

<b>Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES</b>	<b>SECTION - III</b>
<b>PROCEDURE:</b> Establishment of Positions	<b>EFFECTIVE DATE:</b> 12/17/03
<b>SUBJECT:</b> Table of Organization	<b>SUPERSEDES DATE:</b> 11/30/83

**POLICY:**

The Board shall authorize the establishment of all positions within the Table of Organization during the Board's Annual Plan process. All positions will be established and maintained based upon the needs and financial resources of the ADAMHS Board.

**PROCEDURE:**

1. The Board shall annually review and approve the Community Plan of the ADAMHS Board. Included in this Plan is a Table of Organization and salary schedule.
2. Each employee shall receive a copy of the Table of Organization, which shall clearly delineate lines of authority.
3. The Board shall review any vacant position(s) during the fiscal year, and based on the needs and financial resources of the Board, determine whether to maintain or eliminate vacant position(s). For those positions that have been vacant for 6 months or longer, documentation stating the purpose for maintaining the position and signed by the Executive Director, shall be kept on file. For the purpose of this policy, a position is considered vacant when an incumbent terminates from the position.
4. The Board shall approve any changes to the Table of Organization during the fiscal year.

<b>Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES</b>	<b>SECTION - III</b>
<b>PROCEDURE:</b> <b>Established Positions</b>	<b>EFFECTIVE DATE:</b> <b>12/17/03</b>
<b>SUBJECT:</b> <b>Prior Public Service</b>	<b>SUPERSEDES DATE:</b> <b>11/30/93</b>

**POLICY :**

An ADAMHS Board employee, (other than an elected official), who is currently earning vacation credits, is entitled to have his/her prior service with any State of Ohio or another political subdivision (county, municipal, or school system) counted as service for the purpose of computing the amount of employee's vacation leave.

Vacation leave is not transferable from prior public service; but prior public service (as defined above) will be considered for purposes of vacation leave computation. Example: An employee who worked for a an Ohio county agency for five (5) years prior to being employed by the ADAMHS Board is eligible to accrued vacation benefits at the same rate as an employee who has been employed by the ADAMHS Board for five (5) years, following procedures as written below.

Sick leave from prior service is transferable to the ADAMHS Board

**PROCEDURE:**

It is the responsibility of the employee to furnish proof of prior public service. The documented proof must be in writing from the former employer on their company letterhead and mailed to the Executive Director of the ADAMHS Board. Computation at the higher accrual rate will begin from date of hire if the proof of prior service is submitted within 90 days of hire. If proof of service is not submitted within 90 days, the higher accrual rate will begin at time of submission.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - III
PROCEDURE: Establishment of Positions	EFFECTIVE DATE: 11/30/83
SUBJECT: Job Specifications	SUPERSEDES DATE: 10/79

**POLICY:**

For each position established by the Table of Organization and approved by the ADAMHS Board, there shall be on file an outline of the basic functions and requisite skills needed. This outline shall be known as a job specification.

**PROCEDURE:**

1. The job specifications shall include:
  - a. General duties functions
  - b. Specific duties functions
  - c. Responsibility and authority
  - d. Skills/Qualifications
2. The job specifications shall be utilized for:
  - a. Advertisement/Recruitment
  - b. Employee selection
  - c. Salary determination
3. A copy of the job specifications will be placed in the personnel file of the staff person occupying the position.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - III
PROCEDURE: Establishment of Positions	EFFECTIVE DATE: 11/30/83
SUBJECT: Functional Position Descriptions	SUPERSEDES DATE: 10/79

**POLICY:**

There shall be a written position description that specifies the responsibilities, functions, and qualifications for a staff position. A copy of the position description shall be given to each employee at the time of employment and as revised by the immediate supervisor.

**PROCEDURE:**

1. Each position description shall specify the following items:

- |   |  |
|---|--|
| a. Position Title                         | g. Title of those Employees Supervised |
| b. Department                             | h. Employee Signature                  |
| c. Direct Supervisor's Title              | i. Immediate Supervisor's Signature    |
| d. Working Hours                          | j. Executive Director's Signature      |
| e. Employment Status                      | k. Date                                |
| f. Tasks and Responsibilities of Position |  |

2. Each position description shall:

- a. Accurately reflect the requirements of the position and shall be revised whenever a change in duties, supervision, or any other major job-related factor is made.
- b. Contain clear descriptions of major job functions.
- c. Be sufficiently detailed to serve as a basis for individual performance appraisals.

3. The immediate supervisor is responsible for the development or revision of the position description in his/her assigned area, and shall provide this information to the Executive Director in a timely fashion.

4. The position description shall be signed by the employee, the employee's immediate supervisor and the Executive Director.

5. The position description shall become a permanent part of the employee personnel file.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - III
PROCEDURE: Establishment of Positions	EFFECTIVE DATE: 11/30/83
SUBJECT: Qualified Staff	SUPERSEDES DATE: 10/79

**POLICY:**

Qualified staff shall be employed to provide a comprehensive range of services to the ADAMHS Board, contracting agencies, and the community.

**PROCEDURE:**

- 1) Mental Health Professionals - Mental Health professionals will be placed in appropriate positions within the agency.

Definition - "Mental Health Professional" is defined as:

- a. An individual who qualifies as a "Psychiatrist" as defined in Division (E) of Section 5122.01 of the Revised Code.
- b. An individual who qualifies as a "Licensed Psychologist" as defined in Division (F) of Section 4732.01 of the Revised Code.
- c. An individual who has at least two (2) years of clinical experiences with emotionally disturbed persons under the supervision of a mental health professional, such experience occurring after completion of a Master's Degree or Doctoral Degree, or both, and who possesses one of the following sets of credentials:
  - A Master's or Doctoral Degree, or both in psychiatric nursing from an accredited university plus a license as a registered nurse issued pursuant to Section 4723.13 or 4723.14 of the Revised Code.
  - A Master's or Doctoral Degree, or both, in social work from a university accredited by the council on social work education.
- d. An individual who has had at least two (2) years of clinical experience with emotionally disturbed persons under the supervision of a mental health professional, such experience occurring after the completion of a Master's Degree or Doctoral Degree, or both, and who possesses on of the following sets of credentials:

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - III
PROCEDURE: Establishment of Positions	EFFECTIVE DATE: 11/30/83
SUBJECT: Qualified Staff Continued	SUPERSEDES DATE: 10/79

- A Master's or Doctoral Degree, or both, in Psychology from an accredited university, provided that nothing in this rule shall be construed to exempt an individual who qualifies under this paragraph from complying with statutory and administrative rule provisions governing the practice of psychology in this state.
- A Master's or Doctoral Degree, or both, in Counseling and Guidance from an accredited university.
- A Master's or Doctoral Degree, or both, in Pastoral Counseling from an accredited university.
- A Master's or Doctoral Degree, or both, in m Rehabilitation Counseling from an accredited university.

2) Professional Administrators - Professional Administrators will be placed in appropriate positions within the agency.

Definition - "Professional Administrator" is defined as:

1. An individual with a minimum of a Master's Degree in an administrative field including, but not limited to Public Health, Hospital Administration, Public Administration, or Business Administration from an accredited university and two (2) years of post graduate administrative experience.
2. An individual with a Bachelor's Degree from an accredited college or university and four (4) years of post-bachelor's administrative experience, two (2) years of which must be at the level of Assistant or Associate Director or equivalent level of administration of a health-related agency.
3. Support Staff - Support staff will be deployed in all areas of the Agency to care for secretarial, accounting, communication, maintenance and janitorial, supply, and fiscal functions of the Agency's work.

Definition - Support staff are persons employed as secretaries, clerks, custodians, and telephone operators who perform Agency functions that assist and support the Administrative and Professional staff.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - III
PROCEDURE: Establishment of Positions	EFFECTIVE DATE: 11/30/83
SUBJECT: Qualified Staff Continued	SUPERSEDES DATE: 10/79

4. Students and Volunteers - Practicum students and work-study students and volunteers will supplement the professional staff on a time-limited basis.

Definition - A practicum student is a person involved in a training program, usually related to mental health, who performs Agency functions under supervision of Agency staff and the staff of the educational institution for purpose of gaining professional experience and who does not receive remuneration for his/her services.

Definition - A work-study student is a person involved in a training program usually under supervision of Agency staff and the staff of the educational institution for the purpose of gaining professional experience and who is provided with remuneration through the federal college work-study program.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - III
PROCEDURE: Establishment of Positions	EFFECTIVE DATE: 11/30/83
SUBJECT: Licensure / Certification	SUPERSEDES DATE: 10/79

**POLICY:**

All licenses/certified employees shall be required to keep their credentials complete and timely

**PROCEDURE:**

1. Upon hiring, the Executive Director will collect a copy of the current license, certificate, registration, or the number and expiration date for inclusion in the personnel file from the employee.
2. Periodically, usually on the anniversary of employment, a current copy of, or information from, the license certificate or registration will be requested, obtained, and added to the file.