

Adopted 3/16/87

RULE 7 (AMENDED)

HIRING PROCEDURES FOR THE CORPORATION

This rule establishes the manner in which the Corporation may hire employees for approved vacant positions. The President and Chief Executive Officer or his designee is responsible for filling vacant positions by recruiting applicants or by direct appointment. Applicants may be recruited by advertising notices of vacancy to be filled by various methods. Applications for employment shall be on the form prescribed and contain the information established by the Corporation. All applicants and employees will be required to submit to a physical examination commensurate with job requirements and to include a urinalysis drug screen. Direct appointments may be made without resorting to recruitment process for employees requesting transfer, certain furloughed and certain furloughed and separated employees, and senior executive officials. Filling of positions may be limited to promotion. The rule applies to all applicants for employment with the Corporation.

400.0 HIRING PRACTICES

401.0 RECRUITMENT AND APPOINTMENT

The CEO or his designee, consistent with applicable State and Federal law and Equal Employment Opportunity guidelines, or collective bargaining units, shall make appointments to vacant positions as follows:

401.1 Recruitment - Written public notice may be given in newspapers of general circulation, Job Service may be utilized, internal vacancy notices may be posted at the Corporation offices, and other actions may be taken as deemed appropriate or which are required by law, applicable regulations, or collective bargaining agreements to obtain applicants to fill vacant positions. For positions covered by the collective bargaining agreements, notices of vacancies shall be posted at Corporation offices.

401.1.1 Applicants may be recruited for positions on any basis without a designated closing date for the receipt of applications when it has been determined that general recruitment is necessary to maintain an adequate number of applicants.

401.2 Application for Employment - Application must be made on prescribed forms. The forms may require information and supporting documentation pertaining to the education, training, skills, knowledge, ability, and experience of the applicant and other pertinent qualifications. The forms shall also state that the information contained therein is true and accurate. The applicant shall attest to its truthfulness and accuracy with his signature. Applications may be refused or not considered if incomplete or material information is concealed or misrepresented. If an applicant is hired, and it is subsequently determined that the employee has misrepresented any information pertinent to this selection, the employee may be subject to immediate separation.

401.2.1 Physical Examination Standards - All applicants and employees of the Corporation will be required to submit to a physical examination commensurate with the job requirements which will include a urinalysis drug screen. Where possible, application of standards will recognize the need to find ways to gainfully employ the handicapped.

401.3 DIRECT APPOINTMENT

401.3.1 The following may be appointed, when qualified, to a vacant position without recourse to the recruitment process, but consistent with the collective bargaining agreements:

- (a) An employee who requests in writing that his name be placed under consideration for transfer.

- (b) A furloughed employee, if returned to duty within one (1) year after the date of furlough.
- (c) A former employee who was separated in good standing, if the reemployment takes place within one (1) year of the employee's date of separation.

401.3.2 Senior executive officials including but not limited to Vice Presidents, Department Heads, and Division Heads may be hired by contract without recourse to the recruitment process.

401.4 Promotional Appointment – When it has been determined to be in the best interest of the Corporation, a vacancy may be announced as promotional only. Such a vacancy may be filled by promotion before utilizing other recruitment procedures.

401.5 Authorized Positions – An appointment may not be made to a position unless the position has been approved by the CEO or his designee.

401.6 Application of Rule – This rule shall apply to all applicants for positions with the Corporation.