

III. PERSONNEL

A. Policies and Practices:

1. The agency shall have written personnel policies and practices conducive to recruitment, retention, and effective performance by qualified personnel. These policies shall reflect the agency's compliance with the civil rights laws, as amended. These policies and practices shall include at least the following:
 - a. Written job descriptions and titles for each position defining the qualifications, duties, and lines of authority
 - b. Salary scales
 - c. Description of employee benefits, including provision for annual leave, sick leave, holidays, and any other special leave
 - d. Provisions which will encourage professional growth through supervision, orientation, in-service training, and staff development
 - e. Provisions for on-the-job training by experienced direct care staff to provide support to new staff until these staff members are able to adequately care for the children (See Staff Development and In-Service Training)
 - f. Procedures for scheduling staff hours and assignments in advance
 - g. Procedures for annual evaluation of the work and performance of each staff member and for three month evaluations of each new direct care staff member, both of which shall include provisions for employee participation in the evaluation process
 - h. Description of the termination procedures established for resignation, retirement, or discharge
 - i. Grievance and discipline policies and procedures for employees
 - j. Plan for review of the personnel (policies and practices) with staff participation at least annually and when necessary.

2. The agency shall have a personnel file for each employee which shall include at least the following:
 - a. The application for employment including the record of previous employment
 - b. Criminal background and Central Registry check (MS Code §43-15-6 – See Appendix P) conducted prior to employment and must be conducted annually. Sex Offender check is also conducted prior to employment and annually.
 - c. Documentation of satisfactory Criminal Information Center (CIC) check, to include National Criminal Information Database (NCID) within 30 days of employment. All results must be sent to DFCS Licensure Unit within seven (7) days following the receipt of results.
 - d. Four (4) letters of reference, three (3) of which are personal/professional references and one (1) from a current or previous employer.
 - e. All personnel shall have a completed physical within thirty (30) days of employment. TB Test is required initially and annually thereafter.
 - f. Applicable professional credentials/certifications
 - g. Initial evaluation on all new direct care staff with formal evaluation at three (3) months
 - h. Annual performance evaluations
 - i. Documentation of training records and conferences attended
 - j. Personnel, employment, disciplinary and counseling reports
 - k. Employee's start and termination dates and reason for separation
 - l. Current driver's license and proof of insurance for all drivers operating agency or private vehicles in transporting children
 - m. Cardio Pulmonary Resuscitation (CPR) training and First

AID training documentation prior to service delivery.
Every staff person must receive CPR

- n. Signed documentation stating that each employee has read and understands the abuse reporting law.
- o. Salary pay rate and time sheets for each worker.

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- m. Cardio Pulmonary Resuscitation (CPR) training and First Aid training documentation prior to service delivery. Every staff person must receive the CPR training.
- n. Signed documentation stating that each employee has read and understands the child abuse reporting law.
- o. Salary pay rate and time sheets for each worker.