**Section 2030.1235 Personnel Administration**

a) Personnel policies and procedures shall be set forth in writing and be available for review by the Department.

b) The fund recipient shall determine that its personnel are personally and professionally qualified. The Provider may consider professional certification or licensure for the services being provided in determining that personnel are personally and professionally qualified. The fund recipient shall make available to the Department the resume for each professional and paraprofessional person to be assigned to the award detailing their experience and qualifications. When paraprofessional or untrained staff are used, they must be supervised by qualified staff and there must be an ongoing inservice training program in which they participate.

c) All persons hired shall fill out an employment application form prior to being hired.

d) Individual employee personnel files shall be maintained. These files shall contain at a minimum:

1) Standardized employment application;

2) Salary transactions such as adjustments or increases;

3) Notices of resignation, firing or disciplinary action;

4) Current job description and pay rating;

5) Information relating to sick, personal, vacation time earned and taken;

6) Employment agreement specifying date started, direct supervisor, scheduled date of orientation to the program, provision for signature by executive director and employee indicating agreement/acceptance of position;

7) Appropriate tax withholding forms;

8) Copies of all applicable benefit forms such as health insurance, pension retirement, etc.

9) Verification of licensing, certification, references, academic credits and training attended;

10) Employee evaluations;

11) Sign off or documentation of completion of orientation to job, program and Provider work rules.

e) Unless the fund recipient has other properly approved by their governing board, employees paid from award funds shall earn sick leave and vacation pay not to exceed the following:

1) Sick leave – one day per month or 12 days per year;

2) Vacation – vacation shall be earned according to length of service:

A) Less than 6 years – 2 weeks per year

B) From 6 years to 14 years – 3 weeks per year

C) More than 14 years – 4 weeks per year

3) Part-time employees may earn vacation and sick leave on a pro-rata basis of hours worked. Persons paid on a contractual basis shall not earn vacation time or sick leave unless such payment is based on a written contractual arrangement and has prior Department approval.

4) Overtime or compensatory time off is permitted for work in excess of 40 hours per week in accordance with the fund recipient's policies.

5) Dual compensation is not permitted. This situation is defined as when an employee receives compensation from two or more different and unrelated jobs for work performed in the same time span. This applies to all salaried and contractual personnel and consultants.