NRTC has written personnel policies and procedures which are provided to all personnel. These policies and procedures include procedures for recruitment, screening, assignment, supervision and promotion.

**Recruitment**
NRTC posts job openings internally on the Montgomery County and the Juvenile Court’s intranet websites. They are also posted externally on both the County’s and the Court’s internet sites. In addition, postings may be made in local newspapers or on internet job search websites.

**Screening**
Screening of applicants is initiated when the prospective employee submits an application and resume to the Director or designee. Qualified applicants are interviewed by the Director and/or the direct supervisor of the position for which they applied. Prior to being offered the position, prospective employees must submit to a background check (see Policy 3.2) and drug test, and they must submit form JFS 01390 “ODJFS Medical Statement for Child Care Staff in Residential Facilities” (rev. 6/2001) completed by a licensed physician.

**Orientation**
NRTC provides each child care staff person with a minimum of twenty hours of orientation within the first thirty days after the date of hire. Each child care staff person shall receive an additional thirty-two hours of training during the first year of employment. This shall result in each child care staff person receiving a minimum of fifty-two hours of training during the first twelve months of employment (see Policy 3.4).

**Assignment**
At the time of hire, new employees receive a copy of the position description for their assignment, which details their job title, the title of their immediate supervisor, their working hours and a description of their job duties. NRTC operates under the Montgomery County Juvenile Court’s policies and procedures regarding salary and fringe benefits. Corresponding MCJC policies may be viewed on the Montgomery County Juvenile Court’s Intranet website (see Policy 3.8).

**Supervision**
NRTC’s Table of Organization delineates the lines of supervision within the agency (see page 3). NRTC operates under the Montgomery County Juvenile Court’s policies and procedures regarding employee discipline, suspensions and dismissals (see Policy 3.6).
NRTC operates under the Montgomery County Juvenile Court’s policies and procedures regarding staff grievances (see Policy 3.7). NRTC requires that any employee notify the Center within twenty-four hours of any charge of any criminal offense that is brought against him/her (see Policy 3.9).

Promotion
Whenever possible, NRTC shall seek to promote internally before seeking external candidates.

Training
Each child care staff person shall receive at least twenty-four hours of structured and formalized training annually (see Policy 3.4)

Written Annual Evaluation
NRTC operates under the Montgomery County Juvenile Court’s policies and procedures regarding annual evaluations of all employees. These written evaluations are done for all employees during the fourth quarter of each year and must be submitted to the MCJC Court Administrator for processing (see Policy 3.5)