



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: 747-2013 2/21/2013
 DATE OF INTRODUCTION: 2/21/2013
 DATE OF ADOPTION: 3/14/2013

AN ORDINANCE TO AMEND THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION BY AMENDING: CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE, ARTICLE XIX-DEPARTMENT OF ENGINEERING, PUBLIC WORKS AND FACILITIES; ARTICLE XXII-DEPARTMENT OF RUNNELLS SPECIALIZED HOSPITAL AND ARTICLE XVI, EMPLOYEE HANDBOOK.

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as follows:

Continued...

NO SUFFICIENCY OF FUNDS REQUIRED
Frank W. Padellaro
 2.21.2013

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
BERGEN	X							BERGEN	X						
ESTRADA	X							ESTRADA	X						
JALLOH	X				X			JALLOH	X						
KOWALSKI	X							KOWALSKI	X						
MIRABELLA	X							MIRABELLA	X						
SULLIVAN	X							SULLIVAN	X						
WRIGHT	X					X		WRIGHT	X						
HUDAK VICE CHAIRMAN	X							HUDAK VICE CHAIRMAN	X					X	
CARTER CHAIRMAN	X							CARTER CHAIRMAN	X						

APPROVED AS TO FORM COUNTY ATTORNEY	I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date. CLERK
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I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date. _____ CLERK

**PART I -
ADMINISTRATIVE CODE**

Chapter 1, UNION COUNTY GOVERNMENT STRUCTURE

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union 4-28-1976 by Ord. No. 1; amended in its entirety by Ord. No. 9-1984. Subsequent amendments noted where applicable.]

ARTICLE XIX, Department of Engineering, Public Works & Facilities

[Added 7-18-1991 by Ord. No. 337; amended 4-14-1994 by Ord. No. 390; 6-26-1997 by Ord. No. 452; 12-11-1997 by Ord. No. 458; 6-25-1998 by Ord. No. 478; 7-22-1999 by Ord. No. 503; 6-20-2002 by Ord. No. 553; 12-20-2007 by Ord. No. 664; 3-27-08 by Ord. No. 667; 1-4-2009 by Ord. No. 680-2009; 6-25-09 by Ord. No. 686; Amended 8-19-2010 by Ord. 709-2010; Amended 12-15-2011 by Ord. 726-2011]

§ 1-111. General purpose; departmental organization.

- A. There shall be a Department of Engineering, Public Works and Facilities for the purpose of planning, constructing, repairing and maintaining all property and infrastructure owned and operated by Union County.
- B. Department head. The Director of the Department of Engineering, Public Works and Facilities shall be the head of the Department and shall be responsible to the County Manager for the Department's operation. The Director of the Department of Engineering, Public Works and Facilities may also be the director of a division within the Department Engineering and Public Works.
- C. There may be a Deputy Director who shall be responsible to the Director of the Department of Engineering, Public Works and Facilities.
- D. The Department of Engineering, Public Works and Facilities shall include the following divisions:
 - (1) The Division of Public Works.
 - (2) The Division of Engineering.
 - (3) The Division of Facilities Management.
 - (4) The Division of Park Maintenance.
 - (5) Division of Hospital Maintenance.

§ 1-112. Division of Public Works.

- A. Under the direction and supervision of the Director of The Department of Engineering, Public Works and Facilities, the Division of Public Works' functions and responsibilities shall include: road construction and maintenance, bridge maintenance and public works, shade tree and conservation and mosquito control.
- B. Division head. The Director of the Division of Public Works shall be the head of the Division and shall be responsible to the Director of the Department of Engineering, Public Works and Facilities for its operation. The Director of the Division of Public Works may be the Director of the Department of Engineering, Public Works and Facilities.
- C. Division organization.
 - (1) Within the Division, there shall be the following bureaus:

- (a) Bureau of Roads and Bridges.
 - (b) Bureau of Shade Tree and Conservation.
 - (c) Bureau of Mosquito Control.
 - (d) Bureau of Inspections.
 - (e) Bureau of Heavy Equipment and Truck Repair.
- (2) Bureau Chief. The Chief of each bureau shall be in charge of the bureau and shall be responsible to the Director of the Division of Public Works.
- (3) The Bureau of Roads and Bridges' functions shall include:
- (a) Maintaining and repairing County roads.
 - (b) Maintaining, installing and cleaning storm drainage facilities.
 - (c) Performing weed control and grass maintenance on all County rights-of-way.
 - (d) Maintaining County roads in a clean and safe condition for passage free of all obstructions and hazards and removing leaves, snow, ice and debris as required.
 - (e) Maintaining, installing and repairing road warning signs and traffic lane markings on all County roads and bridges.
 - (f) Maintaining and repairing County bridges and culverts.
 - (g) Maintaining County bridges free of obstructions and hazards.
 - (h) Performing stream clearance and desnagging under County bridges and culverts.
 - (i) Operating and maintaining movable County bridges.
- (4) The Bureau of Shade Tree and Conservation's functions and responsibilities shall include:
- (a) Providing for the planting, replanting, trimming and care of trees within County road rights-of-way. [amended 2-5-2004 by Ord. No. 587].
 - (b) Operation of the County's compost facility and ancillary work.
 - (c) Providing for the care, cultivation, planting and trimming of trees on all County Parkland.
- (5) The Bureau of Mosquito Control's functions shall include:
- (a) Controlling and exterminating all species of mosquitoes within County limits.
 - (b) Coordinating all activities with adjacent counties to control the breeding of all species of mosquitoes within flight range of the County.
 - (c) Enforcing Title 25, Chapter 9, Article 2 of the Laws of the State of New Jersey.
- (6) The Bureau of Inspections' functions and responsibilities shall include:
- (a) Issuing permits for County roads for curbing, driveway aprons, roadway openings and work on or in the vicinity of a bridge or culvert, maintaining records as necessary and inspecting the construction of these items.
 - (b) Cooperating with public service facilities and private contractors in placing County projects.
 - (c) Supervising material testing procedures relating to construction of County roads, bridges and curbing.

(d) Accepting applications, issuing permits and maintaining records for road openings, curbs, driveway aprons and connections to bridges, culverts and drainage systems within roadways maintained by the County.

(7) The Bureau of Heavy Equipment and Truck Repair

(a) Having responsibility for performing repairs, maintenance and all service necessary to keep the County's Heavy Equipment and Truck in safe and readily usable condition.

§ 1-113. Division of Engineering.

(Amended 12-15-2011 by Ord. 726-2011)

A. Under the direction and supervision of the Director of The Department of Engineering, Public Works and Facilities, the Division of Engineering's functions and responsibilities shall include:

- (1) Providing engineering advice and assistance to the Board of Chosen Freeholders, the County Manager and County departments/agencies; performing the engineering work and decisions involved with the design, maintenance and construction of roads, intersections, bridges, stormwater facilities, buildings, parks, and other projects and reviewing review and approving plans and specifications, tabulating bids and recommending award of contracts; administering and inspecting for contract performance, certifying satisfactory contract performance for final payment and acceptance of work for County operational services projects. [Amended 9-23-1999 by Ord. No. 507]
- (2) Providing technical information on traffic and transportation matters and maintaining markings and signs on County roads.
- (3) Performing its duties and responsibilities in conjunction and cooperation with the State Department of Transportation and municipalities of Union County, as necessary.
- (4) Providing technical assistance to the municipalities of Union County, as necessary.
- (5) Administering professional service contracts as necessary to implement and develop various County public works projects.
- (6) Capital projects. The Division of Engineering shall be responsible for the administration, supervision and oversight of all capital projects within the County of Union.

B. Director of the Division of Engineering.

- (1) Division head. The Director of the Division of Engineering shall be the head of the Division and shall be responsible to the Director of The Department of Engineering, Public Works and Facilities for its operation. The Director of the Division of Engineering shall be a duly licensed professional engineer in the State of New Jersey. The Director of the Division of Engineering may be the County Engineer.
- (2) The Director of the Division of Engineering will provide for the internal organization of the Division and assign and delegate work of the Division among its employees; install and maintain such administrative and financial controls and procedures as may be required for efficient management of the Division, including budget preparation activities, properties and equipment; prepare and submit such reports and recommendation with respect to the conduct, functioning and work of the Division as may be required.

C. Division organization.

- (1) Within the Division, there shall be the following Bureaus:
 - (a) Bureau of Engineering Services.
 - (b) Bureau of Traffic Maintenance.
 - (c) Bureau of Geographic Information Systems (GIS) (Added 12-15-2011 by Ord.

726-2011)

(2) Bureau Chief. The Chief of each bureau shall be in charge of the bureau and shall be responsible to the Director of the Division of Engineering.

(3) Engineering functions shall include:

- (a) Conducting investigations, studies, planning and surveys necessary for the preparation of preliminary designs, plans and specifications and making estimates of costs for road, intersection, bridge, culvert, storm drainage and flood control facilities construction, reconstruction, major repair, replacement and improvements.
- (b) Preparing final plans, specifications and proposals for advertising to receive bids upon approval of preliminary plans.
- (c) On receipt of bids, preparing reports and recommendations for contract awards or rejection of bids.
- (d) Providing project construction administration and inspection for contract compliance to said plans, specifications and contracts.
- (e) Complying with state and/or federal requirements and performing liaison work where state and/or federal funds are involved and obtaining state and/or federal approvals where required.
- (f) Providing and maintaining surveys, maps, plans, specifications, operating records and files pertaining to County roads, bridges, sewers and storm drainage facilities; coordinating with the Division of Planning and Community Development, Bureau of GIS.
- (g) Maintaining County rain charts, stream gage records and geodetic monument records.
- (h) Providing surveyors, developers, municipalities and consultants with records and data maintained concerning the County's infrastructure, including roadways, bridges, stormwater management and flood control, etc.
- (i) Providing material testing procedures relating to construction of County infrastructure.
- (j) Preparing estimates for capital expenditure programs.
- (k) Cooperating with public and private utilities in developing and coordinating County projects.
- (l) Reviewing subdivision and development plans as to impacts on County roads, parks, bridges, stormwater facilities and flood control requirements.
- (m) Maintaining records of the work of the Division of Engineering.
- (n) Soliciting federal and state funding.

(4) Bureau of Traffic Maintenance's functions shall include:

- (a) Providing traffic engineering services as required, including the gathering of operational traffic count data, performing studies to determine capacities and identifying and recommending corrections to traffic problems.
- (b) Reviewing applications for land development within the County to determine traffic impact on County roads.
- (c) Soliciting federal and state grants for traffic programs.
- (d) Rendering technical assistance and advice to municipal engineers, police departments and the public concerning traffic/transportation.
- (e) Supervising the maintenance of County roadway markings and signs.

- (f) Maintaining records related to County roadways, markings, signs and traffic Volume data.
 - (g) Providing a liaison with federal and state agencies involved in traffic engineering.
 - (h) Providing engineering advice and design services to implement and maintain an intelligent transportation System (ITS) capability in Union County.
- (5) The Bureau of Geographic Information Systems' functions shall include:
- (a) Preparing County maps, digitized photographs and creating specific information for County departments and municipalities to deal with issues of public safety, economic development, and transportation issues.

§ 1-114. Division of Park Maintenance

[Added 6-25-2009 by Ord. No. 686; Amended 8-19-2010]

- A. Under the direction and supervision of the Director of the Department of Engineering, Public Works and Facilities, the Division of Park Maintenance's functions shall include preserving and improving all County park and recreational facilities.
- B. Division Head. The Director of the Division of Park Maintenance shall be the head of the Division and shall be responsible to the Director of the Department of Engineering, Public Works and Facilities.
- C. Division Organization
 - a. Within the Division, there shall be the following Bureaus:
 - i. The Bureau of Parks-Sector I
 - ii. The Bureau of Parks-Sector II
 - iii. The Bureau of Recycling and Planning
 - b. Bureau Chief. The Chief of each Bureau shall be the head of the Bureau and shall be responsible to the Director of the Division of Park Maintenance.
 - c. The functions of the Bureau of Parks-Sector I and Parks-Sector II shall include the provision of care and maintenance of all County park and recreational facilities within its respective Sectors.
 - d. The functions of the Bureau of Recycling and Planning will be as follows:
 - Implementing and coordinating Household Special Waste, Computer and Electronics, and Battery/Motor Oil/Filters, and other recycling related events.
 - Implementing and coordinating the Scrap Tire Management Program to fund cleanup and disposal of scrap tires found on public lands.
 - Providing administrative and coordination and assistance to municipalities in implementing the Clean Communities Program.
 - Performing such other duties as may be required by the Director of the Division of Park Planning and Maintenance.
 - Preparing and Disseminating all mandated statistical programmatic reports to appropriate agencies and officials.
 - The Bureau Chief of the Bureau of Recycling and Planning shall also serve as the District Recycling Coordinator.

§ 1-115. Division of Facilities Management.

[Added 12-20-2007 by Ord. No. 664; Amended 3-27-08 by Ord. No. 667]

- A. Under the direction and supervision of the Director of The Department of Engineering, Public Works and Facilities, the Division of Facilities Management's functions and responsibilities shall include providing general building maintenance to all County buildings, with the exception of Runnells Specialized Hospital, including the functions of stationary engineers, custodial maintenance and general trades, construction management services, and printing and signage services.
- B. Division head. The Director of the Division of Facilities Management shall be the head of the Division and shall be responsible to the Director of the Department of Engineering, Public Works and Facilities for its operation.
- C. Division Organization.
- (1) Within the Division, there shall be the following Bureaus:
 - (a) Bureau of Custodial Maintenance.
 - (b) Bureau of General Trades.
 - (c) Bureau of Stationary Engineers.
 - (d) Bureau of Construction Management.
 - (e) Bureau of Administrative Support.
 - (2) Bureau Chief. The Chief of each Bureau shall be the head of the bureau and shall be responsible to the Director of the Division of Facilities Management.
 - (3) Bureau of Custodial Maintenance's functions shall include providing custodial and janitorial services for all County buildings, with the exception of Runnells Specialized Hospital and providing custodial and janitorial services for all park facilities.
 - (4) Bureau of General Trades' functions shall include providing technical and mechanical services for the safe and efficient operation of heating, ventilating, air-conditioning, plumbing and electrical systems of County buildings, with the exception of Runnells Specialized Hospital.
 - (5) Bureau of Stationary Engineers' functions shall include maintaining and operating the heating, ventilating and air-conditioning systems in all County buildings, with the exception of Runnells Specialized Hospital.
 - (6) The Bureau of Construction Management's functions and responsibilities shall include supervising construction projects on all County-owned facilities and preserving, caring for, laying out, constructing and improving park and recreational facilities, the Watchung Reservation and open spaces.
 - (7) The Bureau of Administrative Support's functions shall include operating, facilitating and supervising the County's printing & duplication services and signage services.

§ 1-116 Division of Hospital Maintenance.

- A. Under the direction and supervision of the Director of The Department of Engineering, Public Works and Facilities, the Division of Hospital Maintenance's functions and responsibilities shall include:
- (1) Providing technical and mechanical services for the safe and efficient operation of heating, ventilating, air-conditioning, plumbing, electrical systems, elevators, fire suppression and alarm systems of Runnells Specialized Hospital.
 - (2) Providing for stationary engineers for the efficient operation of Runnells Specialized Hospital.
 - (3) Providing for TV-Relocation for Runnells specialized Hospital.
 - (4) to provide for any other maintenance services to other facilities owned or operated by the County of Union in the discretion of Director of The Department of Engineering, Public Works and Facilities,

B. Division Head. The Director of the Division of Hospital Maintenance shall be the head of the Division and shall be responsible to the Director of the Department of Engineering, Public Works and Facilities for its operation. The Director of the Division of Hospital Maintenance

The Director of the Division of Hospital Maintenance will provide for the internal organization of the Division and assign and delegate work of the Division among its employees; install and maintain such administrative and financial controls and procedures as may be required for the efficient management of the Division, including budget preparation activities, properties and equipment; prepare and submit such reports and recommendations with respect to the conduct, functioning and work of the Division as may be required.

C. Division Organization. Within the Division, there shall be the following Bureaus:

D. (1) Bureau of General Trades. The Bureau of General Trades' functions shall include providing technical and mechanical services for the safe and efficient operation of heating, ventilating, air-conditioning, plumbing and electrical systems at Runnells Specialized Hospital.

(2) Bureau of Stationary Engineers. Bureau of Stationary Engineers' functions shall include maintaining and operating the heating, ventilating, air-conditioning, plumbing and electrical systems at Runnells Specialized Hospital.

(3) Bureau Chief. The Chief of each Bureau shall be the head of the bureau and shall be responsible to the Director of the Division of Hospital Maintenance.

ARTICLE XXII, Department of Runnells Specialized Hospital

[Amended 11-17-1986 by Ord. No. 257; 9-10-1987 by Ord. No. 275; 7-14-1988 by Ord. No. 301; 7-18-1991 by Ord. No. 337; 6-20-2002 by Ord. No 553; 7-28-2011 by Ord. No 722]

§ 1-132. General purpose; Administrator; Associate Administrator; departmental organization.

A. Runnells Specialized Hospital shall be and shall constitute a Department of the County of Union for the purpose of planning, coordinating and supervising the administration of medical services, nursing services and professional/support services as hereinafter provided. The Director shall be the head of the Department and shall be responsible to the County Manager for its operation. The Director of the Runnells Specialized Hospital shall also be known as the "Administrator."

B. In matters relating to hospital governance, the Board of Chosen Freeholders shall be construed as the governing body of the Runnells Specialized Hospital of Union County. To assist the Board to discharge its responsibilities therein, an Advisory Board of Managers may be appointed in accordance with the provisions of Article 25 of this Code.

C. The policies of the hospital will be proposed and approved periodically in a manner consistent with the provision of this Code. The Board shall promote cooperation with health services, planning agencies, community agencies and community services. [Amended 9-14-2000 by Ord. No. 515]

D. The Administrator shall be directly responsible for the following functions:

(1) Organizing, directing and supervising the overall activities of the hospital to ensure an effective and efficient operating organization.

(2) Developing and maintaining effective liaison with community groups and organizations and governmental bodies.

(3) Ensuring that all units are in compliance with orders and/or regulations issued by the Administrator and by duly constituted governmental agencies.

- (4) Being responsible for both program and facility planning and providing guidance on the overall procedures and policies of the hospital, including the making of specific recommendations and suggestions concerning the same, particularly with respect to the quality of patient care, admission procedures, program service planning and the marketing of hospital facilities.
- (5) Being responsible for the maintenance and operation of a hospital communications systems and network.
- (6) Providing for Safety and Security for Runnells Specialized Hospital by being responsible for the maintenance and operation of a hospital risk management program and for accident prevention and to administer a safety control program, including the implementation of all appropriate safety measures to protect patients, public employees and visitors from accident or injury while upon the grounds or within the facility and to review and analyze all accident information and records.
- (7) Being responsible for the administration and operation of the quality assurance program and providing for an effective utilization review. [Added 2-25-1999 by Ord. No. 493]
- (8) Being responsible for an effective program of preventative maintenance, equipment management, waste management, housekeeping, as well as compliance with all local, State and Federal Codes for buildings and grounds. [Added 10-14-2004 by Ord. No. 604]
- (9) Performing such other duties as may be required by the County Manager.

E. Associate Administrator. [Added 9-14-2000 by Ord. No. 515]. The Associate Administrator of the Department of Runnells Specialized Hospital shall:

- (1) Under the direction and supervision of the Administrator of the Department of Runnells Specialized Hospital, assist in the orderly and efficient administration of the Department of Runnells Specialized Hospital, performing whatever supervisory or administrative duties the Administrator of Runnells Specialized Hospital deems necessary and proper, including but not limited to Physical, Occupational and Speech Therapy and "Minimum Data Set".
- (2) Serve as Acting Administrator of the Department of Runnells Specialized Hospital during the temporary absence or disability of the Administrator of the Department of Runnells Specialized Hospital.

F. Within the Department, there shall be the following Divisions:

- (1) The Division of Nursing Services.
- (2) The Division of Medical Services.
- (3) The Division of Professional and Support Services.
- (4) The Division of Hospital Finance. [Added 9-14-2000 by Ord. No. 515]

§ 1-132.1. Trustees.

[Added 2-11-1993 by Res. No. 189-93]

The Board of Chosen Freeholders shall be deemed for all purposes, including insurance coverage, trustees of the Runnells Specialized Hospital.

§ 1-133. Division of Nursing Services.

A. Under the direction and supervision of the Administrator of Runnells Specialized Hospital, the Division of Nursing Services' functions and responsibilities shall include:

- (1) Maintaining high professional standards concerned with the quality of patient care.
- (2) Providing and being responsible for the Employee Health Clinic.
- (3) Being responsible for organizing and overseeing the activities of nursing supervisors, registered nurses, practical nurses, institutional attendants and ward clerks.

- (4) Being responsible for organizing and overseeing the staffing in geriatric care, mental health services, rehabilitation and outpatient services.
- (5) Being responsible for the enforcement of all hospital rules and regulations as they relate to nursing services.
- (6) Being responsible for nursing and staffing policies and for making specific recommendations and suggestions concerning the same.
- (7) Preparing monthly and annual reports with respect to patient care activities rendered throughout the hospital.
- (8) Performing such other duties as may be required by the Administrator.

B. Division head. The Director of the Division of Nursing Services shall be the head of the Division and shall be responsible to the Administrator for its operation.

C. The Deputy Director of the Division of Nursing shall be responsible to carry out those functions of the Division of Nursing as assigned by the Director of the Division of Nursing and the Administrator.

§ 1-134. Division of Medical Services.

A. Under the direction and supervision of the Administrator of Runnells Specialized Hospital, the Division of Medical Services' functions and responsibilities shall include:

- (1) Creating and maintaining an optimal level of professional performance of medical staff members through delineation of medical staff privileges and the continual review and evaluation of each member's clinical activities.
- (2) Providing for an effective infection control program. [Amended 2-25-1999 by Ord. No. 493] and be responsible for all Biomed Equipment.
- (3) Providing an ongoing program of continuing professional education and a medical library for the use of the staff members.
- (4) Being responsible for the enforcement of medical staff bylaws, rules and regulations.
- (5) Being responsible for constantly reviewing the overall medical policies of the hospital and making specific recommendations and suggestions concerning the same. [Amended 2-25-1999 by Ord. No. 493]
- (6) Preparing monthly and annual reports on patient care activities rendered throughout the hospital.
- (7) Being responsible for medical reports and medical records.
- (8) Performing such other duties as may be required by the Administrator.

B. Division head. The Director of the Division of Medical Services shall be the head of the Division and shall be responsible to the Administrator for its operation and shall also be known as the "Medical Director."

§ 1-135. Division of Professional and Support Services.

A. Under the direction and supervision of the Administrator of Runnells Specialized Hospital, the Division of Professional and Support Services functions and responsibilities shall include:

- (1) Responsibility for maintenance of high professional standards and continuing education.
- (2) Preparing monthly and annual reports on patient care activities rendered throughout the hospital.
- (3) Implementing New Jersey Department of Health and Joint Commission of Accreditation of Healthcare Organizations' standards of care.

- (4) Ensuring the provision of the following professional and support services: Laboratory, pharmacy, x-ray, EKG, dietary, social services, activities therapy, pastoral care and volunteers. [Amended 2-25-1999 by Ord. No. 493]
- (5) Providing for and being responsible for the Immunization Clinic.
- (6) Responsibility for providing for Risk Management.
- (7) Providing for and being responsible for all inservice training and performance improvement.
- (8) Responsibility for the ambulance and transportation services provided for by the Hospital.
- (9) Responsibility for maintaining the Affiliation Agreements between the Hospital and outside agencies and organizations.
- (10) Providing for the laundry service for Runnells Specialized Hospital.
- (11) Performing such other duties as may be required by the Administrator.

B. Division head. The Director of the Division of Professional and Support Services shall be the head of the Division and shall be responsible to the Administrator for its operation.

§ 1-136. Division of Hospital Finance.

[Added 9-14-2000 by Ord. No. 515]

A. Under the direction and supervision of the Administrator of Runnells Specialized Hospital, the Division of Hospital Finance's functions and responsibilities shall include:

- (1) Implementing and maintaining a uniform, financially sound and responsive accounting system in order to ensure the fiscal integrity of the Runnells Specialized Hospital and to meet all the requirements of the Division of Local Government Services.
- (2) Providing for Hospital Planning Services by compiling estimates and other data as may be necessary and useful regarding the preparation of budgets and preparing the Hospital's budget. The Hospital's operating budget shall be centralized.
- (3) Maintaining such books of account and ledgers as may be necessary in order to adequately identify and control the following functions and responsibilities: patient accounts; admitting records; reimbursement entitlement; rate setting and appeals; payroll; accounts payable; cost analysis; materials management; and purchasing.
- (4) Operating and maintaining electronic data processing equipment as may be necessary to implement the above accounting functions.
- (5) Be responsible for the provision of Information and Technology Services to the Hospital.
- (6) Have the responsibility for Admissions and Clinical Reimbursement.
- (7) Responsibility for Psychiatric Utilization Review.
- (8) Responsibility for Television billing and logistics.
- (9) Providing for the upkeep and maintenance of the Stopre Room for Runnells Specialized Hospital.
- (10) Performing such other duties as may be required by the Administrator.

B. Division head. The Director of the Division of Hospital Finance shall be the head of the Division and shall be responsible to the Administrator of Runnells Specialized Hospital for its operation.

[The County of Union Employee Handbook, Resolution 2013-2 adopted 1/6/2013, is on file in the office of the Clerk of the Board. A copy of this Handbook can be obtained by contacting the Division of Personnel Management and Labor Relations.]

- (4) Ensuring the provision of the following professional and support services: Laboratory, pharmacy, x-ray, EKG, dietary, social services, activities therapy, pastoral care and volunteers. [Amended 2-25-1999 by Ord. No. 493]
- (5) Providing for and being responsible for the Immunization Clinic.
- (6) Responsibility for providing for Risk Management.
- (7) Providing for and being responsible for all inservice training and performance improvement.
- (8) Responsibility for the ambulance and transportation services provided for by the Hospital.
- (9) Responsibility for maintaining the Affiliation Agreements between the Hospital and outside agencies and organizations.
- (10) Providing for the laundry service for Runnells Specialized Hospital.
- (11) Performing such other duties as may be required by the Administrator.

B. Division head. The Director of the Division of Professional and Support Services shall be the head of the Division and shall be responsible to the Administrator for its operation.

§ 1-136. Division of Hospital Finance.

[Added 9-14-2000 by Ord. No. 515]

- A. Under the direction and supervision of the Administrator of Runnells Specialized Hospital, the Division of Hospital Finance's functions and responsibilities shall include:
- (1) Implementing and maintaining a uniform, financially sound and responsive accounting system in order to ensure the fiscal integrity of the Runnells Specialized Hospital and to meet all the requirements of the Division of Local Government Services.
 - (2) Providing for Hospital Planning Services by compiling estimates and other data as may be necessary and useful regarding the preparation of budgets and preparing the Hospital's budget. The Hospital's operating budget shall be centralized.
 - (3) Maintaining such books of account and ledgers as may be necessary in order to adequately identify and control the following functions and responsibilities: patient accounts; admitting records; reimbursement entitlement; rate setting and appeals; payroll; accounts payable; cost analysis; materials management; and purchasing.
 - (4) Operating and maintaining electronic data processing equipment as may be necessary to implement the above accounting functions.
 - (5) Be responsible for the provision of Information and Technology Services to the Hospital.
 - (6) Have the responsibility for Admissions and Clinical Reimbursement.
 - (7) Responsibility for Psychiatric Utilization Review.
 - (8) Responsibility for Television billing and logistics.
 - (9) Providing for the upkeep and maintenance of the Stopre Room for Runnells Specialized Hospital.
 - (10) Performing such other duties as may be required by the Administrator.
- B. Division head. The Director of the Division of Hospital Finance shall be the head of the Division and shall be responsible to the Administrator of Runnells Specialized Hospital for its operation.

ARTICLE XVI, Employee Handbook

[The County of Union Employee Handbook, Resolution 2013-2 adopted 1/6/2013, is on file in the office of the Clerk of the Board. A copy of this Handbook can be obtained by contacting the Division of Personnel Management and Labor Relations.]