

Maricopa Special Health Care District Policy	Subject: HR Referral Program	Number: HR2404 Issue Date: 9/22/04
Approved CEO:	Initiating Department: Human Resources Department	

I. PURPOSE

Periodically, there is a need to provide a mechanism for the placement of employees in a new or different position for a variety of reasons as defined below.

II. DEFINITION

A. HR REFERRAL PROGRAM - A variety of activities designed to assist employees who have a need for special placement assistance as authorized by the Human Resources Director.

B. REFERRAL PLACEMENT CANDIDATE (**RPC**) - An employee who has attained regular status (successfully completed initial probation in a classified position), whose position has been identified for elimination for reasons of lack of funds, lack of work, or abolishment of the position; or other situations as authorized by the Human Resources Director.

1. Employees whose positions are being eliminated are notified in writing by the appointing authority as part of the reduction in force procedure. Employees become eligible for the HR Referral Program upon receipt of such notification. These employees are considered Referral Placement Candidates from the time of their **notification** until the actual date of separation. Once separated, they are considered Referral Rehire Candidates (**RRC**).

2. Periodically, other **non** reduction-in-force situations may arise where an appointing authority believes placement assistance is appropriate. In such instances, the appointing authority or assigned Employee Programs' case manager submits a written request to the Human Resources Director requesting referral assistance on behalf of the employee(s) for a specific period of time. Employees become eligible for the HR Referral Program upon approval by the Human Resources Director.

C. REFERRAL REHIRE CANDIDATE (**RRC**) - A regular status classified employee separated as a result of a reduction in force (as provided in Employee Merit System Rule 9.02), or as a result of inability for medical reasons (as provided in Employee Merit System Rule 9.03 D.)

III. COUNSELING

Human Resources staff will counsel RPC's about employment resources available to assist them in identifying available positions. Should the RPC wish to be considered for multiple positions within the District, he/she will only be required to complete one employment application. In addition to those positions currently open for recruitment, an RPC may submit applications for other District jobs for which a register currently exists, as well as for other positions where the application may reasonably be included in an employment register(s).

IV. REFERRALS/CERTIFICATION LIST PREPARATION

A. RRC's and RPC's may be eligible for certification on the following types of Personnel Requisitions: Open Competitive; Internal-District wide; Internal-Department or any Division or Org Unit(s) within their department, or, in the case of an RRC, the department from which the RIF or dismissal was initiated.

B. For purposes of this referral, the available job must be on the same or lower pay grade as the one held at separation (RRC), or the one currently held (RPC) and must be of the same status. For example, a current/former regular status employee who has been designated as eligible for the HR Referral Program, is eligible for referral for regular status positions which meet the salary restrictions described above. A temporary employee is eligible for certification/consideration for temporary assignments on the same or lower pay grade as his/her current assignment. Salary information is normally presented in one of two ways on published job announcements:

1. If a job announcement (or Personnel Requisition) lists a single pay grade, the RPC/RRC shall be eligible for referral if his/her salary was equal to or higher than the specific advertised pay grade
2. If a job announcement (or Personnel Requisition) lists a range of pay grades, the RPC/RRC shall be eligible for referral if his/her salary was within or higher than the advertised range of pay grades.

NOTE: If selected as a result of a referral made through the HR Referral Program, the salary offered cannot exceed the employee/former employee's most recent salary, nor can it exceed the advertised range.

C. RRC's and RPC's must reflect possession of all position qualifications.

D. The candidates' names will be listed before any other candidates' names on the certification list in the following manner: first, RRC's; second, RPC's; third, other eligible candidates.

E. The District has a strong commitment to assisting employees affected by reductions in force and those who have other unique placement needs. As a result, appointing authorities are required to invite RRC's and RPC's who are certified to them to participate in interviews, and may make an offer of employment to an RRC or RPC without further justification.

F. If an appointing authority's business needs cannot be met through the selection of an RRC/RPC candidate(s) included on the certification list, the following procedures apply:

1. The appointing authority must submit a written explanation to the Human Resources Director detailing the
 - a. nature of the position/job; and
 - b. position qualifications; and
 - c. business-related reason(s) why the RRC/RPC candidate(s) cannot meet department's needs.
2. The Human Resources Director evaluates the written justification.
3. Only after the Human Resources Director approves the written justification, may an appointing authority extend an offer to any other non-RRC/RPC candidate included on the certification list.

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V. INTERVIEW OR EMPLOYMENT OFFERS

A. When an interview or offer of employment is refused by an RRC or RPC, it will be reported to the assigned Human Resources staff member who will contact the individual to determine

the reason for refusal. Unless the candidate is no longer interested in the position/job, the application will be retained.

- B. During the conversation, the Human Resources staff member may also discuss all other active applications. This conversation could include verification of continued interest, availability for shifts, locations, etc., indicated on applications.
- C. A second refusal of interview or employment will be reported to the Human Resources staff member's supervisor who will contact the RRC or RPC and determine what action will be taken.

VI. PAY GRADE ISSUES

Salary determinations are based on the provisions of the District's Compensation Plan. If an RRC/RPC is selected as a result of a referral through the HR Referral Program, the salary offered cannot exceed the employee/former employee's most recent salary, nor can it exceed the advertised range.

VII. ADDITIONAL INFORMATION

- A. RPC's and RRC's receive referral through this program only when applying for positions/jobs of the same status (i.e., regular, temporary, unclassified) as the status held by the employee when the eligibility designation was awarded by the Human Resources Director. RPC's and RRC's who wish to compete for positions/jobs that are of a different status or a higher pay grade, must submit an original application and compete as all other candidates.
- B. RPC's designated for program eligibility as a result of an anticipated reduction-in-force, remain eligible until separation or placement into another position. RPC's designated for program eligibility as a result of any other (non-RIF) situation, will remain eligible for the amount of time determined by the Human Resources Director.
- C. RRC candidates may be referred pursuant to this Administrative Personnel Procedure for six months from separation, but only for applications submitted within the first three months following the separation date.
- D. Employment Services Analysts will determine the necessity for RPC's and RRC's to participate in current testing procedures. Assembled testing requirements (e.g., written and performance exams) may not be required depending on factors such as the relatedness of candidates' previous job assignments, applicable historic test scores, etc.
- E. If an RRC candidate is re-employed into a classified position, he/she is required to serve an initial probationary period, during which time the employee may not file applications for other jobs.
- F. In accordance with the District's Employee Leave Plan, a RIFed employee who returns to District employment is eligible for reinstatement of accrued Family/Medical Leave (formerly known as "Sick Leave") which was forfeited at the time of separation under the following conditions:
 - 1. the former employee must return to District service within one year of the separation; and

2. the employee must return to an employment status which involves the accrual of leave time.

Additionally, former RIF employees rehired within one year of RIF into a position which accrues leave are awarded leave accrual rates equal to that attained prior to the RIF, even if they have withdrawn their Arizona State Retirement contributions.