

Final Policy

Section: Adults

Number: 1000

Title: Personnel Policy and Procedures

The Board of Education shall have personnel policies and procedures that comply with all applicable Federal, State and local laws, ordinances, rules and regulations pertaining to employment including but not limited to civil rights, retirement plans or social security, OSHA, Department of Labor, worker's compensation and negotiated contracts. BCSS staff shall meet the minimum qualifications set forth by the Division of Developmental Disabilities. The Board recognizes that the qualification of BCSS staff in the adult continuum may exceed these qualifications.

DEFINITION

For the purposes of this policy, the words and terms listed shall have the following meanings:

"Individual with disabilities" will be interchangeable with individual and individual receiving service.

"BCSS staff" will refer to all employees under contract with the District working in Bergen County Special Services adult programs or Division Family Support programs.

Direct care staff will refer to BCSS Adult Training Center Assistants, BCSS Work Readiness Instructors and BCSS Job Coaches.

"Division" will be interchangeable with the Division of Developmental Disabilities.

PERSONNEL REQUIREMENTS

BCSS staff shall meet the minimum qualifications set forth by the Division. Qualifications shall be documented either in the employment application, resume, reference check or other personnel document.

1. The BCSS Executive Director or equivalent shall have a Bachelor's Degree or high school diploma (or equivalent) and five (5) years of experience working with individuals with developmental disabilities, two of which have been of a supervisory nature.
2. The Supervisor responsible for the operation of the program shall:
 - a. Be at least 18 years of age;
 - b. Have a high school diploma or equivalent;

- c. Have a valid driver's license and Commercial Driver's license (CDL) if the position requires the operation of a District vehicle to transport individuals; and
 - d. Have one year experience working with individuals with developmental disabilities.
 3. Direct care staff shall:
 - a. Be at least 18 years of age;
 - b. Have a high school diploma or equivalent;
 - c. Have the ability to effectively communicate with individuals with whom they are working with. Effective communication is defined as a two way information sharing process which involves one party sending a message that is easily understood by the receiving party. Additionally, it includes the ability to interact with verbal and non-verbal individuals utilizing, but not limited to: adaptive equipment, gestural cues, prompts, technology and pictures.
 - d. Be capable of providing any direct assistance required by the individuals with whom they are working; and
 - e. Have a valid driver's license if the position requires the operation of a vehicle to transport individuals with disabilities.
 4. Documentation of staff credentials will be maintained on file with the District's Human Resources Office.
 5. Individuals providing professional services (i.e. nurses, psychologists, therapists) either through direct employment or consulting services must possess the credentials for their profession as required by Federal and State law.
 6. Except as otherwise provided in the Rehabilitation Convicted Offenders Act (N.J.S.A. 2A:168A-1 et seq.), no provider shall employ any person who has been convicted of any of the crimes identified in Division Circular #40 "Background Checks". All potential employees are required to be fingerprinted by Sagem Morpho. Fingerprinting results are verified by our Human Resources department before candidates are recommended to the Board of Education by the Superintendent. Additionally, the District is in compliance with Central Registry Regulations N.J.A.C. 10:44D New Jersey Administrative Code.
 7. BCSS shall have an established process to conduct background checks of potential employees. This process shall be in accordance with Division Circular #40: "Background Checks
 8. BCSS shall not employ any person known to have been adjudicated civilly or criminally liable for abuse of an individual with developmental disabilities receiving services in a BCSS day program or a BCSS Family Support program.
 9. Prior to hiring any staff or utilizing a volunteer who provides services to individuals on a planned basis, BCSS shall secure a signed application for employment from each candidate, indicating the following:
 - a. Applicant's name;
 - b. Applicant's telephone number;
 - c. Applicant's address;
 - d. Applicant's education; and
 - e. Disclosure of the presence or absence of criminal convictions and civil or criminal liability for abuse of an individual with a developmental disability.

10. BCSS shall check and document a minimum of two work references. If work references are not available, personal references may be used. Generally, BCSS will request two work references and one character reference.
11. BCSS shall establish a system for verifying the licenses, driving records and Commercial Driver's License (CDL), including obtaining their driver abstracts; for those employees who operate vehicles which transport individuals with disabilities.
12. Upon employment, staff members shall receive, sign and date a current job description which, at a minimum, shall include the following:
 - a. A position statement that documents overall job responsibilities
 - b. A list of specific duties and responsibilities
 - c. The minimum qualifications
 - d. The positions supervised, if applicable
 - e. The reporting supervisor and their title
13. Upon change in position of job responsibilities, staff members shall receive, sign and date a copy of their new job description.
14. Upon employment, and prior to working directly with individuals, direct service staff shall submit a written statement from a licensed physician indicating that he/she is cleared to begin work. This statement shall be based on a medical examination conducted within 6 months immediately preceding the employee's start date with the District.
15. Upon employment and prior to working with individuals, BCSS direct care staff shall present documentation of the results of a Mantoux Skin test with 5 TU (tuberculin units) of PPD Tuberculin taken within one year. The test shall be repeated for each employee annually thereafter.
 - a. If the Mantoux test is insignificant (zero to nine mm of induration) further testing shall not be required except for annual retesting.
 - b. BCSS may request that a staff member retake the Mantoux test if there is a reason to believe or suspect that the staff member may have contracted tuberculosis or if the State Department of Health and Senior Services or County Health Department recommends retesting or for compliance with the District's practices.
 - c. If the direct care staff has had a previous positive Mantoux test or if the current test is significant (10 or more millimeters (mm) of induration), the staff member shall submit to the District a statement from a licensed physician that he/she poses no threat of tuberculosis contagion before he or she is permitted to come into contact with staff and individuals receiving service.
 - d. BCSS shall prohibit any direct care staff who fails to submit satisfactory results or certification that he/she poses no threat of contagion from having contact with staff and individuals receiving service.
16. All BCSS staff who are not carriers and who do not have a natural immunity and are at risk of contracting hepatitis B shall be provided with the opportunity to receive Hepatitis B immunization, under the terms indicated in Division Circular #9 (N.J.A.C.10:48-2)"Viral Hepatitis (type B).
17. Prior to working directly with individuals receiving service, all staff shall receive an orientation to acquaint them with the following:

- a. Our mission, philosophy, goals, services and practices;
- b. The prevention of abuse, neglect and exploitation;
- c. Unusual incident reporting, reporting responsibilities and investigation procedures;
- d. Emergency procedures including but not limited to:
 - 1. Fire Evacuation;
 - 2. Use of fire extinguishers;
 - 3. Danielle's Law; and
 - 4. Division Circular #20A Life Threatening Emergencies.
- e. An overview of developmental disabilities and any special needs of the individuals receiving service, (i.e. for example medical or behavioral problems requiring specific training).
- f. Staff policies pertaining to BCSS adult programs.
- g. Prevention of blood borne pathogens including the use of Universal Precautions as per Division Circular #45 "HIV/AIDS".
- h. Rights and responsibilities of the individuals being served in the adult continuum.
- i. Pre-Service Trainings include Overview of Developmental Disabilities, Abuse and Neglect, Medication and First Aid/CPR.
- j. The following trainings are required on an annual basis: Bloodborne Pathogens, Affirmative Action, Danielle's Law, Division Circular #20A – Life Threatening Emergencies; and BCSS Policy.
- k. All referenced Division Circulars are available and accessible to staff. They are located in the Main Office of Adult Programs, and can be additionally found on the Division's website at: <http://www.state.nj.us/humanservices/ddd/home/index.html>