Administration Checklist

|  |  |  |
| --- | --- | --- |
| Document | TAC requirement | Notes |
| Employee P&P (could be Organizational manual, please note) | **377.113-**A local volunteer advocate program must have a maximum volunteer-to-supervisor ratio of 30:1 and a maximum case-to-supervisor ratio of 45:1.  **377.113.b.2**-A local volunteer advocate program must endeavor to provide equal employment opportunity regardless of race, color, religion, national origin, age, sex (including pregnancy), disability, or other status protected by law and must comply with all applicable laws and regulations regarding employment.  **377.115-(c)** Employees.  (1) An employee must be at least 21 years of age.  (2) If an employee also serves on the board of directors, he or she may not be a voting director.  **377.115**- Application Process.  (1) Prospective volunteers, employees, and directors must complete:  (A) a written application;  (B) personal interview(s); and  (C) consent and release forms for appropriate background investigations.  (2) New employees must also complete employee handbook acknowledgment forms |  |
| Organizational Chart with staff start dates, race, ethnicity, and gender identity) | **377.113** **(b)(3)** A local volunteer advocate program must endeavor to be an inclusive organization whose employees, volunteers, and directors reflect the diversity of the children and community that the program serves in terms of gender, ethnicity, and cultural and socio-economic backgrounds |  |
| Job Descriptions lined up with Org Chart | **377.113(6)** job descriptions for employees, directors, and volunteers; |  |
| Grievance Policy (may be included in VPP, EP and BP) | **377.113 (9)** a grievance procedure for employees, volunteers, and community members; |  |
| Training and Development for staff (may be included in 12-hour in-service training) | **377.115.(e)** Training.  (1) A local volunteer advocate program must plan and implement a training and development program for employees and volunteers, and must inform employees and volunteers about:  (A) the background and needs of children served by the local volunteer advocate program;  (B) the operation of the court and the child welfare system; and  (C) the nature and effects of child abuse and neglect. |  |
| Succession Plan | **NA** |  |
| Code of Conduct stand-alone (may be included in VPP, EP, and BP) | **377.113(c)** Conduct.  (1) All volunteers, employees, and directors must conduct themselves in a professional manner.  (2) Volunteers, employees, and directors may not discriminate against any individual on the grounds of race, color, national origin, religion, sex (including pregnancy), age, disability, or other legally protected classes.  (3) A local volunteer advocate program may terminate a relationship with a volunteer, employee, or director who:  (A) does not act in accordance with the policies of the local volunteer advocate program; or  (B) has abused or neglected a position of trust |  |
| Confidentiality Policy (note if included in EPP) | **377.113(d)**Confidentiality.  (1) Each local program must counsel volunteers, employees, and directors on what constitutes confidential information.  (2) A volunteer, employee, or director may not communicate any confidential information pertaining to an individual being served by a local volunteer advocate program to a person who is not authorized to possess the confidential information. |  |
| Conflict of Interest Policy (note if included in EP) | **377.113 (e)** Conflicts of Interest. Each local volunteer advocate program must have a written conflict-of-interest policy that:  (1) prohibits any personal, business, or financial interest that renders a volunteer, employee, or director unable or potentially unable to perform the duties and responsibilities assigned to that volunteer, employee, or director in an efficient and impartial manner; and  (2) prohibits a volunteer, employee, or director from using the position for private gain, or acting in a manner that creates the appearance of impropriety. |  |