

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Jennifer Boucher	<b>DATE SUBMITTED:</b> 07/28/2014	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 08/13/2014	<b>DATE REVISED:</b> 03/13/18, 03/20/19	<b>SUBJECT:</b> Job Posting	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 03/13/18, 03/20/19, 02/17/21, 2/1/2023, 3/18/2024		<b>POLICY #:</b> ED-019	<b>PAGE #:</b> 1 of 2

**I. APPLICATION**

The provisions stated here apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to ensure all employees are aware of open positions and can apply for those they are qualified for. The organization believes in promoting from within when possible and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. The organization provides equal employment opportunities to all applicants and employees.

This policy applies to all positions at the level of division directors and below. The hiring human resources manager may elect not to post certain positions when there are lawful, nondiscriminatory reasons for doing so and with the approval of the executive director.

Once an open position is approved for recruitment, the human resources manager will generate job announcements electronically and post the open positions within the applicant tracking tool. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by the human resources manager.

Internal candidates may or may not be given preference depending on the circumstances.

Each job posting is open until filled.

To be considered for an open position, candidate must:

- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
- Submit an online application.

Internal applicants are not required to notify their current supervisor that they have applied for an open position. The supervisor will be notified should the employee become a final candidate. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

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**III. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Program Supervisor

1. Will notify human resources manager/designee via email with hiring needs along with specific details of job posting:
  - a. Location
  - b. Job Title
  - c. Part Time or Full Time
  - d. Hours / Shifts

Human Resources Manager /Designee

2. Will ensure open positions are posted within the applicant tracking tool as needed.

Reference: Society for Human Resource Management (SHRM)

<https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/job-posting-policy---general.aspx>