

LAC+USC MEDICAL CENTER POLICY

Subject: RECRUITMENT, RETENTION, AND DEVELOPMENT OF STAFF	Original Issue Date: 6/01/95	Policy # 504
	Supersedes: 5/9/17	Effective Date: 10/30/20
Departments Consulted: DHS Human Resources Nursing Services Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer
		(Signature on File) Chief Executive Officer

PURPOSE

To outline the LAC+USC Medical Center policy regarding the development of programs to promote the recruitment, retention, development, and continuing education of all personnel.

POLICY

The LAC+USC Medical Center staff shall strive to ensure that within budgeted resources, adequate programs exist to promote the recruitment, retention, development, and continuing education of all personnel.

PROCEDURE

Strategies to recruit, retain, and develop personnel include, but are not limited to, the following:

Recruitment

- Use of community outreach programs (such as affiliation with the East Los Angeles Occupational Center).
- Use of affiliations with local high schools, junior colleges, and universities.
- Use of relationship with University of Southern California to recruit employees in allied health careers.
- Use of communication contact with the Department of Human Resources, Equal Employment Opportunity Officer.
- Use of Francisco Bravo Magnet High School to increase future candidate pool for allied health professions.
- Use of Financially Assisted Training and Education (FATE) Program and Tuition Reimbursement to upgrade the workforce.
- Use of summer youth and volunteer programs as sources of prospective employees in allied health.
- Use of Career Development Program.
- Participate in job fairs at high schools and college campuses.
- Use of recruitment advertisement in professional journals, newspapers, Internet, etc.

Retention Programs/Development Programs

- Provide in-service training and education for staff to improve skills.

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- Assess skill proficiency levels of position incumbents.
- Encourage employees to enroll in courses to upgrade skills and thereby make themselves eligible for promotion to higher levels (i.e., joint labor management training and DHR Training Academy).
- Provide incentives and methods of retaining staff.
- Maintain a Quality Improvement Program.
- Utilize approved bonuses in accordance with the County Code.
- Comply with the Equal Employment Opportunity Commission guidelines.
- Approve flexible working hours and telecommuting programs, where possible.
- Provide employees with the Training and Staff Development Needs Assessment. Survey as part of the annual performance evaluation.
- Encourage employees to discuss with their superiors their needs for training and development.

Los Angeles Healthcare Workforce Development Program (HCWDP)
Worker Education & Resource Center (WERC)

RESPONSIBILITY

Supervisors
Managers
Administrators

REFERENCES

Federal Civil Rights Act of 1963, Title 8, as amended
Los Angeles County Code, Title 5, Chapter 5, Equal Employment
DHS Policy #707, Equal Employment Opportunity
Joint Commission Human Resources Standards

REVISION DATES

October 20, 1998; April 9, 2002; May 28, 2004; September 29, 2008; February 11, 2014; May 9, 2017; October 30, 2020