

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 	<u>PAGES:</u> 2
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter § 49-2-903; ACA 3-JDF-1C-23		
<u>SUBJECT:</u> Employee Referral Program			
<u>DATE:</u> July 1, 2016			

PURPOSE

This policy is to establish guidelines for Division of Juvenile Services' employees regarding the Employee Referral Program which provides a variety of contacts to obtain assistance with personal issues.

CANCELLATION

This policy has been revised and supersedes Policy 147.00 dated October 1, 2007.

APPLICABILITY

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

PROCEDURES

1. It is the employee's discretion and responsibility to seek assistance to deal with issues not identified by supervisory or disciplinary actions. Such issues may include parent-child matters, marital difficulties, financial predicaments, emotional conflicts, alcohol and/or drug abuse, and other life adjustments that affect both personal and work lives.
2. Any employee contacts for treatment with independent, off-site professionals are confidential. An employee is not required to report such services.
3. Each facility shall have copies of the Employee Referral Program Booklet, as published by the West Virginia Division of Personnel, posted in conspicuous places within the facility and accessible to all employees. Additional information and the booklet may be found at the Division of Personnel's web page at:
<http://www.personnel.wv.gov/SiteCollectionDocuments/Miscellaneous%20Documents/EMPReferral.pdf>

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4. Employees are encouraged to consult with personal physicians, insurance providers and/or other licensed services providers for specific needs assessment, available services and associated costs.
5. This policy will be adopted in its entirety and no operational procedure will be developed.

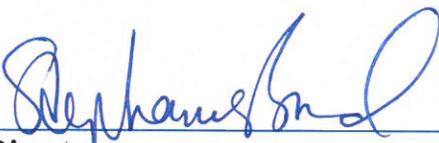
DISCLAIMER

No liability can be accepted by the State of West Virginia for any services, treatments, or counseling provided by the listed agencies and/or their employees, or any acts of misfeasance, nonfeasance, or malfeasance by the same. The individual and/or his or her family or representative are encouraged to evaluate any agency to determine if it will meet the individual's or family's needs.

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