

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">126.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903; ACA 3-JDF-1C-01/02</p>	
<p><u>SUBJECT:</u> Employee Handbook</p>		
<p><u>DATE:</u> July 1, 2016</p>		

PURPOSE

All employees, including new employees, shall have access to an employee handbook that contains employment requirements, benefits, guidelines and other resources available to them through the Division and other state agencies.

CANCELLATION

This policy has been reviewed and supersedes Policy 126.00 dated April 1, 2011.

APPLICABILITY

This policy applies to all Division of Juvenile Services' employees.

PROCEDURE

1. Employee handbooks are developed by Division staff members and approved by the Division Director.
2. Access shall be made available to all staff through:
 - a. the facility's human resource coordinator,
 - b. the Facility Superintendent/Director, or
 - c. the Division of Juvenile Services' website: www.djs.wv.gov.
3. Each employee handbook, at a minimum, provides information in the following areas:
 - a. Division organization chart (table of organization),
 - b. Division of Juvenile Services Mission Statement,
 - c. The philosophy, goals and objectives of the Division,

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- d. Recruitment and promotion, including equal employment opportunity provisions,
 - e. Job descriptions and qualifications, including salary determinations and physical fitness policy,
 - f. Benefits, holidays, leave and work hours,
 - g. Travel,
 - h. Prohibited Workplace Harassment,
 - i. Drug- and Alcohol-free Workplace,
 - j. Personnel records and employee evaluation,
 - k. Staff development, including in-service training,
 - l. Retirement, resignation, and termination,
 - m. Employee-management relations, including disciplinary, grievance, and appeals procedures, and
 - n. Statutes relating to political activities.
4. Each employee will be issued an Employee Handbook and sign an Acknowledgement of Receipt, attached therein. The Acknowledgement of Receipt will be maintained in the employees' personnel file.
5. This policy will be adopted in its entirety and no operational procedure will be developed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



 Director

7/1/16

 Date