

a. Job responsibilities. There shall be written descriptions of job responsibilities for all positions of 6 months or longer duration in the institution.

b. Staff pattern. There shall be staff sufficient in number and qualifications for the scope of the institution's services.

2. Within one year from original licensure and every 2 years thereafter, the institution shall submit to the department for approval, written material concerning the process and content of orientation, staff development and in-service training programs for all institution employees. These programs shall include provision for the development of a working knowledge of these rules as they pertain to individual responsibilities.

(b) There shall be written policy statements available to all employees and made known to each employee at the time of employment including:

1. The method of wage adjustments.
2. Retirement program.
3. Health and other insurance programs.
4. Vacation, sick leave, holidays and leaves of absences.
5. Probationary status.
6. Termination procedures.
7. Agency chain of command.
8. Grievance procedures.
9. Employment outside the agency.
10. For the job classification for which application is being made:
 - a. Compensation.
 - b. Hours of work.
 - c. Description of job responsibilities.
 - d. Performance evaluation.

(c) A personnel record shall be maintained for each staff member and be available to the authorized licensing staff. The record shall include:

1. Employment application showing qualifications and experience.
2. Statement from previous employers and personal references.
3. Reports of job performance.
4. Medical reports.
5. Dates of employment, separation and reasons for separation.

(d) Resident staff shall have at least 2 hours free of all agency responsibility during each 24 hour day, and at least one consecutive 24 hour period of free time per week.

(2) PERSONNEL. (a) *General qualifications.* 1. All employes shall have the ability and emotional stability to carry out their assigned duties.

a. Character references from at least 2 people and references from previous employers within the last 5 years must be obtained for prospective employes.

b. References may be documented either by letter or verifications in the record of verbal contact giving dates, person making the contact and persons contacted and the contact content.

c. The institution shall review and investigate application information carefully to determine whether employment of the individual is in the best interests of children under its care.

2. Every staff member who has contact with children shall have a comprehensive physical examination, to include screening for tuberculosis and a seriological test for syphilis, within one year before he or she begins work.

3. All persons shall be excluded from the institution when ill, including such conditions as serious upper respiratory infections and infectious lesions. Persons with contagious diseases such as, but not limited to mononucleosis, streptococcal and staphylococcal infections shall have a physician's release before returning to work.

4. No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease shall be employed in an agency until it is determined by appropriate tests that such person is not a carrier of these diseases.

(b) *Administrative staff.* 1. An administrator shall be employed who shall:

a. Possess a knowledge of child welfare services and a demonstrated actual or potential administrative skill and leadership.

b. Be a graduate of an accredited college or university with a minimum of 15 credits in the social sciences.

c. Have at least 2 years experience in an administrative or supervisory capacity.

2. The administrator's responsibilities to the board for administering the institution shall include:

a. Satisfactory management.

b. Keeping them informed of the program of the institution.

c. Preparing the annual budget for discussion and approval.

d. Responsibility for the operation of the program of child welfare in employment, supervision and discharge of staff.

3. If the executive also functions as casework or child care supervisor he shall meet the additional requirements for those classifications.

4. There shall be a qualified staff person to whom authority is delegated in the absence of the executive. The executive or a person to whom he has delegated responsibility, shall be available at all times.

(c) *Child care staff.* 1. Child care staff shall participate on an ongoing basis in either:

a. A department approved in-service training program conducted by the institution, or

b. College or university credit or non-credit courses related to child care.

2. The ratio of child care staff to children in care shall be dependent on the needs of the children, but the ratio of such staff to children shall not be less than the following schedule:

Age of child	Minimum ratio of staff to children during working hours
Infant to one year	1 to 3 children
One year to 2½ years	1 to 4 children
2½ to 3 years	1 to 6 children
3 to 4 years	1 to 10 children
4 years and over	1 to 12 children

Note: Child care staff are defined as those persons who are primarily responsible for the day to day living experience of children in care.

3. There shall be at least 2 child care staff members or persons properly substituting for them on duty in the institution at any time when there are 9 or more children present during waking hours.

4. When there are 8 or less children in care a second person who meets the qualifications for child care staff shall be available within 5 minutes.

5. At night there shall be a staff member within hearing or call of every 25 children or a fraction thereof, when they are asleep. In addition there shall be another adult who can be summoned in case of emergency.

a. If children under 6 are in care, the night time ratio of staff to children shall be no less than 1 to 15.

b. When infants under one year of age are in care, the night time ratio of staff to children shall be no less than 1 to 5.

c. When children are under 6 years of age, the staff members on duty shall be awake and remain in the immediate vicinity of the children.

6. The primary responsibility of child care staff shall be care of children. The institution shall not assign other responsibilities which interfere with this responsibility.

7. Responsibility for the supervision of child care staff shall be delegated to a person who is qualified for this position. This shall be a full time position if 8 or more child care staff are employed. Qualifications for this position shall include either:

a. The status of advanced social worker (See (d) 4. below), or

b. A master's degree in a social science, or

c. Three years of experience in institutional child care plus 250 hours of documented in-service training.

(d) *Social service staff.* 1. The ratio of social service staff to children shall be dependent on the needs of the children, but, there shall be at least one social worker for every 25 children in the institution.

2. Institutions which provide care exclusively for mentally retarded children shall employ at least one social worker for every 50 children.

3. Director of social service or social work supervisor. a. Each institution shall employ as the director of social service or social work supervisor, one social worker with a master's degree from a recognized school of social work. In addition this person shall have knowledge of and skill in supervision and at least 2 years of supervised experience in a recognized child or family welfare agency.

b. The supervisory responsibility shall be handled by a full time agency employe if the institution employs 4 or more social workers. Such an employe could be carrying other functions on a limited basis if he is supervising between 4 and 8 social workers. Such a staff position shall not exceed supervision of more than 8 staff.

c. In a large program in which a director of social service is responsible for the supervision of one or more social worker supervisors, the director of social service shall have at least 2 years of supervisory experience in a recognized family or child welfare agency.

4. Advanced social worker. In agencies employing more than one social worker, at least 50% of the social workers shall be advanced social workers. An advanced social worker shall have:

a. A master's degree from an accredited school of social work, or

b. Completed one year of graduate work in an accredited school of social work and have at least 2 years of supervised experience in child or family welfare, or

c. Graduated from an accredited college or university, completed at least 3 years of supervised experience in the field of child or family welfare, acquired 12 graduate credits in social work, and completed 250 hours of documented in-service training.

5. Social worker. Social workers shall have at least a bachelor's degree with a minimum of 15 credits in the social services and within 2 years of employment shall participate in at least 180 hours of documented in-service training.

6. Consultant services. The institution shall provide consultant services as required to meet the needs of the children. Consultants shall meet the standards of their professional groups.

(e) *Education staff.* 1. The administrator shall designate a qualified staff person to be responsible for determining that the education needs of each child in residence are met.

2. If the institution operates a school program it shall maintain a classroom ratio of at least one teacher for each 15 students.

3. Teachers employed in an institution shall:

a. Hold a bachelor's degree from an accredited college or

b. Be a graduate of an approved 2 year professional teacher education course and have a 2 year experience in a full time paid teaching position.

4. If teachers' aides are employed they shall meet the requirements for child care staff.

5. Education staff shall participate on an agency basis in either:

a. The institution in-service training program approved by the department, or

b. College or university credit or non-credit courses related to education.

(f) *Recreation and activity staff.* 1. The institution shall designate a staff person to be responsible for the development and coordination of the institution's recreation and activity programs.

2. The agency shall select recreation staff on the basis of experience in working with groups of children whose recreational needs and interests vary.

3. The agency may use child care staff as recreation or activity staff only if they possess skills ordinarily expected of recreation staff.

4. Recreation and activity staff shall participate on an ongoing basis in a department approved in-service training program.

(g) *Clerical staff.* The institution shall have clerical services to maintain correspondence, records, bookkeeping and files.

(h) *Other staff.* 1. The institution shall employ staff such as cooks, kitchen help, housekeepers, gardeners, janitors, laundresses, and seamstresses to carry on the daily housekeeping functions.

2. There shall be one person on the premises awake and on duty during the night in any institution having a population of over 25 children on the premises.

(i) *Volunteers.* 1. If volunteers are used, the agency shall assign an appropriate staff member to evaluate and supervise them and to develop a plan for their operation, training and use.

2. All volunteers having regular contact with children for more than 2 hours per week shall have annual chest X-rays or negative tuberculin tests. Volunteers who are in contact with children more than 20 hours in a week shall meet the health requirements for paid staff.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57; r. and recr. Register, July, 1970, No. 175, eff. 2-1-71, renum; from PW-CY 40.52 and am. (2) (d) 6, and (h) 2., Register, August, 1982, No. 320, eff. 9-1-82.; am. (2) (a) 2., Register, June, 1983, No. 330, eff. 7-1-83.

HSS 52.04 Building, grounds and equipment. (1) GENERAL REQUIREMENTS. (a) All buildings of the child care institution shall comply with the state building code, chs. Ind 50 to 64. Wis. Adm. Code.

(b) Plans for new buildings or alterations which affect the structural strength, safety, or sanitary conditions of existing buildings, shall be submitted to the division of industrial safety and buildings, and to the department for approval. The agency shall have in writing the approval

of both the department and the division of industrial safety and buildings before contracts are let.

(c) The institution shall comply with requirements established through the building inspections which the division of industrial safety and buildings will make at intervals not to exceed 2 years.

(d) The premises of an institution shall be used only for purposes which are compatible with the program of child care.

(e) Living and indoor recreation space to enhance physical and emotional health shall be provided. Buildings constructed or other facilities converted to child care after the effective date of these rules shall contain living and recreational space at least equal to the minimum amount of sleeping space required for licensing. This space shall be exclusive of hallways less than 7 feet in width, bathrooms, lockers, offices, storage rooms, isolation rooms, staff rooms, furnace rooms and that part of the kitchen occupied by stationary equipment.

(f) Safety glass which is resistant to shattering or screening approved by the department shall be installed in high risk areas where children are active such as recreation rooms and stair wells.

(g) There shall be telephone service in all buildings housing children.

(h) Any institution operating or using camping facilities shall comply with requirements for recreational camps established by the division of health in ch. HSS 175.

(i) Institutions using or operating camp facilities between October and April shall comply with requirements of the building code and the heating, ventilation and air conditioning code issued by the division of industrial safety and buildings. Compliance with these requirements shall be determined through inspections of the division of industrial safety and buildings made at intervals not to exceed 2 years.

(2) LOCATION. The location of the institution shall be beneficial to health, safety and well-being of the children.

(3) GENERAL SANITATION. The institution shall comply with department sanitation requirements and with the recommendations of the division of health when used as a consultant by the licensing agent.

(4) WATER. (a) The institution shall at all times have a safe adequate supply of running hot and cold water.

(b) Drinking water shall be supplied from an approved public water supply, if available.

(c) When water is obtained from a private well, the water supply shall meet the requirements of the division of health, and its safety shall be determined by monthly testing of samples submitted to the state laboratory of hygiene, Madison, Wisconsin, or to a laboratory certified by the division of health.

(d) The use of common drinking utensils shall be prohibited. Sanitary drinking fountains shall be installed or individual drinking cups provided.