

## POLICIES AND PROCEDURE MANUAL

<b>Chapter</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Position Management</b>		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> Deputy Director	<b>Adopted Date:</b> 03.07.2017  <b>Review Date:</b> 07.01.2025	<b>Related Policies:</b> 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 and the roles/responsibilities of the organization.
- B. Accountabilities:
1. The 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 CEO, operating within the parameters of the Board of Directors approved MSHN operating budget, will create, alter, and maintain staff positions, compensation, 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, and Values;
  3. The 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 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 CMHSP Participants: ☐ 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
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director
03.2025	Biennial Review	Deputy Director