

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.11:	Fair Employment Practices
REVISED:	11/97; 12/22/08; 04/13; 4/11/16; Reviewed 06/18
Governing Body Approval:	02/26/09; 04/25/13; 4/28/16; 07/02/18(<i>electronic vote</i>)

PURPOSE: To set out the application of the Connecticut Code of Fair Practices and the Connecticut Valley Hospital (CVH) Affirmative Action Plan in the employment and promotion process.

SCOPE: All CVH staff

PROCEDURE:

The recruitment, appointment and promotion of all employees shall not be hindered by race, color, religious creed, age, sex, marital status, national origin, ancestry, criminal record, sexual orientation, present or past history of mental disorder, mental retardation, learning disability or physical disability, including but, not limited to blindness, except in the case of a bona fide occupation qualification.

1. Position Request

A written request is initiated by the Division/Department Director or designee for every position to be filled. This includes part time, full time, hire, promotion, reclassification, temporary service in higher class, permanent, intermittent, durational, and temporary positions.

2. Position and Examination Posting

Notices of all vacancies, except those classifications on the transfer list in the Vacancy Management System (VMS), are posted for the employees' reference when the decision to refill such positions is made. Copies of job examinations being offered by DAS Human Resources are posted so that employees are aware of possible competitive promotional opportunities.

3. Competitive and Non-Competitive Positions

The applications of all persons applying for competitive/non-competitive positions are initially screened by the Facility Human Resources Recruiter to insure that they have minimum qualifications required for the job they are seeking. When vacancies exist that are to be filled, bargaining union contract language will dictate selection and placement. If the vacancy is not covered by bargaining union contract language, state personnel business rules will dictate process of selection and placement.

Following the initial screening, qualified candidates will be referred to the appropriate Division/Department Director.

Walk-in applicants for all positions will be referred to the Facility Human Resources Department.

4. Selection

Division/Department Directors shall consider all qualified applicants for positions on an objective evaluation of the candidate's ability to perform the required duties, skills and such other specialized criteria pertinent to the position with or without reasonable accommodations. In all instances the decision regarding an applicant shall be noted on the Vacancy Management System (VMS).

5. Placement

The employment of recommended applicants requires pre-approval by the Affirmative Action Manager. Approval will be requested by the Facility Human Resources Recruiter following a check of employment, education, and reference(s), verification of licensure and certification, and a check of criminal history/DDS record(s). Also, all candidates for employment must successfully undergo a physical examination as a pre-condition of employment. The examination is given by Middlesex Hospital Occupational Medicine. Placement of new hires into vacancies in specific work locations is determined by hospital need and the provisions of applicable collective bargaining agreements with consideration given to Affirmative Action Goals.

6. Initial Working Test Period

Each employee, newly hired into state service at CVH, must complete an Initial Working Test Period. This requirement is contained in State Statute and confirmed in all bargaining union contracts. The Working Test Period is considered an extension of the examination and selection process. An employee is not considered "permanent" until the completion of the Initial Working Test Period. Failure of the Initial Working Test Period results in termination.

7. Promotions

Vacancies shall be filled wherever practicable by promotion from within. All eligible employees are considered for promotion before the hospital considers others not presently in our employ. However, in the case of competitive positions, this must be qualified, in that the hospital must consider those whose names appear on a certified list. According to Civil Service rules and regulations, the Facility Human Resources Recruiter must request a list of candidates for an available vacancy and consider those people first. Secondly, each agency must consider employees named on any statewide re-employment list. If no lists are available, the division/department director will consider all eligible employees within the service of the hospital before reviewing other applicants.

Completion of a certain length of services does not insure promotion in any instances. This is merely one factor used to determine eligibility. All promotions are made on the basis of qualifications, merit and affirmative action considerations. In all instances the decision regarding an applicant shall be noted in VMS.