

POLICIES AND PROCEDURE MANUAL

Chapter	Human Resources		
Title:	Position Management		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/> Version: 1.0 Page: 1 of 2	Review Cycle: Annually Author: Deputy Director	Adopted Date: 03.07.2017 Review Date: 09.10.2019 Revision Eff. Date:	Related Policies: Delegation to the CEO and Executive Limitations Employee Compensation Personnel Manual

Purpose

This policy is established to clarify the authority and delegation of personnel procurement and management to the Mid-State Health Network (MSHN) Chief Executive Officer (CEO) by the MSHN Board of Directors. The following policy provides authoritative guidance to the CEO for ensuring sustained organizational effectiveness relating to the number, type, and qualifications of personnel and position management.

Policy

- A. It is the policy of MSHN that the CEO operate the organization under an approved administrative operating budget that is sufficient to ensure compliance with the Michigan Department of Health and Human Services (MDHHS) contract.

- B. Accountabilities:
 - 1. The MSHN Board of Directors is responsible for adopting an operating budget, including personnel resources and benefits. Budgets proposed by administration include the anticipated number and types of personnel, along with aggregate compensation details;
 - 2. The MSHN CEO, operating within the parameters of the Board of Directors approved MSHN operating budget, will create, alter, and maintain staff positions and an organizational structure sufficient to carry out the obligations and responsibilities, and to conduct the day to day operations, of MSHN in accordance with its Mission, Vision, Values and contracts with purchasers of MSHN services;
 - 3. The MSHN CEO may create, alter or otherwise arrange or procure staff positions provided the total board approved operating budget for MSHN operations is not exceeded. In the event the MSHN operating budget is reasonably expected to be exceeded, the MSHN CEO must receive approval of the Board of Directors in order to proceed; and
 - 4. Compensation of direct employed positions will be determined in compliance with the MSHN Employee Compensation Policy and Procedure.

Applies to:

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
 - MSHN’s Affiliates: Policy Only Policy and Procedure
 - Other: Sub-contract Providers

Definitions:

- CEO: Chief Executive Officer
- MDHHS: Michigan Department of Health & Human Services
- MSHN: Mid-State Health Network

Other Related Materials:

Human Resources: Employee Compensation Procedure

References/Legal Authority:

N/A

Change Log:

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
02.2017	New Policy	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director