

Chapter: Personnel  
Subject: Recruitment, Screening, Assignment, Supervision,  
Promotion, Succession  
Section: 3.3  
Pages: 1 of 3  
ODJFS: 5101: 2-5-13(A)(23)  
COA Standards: PA-ETH 4, HR 1.02, 4.04, 5.02(a)(11)  
Review/Revised: 8/6/2019, 7/22/2020

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

#### **Equal Employment Opportunity**

It is the policy of the Montgomery County Juvenile Court, Juvenile Division, and the Nicholas Residential Treatment Center, to recruit and employ personnel without regard to: race, color, national origin, ancestry, ethnicity, religion, sex, gender or gender identity, sexual orientation, marital or pregnancy status, age, disability, handicap, genetic information, political affiliation, status as a veteran, or any other legally protected status under Ohio, local, and federal laws. NRTC prohibits preferential treatment and nepotism with regards to hiring, supervision and promotion.

Upon request or notice, the Court and/or NRTC will consider any needed reasonable accommodation for any qualified individual with a disability, to allow that individual to participate in services provided by the Court and/or NRTC, including employment.

All personnel are to assist in achieving equal employment opportunity. Any deliberate violation of this policy will be cause for disciplinary action, up to and including discharge.

#### **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.

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### **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)

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#### **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)

#### **Succession**

NRTC maintains a succession plan for the assignment and development of future leaders and promotions.

#### **Employment Terminations**

A voluntary termination occurs when an employee resigns or is separated from the County at his/her written request. Mirroring Court policy, NRTC expects, for voluntary terminations, that the employee give at least thirty (30) days' notice in writing to his/her immediate supervisor. The Supervisor then immediately notifies the Director, who notifies the Court Administrator. This process and timeline allow for the appropriate hiring and training practices to be implemented.

In the case of involuntary terminations (defined in Court policy as layoff, release, discharge, immediate dismissal or unsuccessful orientation), facility employees in similar job functions/roles and/or new employees will be assigned to fulfill the vacancy and will refer to facility training and policy manuals as needed. Duties may be delegated.

Delegation will be made to a qualified employee in a similar function, title, or role. An employee who has shared or similar job responsibilities is preferred. For example, a Supervisor can perform the role of any supervisory function during a vacancy and provide training upon new assignment. Employees to whom work is delegated will have the assistance of leadership, following with facility Chain of Command.