

449.15341 Policies and procedures concerning employees

1.

Each facility shall have on duty, all hours of each day, members of the staff sufficient in number and qualifications to carry out policies, responsibilities and program continuity.

2.

All members of the counseling staff of a facility shall be authorized by state law to provide alcohol and drug counseling.

3.

The administrator or his or her appointee shall be present and responsible for the operations of the facility during normal hours.

4.

Each facility shall have written policies and procedures for the recruitment, selection, promotion and termination of members of the staff.

5.

Each facility shall have written policies and procedures concerning wages and salaries, working hours, employee benefits, vacation and sick leave, rules of conduct, and training and development of the staff.

6.

Each facility shall provide an orientation session to new employees.

Documentation of the session must be maintained in the personnel file of the

employee.

7.

Each facility shall have written policies and procedures governing disciplinary actions that clearly define the mechanism for the suspension or dismissal of members of the staff as well as the procedures for appeal.

8.

Each facility shall maintain a written job description for each position at the facility. The job description must accurately reflect the actual job situation and must be reviewed annually or whenever a change in the responsibilities of the job or qualifications occurs. Job descriptions must be available on request to all members of the staff. A job description must include, without limitation: (a) The title of the job; (b) The tasks and responsibilities of the job; (c) The skills, education and experience necessary for the job; (d) The relationship of the job to other jobs within the program; and (e) The working conditions, location and shift of the job, and the materials and equipment to be used on the job.

(a)

The title of the job;

(b)

The tasks and responsibilities of the job;

(c)

The skills, education and experience necessary for the job;

(d)

The relationship of the job to other jobs within the program; and

(e)

The working conditions, location and shift of the job, and the materials and equipment to be used on the job.

9.

Each facility shall maintain a personnel record for each employee of the facility. The record must include, without limitation: (a) The employment application; (b) Letters of recommendation; (c) Records from any investigation of the employee; (d) Verification of training, experience and certification; (e) Job performance evaluations; (f) Incident reports; and (g) Disciplinary actions taken.

(a)

The employment application;

(b)

Letters of recommendation;

(c)

Records from any investigation of the employee;

(d)

Verification of training, experience and certification;

(e)

Job performance evaluations;

(f)

Incident reports; and

(g)

Disciplinary actions taken.

10.

Each facility shall maintain personnel records in a secure manner and make them available only to those persons authorized to receive personnel records in the written policies and procedures of the facility. An employee must have access to his or her own file upon request.

11.

Each person employed in a facility shall have a preemployment physical examination or certification of a 3-year health record from a physician, and be tested for tuberculosis as required in chapter 441A of NAC.