

10A NCAC 48B .1202 BENCHMARK 31

(a) Benchmark: The local health department shall develop and implement administrative policies and procedures.

(b) Activities:

- (1) The local health department shall develop and implement policies and procedures regarding the administration of the local health department and shall assure policies and procedures are accessible to staff.
- (2) The local health department shall have a current organizational chart showing lines of authority.
- (3) The local health department shall have written personnel policies that address disciplinary, grievance and harassment issues.
- (4) The local health department shall have current written position descriptions and qualifications for each staff position.
- (5) The local health department shall implement a performance appraisal system for all staff.
- (6) The local health department shall have an inventory of equipment that includes a plan for replacement.

*History Note: Authority G.S. 130A-34.1;
Temporary Adoption Eff. January 1, 2006;
Eff. October 1, 2006;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 5, 2016.*