

## **PERSONNEL POLICIES**

**Policy ID:** P007

**Subject:** Staff Positions *[Written Policy Required]*

### **Performance Objective:**

The program maintains updated job descriptions of each staff position, addressing as appropriate, roles and responsibilities, relevant qualifications and salary ranges, employee orientation, and employee evaluation.

### **Operational Procedures:**

1. NOWCAP maintains adequate, up-to-date descriptions of each job position.
2. Job descriptions are reviewed by the Program Directors and Chief Executive Officer on an as needed basis.
3. All employees will be provided with an employee orientation within 60 days of hire and will be briefed on specific requirements of the program, such as child abuse reporting, confidentiality, professional standards, academic requirements and others as necessary.
4. Each employee shall be evaluated annually and shall be provided with a copy of the evaluation. Signatures by the employee does not necessarily indicate agreement and is only documentation that the employee received the evaluation.