

SECTION-V

Human Resources

- (x1) { V-A.1(a) Table of Organization
- V-A.1(b) Position Descriptions
- (x2) { V-A.2(a) Personnel Records
- V-A.2(b) Content, Access and Retention of Personnel Records
- (x2) V-A.3. Personnel Policies
- (x1) V-A.4. Orientation of New Personnel
- (x1) V-A.5. Personnel Development
- (x2) V-A.6. Performance Evaluations
- (x2) V-A.7. Whistleblowers
- (x2) V-A.8. Affirmative Action
- (x2) V-A.9. Usage of Facilities, Equipment and Technology

Standards V-A.1(a)– V-A.1(b)	Rationale/ Authority	Documentation/ Evidence
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.	<ul style="list-style-type: none"> ▪ To provide clear delineation of lines of authority. 	<ul style="list-style-type: none"> ▪ Table of Organization
V-A.1(b) The Board has a functional position description for each staff member.	<ul style="list-style-type: none"> ▪ To provide clear delineation of lines of authority and expectations and responsibilities for staffing positions. To support any employment action (hiring, compensation, promotion, discipline and termination). 	<ul style="list-style-type: none"> ▪ Personnel Records ▪ Position Descriptions

Standards V-A.2(a) – V-A.3	Rationale/ Authority	Documentation/ Evidence
V-A.2(a) The Board maintains personnel records.	<ul style="list-style-type: none"> ▪ To support any employment action (hiring, compensation, promotion, discipline and termination). 	<ul style="list-style-type: none"> ▪ Personnel Records
V-A.2(b) The Board has written documentation governing personnel records including content, access and retention.	<ul style="list-style-type: none"> ▪ To ensure that content in personnel records is consistent and complete. ▪ To ensure that personnel records are maintained in a confidential manner and are retrievable. 	<ul style="list-style-type: none"> ▪ Written Documentation
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 	<ul style="list-style-type: none"> ▪ To ensure that all personnel within an organization have access to an identified mechanism through which personnel policies are communicated. ▪ To provide for consistent guidance on workplace rules, and local, state and federal laws. 	<ul style="list-style-type: none"> ▪ Policies ▪ Board Minutes

Standards V-A.4 – V-A.6	Rationale/ Authority	Documentation/ Evidence
<p>V-A.4 The Board provides for the timely orientation of new personnel.</p>	<ul style="list-style-type: none"> ▪ To ensure that new personnel are adequately orientated and trained. ▪ To outline orientation responsibilities. ▪ To assist new employees’ adjustment to the Board and to enhance the feeling of being an active part. ▪ To clarify the individual’s role in the Board. 	<ul style="list-style-type: none"> ▪ Documentation of orientation of new personnel
<p>V-A.5 The Board supports ongoing personnel development.</p>	<ul style="list-style-type: none"> ▪ To provide for ongoing competency growth and development of employees. ▪ To promote staff involvement in identification of training needs 	<ul style="list-style-type: none"> ▪ Training Documentation (training calendars, outline of training provided, description of training, attendance rosters...) ▪ Personnel Records ▪ Budget line item for employee training
<p>V-A.6 The Executive Director or designee annually conducts performance evaluations for each staff member directly employed by the Board.</p>	<ul style="list-style-type: none"> ▪ To use the formal performance evaluation process as a means of providing performance feedback to the employee. ▪ To open communication channels between supervisor and employee. ▪ To use the goal setting process to develop the employee’s skills ▪ To provide documentation for employment decisions. 	<ul style="list-style-type: none"> ▪ Personnel Records ▪ Performance Evaluations

Standards V-A.7 – V-A.9	Rationale/ Authority	Documentation/ Evidence
<p>V-A.7 The Board has a policy and procedures regarding whistleblower (employees who report concerns about legal, auditing or accounting irregularities) protection.</p>	<ul style="list-style-type: none"> ▪ The Whistleblower Protection Act of 1989 ▪ ORC 4113.52 ▪ To ensure that Boards are aware and are following laws, ordinances and requirements regarding whistleblower protection. ▪ To protect employees from retaliation or other illegal treatment for reporting concerns about legal, auditing or accounting irregularities. 	<ul style="list-style-type: none"> ▪ Policy and Procedures
<p>V-A.8 The Board has provisions to address affirmative action rules and regulations.</p>	<ul style="list-style-type: none"> ▪ ORC 340.12 	<ul style="list-style-type: none"> ▪ Written Affirmative Action Program ▪ Documented verification that the Program was filed with the State Departments, as appropriate.
<p>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.</p>	<ul style="list-style-type: none"> ▪ To ensure that the use of facilities, equipment and technology reflect the values/principles consistent with priorities of the organization. 	<ul style="list-style-type: none"> ▪ Written Documentation