

PERSONNEL MANAGEMENT

I. PURPOSE

This chapter sets forth the need for and the minimum components of a system for personnel management which ensures that employees paid with county or federal funds enjoy equal employment opportunities, have a clear understanding of job requirements and personnel procedures, are treated with fairness and confidentiality, and meet minimum job qualifications. Further, certain documentation, which will be identified, must exist to substantiate that personnel management meets the above referenced criteria. OMB Circulars A-87 and A-122 cover personnel matters regarding Federal Programs.

II. PERSONNEL POLICIES**A. GENERAL**

- Sub-recipients shall provide for personnel management through written policies. These policies and any subsequent revisions must receive the written approval of individuals designated in the organization's by-laws or in a Board resolution. In the absence of individuals designated in the by-laws or a Board resolution, a letter from the Executive Director approving the policies is required. The approving signatures must be accompanied by their titles and dates of signature. A copy of the policies, with the aforementioned approval, information must be received by DHCD by the deadline stipulated in DHCD's contract. Revisions must be received by DHCD within two weeks after being approved by sub-recipient's Board.
- DHCD will reference those policies in all matters regarding personnel and be guided by them. Management practices must consistently reflect the organization's written personnel policies.
- In the event a provision of the policy appears to be in conflict with DHCD's contract or any applicable regulations, a case-by-case review will be conducted by DHCD to determine whether the provision is allowable and reasonable.

B. PROVISIONS OR PERSONNEL POLICIES

The size and extent of personnel policies will vary with the size and nature of the sub-recipient; however, there are certain items which the policies must address:

- Designation of personnel officer
 - Identification of person(s) authorized to develop, modify, and approve personnel policies
 - Identification of person(s) authorized to approve personnel actions such as salary increases, hiring, disciplinary action, and termination
1. Establishment and maintenance of personnel records
 - Person responsible for such maintenance
 - Access to records
 - Confidentiality of certain documents
 2. Contents of individual personnel files
 - Starting date and rate of pay
 - Job description
 - Employment application
 - Resume, if applicable
 - Performance evaluations
 - Grievance and disciplinary actions
 - Cumulative leave and attendance record
 - Termination and severance record, if applicable
 3. Conditions of employment
 - Hours of operation
 - Work schedules
 - Attendance
 - Overtime policy
 - Probationary period
 - Temporary and part-time employment
 4. Affirmative Action and Equal Employment Opportunities, including handicapped opportunities
 5. Outside employment and conflict of interest
 6. Leave accrual and use
 - Annual
 - Sick
 - Maternity
 - Compensatory/administrative/overtime
 - Other
 7. Employment benefits
 - Insurance
 - Retirement, if applicable
 - Other

8. Performance evaluations
 - Frequency
 - Responsibilities for development and review
 - Procedure for presentation to employee
 - Signatures necessary to complete process (e.g., employee, executive director)
 - Dates when signed
9. Pay increases
 - Types of allowable increases
 - Frequency
 - Ranges of allowable increases
10. Promotions
11. Disciplinary action including termination
 - Grounds for disciplinary action
 - Progressive discipline
 - Documentation of disciplinary action
 - Required reviews and authorizations
 - Appeal procedures
12. Grievance procedure
13. Training opportunities, if applicable
14. Holidays

III. JOB DESCRIPTIONS

Job descriptions need not be located in the personnel policies manual. A job description for each position, paid or volunteer, must be filed together in one location for easy access. Job descriptions must include:

1. A job title.
2. Specific responsibilities.
3. Training, minimum education and experience requirements, and any other bona-fide requirements (example: personal transportation)
4. Supervisor position to which this position reports
5. Minimum-maximum pay range of hourly rate