

Cornerstone Behavioral Healthcare

HRM.4 Selection, Recruitment, and Retention

PM.5 Selection, Recruitment, and Retention

SELECTION

Cornerstone Behavioral Healthcare (BHC) will be consistent and fair in their selection of a new employee and will adhere to established application procedures.

Selection and appointment to all positions will be based upon position-related requirements and the applicant's demonstration that they possess education, qualifications, experience, skills, knowledge, abilities, and other characteristics necessary for successful performance.

An applicant for an open position will be required to:

- Complete an employment application, presenting in writing all pertinent facts concerning education, training, experience, and other preparation for the position
- Provide names and contact information for at least two (2) previous employers, to be contacted by Executive Director/CEO or designee. Clinical applicants must also furnish two (2) professional letters of reference
- Participate in a personal interview
- Authorize State Bureau of Investigation (SBI) background check

Employment is contingent upon satisfactory results from all required background checks. The Executive Director/CEO or designee may terminate employment immediately if any of the background checks provide unsatisfactory results as determined. Background checks include:

- Department of Motor Vehicle, Driving Record
- Department of Human Services, New Hire Report (child support reporting)
- Department of Human Services, Child Protective Services (CPS)
- Department of Public Safety, State Bureau of Investigation (SBI)
- Authorization for reference(s) from previous employer(s)

Hiring of staff is the responsibility of the Executive Director/CEO or designee. The Board Members shall hire the Executive Director.

Information gathered shall be used as a base for an individual personnel file.

Records shall be maintained on all applicants for positions advertised. Records of successful candidates will be filed in personnel files and kept secure and confidential.

All correspondence and other communications should be filed with the disposition of each applicant indicated.

- The files of unsuccessful candidates will be kept for twelve (12) months.
- Records of employed personnel will be filed in active personnel files until termination of employment, whereupon, they will be kept six (6) months in the active file, then transferred to a storage file for five (5) and one-half (1/2) years.

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Decisions to hire will be dependent upon best-qualified criteria.

Current employees are given an opportunity to apply for any open, posted position within the company. However, the mix of employees in any office is important, and current employees cannot assume that they will necessarily be chosen for an open position.

No employee shall be hired by an immediate family member (defined as father, mother, sister, brother, husband, wife, daughter, son or in-laws) to fill any position, and no new employee shall be placed in a position where they are either the supervisor or supervisee of an immediate family member.

Employment at CBH cannot be offered as a consideration or reward for support or defeat of any political party or candidate for public office.

RECRUITMENT & ADVERTISING

The methods of advertising vacancies will vary, depending upon the nature and requirements of the position being filled. If CBH uses a recruitment and/or referral employment company, the company used must show reasonable evidence that they abide by all applicable employment laws to provide equal opportunity.

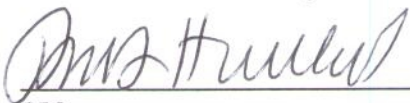
When positions are open, recruitment will be conducted to insure that the open position is filled with a qualified individual. In the recruitment for an open position, CBH will make known:

- Title of vacant position
- The qualifications sought for the position
- Brief statement of responsibilities
- A statement that CBH is an Equal Opportunity Employer (EOE)


RETENTION

CBH recognizes its employees as a valued asset in carrying out the jobs and tasks they've been hired to do. To foster this philosophy, CBH believes in:

- Providing ongoing training
- Providing ongoing supervision and support by qualified persons
- Providing employees with opportunities to advance in their careers
- Encouraging employee education



CEO



Date