**Personnel Policies**

**Section:** Employee Relations

**Compliance:** URAC Specialty Pharmacy 2.1

**URAC Standards:** PHARM Core 25, 26

**ACHC Standards:** DRX1-4A

**Policy ID:** 2.4

**Approved by:**

**POLICY**

<insert practice name> will have available for all employees an Employee Handbook and an individual Job Description detailing the activities related to employment and personnel management.

**PROCEDURE**

1. All employees will receive or have access to the Employee Handbook. This document has been developed by the Human Resources Department in order to familiarize employees with <insert practice name> and provide information about working conditions, key policies, procedures and benefits affecting employment at <insert practice name>.
	1. The handbook contains a minimum the following:
		1. Wages/Benefits
		2. Employee Grievance procedure
		3. Recruitment policies
		4. Disciplinary action/termination policies
2. Job descriptions will be maintained for each position within <insert practice name> and will include the following:
	1. Job Title
	2. Reporting accountability **[PHARM Core 25 (d)]**
	3. Role and key responsibilities **[PHARM Core 25 (d)]**
	4. Job requirements to include:
		1. Professional competencies **[PHARM Core 25 (b)]**
		2. Educational requirements **[PHARM Core 25 (a)]**
		3. Required qualifications **[PHARM Core 26]**
		4. Appropriate licensures and certification requirements **[PHARM Core 25 (c)]**
		5. Educational requirements for ongoing professional training **[PHARM Core 25 (a)]**
		6. ADA requirements for the job **[PHARM Core 25 (a)]**
3. All new employees will receive a copy of their current job description and be informed of wages and benefits at the time of hire.
4. An offer letter with job description signed by the employee will be kept in the personnel file
5. Job descriptions will be reviewed and updated as needed **[PHARM Core 25 (a-d)]**

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