

Notice of Use of Artificial Intelligence in Employment Decisions

Employer: UNITE HERE HEALTH

1. Purpose of This Notice

UNITE HERE HEALTH (UHH) is committed to fair, lawful, and transparent employment practices. In accordance with state-specific employment laws, this notice explains how artificial intelligence (AI) may be used to influence or facilitate employment-related decisions involving job applicants and employees.

This policy establishes requirements for the use of artificial intelligence, machine learning, automated decision-support tools, and generative AI used in recruiting, talent acquisition, hiring, interviewing, workforce planning, and employment-related decisions. It applies to employees, contractors, recruiters, hiring managers, HR personnel, and third-party vendors. UHH will use AI in a lawful, ethical, transparent, secure, and human-centered manner. AI tools may assist decision makers but may not replace independent human judgment. Employment decisions must remain job-related, consistent with business necessity, and compliant with equal employment opportunity laws.

2. What Is Artificial Intelligence?

Artificial intelligence means a machine-based system that generates predictions, recommendations, classifications, content, or decisions from data inputs. This includes generative AI tools.

3. AI Systems That May Be Used

UNITE HERE HEALTH may use ADP and related ADP AI-enabled recruiting, talent management, workforce analytics, and human capital management tools. Microsoft Copilot, ChatGPT, Indeed SmartSourcing and other approved productivity tools may also be used for drafting, summarizing, and analysis. Specific features may change over time.

4. How AI May Be Used in Employment-Related Activities

For applicants: job advertising, resume screening, resume parsing, application organization, qualification matching, candidate ranking support, interview scheduling, interview support, recruiting analytics, drafting job descriptions, talent pipeline analysis, workforce reporting and candidate assessment. For employees: workforce planning, training recommendations, performance analytics, internal mobility, promotion review support, and employment communications. Final employment decisions are made by human decision-makers. Any new use case requires Legal and HR review.

5. Illinois AI Notice Requirements

Pursuant to the Illinois Human Rights Act, UNITE HERE HEALTH will provide notice when AI is used to influence or facilitate covered employment decisions. AI will not be used in a manner that results in unlawful discrimination against protected classes. The organization will not use ZIP codes or similar data as proxies for protected characteristics. Applicants and employees may request additional information about the role of AI in employment decisions. For Illinois applicants, where AI is used to analyze video interviews or support employment decisions, UHH will provide legally required notices, obtain consent when required, explain the general characteristics evaluated by the AI system, maintain required records, and comply with the Illinois Human Rights Act. Applicants may request accommodations or alternative assessment methods.

6. Video Interviews (Illinois)

If AI is used to analyze video interviews for Illinois positions, applicants will be notified before the interview, provided a general explanation of how the technology works and what characteristics it evaluates, and asked for consent before AI analysis occurs. Interview recordings will be shared only with persons whose expertise or technology is necessary to evaluate the applicant, and deletion requests will be handled in accordance with Illinois law.

7. Non-Discrimination Commitment

AI outputs are subject to human review and oversight. UNITE HERE HEALTH prohibits the use of AI in a manner that unlawfully discriminates on the basis of protected characteristics.

8. Data Use and Privacy

Personal information processed through ADP or other authorized systems will be handled in accordance with applicable privacy, retention, and security requirements. Information may be reviewed only by authorized personnel and approved service providers.

9. Questions

Questions regarding this notice or AI use in employment decisions should be directed to TalentAcquisition@uniteherehealth.org.

10. Updates to This Notice

This notice may be revised as laws, regulations, or organizational practices change.