

## PERSONNEL

Section 6.5 of the federal Title X guidelines requires all projects to establish and maintain personnel policies that comply with applicable federal and state requirements, including Title VI of the Civil rights Act, Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act. These policies should include, but need not be limited to, staff recruitment, selection, performance evaluation, promotion, termination, compensation, benefits, and grievance procedures. Project staff should be broadly representative of all significant elements of the population to be served by the project, and should be sensitive to and able to deal effectively with the cultural and other characteristics of the client population. Agencies must ensure that:

- Projects are administered by a qualified project director;
- The clinical care component of the project operates under the responsibility of a medical director who is licensed and qualified physician with special training or experience in family planning;
- Protocols exist that provide project personnel with guidelines for client care;
- Personnel records are kept confidential;
- Licenses of applicants for positions requiring licensure are verified prior to employment and that there is documentation that licenses are kept current; and
- Performance evaluations are conducted on staff who are supported with Title X funds on an annual basis.