

Area: Board of Directors
Subject: Human Resources Policy

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Approved by: Board of Directors
Signatory: Chief Executive Officer

BOARD OF DIRECTORS' HUMAN RESOURCES POLICY

POLICY:

It is the policy of Southeast to develop and maintain human resource administration practices which foster quality professional services and workplace environments.

PROCEDURE:

The Southeast Human Resources Department shall carry out this Policy by:

1. adhering to applicable certification, accreditation, licensure and service provider requirements,
2. ensuring the credentialing and privileging of professional staff as required by regulatory bodies,
2. promoting racial, ethnic, gender, sexual orientation and cultural diversity among corporation staff members,
3. meeting applicable statutory requirements of local, state, and national bodies regarding alcohol, drug addiction, mental health, primary health, dental, and other service providers,
4. encouraging wellness, competence, involvement and professional development of staff members,
5. reviewing and recommending to the Board equitable compensation, salary scales and benefits guidelines for staff, and
6. ensuring equitable conduct expectations, complaint and grievance processes and disciplinary guidelines for staff.

Human resource policies will meet the current requirements and/or standards found in:

1. Ohio Department of Mental Health and Addiction Services Certification and Licensure Standards for Community Mental Health and Addiction Services Agencies";

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2. Franklin County ADAMH Board contractual requirements,;
3. Occupational Safety and Health Act,
4. The Joint Commission Standards,
5. HRSA regulations for Federally Qualified Health Centers, and
6. All other applicable federal, state, and local employment laws and regulations including the Americans with Disabilities Act, the Civil Rights Act of 1964 as amended, and the Family Medical Leave Act.

RESPONSIBILITIES:

Board of Directors
Director of Human Resources