

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve Revision to the Health and Human Services Addendum

Department	Health & Human Services	Presented By:	Tracy Thorsen
Date of Meeting:	05 Jan 2021	Action Needed:	Vote // Resolution
Disclosure:	Open Session	Authority:	*
Date submitted:	December 10, 2020	Referred by:	HHS Board

** Per page 5, paragraph 6 of the County Handbook of Personnel Policies and Work Rules, "Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee."*

Recommendation and proposed action: Health and Human Services proposes approval of a revision to the Health and Human Services Addendum by adding the underlined text shown below and forwarding the recommendation on to the Finance & Personnel Committee for approval.

Hiring and Employment Considerations – Page 4 of the Health and Human Services Addendum to the County Handbook of Personnel Policies and Work Rules

1. Hiring for Long-Term Vacancies (90 days or longer):

d. Employees hired for a Social Worker or AODA Counselor position who have not yet received certification shall be paid at the Social Worker (Temporary Certification) starting rate, and agree to obtain temporary certification by the end of his/her probationary period. This is a requirement and condition of employment for the position he/she has been appointed to and an agreement will be entered into as part of the employment offer. The Director may waive the Social Worker certification requirement of an otherwise qualified candidate if it does not conflict with any other program requirements and is in the best interest of the agency and the services to be provided. When the certification requirement is waived, the employee may not advance to the pay grade for the certified social worker level positions.

Background: Certification or licensure of staff is important for assuring professional standards and is sometimes also required for certain services. It is most desirable to employ staff who hold professional certifications/licenses. There are times, however, when waiving the certification requirement allows Health and Human Services to fill a vacant difficult to recruit position with an otherwise qualified candidate and does not conflict with any other program requirements. There are times when making this exception is in the best interest of the agency and the services to be provided.

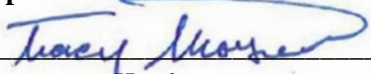
Attachments and References:

HHS Addendum – revise page 4	
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Financial Review:

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
X	No financial impact		

Approval:



Department Head

Review:

Administrator, or Elected Office (if applicable)