



## Employee Recruitment and Retention

### I. Scope:

This policy describes the commitment of Brightlife Enhancement Services in attracting and retaining employees who are talented, innovative, and dedicated to excellence.

### II. Guiding Principles

The following principles shall guide Brightlife Enhancement Services recruitment and retention of employees:

(a) Brightlife Enhancement Services commits to equal employment opportunity for all persons without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

(b) Brightlife Enhancement Services seeks to recruit, hire, and retain a diverse workforce with employees whose knowledge, skills, abilities, and service orientation support Brightlife Enhancement Services standards of excellence.

(c) Brightlife Enhancement Services, in developing workplace policies, services, and programs, seeks to understand and take into account the factors that affect job satisfaction and productivity.

(d) Brightlife Enhancement Services fosters a positive workplace that is welcoming, inclusive, and respectful.

### III. Recruiting Strategies.

**1. Identification of Talent.** Brightlife Enhancement Services shall seek talented and diverse applicants through local or behavioral health field marketing as appropriate to the position. Brightlife Enhancement Services shall follow a broad and flexible set of recruitment strategies as determined by (a) the nature of the position, (b) the job market, and (d) any applicable policy directives.

**2. Compliance.** Brightlife Enhancement Services recruitment and hiring practices shall comply with state and federal employment law and be consistent with applicable administrative policies and procedures.



#### **IV. Retention of Employees**

Brightlife Enhancement Services shall demonstrate its commitment to fostering and retaining its talented workforce by:

- (a) Providing role-appropriate employee introduction and job-specific training for all new employees;
- (b) Providing effective preparation and support to incoming leaders;
- (c) Providing the resources, physical infrastructure, and development, education, and training opportunities to help ensure success;
- (d) Providing a learning environment where employees are encouraged to grow and develop professionally with opportunities for career mobility and advancement;
- (e) Affording leaders and managers the ability to retain employees through compensation and other means;
- (f) Providing policies within a supportive workplace that help employees effectively integrate and manage their work and personal life responsibilities;
- (h) Providing development, training, and coaching opportunities for managers and supervisors to strengthen their human resources management skills;
- (i) Encouraging communication between supervisors and their employees;
- (j) Identifying, recognizing, and rewarding employees for their work contributing to and supporting the mission of Brightlife Enhancement Services;
- (k) Assessing job satisfaction, turnover rates, and reasons employees decide to leave Brightlife Enhancement Services employment; and
- (l) Implementing strategies to improve job satisfaction and maintain appropriate turnover rates.