
TITLE: EMPLOYEE HIRING AND SEPARATION POLICY

CATEGORY: HUMAN RESOURCES

EFFECTIVE DATE: DECEMBER 2025

POLICY:

Carolina Health Centers (CHC), Inc. is committed to maintaining clear and consistent procedures for employee hiring and separation. This policy ensures that all hiring and offboarding activities are conducted in compliance with CHC's standards and applicable employment laws.

SCOPE:

This policy applies to all CHC locations, departments, management teams, Human Resources Dept. and other support teams involved in the hiring and separation processes for employees at all CHC locations.

PROCEDURES:

To establish a structured approach that promotes efficiency, accountability, and transparency in the selection and transition of all employees. It aims to safeguard CHC's resources, ensure timely communication, and provide a positive experience for both new hires and separating employees.

New Hire process:

- Offers to candidates are made by HR Associate once the supervisor has completed the interview process.
- The supervisor fills out a Position Offer Request form and sends to it to HumanResources@carolinahealthcenters.org for approval on the offer.
- The supervisor leaves the pay rate part blank on the Position Offer Request form for Human Resources to determine the pay.
- The HR Associate adds the candidate and the offer information to the proper HR spreadsheets.
- Once the pay has been approved, HR Associate calls the candidate to make an offer.
- The candidate is given a 2-day time frame to respond to offer
- Once the offer has been accepted by the candidate, a drug screening and background check are performed
- The HR Associate sends an email to the supervisor(s) informing them of candidates' acceptance.

- The HR Associate sends the candidate an email with the Authorization to Release Information and the SLED background check forms to be filled out.
- The HR Associate sends an email to the Employee Health and Programs Coordinator with the new hire information (Full name, Position, Employment Type, Supervisor, and Cell Phone Number) so the drug screening can be scheduled.
- Once pre-employment results have been reviewed by HR, and results are clear, HR Associate will call the candidate to determine a start date.
- The candidate(s) are informed that orientation is taking place on Mondays and start date is also determined based on that.
- HR Associate sends an offer letter to candidate with start date/offer information discussed.
- After the new employee has signed the offer letter, the HR Associate launches an onboarding packet for the new employee to complete.
- The onboarding packet is determined on the new employees' position, once the correct onboarding packet is launched the HR Associate completes proper information on the onboarding packet such as (pay rate, supervisor/reviewer, location of employment, Eligible for Benefits, etc.)
- An email is sent to the supervisor/IT to inform them of the start date for the new employee and requests a User Access Request form, which will be sent to IT (2 weeks prior to start date) with a description of employee information (i.e. Name, Title, Employment Type, site, and Supervisor).
- The HR Associate also adds new hires coming onboard and their User Access Request form to the Orientation Calendar for IT.
- If the new employee is clinical the HR Associate will reach out to the EHR Clinical Specialist to schedule a training session.
- If the new employee is bilingual the HR Associate will reach out to the Bilingual Services Specialist to set up a time and date for the new employee to complete the bilingual assessment.
- A welcome email and the first week's schedule is sent to new employees a week prior.
- The HR Associate completes and reviews onboarding packets and completes New Hire Check off list.
- The HR Associate prints out a new hire packet for the new employees coming onboard, the packet includes (Organizational Chart, CHC directory, annual benefits, retirement information, and the employees' schedule)

Separation Process:

- For an employee working a notice:
 - Supervisor will send written notice to HumanResources@carolinahealthcenters.org
 - HR needs to let IT know of separation coming up, by sending an email

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- On employee's last day, supervisor will send an email to Employee Maintenance email to notify the proper teams (IT, Payroll, Etc.) of the employee's separation
 - Supervisor or HR will then launch an HR Action form in Paylocity platform to finalize termination
 - For immediate separation:
 - Supervisor will send an email to Employee Maintenance
 - Supervisor or HR needs to call IT to inform them of immediate separation
 - Supervisor or HR will Launch HR Action form to finalize termination
 - For all separations:
 - Supervisor will send an email to Employee Maintenance with subject as: "Separation: FirstName LastName"
 - Email will include date/time that the separation is effective
 - Supervisor or HR still needs to call IT, even if voluntary