



Mission Statement

Community Access to Compassionate Care



COOK COUNTY
NORTH SHORE
HOSPITAL & CARE CENTER

Public Data as an Applicant and Employee – MN Data Practices Act

Your responsibility as an applicant:

1. Keep us informed of current mailing address.
2. Keep us informed of your willingness to work different shifts or in other departments.
3. Please print or write clearly so we can read your application. It may affect your chances of getting a job. Feel free to attach a resume or additional information.

Public data as an applicant to Cook County North Shore Hospital & Care Center:

The Minnesota Government Data Practices Act ([Minnesota Statute §13.43](#)) applies to you as an applicant for employment at Cook County North Shore Hospital & Care Center (CCNSH&CC).

Under that law, the following data on you as an applicant is public. (*Public information is available to anyone who asks to see it.*)

1. Veteran status;
2. Relevant test scores;
3. Your rank on our eligible list (if any);
4. Your job history;
5. Your education and training; and
6. Your work availability.

Except for race, sex, age and disability data, the data you give us about yourself is needed to identify you and to assist in determining your suitability for the position(s) for which you are applying. Race, sex, age and disability data are used in summary form by the Hospital's Affirmative Action Committee to monitor protected class employment and to meet federal, state and local reporting requirements. Furnishing such race, sex, age and availability data about yourself, as well as your Social Security number is voluntary.

Your name is considered private until you are certified eligible for appointment to a vacancy or considered as a finalist. (*Private information is available only to the person it is about or to anyone they authorize to see it, and to the staff who must use it in the normal course of conducting hospital business.*)

Public data as an employee of CCNSH&CC:

If you are hired, the following additional information about you will be public:

1. Your name;

2. Your actual gross salary and salary range;
3. Your actual gross pension;
4. The value and nature of your employer-paid fringe benefits;
5. The basis for and the amount of any added remuneration;
6. Your job title;
7. Your job description;
8. The dates of your first and last employment with us;
9. The existence and status of any complaints or charges against you while you work for CCNSH&CC, whether or not they result in disciplinary action;
10. The final disposition of any disciplinary action taken against you as an employee of CCNSH&CC, and all the supporting documentation about your case; the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body;
11. The terms of any agreement settling any dispute arising out of the employment relationship between you and CCNSH&CC;
12. Badge number;
13. Work location and telephone number;
14. Previous work experience;
15. Education and training background;
16. Honors and awards received; and
17. Payroll time sheets or other comparable data that are used only to account for your work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other data that is not public.
18. Your photograph may be shown to a witness as part of an investigation of a charge or complaint against you.

You are not legally required to supply any of the other data we ask for on your application. However, if you choose to withhold it, we cannot consider you for employment. If you do provide the data, your application will be considered, and if you are employed, the information you have given us as an applicant will become part of your personnel record. Anything not listed above as public which is placed in your personnel record is made by statute private information, and will not be shared with anyone but those members of our staff and appointing authorities, legal counsel, and other designees who need it, or as otherwise provided by law. Minnesota Statute §256.998 requires us to report your name, address, social security number and date of birth to the MN Dept. of Human Services within fifteen days of your hire date. No private data of yours will be shared with any outside person or agency without your informed written consent, unless a judge orders it disclosed, or it is otherwise required by law.

Signature

Date

AFFIRMATIVE ACTION PLAN

POLICY:

It is the policy of Cook County North Shore Hospital & Care Center (CCNSH&CC) to provide equal employment opportunity to all people without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, marital status, status with regard to public assistance or disability, and to promote the full realization of that policy through a positive continuing program to be known as Cook County North Shore Hospital & Care Center Affirmative Action Program. CCNSH&CC is fully committed to assuring equal employment and consideration to all applicants and employees in personnel matters, including recruiting and hiring, training, promotion, compensation, transfer and lay-off or termination.

In the implementation of this policy, CCNSH&CC will seek personnel for all job levels within the organization through recruitment of minority group members (male and female).

IMPLEMENTATION OF POLICY:

The policy will be implemented by the Cook County Hospital District Board through the Administrator and Human Resources Coordinator. Compliance with the AA Program will be continuous. The Equal Opportunity Employment Policy is, and will continue to be, communicated to all relevant audiences within Cook County.

1. The policy will be presented at every opportunity.
2. A copy of this document will be given to every new employee and issued to all persons engaged in the recruitment, hiring, placement, training and education of employees.
3. The policy will be discussed in employee orientations so that the organization's policy is made clear.
4. Non-discriminatory clauses will be included in all contracts into which the CCNSH&CC may enter.
5. This policy is to be included in the organization's personnel policies and will continue to be a component of those policies.
6. Notices required by the Equal Opportunity Commission and Department of Labor will be displayed on appropriate bulleting boards.
7. In filling positions, CCNSH&CC will publish and post such openings and advertisements without discrimination.

RESPONSIBILITY FOR IMPLEMENTATION:

The Administrator and/or Human Resources Coordinator will be responsible for the following:

1. Discussion of the AA Policy with Department Managers, to be sure it is fully understood.
2. Reviewing employee and applicant qualifications, hiring and promotion practices.
3. Determining that all employees have an opportunity and are encouraged to participate in ongoing programs of in-service training and development of skills and abilities.
4. Assisting in the identification of problems in administering this policy and helping to resolve those problems.
5. Developing additional policies or amending policies, as needed.

ANALYSIS OF PRESENT STATUS

As of April 30, 2015, CCNSH&CC has 145 total employees, of which 86 are full time and 59 are part time and casual. Minority members make up 6.90% of the full time work force. Female employees make up 82.06% of the total workforce.

PROGRAM FOR RECRUITMENT:

1. All open positions will be posted on the bulletin board near the time clock.
2. Qualifications for open positions will be stated so as not to include artificial barriers that would restrict candidates.
3. Normal channels of recruiting are area newspapers, the internet and statewide associations dealing with a particular specialty.
4. Consideration will be given to internal promotions before seeking candidates from outside the organization.

TRAINING:

1. In-service, educational development and training programs will be made available as the need arises and as resources permit.
2. Probation periods will be established for employees who are in training for an upgraded position.

RECORDS:

Records will be kept of all applicants, all new employees and promoted employees by classification, employees who participate in training programs, employees hired through special programs for the unemployed and personnel turnover by job classification.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

This is to affirm Cook County Hospital District d/b/a Cook County North Shore Hospital & Care Center's (CCNSH&CC) policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action (EEO/AA) laws, directives and regulations of federal, state and local governing bodies or agencies thereof, specifically, Minnesota Statutes 363.

CCNSH&CC will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, membership or activity in a local human rights organization or status with regard to public assistance.

CCNSH&CC will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include, but are not limited to, the following: upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.

CCNSH&CC will commit the necessary time and resources, both financial and human, to achieve the goals of EEO/AA. In addition, CCNSH&CC fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts.

CCNSH&CC will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these affirmative action objectives as well as other established criteria. Any employee of this organization, or subcontractor to this employer, who does not comply with the EEO policies and procedures as set forth in this statement and Plan will be subject to disciplinary action. Any subcontractor not complying with applicable EEO/AA laws, directives and regulations of the federal, state and local governing bodies or agencies, specifically Minnesota Statute 363, will be subject to appropriate legal sanctions.

CCNSH&CC has appointed Kimber Wraalstad to manage the EEO program. Her responsibilities include monitoring all EEO activities and reporting the effectiveness of this AA program, as required by federal, state and local agencies. The Cook County Hospital District Board will receive and review reports on the progress of the program. If any employee or applicant for employment believes she/he has been discriminated against, please contact Kimber Wraalstad, by mail at 515-5th Ave. West, Grand Marais, MN 55604 or call (218)387-3260.



Chair
Cook County Hospital District Board

Date

6/20/2013

