

Human Resources Self Assessment Checklist

Standards	Documentation/ Evidence	Self Assessment	Checklist	
			Yes	No
V-A.1(a) The Board has an updated table of organization that shows positions that exist and the lines of authority within the Board staff and administration.	Table of Organization	Does the Board have an updated table of organization that shows positions that exist and the lines of authority?	V-A.1(a)	
V-A.1(b) The Board has a functional position description for each staff member.	Personnel Records Position Descriptions	Do position descriptions exist for each staff member of the Board?	V-A.1(b)-1	
		Does the position description indicate essential functions of the job?	V-A.1(b)-2	
		Does the position description show evidence that it has been reviewed?	V-A.1(b)-3	
		Is the position description consistent with the table of organization?	V-A.1(b)-4	
V-A.2(a) The Board maintains personnel records.	Personnel Records	Does the Board maintain personnel records?	V-A.2(a)	
V-A.2(b) The Board has written documentation governing personnel records including content, access and retention.	Written Documentation	Does the Board have written documentation that addresses:		
		- The content of personnel files?	V-A.2(b)-1	
		- Access to personnel files?	V-A.2(b)-2	
		- Retention of personnel files?	V-A.2(b)-3	

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			Yes	No
V-A.3 The Board establishes and maintains personnel policies that have been approved by their governing board, that include at a minimum policies that address: <ul style="list-style-type: none"> • Recruitment, Selection and Hiring of Employees • Employee Compensation and Benefits • Employee Evaluations • Employee Conduct, Disciplining, Demotion, Termination and Exiting of Employees 	Policies Board Minutes	Does the Board have a written set of personnel policies that have been approved by the Governing Board?	V-A.3-1	
		Have the personnel policies been regularly reviewed?	V-A.3-2	
		Does the Board have Personnel Policies to address:		
		- Recruitment, selection and hiring of employees?	V-A.3-3	
		- Employee Compensation and Benefits?	V-A.3-4	
		- Employee Evaluations?	V-A.3-5	
- Employee conduct, disciplining, demotion, termination, and exiting of employees?	V-A.3-6			
V-A.4 The Board provides for the timely orientation of new personnel.	Documentation of orientation of new personnel.	Have all personnel gone through orientation?	V-A.4	
V-A.5 The Board supports ongoing personnel development.	Training Documentation (training calendars, outline of training provided, description of training, attendance rosters...) Personnel Records Budget line item for employee training	Can the Board demonstrate where it supports on-going personnel development?	V-A.5-1	
		Are trainings documented in the employees' personnel records?	V-A.5-2	

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V-A.6 The Executive Director or designee annually conducts performance evaluations for each staff member directly employed by the Board.	Personnel Records Performance Evaluations	Does the Executive Director or designee annually conduct performance evaluations for each staff member directly employed by the Board?	V-A.6	
V-A.7 The Board has a policy and procedures regarding whistleblower (employees who report concerns about legal, auditing or accounting irregularities) protection.	Policy and Procedures	Does the Board have policy and procedures addressing whistleblower protection?	V-A.7	
V-A.8 The Board has provisions to address affirmative action rules and regulations.	Written Affirmative Action Program Documented verification that the Program was filed with the State Departments, as appropriate.	Does the Board have a written affirmative action program?	V-A.8	
V-A.9 The Board has written documentation addressing the use of facilities, equipment and technology by staff or volunteers, working on behalf of the Board.	Written Documentation	Does the Board have written documentation addressing the use of facilities, equipment and technology by staff or volunteers working on behalf of the Board?	V-A.9	