

**9520.0590 PERSONNEL POLICIES AND PROCEDURES.**

Subpart 1. **General requirements.** Each program shall have a written personnel policy and shall make a copy of it available to the department for review. Personnel policies shall be carried out in accordance with affirmative action policies and equal employment opportunity regulations.

Subp. 2. **Job description.** The personnel policy shall contain job descriptions for each position specifying responsibilities, degree of authority to execute job responsibilities, standards of job performance, and qualifications.

Subp. 3. **Job evaluation.** The personnel policy shall provide for job performance evaluations conducted on a regular and ongoing basis with a written annual review.

Subp. 4. **Conditions of employment.** The personnel policy shall describe the employees' conditions of employment and the general conditions which constitute grounds for dismissal and suspension.

Subp. 5. **Organizational chart.** The personnel policy shall also include a chart or definition of organizational structure indicating lines of authority.

Subp. 6. [Repealed, 18 SR 2748]

Subp. 7. **Personnel data.** Program employee personnel data shall be accessible to the department.

Subp. 8. **Staff orientation.** The personnel policy shall include a program of orientation for all new staff and the orientation shall be based on a written plan. At a minimum, the plan of orientation shall provide for training related to the specific job functions for which the employee was hired, facility policies and procedures, and the needs of persons who are mentally ill.

Subp. 9. **Staff training.** The program shall have a staff development plan, including continuing education opportunities. The plan shall be reviewed annually. The plan shall be relevant to the facility's program and resident population. There shall be at least 15 hours of continuing education annually for each staff person working directly with persons who are mentally ill. The training shall include, but need not be limited to, the following areas:

- A. first aid training;
- B. crisis intervention training for psychiatric emergencies;
- C. problems and needs of persons who are mentally ill and their families;
- D. community resources locally available to adults who are mentally ill;
- E. psychotropic medications and their side effects;
- F. resident rights;

- G. cultural awareness training;
- H. rules governing the operation of residential facilities for adults who are mentally ill;
- I. staff stress or burnout; and
- J. other topics, such as case management, individualized goal planning, chemical use and abuse, health and nutrition, and services for multiple disability residents.

Subp. 10. [Repealed, 18 SR 2748]

**Statutory Authority:** *MS s 245A.09*

**History:** *L 1984 c 654 art 5 s 58; 18 SR 2748; L 2002 c 221 s 50*

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