



ADMINISTRATIVE RULES OF MONTANA



37.106.1432 PERSONNEL FILE REQUIREMENTS

- (1) The substance use disorder facility (SUDF) must maintain a current secured personnel file for each staff member. The file must include:
 - (a) a criminal history background information check;
 - (b) a Montana Child Protective Services check for SUDFs serving or housing adolescents;
 - (c) documentation of all required orientation and ongoing training;
 - (d) an annual performance review signed and dated by the staff member and supervisor;
 - (e) copies of certification or licensure documents necessary for the staff member's position and/or title;
 - (f) evidence of an independent contractor status and contractual agreements for contracted staff members;
 - (g) a signed statement acknowledging the staff member has been oriented and agrees to abide by all confidentiality requirements;
 - (h) resume or job application;
 - (i) disciplinary actions and grievances; and
 - (j) a copy of a current job description which includes:
 - (i) job title;
 - (ii) minimum qualifications for the position; and
 - (iii) summary of duties and responsibilities.

Authorizing statute(s): 50-5-103, 53-24-208, MCA

Implementing statute(s): 50-5-101, 50-5-103, 53-24-208, MCA

History: NEW, 2010 MAR p. 2975, Eff. 12/24/10; AMD, 2022 MAR p. 1889, Eff. 9/24/22.