AERAC approved 4-15-2021, updated 2022; updated and AERAC approved 11-21-2024

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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. A system is in place for meeting applicable professional, ethical, and legal principles (including HIPAA and FERPA requirements) in order to ensure the safety of clients, staff, volunteers, and all related parties participating in the organization’s activities. |  |  |  | | |  |
| 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 who perform an ongoing activity and are scheduled at least weekly. These records must include documentation of passing a criminal background check and a signed confidentiality agreement. Occasional volunteers or one-time volunteers are supervised by an appropriate staff member, do not attend clients alone, and sign in/provide an emergency contact. |  |  |  | | |  |
| 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. |  |  | |  |  | |
| 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. Occasional volunteers or one-time volunteers are reminded not to talk about specific clients before or after an activity, and not share photographs or names on social media or in emails. |  |  | |  |  | |
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| Total Standards |  | /14 | | /14 | /14 | |

Continued below:

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