AERAC approved 4-15-2021, updated 2022

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| **Staff** **and** **Volunteers** **(SV) Self-Study**  **Organization will establish a self-study committee to assess and rate the organization on the following:** | Supporting Documentation | Review Committee Decision | | | | |
| Indicate name of file or cite page in documents you provide to show compliance. | Fully Met | Partially Met | | | Not Met |
| 1. The organization has evidence that professionals maintain current certification and licensure as pertinent to their roles. |  |  |  | | |  |
| 2. Comprehensive written policies are available for the management of staff and volunteers and are compliant with the laws, rules, and policies established by the governing authority. |  |  |  | | |  |
| 3. Implementation of policies and procedures related to staff and volunteers is in accordance with applicable professional, ethical, and legal principles including HIPAA and FERPA requirements. |  |  |  | | |  |
| 4. The personnel manual contains the organization’s official personnel policies on such matters as non-discrimination, recruitment, hiring, performance evaluation, staff development, the job classification and salary plan, hours of work, overtime, holidays, vacation, sick leave, other leaves, insurance, reassignment, layoffs, demotion, dismissals, resignations, retirement, grievances, appeals, and personnel records. |  |  |  | | |  |
| 5. A comprehensive manual containing the personnel policies is maintained, kept current, and provided to staff in alternative media when needed or requested. |  |  |  | | |  |
| 6. Criminal background checks are secured and recorded for all personnel in accordance with State laws.  Guidance: validate a commitment to the safety of the consumers. |  |  |  | | |  |
| 7. A confidential and secure personnel record is maintained for each staff member, and for volunteers. |  |  |  | | |  |
| 8. There exists an ongoing program of personnel development for all employees, including orientation for new employees. |  |  |  | | |  |
| 9. Job descriptions are written and available in alternate media as needed or requested. |  |  |  | | |  |
| 10. Written evaluations of performance are carried out annually by the supervisor with each employee, and by the Board of the chief executive. These evaluations document the quality and quantity of work as set forth in the job descriptions and individual performance plans that include goals and objectives.  Guidance: evaluations of each classification of employees are uniform. |  |  | |  |  | |
| 11. The organization publishes written descriptions, in accessible media, of volunteer opportunities that attract and retain volunteers. |  |  | |  |  | |
| 12. Volunteers have the experience, education, and competence to perform their duties, as described in their job descriptions, or are provided adequate supervision while in training. Volunteers must have passed criminal background checks. |  |  | |  |  | |
| 13. Volunteers are not performing tasks that require the expertise of a credentialed professional. |  |  | |  |  | |
| 14. A volunteer manual/handbook is maintained, in accessible media, to describe current policies and practices and includes the organization’s confidentiality guidelines. |  |  | |  |  | |
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| Total Standards |  | /14 | | /14 | /14 | |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Staff and Volunteers Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policies and Procedures Related to:
  + Staff Evaluations
  + HIPAA and/or FERPA
  + Personnel Manual Development
  + Staff Qualifications & Credentials
  + Criminal Background Checks
  + Personnel & Volunteer Files
  + Salary Increases and Bonuses
  + Termination
  + Staff Grievances
  + Whistle Blower
  + Volunteers
* Staff Grievance Reports and Findings for the past 12 months
* Employee Evaluation Form
* Sample Job Descriptions (at least 5)
* Personnel Manual/Employee Handbook
* Volunteer Manual/Handbook
* Certification and Licensure for Employees (at least 3 samples)
* Narrative to explain any standard that is partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study