

Document Type:¹ Policy & Procedure Process Guideline
 Plan System Description

Adopted: 11/29/07
Last Reviewed: 03/28/12
Retired: _____

Revisions: _____

Document Scope: (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
- The requirements herein apply, verbatim, to GCBH and its network providers².
- The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

PURPOSE: To define the process for decision-making regarding the continuing need for specific GCBH staff positions.

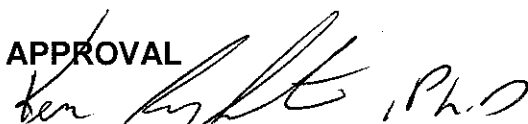
POLICY

- A. The need for each GCBH staff position is assessed at least annually during the annual budget planning process. It is the responsibility of the Director, the Personnel Committee members, and the members of the Board of Directors to continually monitor the staffing needs of the organization and to recommend changes.

PROCEDURE

1. The Personnel Committee recommends to the Board of Directors the retention or elimination of each position following input from the GCBH Director regarding the continuing need for the position, as it relates to the Regional Support Network's (RSN) ability to carry out the functions required of it. The Board of Directors takes formal action regarding the Personnel Committee's recommendations and authorizes the Director to carry out those recommendations.
2. The Personnel Committee reviews are conducted via formal meetings involving discussions with the GCBH Director, who provides information to the Committee in support of his/her recommendations regarding the position.
3. In addition to the annual review, the Board of Directors may request and take action upon a review of continuing need for a position at any time it deems appropriate. When such a review results in a decision to add a position, a budget amendment is required.
4. The GCBH Director is authorized to decide whether to fill any budgeted position. Unfilled positions remain available for the GCBH Director to fill at his/her discretion until the Board of Directors formally eliminates the position.

APPROVAL



Kenneth Roughton, Ph.D
Director

03/28/12
