

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 153.00	<u>PAGES:</u> 2
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code §§ 49-5-16a and 49-5E-1, et seq.; US Department of Labor-Wage and Hour Regulations		
<u>SUBJECT</u> Employees' Contact Information			
<u>DATE:</u> July 1, 2011			

POLICY

The purpose of this Policy is to establish the guidelines for employees who may be required to respond to emergencies and to maintain current contact information with the Division of Juvenile Services.

CANCELLATION

This policy has been reviewed and supersedes Policy 153.00 dated October 1, 2007.

APPLICABILITY

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

DEFINITIONS

1. **Alert Status**: Status of an employee who may be required to physically remain on the Facility's premises, at their residence or at a third place such that they may not use the time spent on call effectively for their own personal purposes. Employees shall be entitled to pay for all time spent on "alert status" in accordance with the U.S. Department of Labor, Wage and Hour Regulation 400-10(b).
2. **On-call Status**: Status of an employee who shall not be required to remain on the Facility's premises, but are required to leave word at home or with the Facility operation or control center where they may be reached. Pursuant to the U.S. Department of Labor, Wage and Hour Regulation 400-10(b), an employee "on-call" is not engaged in work and does not earn pay for time so spent. An employee is free to use the time for personal activities and benefit.

PROCEDURES

1. All DJS staff are subject to immediately reporting to duty in response to the occurrence of an

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emergency incident.

2. Failure to report to an emergency when on-call can result in disciplinary action, up to and including dismissal.
3. On-Call Status - Upon approval of the Facility Superintendent/Director or designee, some or all of the employees of a Division facility may be placed "on-call" by the verbal or written communication from a supervisor.
4. Alert Status - For emergency situations or when a serious threat to Facility security exists, the Facility Superintendent/Director or designee may issue written or verbal orders, placing employees on "alert status".
5. All employees are required to have a current address and direct telephonic contact on file. Telephonic contact can include land or cellular phone and/or pager. Any change in contact information must be reported to your supervisor and your human resources department immediately.
6. To ensure the speed and efficiency of the Agency's response to emergencies, all staff must be available to respond to emergencies at facilities even while laboring at an approved secondary job if, and when, sudden problems occur. Secondary employment shall not have a detrimental impact on any employee's job performance or ability to respond to an emergency while off duty or on call.
7. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

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:

Dale Humphreys

 Director

July 1, 2011

 Date