

**441—108.6(238) Personnel administration.**

**108.6(1) *Personnel policies.*** An agency shall develop personnel policies in writing that identify responsibilities of the organization and staff. The policies shall specify hours of work, grievance procedures, sick leave, vacation and all other benefits. A copy of the policies shall be made available to the employee at time of hire.

**108.6(2) *Job description and evaluation.*** There shall be a written job description for each employee, volunteer, and contracted position identifying duties, qualifications, education, training requirements, and lines of authority. A copy shall be made available to the employees, volunteers, and contracted workers. There shall be a written evaluation of an employee's or contracted worker's performance within six months of being hired or contracted, and annually thereafter.

**108.6(3) *Staff training.*** An agency shall provide orientation training on the agency's purpose, policies and procedures within one month of hire and 24 hours of training in the first year of employment for all employed and contracted casework staff. The 24 hours of training shall include: training on family foster care services, adoption services, supervised apartment living services, or children and families' mental health topics, and 2 hours of training related to the identification and reporting of child abuse for all employed or contracted casework staff in accordance with Iowa Code section 232.69. An agency shall provide 12 hours of training per year after the first year of employment for all employed or contracted casework staff. The 12 hours of training shall include: training on family foster care services, adoption services, supervised apartment living services, or children and families' mental health topics and child abuse training every five years in accordance with Iowa Code section 232.69.

The training formats that shall qualify as training are as follows: in-service training, seminars, conferences, workshops, institutes, visiting other facilities, and meeting with consultants.

The training provided shall be documented. The documentation shall include the training topic, format, date and number of hours.

**108.6(4) *Volunteers.*** An agency which utilizes volunteer or student intern staff to work directly with a particular child or group of children shall have a written plan for using these volunteers. This plan shall be given to all volunteer staff and shall indicate that all volunteers are:

- a. To be supervised directly by a paid staff member.
- b. To be trained and oriented in the philosophy of the agency, the needs of the clients being served, and the methods of meeting these needs.
- c. To be subject to the character and reference disclosure and checks required of employed and contracted applicants and employees.
- d. To be subject to the same confidentiality rules as paid or contracted staff.
- e. To assist and supplement paid staff only, and not replace them.

**108.6(5) *Personnel records.*** A confidential personnel record shall be maintained for each employee, contracted agent, and volunteer. The record shall contain all of the following information:

- a. Name and address.
- b. Record of training sessions attended, including dates and content of training.
- c. Record of criminal convictions and the department's evaluation of same.
- d. Record of founded child abuse reports and the department's evaluation of same.