

	<b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b>	<u>POLICY NUMBER:</u>  <b>128.01</b>	<u>PAGES:</u>  <b>2</b>
<u>CHAPTER:</u> <b>Administration and Management</b>	<u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-1C-14; ACA 3-JDF-1C-12; and ACA 3-JCRF-1C-18</b>		
<u>SUBJECT:</u> <b>Provisional Appointments</b>			
<u>DATE:</u> <b>October 1, 2007</b>			

**POLICY**

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that provides for provisional appointments in order to ensure that short-term personnel, both full-time and part-time, can be available during emergencies.

**CANCELLATION**

This is a new policy.

**APPLICABILITY**

This Policy applies to ALL Division of Juvenile Services' Facilities, offices and employees.

**PROCEDURES**

1. The West Virginia Division of Personnel and West Virginia Division of Juvenile Services' policy allows for short-term employment of additional personnel during vacations, rises in resident populations, or other situations that leave the facility understaffed.
2. While provisional personnel shall meet the minimum requirements for the positions they fill, they shall not be considered permanent replacements for permanent personnel.
3. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

