

(was MCCMH Policy 10-20-040)

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Chapter: **DIRECTLY-OPERATED PROGRAM MANAGEMENT**  
Title: **HUMAN RESOURCES MANAGEMENT / DIVERSITY**

Prior Approval Date: 8/1/02  
Current Approval Date: 5/22/08

Approved by: Donald J. Bahkork f 5/22/08  
Executive Director Date

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**I. Abstract**

This policy establishes the standards and procedures for human resources management and diversity of employees and individual services contractors of the Macomb County Community Mental Health (MCCMH) Board.

**II. Application**

This policy shall apply to all MCCMH administrative/management staff and directly-operated network providers of the MCCMH Board.

**III. Policy**

It is the policy of the MCCMH Board that MCCMH shall:

- A. Promote the recruitment and retention of employees and individual service contractors who reflect the cultural/ethnic diversity of the community/population served, and
- B. Provide recognition of personnel, promote employee / contractor satisfaction, and encourage employee involvement in organizational decisions through a variety of activities and publications, and
- C. Provide for training and continuing development of all employees / contractors to enhance individual and organizational quality performance.

#### **IV. Definitions**

- A. None.

#### **V. Standards**

##### **A. Recruitment / Employment**

1. MCCMH shall promote cultural / ethnic diversity within its hiring practices through the implementation of the County's Equal Employment Opportunity Plan.
2. MCCMH shall not discriminate in its hiring practices against any employee, service contractor, or job applicant on the basis of race, color, religion, gender, national origin, marital status, age, political affiliation, height, weight, or disability pursuant to MCCMH MCO Policy 5-011, "Anti-Discrimination and Harassment."

##### **B. Recognition / Participation**

1. Employee longevity is to be recognized through the provision of County longevity awards (10, 15, 20, and 25 years) which include certificates, gifts, and public recognition.
2. Employee / contractor professional and promotional accomplishments are to be recognized through the MCCMH Newsletter, CONNECTIONS.
3. Employees / contractors are to be provided a monthly calendar of staff enrichment activities.
4. Employees / contractors are to be encouraged to participate on committees and workgroups for quality assurance / improvement of the MCCMH service system.
5. Employees / contractors are to be provided the monthly Macomb County Health and Safety Newsletter, HEALTHY LIFESTYLES.
6. MCCMH shall encourage its programs to hold open house events for their programs and to participate in other community events.
7. MCCMH shall encourage employee/contractor participation in multi-departmental committees and workgroups of the Macomb County Human Services Coordinating Body (HSCB).

##### **C. Training and Staff Development**

1. MCCMH shall provide opportunities for employee / contractor participation in new

employee orientation, inservice training, and seminars sponsored by MCCMH pursuant to MCCMH MCO Policy 5-015, "Conference Attendance / Meetings."

2. MCCMH shall provide employees / contractors opportunities for participation in external conferences, seminars, conventions at MCCMH expense pursuant to MCCMH MCO Policy 5-015.
3. MCCMH shall administer systemwide survey(s) on an annual basis, at a minimum, to assess staff training needs of multi-discipline, clerical / accounting and administrative / management staff.
4. MCCMH shall utilize the results of annual survey(s) of training needs and organization training priorities in development and implementation of its annual plan for staff development.
5. MCCMH shall encourage and provide funding for mini-inservice training to meet the staff development needs at the service unit / program level.
6. MCCMH shall provide a Resource Center for employees / contractors continuing professional development and distribute a Catalogue of available resources, including journals, video tapes, audio cassettes, and books.
7. MCCMH shall provide a periodic systemwide forum for all employees / contractors to receive organizational and programmatic information as well as to introduce new employees and to request feedback on any issues or areas of concern.

**VI. Procedures**

- A. None.

**VII. References / Legal Authority**

- A. MCL 330.1142; MSA 14.800(142)
- B. Commission on Accreditation of Rehabilitation Facilities (CARF) 2007 Standards Manual, §1.F., "Human Resources," p 79
- C. MDCH-MCCMH Managed Specialty Supports and Services Contract
- D. MCCMH MCO Policy 5-011, "Anti-Discrimination and Harassment"

**VIII. Exhibits**

- A. None.