

**Policy and Procedures**

*Title:* Job Openings

*Date issued / last revision:* December 29, 2003

*Date effective:* Immediately

## Job Openings

*Statement:*

Cooperstown Medical Transport, Inc. (CMT) believes in advancing the careers of its current employees before looking toward new hires.

*Purpose:*

The purpose of this policy is to provide guidance when filling open positions.

*Scope:*

This policy applies to all CMT employees that either applies for a different position or that are involved in the selection process.

*Policy:*

1. Applying for a position:
  - a. Can be by resume, application (paper or electronic), or letter of intent.
  - b. All applicants will receive a response.
    - i. Either by letter, phone call, or electronic notification.
2. Full Time Positions:
  - a. Can be offered directly to current part time / per diem employees.
3. Part Time / Per Diem Positions:
  - a. Can be selected from suitable applicants.
4. Supervisory, Administrative, and support positions:
  - a. Openings can be posted at the stations soliciting applicants.
  - b. If there are no suitable applicants, the position can be posted in the local newspaper(s).
5. Management reserves the right to change or offer any position to any current or future employee.
6. All applications must be kept on file for at least 6 months.
  - a. Can be disposed of after the 6 month time period.
  - b. Refer to *Files* for further information.