

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - IV
PROCEDURE: Personnel Section	EFFECTIVE DATE: 11/30/83
SUBJECT: Personnel Records	SUPERSEDES DATE: 10/79

POLICY:

1. A personnel record shall be maintained for each staff member regardless of status (contract, work-study, part-time, full-time) who shall contain all materials relevant to that staff member's tenure with the Board.
 - a. A copy of the letter or contract confirming terms and conditions of the relationship to the Board.
 - b. A resume of the staff member's training and experience.
 - c. Letters of reference solicited by the Board.
 - d. A face sheet containing appropriate "demographic" data such as address, home telephone, date of employment, salary history, evaluation history, etc.
 - e. A copy of the "Personnel Action Form" used throughout the staff member's tenure for any status changes.
 - f. Copies of all performance evaluations.
 - g. All materials related to disciplinary actions and/or grievance procedures.
 - h. Other materials deemed appropriate such as letters of commendation, training completion certificates, records on in-service, or supplemental training programs
 - i. A copy of the letter or contract confirming terms and conditions of the relationship to the Board.
 - j. A resume of the staff member's training and experience.
 - k. Letters of reference solicited by the Board.
 - l. A face sheet containing appropriate "demographic" data such as address, home telephone, date of employment, salary history, evaluation history, etc.

- m. A copy of the "Personnel Action Form" used throughout the staff member's tenure for any status changes.
 - n. Copies of all performance evaluations.
 - o. All materials related to disciplinary actions and/or grievance procedures.
 - p. Other materials deemed appropriate such as letters of commendation, training completion certificates, records on in-service, or supplemental training programs.
2. A staff member shall be granted upon request, the opportunity to review the contents of his/her personnel file in the presence of the Executive Director or his/her designee.

PROCEDURE:

1. Personnel files are maintained in locked file cabinets and access to their contents is limited to the Executive Director, Associate Executive Director, and Office Manager.
2. The personnel record is established when the staff member is engaged and contains, at a minimum:
 - a. A copy of the letter or contract confirming terms and conditions of the relationship to the Board.
 - b. A resume of the staff member's training and experience.
 - c. Letters of reference solicited by the Board.
 - d. A face sheet containing appropriate "demographic" data such as address, home telephone, date of employment, salary history, evaluation history, etc.
 - e. A copy of the "Personnel Action Form" used throughout the staff member's tenure for any status changes.
 - f. Copies of all performance evaluations.
 - g. All materials related to disciplinary actions and/or grievance procedures.
 - h. Other materials deemed appropriate such as letters of commendation, training completion certificates, records on in-service, or supplemental training programs.

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PROCEDURE: Personnel Section	EFFECTIVE DATE: 11/30/83
SUBJECT: Personnel Records Continued	SUPERSEDES DATE: 10/79

- i. Other documentation regarding fringe benefits. (Insurance, retirement plan, vacation and sick leave records).
- j. Job descriptions stating responsibilities, functions, and qualifications for the staff position shall be given to each employee at the time of employment. When an employee's job description changes substantially while employed by the agency, the same procedure shall be followed as with a new employee. The employee shall sign this job description, the employee's immediate supervisor and the Executive Director and shall become a permanent part of the employee's personnel file.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - IV
PROCEDURE: Personnel Section	EFFECTIVE DATE: 11/30/83
SUBJECT: Recruitment	SUPERSEDES DATE: 10/79

POLICY:

Board members may apply for staff positions only after they have resigned their Board membership. At that time, they may be considered for any vacancy, which they qualify.

PROCEDURE:

1. The order of consideration (not to be confused with priority ranking) in reviewing applicants for vacant positions shall be as follows:
 - a. Applicants who respond to advertisements of positions in the public media and other affirmative action recruiting sources.
 - b. Persons presently employed by the Board who applies for such positions.
 - c. Unsolicited applicants.
 - d. Applicants referred by private employment firms shall not be considered unless they are applicants in a, b, or c. The Board shall not pay any fee to such firms and shall not be responsible for any applicant utilizing an employment firm.
2. Internal Posting - The Executive Director posts the opening:
 - a. A date by which time staff members must submit an application is included in the posting;
 - b. The return date for internal posting is not less than seven (7) working days from the date of posting;
 - c. Applicants from staff that are received after the return date is regarded the same as unsolicited applications for the purpose of determining the order of their consideration;
 - d. All applicants shall receive a copy of job specifications and requirements;
 - e. All applicants for any position are required to supply a resume of training and experience.

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3. Staff positions shall be filled on a competitive basis and shall include, and not be limited to, consideration of current Board employees. The Executive Director shall announce publicly in a newspaper of general circulation, and to the Board staff by posting, the opening of recruitment for a specified position. This announcement shall include a list of qualifications for the job. Current employees interested in the position shall then follow Board application procedures.
4. Interviewing
 - a. Each applicant possessing the minimum qualifications will be interviewed.
 - b. The Associate Director receives resumes of those persons responding to media advertisements and staff members, screens them for appropriate qualifications, and routes them to the immediate supervisor.
 - c. Those resumes screened out for not meeting basic qualifications are notified immediately by the Associate Executive Director.
 - d. After all candidates have been screened, a list of those to be interviewed is determined.
 - e. Applications of candidates who have appropriate qualifications can be interviewed at various levels of the Agency.
 - f. The primary interviewer has the responsibility to review qualifications with the candidate and to introduce the interviewee to Board staff functions and services. A job application must be completed and the interviewee may be asked to provide letters of reference to the Agency. Also, the salary for the position, which has been previously set, will be discussed.
 - g. The appropriate immediate supervisor and such other persons identified by him/her interviews all qualified candidates and recommend him/her to the Executive Director.
 - h. After the initial interviews are completed, the preferred candidates are selected. Interviews with other Board or Board staff may be required before the final candidate is recommended for hire.

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- i. After a selection has been made, the Associate Executive Director will notify all other candidates in writing. Unsolicited applications are returned to the files where they are retained for consideration for any position opening for six (6) months after initial receipt.

5. Job Offer/Response

- a. The Executive Director offers the position to a candidate in writing, stating salary and conditions of employment.
- b. The successful candidate signs and returns copy of letter offering job indicating his/her acceptance or rejection.
 - If the successful candidate rejects the offer, another qualified candidate is offered to job.
 - If the successful candidate accepts the job, appropriate agency forms are completed and filed by the candidate with the Executive Director.
- c. In hiring of Board staff, the Executive Director shall report his/her action to the ADAMHS Board and that action will be documented in the Journal of Proceedings.
- d. All candidates interviewed for a position will be notified of the Executive Director's decision to hire them by the Executive Director.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - IV
PROCEDURE: Personnel Section	EFFECTIVE DATE: 11/30/83
SUBJECT: Recruitment of Executive Director	SUPERSEDES DATE: 10/79

POLICY:

The Board shall employ a qualified Executive Director as specified by Section 340.03, Ohio Revised Code.

PROCEDURE:

1. Members of the Board's Personnel Committee and such persons designated by the Board interview candidates for the Executive Director position.
2. In the hiring of the Executive Director, the Board's Personnel Committee negotiates salary and conditions of employment with the preferred candidate. The Committee then recommends to the Board of Directors, the hiring of the preferred candidate. The Board of Directors, at a duly noticed meeting approves the hiring of the preferred candidate by a majority affirmative vote of those present and constituting a quorum. The Board Chairperson then offers the position to the preferred candidate in writing, stating salary and conditions of employment.