MONTANA STATE HOSPITAL
POLICY AND PROCEDURE

DEPARTMENT OF PUBLIC
HEALTH & HUMAN SERVICES
PERSONNEL POLICIES

Effective Date: October 18, 2016 **Policy #:** HR-20

I. PURPOSE: To ensure applicable guidelines are available to administrative and supervisory staff for use when resolving personnel issues.

II. POLICY: Montana State Hospital (MSH) will adhere to and reference all applicable Department of Public Health and Human Services (DPHHS) Personnel Policies except in instances where MSH policies are more detailed and specific to hospital operations.

III. DEFINITIONS: None

IV. RESPONSIBILITIES:

A. Supervisors and Administrators will access and utilize DPHHS Personnel Policies as needed.

V. PROCEDURE:

A. DPHHS Policies will be applied to appropriately resolve personnel issues.

B. MSH Human Resource policies will be developed following guidelines established in DPHHS policies. MSH policy content will not conflict with DPHHS policies.

C. MSH policies will be applied in instances where they are specific to hospital operations.

VI. REFERENCES: None

VII. COLLABORATED WITH: Hospital Administrator, Department Directors

VIII. RESCISSIONS: #HR-20, *Department of Public Health & Human Services Personnel Policies* dated August 19, 2013; #HR-20, *Department of Public Health & Human Services Personnel Policies* dated October 19, 2009; #HR-20, *Department of Public Health & Human Services Personnel Policies* dated August 28, 2006; #HR-20, *Department of Public Health & Human Services Personnel Policies* dated September 1, 2002.

IX. DISTRIBUTION: All hospital policy manuals

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources

XII. ATTACHMENTS: None

_____/___/__		_____/___/__	
Jay Pottenger	Date	Todd Thun	Date
Hospital Administrator		Director of Human Resources	