification of minutes	1 min.	Chair Kellett
5.	Old Business		
	NONE		
6.	New Business		
	a. B.O.D Dashboard- “Stakeholder Experience” – Informational Only	5 min.	Chair Kellett
	b. Consideration to appoint Gwen Sanders to a second term on the Committee – Discussion/Action	5 min.	Chair Kellett
	c. Consideration to appoint Virginia Carson to a second term on the Employee Fiduciary Retirement Subcommittee – Discussion/Action	5 min.	Chair Kellett
	d. Review and Discussion of Administrative Policies – Discussion/Action 429- Alcohol & Drug Testing for Employees 432- Employee Transfers 483- Conflict of Interest Acceptance of Gifts	15 min.	Norma Braun
7.	Work Plan	5 min.	Chair Kellett
8.	Committee Communications	2 min.	Chair Kellett
9.	Date of Next Meeting – October 10, 2017	2 min.	Chair Kellett
10.	Adjournment	1 min.	Chair Kellett
	Total Time Budgeted for Meeting	2 hrs.	

Note: Any writings or documents provided to a majority of the members of Tri-City Healthcare District regarding any item on this Agenda will be made available for public inspection in the Administration Department located at 4002 Vista Way, Oceanside, CA 92056 during normal business hours.

Note: If you have a disability, please notify us at 760-940-3348 at least 48 hours prior to the meeting so that we may provide reasonable accommodations.

**TRI-CITY MEDICAL CENTER
HUMAN RESOURCES COMMITTEE
OF THE BOARD OF DIRECTORS
July 11, 2017**

Voting Members Present: Chair Cyril Kellett, Director Leigh Anne Grass, Director Rosemarie Reno, Dr. Hamid Movahhedian, Virginia Carson, Gwen Sanders, Joe Quince, Salvador Pilar, Dr. Martin Nielsen

Non-Voting Members Present: Kapua Conley, COO; Sharon Schultz, CNE; Scott Livingstone, Interim CCO; Norma Braun, CHRO; Esther Beverly, VP of HR

Others Present: Jill Byrd, Frances Carbajal

Members Absent: Steve Dietlin, CEO; Dr. Gene Ma

Topic	Discussion	Action Follow-up	Person(s) Responsible
1. Call To Order	Chair Kellett called the meeting to order at 12:35 p.m.		Chair Kellett
2. Approval of the agenda	Chair Kellett called for a motion to approve the agenda of July 11, 2017. Ginny Carson moved and Gwen Sanders seconded the motion. The motion was carried unanimously.		Chair Kellett
3. Comments from members of the public	Chair Kellett read the paragraph regarding comments from members of the public.		Chair Kellett
4. Ratification of Minutes	Chair Kellett called for a motion to approve the minutes of the May 9, 2017 meeting. Director Reno moved and Director Grass seconded the motion. The motion was carried unanimously.		Chair Kellett
5. Old Business	None		
6. New Business			

Topic	Discussion	Action Follow-up	Person(s) Responsible
a. Review HR Metrics	Norma Braun, HR SVP presented a detailed year to date metrics analysis which included key statistics like employee turnover percentage rates by department & reason for termination. Recruitment measures were also discussed; time to fill positions, vacancies by month & ongoing HR initiatives to recruit and retain employees.		Norma Braun
b. Review Key Grievance/ ER-LR Data	Mrs. Braun also explained current employee and labor relations data in concert with metrics analysis.		Norma Braun
c. Review Employee Health & Wellness	Jill Byrd, EHS Lead updated the committee on the status of the employee wellness program. Jill discussed incentives, active participant count, successes, challenges and overall program redesign.		Norma Braun
7. 2017 Work Plan	The 2017 Work Plan was reviewed & discussed.		Chair Kellelt
8. Committee Communications	Community Member Gwen Sanders expressed interest in bringing Policy 429- Alcohol & Drug Testing forward to the next HRC meeting for discussion.		Chair Kellelt
9. Date of next meeting	August 8, 2017	Meetings with limited informational topics will be cancelled.	Chair Kellelt
10. Adjournment	Chair Kellelt adjourned the meeting at 1:21 p.m.		Chair Kellelt



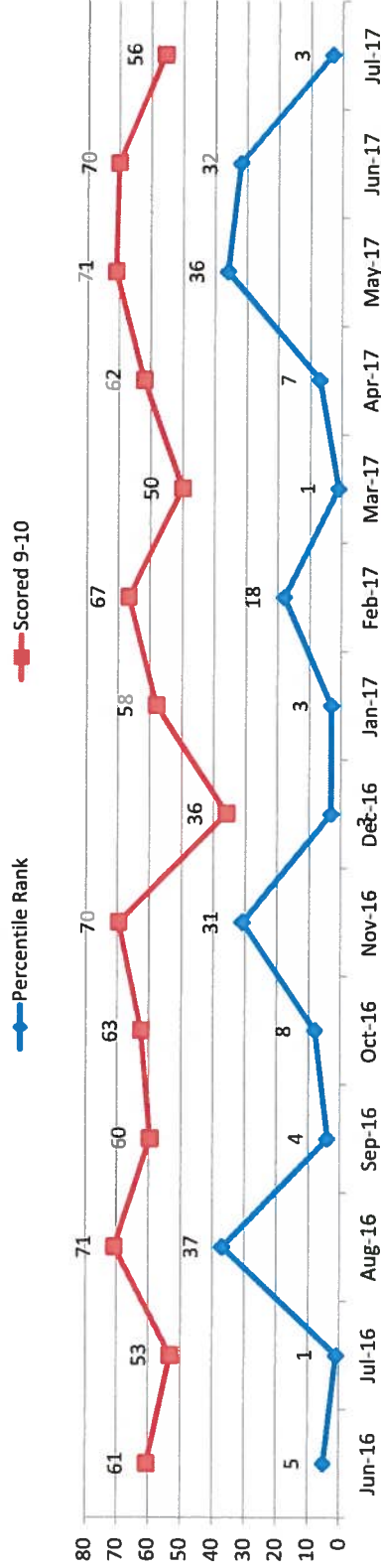
Tri-City Medical Center

ADVANCED HEALTH CARE
FOR YOU

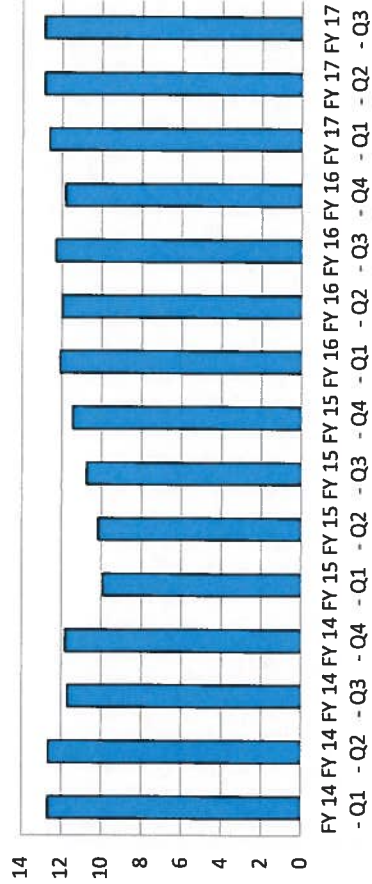
HCAHPS (Top Box Score)

Hospital Consumer Assessment of Healthcare Providers & Systems

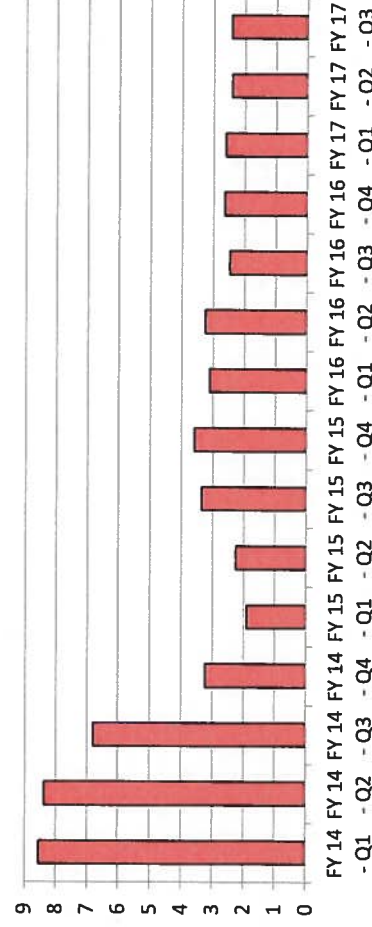
Overall Rating of Hospital (0-10)



Voluntary Employee Turnover Rate



Involuntary Employee Turnover Rate



Administrative Policy Manual
Human Resources

ISSUE DATE: 5/86

SUBJECT: Alcohol and Drug Testing for
Employees

REVISION DATE: 02/11; 04/12

POLICY NUMBER: 8610- 429

Administrative Policies & Procedures Committee Approval: n/a
Human Resources Committee Approval: 04/15
Board of Directors Approval: 04/15

A. PURPOSE:

1. It is the goal of Tri-City Healthcare District (TCHD) to create a healthy and safe work environment in order to deliver the best and most cost-efficient service. It is the responsibility of TCHD employees to cooperate in efforts to protect the life, personal safety, and property of co-workers, patients, and members of the public. Substance abuse has been found to be a contributing factor to absenteeism, substandard performance, increased potential for accidents, poor morale, and impaired public relations. It is the goal of this policy to prevent substance abuse in the workplace. Employees must take all reasonable steps to abide by and cooperate in the implementation and enforcement of this policy.

B. POLICY:

1. Alcohol and/or drug abuse on the job will not be tolerated for any employee.
2. Alcohol or drug use off the job that negatively affects an employee's performance or negatively impacts TCMC, its employees, staff, patients or its mission, in any way, will not be tolerated.
3. Violation of this Policy may result in disciplinary action, up to and including termination of employment.
4. This Policy sets forth the procedures to be followed where reasonable suspicion exists that an employee may be under the influence of drugs or alcohol.
 - a. Reasonable Suspicion means a belief based upon objective facts sufficient to lead a reasonably prudent person to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:
 - i. Changes to employee's manner or disposition;
 - ii. Changes to employee's appearance, including, but not limited to glassy eyes, eye dilation, shaking, or erratic movement;
 - iii. Changes in an employee's behavior, including involvement in verbal or physical altercations;
 - iv. Unsteady walking and movement;
 - v. Slurred speech or alcohol odor on breath;
 - vi. An accident involving the employee;
 - b. An employee's possession of drugs or alcohol;
 - c. Failure to follow TCHD's procedure for wastage of controlled drugs or an employee's abuse of TCHD's Pyxis Pharmacy override system; and/or
 - d. Objective information obtained from another employee, law enforcement official, security service, or other person believed to be reliable.

C. USE OF LEGAL/PREScribed DRUGS:

1. Using or being under the influence of any legally obtained drug while performing TCHD business or while in a TCHD facility is prohibited to the extent that such use or influence affects job safety or efficiency, or interferes with an employee's essential job functions.
2. No legal drug shall be possessed or used by any employee other than the employee for whom the drug was prescribed by a licensed medical practitioner. A legal drug shall be used only in the manner, combination and quantity prescribed.
3. If an employee is using a legal drug during work hours that could result in the employee being under the influence as defined above, it is the employee's responsibility to advise his/her supervisor of the use or influence of the prescription drug before beginning work and to advise his/her supervisor of the specific impairments that may result.
 - a. The employee may work his/her assigned shift if his/her supervisor TCHD determines that the employee does not pose a safety threat and that job performance is not likely to be affected by use of the drug.
 - b. The employee's supervisor will place the employee on paid Administrative Leave if the supervisor determines either:
 - i. before the employee's shift starts, that the nature of the employee's position means that the risk that the employee may become under the influence while on duty is unacceptable; or
 - ii. during the course of the shift, that the employee has come under the influence.
 - c. Employees who are placed on paid Administrative Leave may be requested by TCHD to give their physician written authorization to provide information to TCHD regarding expected effects of prescribed medication.
 - i. TCHD may consult with the prescribing physician to learn the expected effect of the drug and/or require a written statement from the physician that continued working will be safe and efficient.
 - ii. Disclosures made to TCHD under an employee's written authorization will be confidential and will be disclosed to and used by TCHD staff only to the extent permitted by law.
 - d. TCHD retains the right to direct an employee to submit to a fitness for duty examination by a physician selected by TCHD.
4. Marijuana is an illegal substance under federal law and will be treated as an illegal drug under this policy. California law does not prescribe that an employer must employ an individual who uses marijuana even for medicinal purposes. Accordingly, TCHD reserves the right to terminate the employment of any individual who reports to work under the influence of marijuana or who tests positive for marijuana

D. DISCIPLINE:

1. Employees who violate this policy shall be subject to disciplinary action up to and including termination. Discipline may be imposed regardless of whether an employee is charged with and/or convicted of a crime relating to any violation of this policy.
2. Conduct violating this policy includes, but is not limited to:
 - a. Reporting for work or being at work under the influence of alcohol or drugs;
 - b. The illegal use, possession, transfer, purchase or illegal sale, or the attempted illegal use, possession, transfer, purchase or illegal sale of drugs during work hours or while on TCHD premises;
 - c. The use or attempted use of alcohol in any manner during work hours or while on TCHD premises;
 - d. Using TCHD property or premises to manufacture alcohol or drugs;
 - e. Criminal conviction for the use, possession, transportation, transfer, purchase, theft or sale of illegal drugs whether or not on TCHD premises;
 - f. Failure to report in writing any conviction under D.2.e. within five days of such conviction;
 - g. Refusal to submit to a drug or alcohol test when requested to do so by a manager or lead Human Resources Officer; or his/her (designee).

- h. Failure to provide, within 24 hours of a positive drug test, bona fide verification of a current valid prescription in the employee's name for any potentially impairing legal drug identified in the drug test.
- 3. Violations of this policy that may constitute criminal conduct will be reported to the appropriate law enforcement agency and State licensing agencies and the California Department of Public Health Services, as required by law.

E. PROCEDURES FOR ALCOHOL OR DRUG TESTING OF EMPLOYEES:

- 1. These procedures are to be used by Directors, managers, and supervisors for testing employees where they have a reasonable suspicion that the employee may be under the influence of alcohol and/or drugs.
 - a. If a Director, manager, or supervisor has reasonable suspicion that an employee is under the influence of alcohol or drugs, or has otherwise violated this policy, the Director, manager or supervisor shall document the bases of suspicion. If possible, the Director/manager/supervisor shall ask another Director/manager/supervisor witness the behavior and independently document it.
 - b. The Director/manager/supervisor shall then accompany the employee to a private office, room, or other area and advise the employee that his/her behavior or performance warrants a medical examination and alcohol and drug test.
 - c. The examination and test will be conducted in the employee health department by the Employee Health Nurse, administrative coordinator or an emergency department physician. The Administrative Coordinator is to be contacted when Employee Health
- 2. If the employee agrees to an alcohol and drug test, the following procedures should be carried out.
 - a. The employee shall be asked to read and sign an Authorization for Testing form and an Authorization for Release and Use of Testing Information (both forms are maintained by Employee Health); and
 - b. If the results of the test(s) administered are negative or inconclusive no further action will be taken by TCHD with regard to the violation of this policy.
- 3. If the employee refuses to consent to a medical examination, alcohol and drug test, the following procedures should be carried out:
 - a. The Director/manager/supervisor shall explain to the employee that the requested medical examination, alcohol and drug test is used to establish the employee's compliance with this policy and/or fitness to perform his/her job;
 - b. The Director/manager/supervisor shall inform the employee that his/her refusal to consent to a medical examination, alcohol and drug test will be interpreted as a deliberate failure to comply with a reasonable request and the employee will be subject to discipline up to and including termination. The employee should also be advised that he/she will not be allowed to use evidence of alcohol or drug abuse as a mitigating factor regarding any discipline imposed for misconduct or unsatisfactory job performance; and
 - c. The employee will be immediately placed on administrative leave if he/she refuses to consent to a medical examination and alcohol and drug test. If an employee refuses to submit to a medical exam and/or alcohol and drug test this refusal will not serve to reduce the discipline for misconduct or unsatisfactory job performance resulting from a positive test.
- 4. If the employee refuses to cooperate in the testing process in such a way that prevents completion of the test, or interferes with a test by adulterating or diluting the specimen, substituting the specimen with that from another person or sending an impostor to be tested, the employee will be subject to the same consequences as if he or she had been tested and the result had been positive.
- 5. If the drug or alcohol screen is positive, the employee will be placed immediately on administrative leave and arrangements will be made to transport the employee home.

- a. If a positive drug screen identifies a legal drug, the employee may be requested to provide within 24 hours a bona fide verification of a valid current prescription in the employee's name for the drug identified in the drug screen.
- b. A positive alcohol and/or drug test result will be confirmed.
- c. A chain of custody of the tested blood, urine or other sample will be established and maintained by the testing clinic or laboratory.
- d. Laboratory reports and/or test results shall not be placed in an employee's personnel file. Laboratory reports and/or the results shall be maintained in a separate confidential medical records file in the Employee Health Department. Laboratory reports and/or test results shall be disclosed only to individuals on a need to know basis and to the employee upon request.
- e. Upon request the employee may have the original sample retested at an approved forensic accredited laboratory of their choice. This retest will be at the employee's expense.

F. PROCEDURES FOR ALCOHOL AND DRUG TESTING OF APPLICANTS:

1. As part of TCHD's employment screening process, applicants must pass a test for controlled substances, under the procedures described in Section E.2. of this Policy. The offer of employment is conditioned on a negative test result. Job announcements will contain notice of TCHD's drug testing policy and identify the positions subject to pre-employment testing.
2. A positive result for a drug and/or alcohol analysis may result in the applicant not being hired.
 - a. If a drug screen is positive at a pre-employment physical, the applicant may be requested to provide within 24 hours a bona fide verification of a valid current prescription in the employee's name for the drug identified in the drug screen.
 - b. If the applicant does not provide acceptable verification, or the drug may impair the applicant's ability to perform essential job functions, the applicant may not be hired.

G. RELATION TO DISABILITIES:

1. Nothing in this Policy shall affect TCHD's obligation to not discriminate and to reasonably accommodate those individuals with alcohol or drug dependencies, who have completed a rehabilitation program in accordance with applicable state and federal laws. Employees and applicants should be aware that none of these laws prohibit TCHD from taking disciplinary action against employees who are currently using illegal drugs, misusing legal drugs or abusing alcohol.
2. Employees who believe they have a drug or substance abuse problem should be aware of the counseling services that are available through TCHD's Employee Assistance Program ("EAP"). Information about EAP services is available in the Employee Handbook and from Employee Health.

H. INSPECTION BASED ON REASONABLE SUSPICION OF POSSESSION OF ILLEGAL DRUGS:

1. To promote an alcohol and drug free, safe, productive and efficient workplace, TCHD reserves the right to search or inspect all property which it owns or controls to determine the presence of alcohol or drugs.
 - a. TCHD expressly reserves the right to inspect TCHD owned or controlled property including, but not limited to, buildings, break areas, lunch rooms, restrooms, loading docks, lockers, desks, filing cabinets, tool boxes, vehicles, packages, containers and other articles within the work area.
 - b. TCHD shall neither physically search the person of an employee nor search the personal possessions of employees without freely given consent by the employee that is witnessed by the lead Human Resources official or his/her designee.
2. If the lead Human Resources Officer or his/her designee has reason to believe that an employee may have illegal drugs in his/her possession in an area not jointly or fully controlled by TCHD he/she shall notify the appropriate law enforcement agency.

I. **PROCEDURES:**

1. Employee Health Procedures provide detailed guidelines for testing listed in this policy and can be found in the Health and Safety Manual, available in Employee Health. (see 4.1.7)

Human Resources Committee Consent Agenda

The following items are recommended for approval at the September 12, 2017 Human Resources Committee meeting:

Title
Administrative Policies & Procedures
Conflict of Interest Acceptance of Gifts – 483 – Practice Change
Employee Transfers – 432 – 3 Year Review, Practice Change

 **Tri-City Medical Center**
Oceanside, California

Administrative Policy Manual
Human Resources

SUBJECT: Conflicts of Interest and Acceptance of Gifts POLICY NUMBER: 8610-483

ISSUE DATE: 08/12
REVISION DATE(S): 08/12, 08/15

Department Approval:	07/17
Administrative Policies & Procedures Committee Approval:	07/17
Organization Compliance Committee Approval:	08/17
Human Resources Department Approval:	08/15
Human Resources Committee Approval:	08/15
Board of Directors Approval:	08/15

A. PURPOSE:

1. This policy (1) helps policy-making managers and other employees avoid actual, potential, and perceived conflicts of interest; (2) establishes procedures designed to ensure conflicts are properly disclosed and resolved; and (3) provides guidance regarding the acceptability of gifts and gratuities.
2. This policy does not apply to acceptance of gifts from pharmaceutical vendors. Employees and their Immediate Family Members are prohibited from accepting gifts from pharmaceutical vendors. For TCHD's pharmaceutical vendor policy, see Pharmacy: ~~Services Policy Manual, Policy No. 8390-10025: "Pharmaceutical Vendors"~~.

B. GENERAL POLICIES:

1. TCHD's policy-making managers and other employees must devote their best efforts and attention to the performance of their duties and obligations at TCHD, and must avoid and promptly disclose conflicts of interest.
2. Employees shall not use TCHD information, property, or labor for personal gain, or disclose or use TCHD's confidential information for any purpose inconsistent with their official duties.
3. Employees and their Immediate Family Members are prohibited from accepting monetary gifts or gratuities, or non-monetary gifts ~~exceeding~~ **valued** more than \$50, for their own personal benefit, from anyone doing business with, or seeking to do business with, ~~the District~~ **TCHD**.
4. Employees are prohibited from soliciting gifts for their own personal benefit, of any amount or kind, from anyone doing business with, or seeking to do business with, ~~the District~~ **TCHD**.
5. Employees who receive honoraria (money) for speaking on behalf of ~~the District~~ **TCHD** or for participating in surveys in the course of their duties on behalf of ~~the District~~ **TCHD** must give the money to Tri-City Hospital Foundation to the extent they exceed associated travel expenses.
6. At the discretion of a department manager or director, gifts such as flowers or food that can be consumed or shared by the employee's coworkers, may be accepted provided the total cost is not greater than \$50 per person. This policy does not preclude employees from sending flowers or modest gifts **(at their expense)** to one another for the condolence of a death or to celebrate a special occasion.
7. Vendors, patients, visitors, physicians, and employees who wish to show their appreciation or support of TCHD and its employees by means of a substantial gift should be referred to the Tri-City Hospital Foundation.

C. DEFINITION(S):

1. **Conflict of Interest.** A conflict of interest occurs when an individual is in a position to control or

influence a business decision and has a personal, financial, or other competing interest in the outcome of the decision.

2. A competing interest arises when an individual, or his/her immediate family member, stands to gain or lose - directly or indirectly - as a result of the outcome of the matter or decision.
3. Immediate Family Member. This term means a spouse or civil union partner, natural or adoptive parent, child, or sibling; stepparent, stepchild, stepbrother or stepsister, father-in law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law; grandparent or grandchild; and the spouse of a grandparent or grandchild.

D. EXAMPLES:

1. The following is a non-exhaustive list of examples of Conflicts of Interest:
 - a. An employee is a partner in an entity seeking to do business with TCHD.
 - b. A manager provides confidential information to a patient to encourage a lawsuit against TCHD.
 - c. An employee suggests TCHD hire a firm owned by her spouse to create hospital signage.
 - d. An employee purchases property for the purpose of selling it to TCHD.
 - e. A manager pressures a subordinate to hire a friend or relative.
 - f. An employee commits TCHD to contract with a bank in exchange for a decreased interest rate on her car loan.

E. PROCEDURES:

1. All employees who believe they may have a Conflict of Interest, as described in this policy with respect to any District matter or decision must bring this concern to the immediate attention of the Compliance Officer, or the Values Line (800) 273-8452.
2. The Compliance Officer will review all Conflict of Interest disclosures and provide a written determination and instruction with respect to compliance with this policy.
3. The failure to fully, accurately, and promptly disclose actual, potential, or perceived Conflicts of Interest may result in disciplinary action, up to and including termination.

F. SCOPE OF POLICY:


1. This policy establishes rules for employee conduct that supplement and do not replace or excuse non-compliance with conflict of interest laws applicable to policy-making management and other employees of the District under California or Federal laws.
 - a. Review of a disclosure by and receipt of instructions from the Compliance Officer do not relieve any employee from adherence to other applicable laws and policies governing local healthcare district employees, including but not limited to:
 - b.i. Limits on positions and ownership interests in competing hospitals (Health & Safety Code section 32110);
 - c.ii. Disclosure and disqualification from participating in governmental decisions as a designated person under the District's conflict of interest code under the Political Reform Act;
 - d.iii. Prohibitions on making contracts which may affect personal finances under Government Code section 1090;
 - e.iv. Use of confidential information for personal gain under Government Code section 1098;
 - f.v. Engaging in inconsistent, incompatible, or conflicting employment activities or enterprises, as proscribed by Government Code section 1126.

G. RELATED DOCUMENT(S):

1. Pharmacy: 8390-10025 Pharmaceutical Vendors
- g-2. Employment of Relatives, 8610-406

H. REFERENCE(S):

1. **CA Health & Safety Code § 32110 (2016).**
- ~~2.~~ **Incompatible Activities, Cal. S. 4.7 (1125-1129), Chapter 633 (Cal. Stat, 1971).**
3. **Political Reform Act, Cal. (2017).**
4. **Prohibitions Applicable to Specific Officers, Cal. S. 4 (1090 – 1099), Chapter 134 (Cal. Stat. 1943).**

 Tri-City Health Care District
Oceanside, California

Administrative Policy Manual
Human Resources

ISSUE DATE: 02/87 SUBJECT: EMPLOYEE TRANSFERS

REVISION DATE: 05/88, 02/98, 06/00, 05/03, 02/11 POLICY NUMBER: 8610-432

Department Review: 08/17
Administrative Policies and Procedures Committee Approval: 08/17
Human Resources Committee Approval: 09/14
Board of Directors Approval: 09/14

A. **PURPOSE:**

1. To outline the process of how **current employees request a transfer to another position, or department, or change FTE status or shift.**

B. **POLICY:**

1. ~~The District~~ **Tri-City Healthcare District (TCHD)** strives to fill open positions with qualified candidates. All candidates must meet the qualifications of the position, and be able to perform the essential duties of the ~~vacant~~ **open** position. It is also the intent of ~~the District~~ **TCHD**, however, to recognize employees for their continuous employment with ~~the District~~ **TCHD**. With these principles in mind, ~~these~~ **supervisors** responsible for making hiring decisions should follow the procedure **outlined below. Exceptions to policy require discussion with the department head and approval by the C-Suite member responsible for the department, as well as the Chief Human Resources (CHRO) Officer.**

C. **PROCEDURE:**

1. A position **requisition** must be completed and approved for all open positions.
2. All ~~vacant~~ **open** positions should, wherever reasonable, be filled in accordance with the following procedure. ~~Vacant~~
 - a. **Open** positions should be posted for a minimum of three ~~working~~ **calendar** days, or per the appropriate ~~union contract~~ **collective bargaining agreement**, if applicable, either within the department and/or on the established posting methods through the TCHD Human Resources (HR) department and on TCHD's intranet. ~~If the position is not filled through this intra-departmental posting, then the position should be posted District wide on the appropriate bulletin boards.~~
 - b. Positions may be posted and specifically designated for internal **or department** candidates only, if requested by the hiring supervisor.
 - c. **Positions may be filled with a qualified external candidate if there are no internal candidates received within the posting period.**
 - d. Internal candidates must complete an **electronic** Employee Transfer Request form and submit this form to ~~Human Resources~~ **HR** through the **hospital applicant tracking system** prior to consideration for any ~~vacant~~ **open** positions.
 - e. **Generally, paper copies will not be accepted. It is the responsibility of the employee to fill out the electronic Employee Transfer Request completely, including all applicable work experience, education, licenses or certifications relevant to the position to which they are applying.**
3. ~~In addition,~~ **internal candidates** must have demonstrated satisfactory performance, and have worked at least six (6) months in their current position to be eligible for transfer and have had no written counseling's within the past six (6) months. ~~An exception to the six month time in~~

~~position requirement may be considered with consultation between the department head, C-Suite and Human Resources.~~

4. **Employees who meet the minimum requirements and are going through the interactive process shall have preference for transfer.**
- a-5. **Employees who meet the minimum requirements and are on the Recall List shall have secondary preference for transfer.**
6. If multiple equally **qualified** internal applicants apply for an ~~vacant~~**open** position, the following criteria is used to choose among the various applicants:
 - ~~———— Employees on Recall List shall have first preference~~
 - ~~———— Employee going through the interactive process~~
 - b-a. **For positions covered by Collective Bargaining Agreements (CBA), the selection process outlined in the CBA will be followed.** ~~Benefited and other regularly scheduled employees shall have priority over Per Diem and temporary employees. However, Per Diem employees working in a specific unit/department shall have priority over benefited staff from other units/departments.~~
 - e-b. The supervisor may give preference to candidates with higher performance evaluation scores.
 - e-c. If ~~each of the~~ criteria listed above are equally met, the ~~applicant~~**employee** with the longest ~~District~~**TCHD** service since their last date of hire, will be given priority for selection.
 - e-d. It is the ~~candidate's~~**employee's** responsibility to notify ~~his/her~~**their** supervisor of a request for transfer. Before a job offer is made to an ~~internal candidate~~**employee**, the hiring supervisor must contact the ~~candidate's~~**employee's** current supervisor and review the ~~candidate's~~**employee's** personnel file.
 - f-e. When the hiring supervisor makes a decision to hire an ~~internal candidate~~**employee**, the supervisor must contact ~~Human Resources~~**HR**. The ~~Human Resources~~**HR** representative will determine the pay rate in accordance with established guidelines and make the final job offer, after consultation with the hiring supervisor.
 - g-f. The current and new supervisors will determine a mutually acceptable transfer date ~~for the internal candidate~~, which should begin with the start of a pay period whenever possible. The start date is generally fourteen (14) days from the date of job offer, and no later than thirty (30) days from the job offer date, unless otherwise agreed upon by both supervisors.
 - h-g. ~~The hiring supervisor must~~**Human ResourcesHR will** contact all ~~internal candidates employees interviewed, but not selected~~~~whose Transfer Requests they have received and any external candidates interviewed who were not selected~~, to inform them that the position has been filled.
 - h. ~~The hiring supervisor along with~~**Human ResourcesHR will generate the** ~~is~~ responsible for initiating all paperwork for transfer and forward to the hiring supervisor to sign, obtain signature from the employee and return for data entry.

D. **RELATED DOCUMENT(S):**

1. **Employee Transfer Request Form – Sample**

Employee Transfer Request Form – Sample



Tri-City Medical Center

Employee Transfer Request

Name _____ Employee# _____ Date: _____

Position applying for: _____	Req # _____
Dept: _____	Shift: _____
Status: _____	(FT, PT, PD, Temp)

Current position: _____ Dept: _____ Shift: _____

Current status: _____ (FT, PT, PD, Temporary) How long in current position: _____

Home phone number: _____ Work extension: _____

1. Have you attached a copy of your resume or completed the Employment History section? Yes No
(You MUST attach a resume or complete the Employment History section)

2. Do you meet the minimum qualifications of the position?
(See TCMC Intranet for full job description) Yes No

List (experience) (education) and (training) that demonstrates your ability to meet the qualifications described on the posting.

3. Do you have any written counseling or suspensions in the last six (6) months? Yes No

4. Do you have approved time off for your current position? * Yes No

*(If yes, the new Manager must agree to it)

5. Have you been in your current position for at least six (6) months? (Required) Yes No

6. In addition to your current position, are you seeking an additional position? Yes No
*(If yes, check shifts) PD,PD PT,PD

7. Do you have any relatives in the Department for which you are requesting a transfer? Yes No

Note: Employees submitting transfer requests may have their personnel file reviewed by the Department Manager who has the open position.

Employee signature: _____ Date: _____

Please review Administrative Policy 432 for Internal Transfers, available on the TCMC intranet.

Updated 9/28/12

You may either attach an updated resume or complete this Employment History form.
You do not need both.

Employment History

(List most recent employer first)

Employer:	<u>Tri-City Medical Center</u>	Department/Unit:	
Job Title:		Employment Dates:	
Duties/Responsibilities:	_____		
<hr/>			
Employer:		Department/Unit:	
Job Title:		Employment Dates:	
Duties/Responsibilities:	_____		
<hr/>			
Employer:		Department/Unit:	
Job Title:		Employment Dates:	
Duties/Responsibilities:	_____		
<hr/>			
Employer:		Department/Unit:	
Job Title:		Employment Dates:	
Duties/Responsibilities:	_____		
<hr/>			
Employer:		Department/Unit:	
Job Title:		Employment Dates:	
Duties/Responsibilities:	_____		
<hr/>			

Human Resources Committee Work Plan | 2017

ACTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Review Committee Members up for Renewal or Replacement			❖					❖		❖		
Review HR Metrics			❖					❖				❖
Review HR Charter								❖				
Review HR Employee Fiduciary Retirement Subcommittee Charter											❖	
Quarterly HR Employee Fiduciary Retirement Subcommittee Update <i>- Lincoln & Prudent</i>		❖			❖				❖			
Review Employee Benefits - UHC									❖			
All HR Policies Reviewed (ongoing)	->	->	->	->	->	->	->	->	->	->	->	->
Workers Comp Cases Review					❖							
Review Training & Education Topics				❖						❖		
Key Grievance / ER-LR Data								❖				❖
Review of Legal Developments/New Laws					❖							
Employee Health & Wellness								❖				
B.O.D Dashboard- "Stakeholder Experience"	❖				❖							

* HRC & Employee Fiduciary Retirement Subcommittee Charters to be reviewed every 3 years (last updated 2016)

