

Employee Selection Policy

Policy Statement

All qualified individuals have equal opportunity to express interest and be considered for available positions.

Scope

IHC Health Services, Inc., SelectHealth, Inc., Ambulatory Surgical Centers, Intermountain Nevada, Classic Air

Definitions

None

Provisions

- 1 Employee selection decisions are based on individual merit, without regard to race, color, ethnicity, religion, gender, sexual orientation, gender identity, national origin, age, disability, protected military or veteran status, pregnancy, or genetic information.
- 2 Posting Guidelines
 - 2.1 All new or replacement positions on Intermountain payroll, temporary or regular, are generally posted through Intermountain's posting process.
 - 2.2 The hiring supervisor obtains appropriate approvals through HRM.
 - 2.3 Position Postings
 - 2.3.1 All posted positions are included on Intermountain's internal (for employees) career site and may additionally be posted to Intermountain's external career site based on need.
 - 2.3.2 Positions are normally posted for a minimum of 72 consecutive hours.
 - 2.3.3 If a position is closed later reopened, it is normally re-posted for a minimum of 48 consecutive hours.
 - 2.3.4 If a position is filled and another opening becomes available within 30 days, the original requisition may be re-opened to consider the original candidate pool without re-posting.
 - 2.4 Facilities have the option to fore-go posting and reassign an employee directly to an open position when:
 - 2.4.1 A qualified employee is available as a result of a reduction in force, and/or
 - 2.4.2 A qualified employee is placed in an open position as an accommodation under the Americans with Disabilities Act Amendment Act (ADAAA).
 - 2.5 In limited circumstances where consideration for positions is limited to a specific work group or department, and with prior approval from Human Resources, positions may be posted within the department (i.e., additional shifts or hours, lead role) if a process exists that allows all possible candidates to be aware of the opportunity and to express interest and be considered before a decision is made.
 - 2.6 Position posting documentation, all expressions of interest, and any other selection documents (i.e., interview notes) must be kept for a period of two years from the date of the selection decision. Where there is more than one applicant, the documentation must include reasons for non-selection.
- 3 Recruiting Guidelines
 - 3.1 Human Resources oversees the recruiting and selection process.
 - 3.2 Employees in good standing should be strongly considered for positions for which they apply and are qualified.
 - 3.3 When recruiting from outside sources, the following will apply:
 - 3.3.1 Any recruitment advertising must be reviewed and approved by the recruiter prior to placement.
 - 3.3.2 Recruitment advertising must state, "EOE/M/F/Vets/Disabled".

3.3.3 Records of all recruiting efforts are maintained by Human Resources, or in the department for department postings, for three years or as currently required by law.

4 Screening and Selection

4.1 To be considered an applicant all individuals must take appropriate steps to complete the application process.

4.2 Individuals, both internal and external, seeking positions within Intermountain Healthcare are considered applicants when the following criteria are met:

4.2.1 The individual has submitted an application through one of the application processes:

An online application is submitted prior to the close of that position

A Human Resources representative (or search firm) has matched the individual to a position and the individual has responded affirmatively and completed the application process

An employee has expressed interest in a department posting

4.2.2 The individual is qualified for the position.

4.3 Selection is based upon job-related factors and in accordance with laws, regulations and principles of Equal Employment Opportunity (*Equal Employment Opportunity Policy*).

5 Employment Offers

5.1 Human Resources facilitates the pay offer, and any related terms. Consideration includes but is not limited to:

5.1.1 Job-related criteria

5.1.2 EEO/AAP guidelines for selection

5.1.3 References (*Employee Reference Information Policy*)

5.1.4 Pay offers within policy guidelines (*Pay Offers and Adjustments Policy*)

Exceptions

Exceptions to this policy require approval by the Talent Acquisition Director.

Primary Sources

485.709(b)

Secondary Materials

[Employment Offer Worksheet and Checklist](#)

[Equal Employment Opportunity Policy](#)

[Pay Offers and Adjustments Policy](#)

[Employee Reference Information Policy](#)

Employment Eligibility Policy

Policy Statement

Intermountain hires and continues to employ only those individuals who are authorized to work in the United States.

Scope

IHC Health Services, Inc. ,SelectHealth, Inc. Intermountain Nevada, Saltzer Health, Classic Air

Definitions

Business Day - For the purpose of this policy, a typical business day is Monday – Friday, 8:00 a.m. to 5:00 p.m. except during official facility holidays or closures.

Employment Authorization - A response received (Employment Authorized) during the E-Verify process that indicates that employment eligibility is verified.

Equifax - The tool used to complete the E-Verify process.

E-Verify - A program in which employment eligibility of all newly hired employees is completed simultaneously with the Employment Eligibility Verification (Form I-9) process. This involves separate verification checks (if necessary) of databases maintained by the Social Security Administration and the Department of Homeland Security.

Final Non Confirmation (FNC) - A response received during the E-Verify process that indicate verification was not possible and work eligibility could not be confirmed.

Form I-9 - The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

Tentative Non Confirmation (TNC) - A response received during the E-Verify process that indicates the employee's Social Security or work authorization information could not be verified. The employee is deferred to Social Security Administration or the Department of Homeland Security for further verification.

Provisions

1 Employment Eligibility Verification

1.1 Offers of employment are contingent on an applicant's ability to produce certain documents, specified by law, that establish identity and eligibility to work in the United States. Prospective employees who are unable to produce the required documents will not be hired to work for Intermountain Healthcare.

1.2 Job applicants are informed that Intermountain Healthcare only hires those authorized to work in the United States.

1.3 Prospective employees are not required to provide documents establishing identity or employment eligibility until after an employment offer is made.

1.4 Form I-9

1.4.1 New hires must provide the required documents and complete the US Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (Form I-9) within 3 business days of the date they begin work.

1.4.2 The employee's portion of Form I-9 (Section I) must be completed and signed no later than the first day of employment.

1.4.3 An Intermountain representative completes and signs Section II of Form I-9 within 3 business days of the employee's start date. The representative physically examines original documentation. Original documentation must appear to be reasonably genuine.

1.4.4 Employees who have lost or not yet obtained original documents may present a receipt for the application of documents within 3 business days and must produce the original documents within 90 days of their hire date.

1.4.5 Documents are not copied except for application receipts when original documents are not available; time-limited work authorizations sponsored by Intermountain where Intermountain is designated as the employer; or when the document provided is a US passport, I-551, or I-766.

- 1.4.6 If required documents or receipts for documents are not presented by the individual at the end of the 3 day period, the employee is terminated.
- 1.5 Individuals who are hired to work for less than three days and are on Intermountain's payroll must provide proof of identity and employment eligibility before the end of their first day of work.
- 1.6 It is not necessary to complete I-9 forms or obtain documents from:
 - 1.6.1 Employees hired before November 7, 1986 and continuously employed by Intermountain.
 - 1.6.2 New hires previously employed by Intermountain if they already completed an I-9 and are rehired within 3 years of the date their original I-9 was prepared. However, a new I-9 may be completed as part of the new hire paperwork process.
 - 1.6.3 Contracted employees working for themselves or an outside organization. The contracting organization is responsible to complete and retain Form I-9.
- 1.7 Original and re-verification Form I-9s are maintained in the employee's electronic personnel file. Form I-9 is retained for at least 3 years or one year after the date the person's employment is terminated, whichever is later.
- 1.8 Human Resources submits the Form I-9 through Equifax for all newly hired employees no later than 3 business days after the start date. Equifax automatically runs a verification query to the E-Verify website.
- 1.9 Employees have an opportunity to contest Tentative Non Confirmations according to E-Verify guidelines. Adverse action may not be taken against an employee until and unless a Final Non Confirmation is issued. The employee is permitted to work during the verification process until a final resolution.
- 1.10 E-Verify procedures are followed until an Employment Authorization or Final Non Confirmation response is received.
- 2 Name Changes
 - 2.1 If an employee's current name is different than the name appearing on his or her documents, the person's identity can be established by reviewing other identifying information on the documents, such as first or middle name, date of birth, or social security number. Generally it is not necessary to collect additional documents (such as marriage licenses) that firmly establish the person's identity.
- 3 Employee Transfers
 - 3.1 If an employee transfers from one facility to another, it is not necessary to re-verify the individual's employment eligibility regardless of their hire date.
 - 3.2 Employees transferring from IHC Health Services, Inc. to SelectHealth, Inc. must have a verification query sent through E-Verify using Equifax or an approved I-9 management system.
- 4 Time-limited Work Authorizations
 - 4.1 Time-limited work authorization expiration dates, as indicated in Section I of Form I-9, are tracked in Equifax.
 - 4.2 Except for employees who are US citizens or permanent residents, Human Resources must re-verify the work authorization expiration date. The individual must again produce documents demonstrating that he or she continues to be eligible to work in the United States. If the documents cannot be produced, the individual's employment is terminated or suspended.
 - 4.2.1 The employee is notified prior to the work authorization expiring that employment eligibility must be re-verified to continue working.
 - 4.2.2 Re-verification is completed by Human Resources, or their designee, on Form I-9 through Equifax.
 - 4.2.3 If an employee is suspended, work eligibility must be reviewed every 30 days.
 - 4.2.4 Suspension is granted when an employee has applied for work authorization renewal in a timely manner (prior to the work authorization expiring) and is waiting to receive documents from the government issuing authority.
- 5 Commitment to Employment Eligibility

5.1 Any individual that has constructive knowledge of an employee who is not eligible to work should notify Human Resources.

6 Non Discrimination

6.1 Under no circumstances are employment decisions based on an individual's citizenship status or nationality.

6.2 All individuals eligible to work in the United States receive equal consideration for positions for which they apply and are qualified.

Exceptions

Exceptions to this policy are subject to review and administrative approval by the Assistant Vice President of Talent Management

Primary Sources

CFR 485.709(b)

Secondary Materials

[Form I-9](#)

[Form I-9 Employer Handbook](#)

[Immigration Sponsorship and Immigration Assistance](#)