

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Personnel Policies

POLICY: Delegate agencies shall develop personnel policies governing their agency and staff.

GUIDELINES:

1. Each delegate agency must develop personnel policies specific to the agency. In the case where no local policies have been developed, the agency may use the North Dakota Department of Health personnel policies as a guide.
2. The personnel policies must be developed with the input of the Governing Board/Board of Health. The policies must be reviewed and approved by the Board before implementation.
3. Personnel policies must be reviewed at least every two years by the governing board/board of health. Policies must be revised and developed, as appropriate.
4. The personnel policies must be available to all staff.
5. To ensure the development of a comprehensive policy statement, the following items can be used as a checklist:
 - a. equal opportunity statement
 - b. description of agency job positions with salary ranges; job descriptions shall be reviewed annually
 - c. staffing definitions; full-time, part-time, temporary, acting and special projects
 - d. hiring:
 - 1) licensure requirements/verification
 - 2) recruitment
 - 3) selection
 - 4) written affirmation of appointment
 - 5) confidential personnel file
 - e. employment:
 - 1) probation; length and purpose
 - 2) orientation process
 - 3) evaluation annually
 - 4) promotion
 - 5) staff development and training
 - f. hours: full-time, part-time, work week, overtime, compensatory time



- g. benefits:
 - 1) Social Security
 - 2) health insurance
 - 3) life insurance
 - 4) Workers Compensation
 - 5) Unemployment Compensation
 - 6) pension plan
 - 7) other
 - h. promotion plan
 - i. travel reimbursement:
 - 1) mileage
 - 2) per diem
 - 3) other allowable and unallowable expenses
 - j. holidays
 - k. leaves of absence
 - 1) sick leave
 - 2) maternity/paternity leave
 - 3) family leave
 - 4) annual leave
 - 5) military leave
 - 6) conferences, workshops, etc.
 - 7) administrative leave
 - 8) other
 - l. severance
 - 1) dismissal
 - 2) resignation
 - 3) retirement
 - 4) reduction in force
 - m. grievance procedure
 - n. confidentiality
 - o. gifts and gratuities
 - p. outside earned income and amount of time allowed for non-organization activities
 - q. method for conducting annual job performance evaluations
 - r. conflict of interest
 - s. drug-free workplace
 - t. sexual harassment
 - u. workplace threats
 - v. smoke-free environment
6. Each employee will be notified that they may be subject to federal prosecution if they coerce any person to undergo abortion, sterilization procedures, or use any particular method of family planning. This statement **must** be added to the confidentiality statement signed by the existing family planning staff, new employees upon hiring and updated per agency policy.



References:

1. Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for federally funded programs personnel administration (5 CFR 900, subpart F).
2. §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse records.
3. 45 CFR Part 76 providing for a drug-free workplace.
4. Public law 103-227, also known as the Pro-Child Act of 1994 (Act).
5. North Dakota Century Code, Chapter 34-01-15, Labor and Employment.
6. North Dakota Century Code, Chapter 44, Open Records Law.
7. North Dakota Century Code, Chapter 65-01, Workers' Compensation.
8. Program Guidelines for Project Grants for Family Planning Services, p.4, Section 6.5, Personnel.
9. PHS Grants Policy Statement, DHHS Publication No. (OASH) 94-50,000 (Rev.) April 1, 1994, p. 4-8 "Requirements for Drug-Free Workplace."
p. 4-2, 3 "Civil Rights: Race/Ethnicity, Disabilities, Age, Sex, Alcohol and Other Drug Abuse, Confidentiality."
p. 4-10 "Lobbying"
p. 4-10a "Pro-Child Act"
p. 4-11 "PHS Policy on Smoke-Free Workplace"
10. ND Department of Labor, www.nd.gov/labor
11. 5.1, 42 CFR 59.5 (a)(2)

*Required by the Title X Program Guidelines, 2001, pg. 9, Section 6.5, Personnel.