

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 505.00	<u>PAGES:</u> 4
<u>CHAPTER:</u> Juvenile Services	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.; ACA 3-JTS-5D-16/17/18; ACA 3-JDF-; and ACA 3-JCRF-		
<u>SUBJECT:</u> Work Programs			
<u>DATE:</u> July 1, 2012			

POLICY

It is the policy of the Division of Juvenile Services to establish a standardized work program, which includes rates of pay and minimum qualifications for compensated work. Guidelines are also established for residents who volunteer or are required to work in uncompensated work assignments.

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' correctional facilities.

DEFINITIONS

1. **Compensated Work Programs** - voluntary employment on or off grounds that results in monetary gain.
2. **Uncompensated Work Assignments** – court ordered or facility (treatment) organized community service, regular facility upkeep and maintenance, volunteer work, certain vocational programs or extra duties assigned by staff for disciplinary sanctions.

PROCEDURES

1. Each correctional Facility Superintendent/Director will assign a staff member to be the Work Program/Jobs Coordinator. Each Work Program/Jobs Coordinator will:
 - a. Develop a list of jobs available for the residents to meet the needs of the facility.

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Each job description will include:

- i. Rate of Pay
 - ii. Department Supervisor for oversight of job assignment
 - iii. Hours of Work
 - iv. Job Duties
 - v. Minimum Qualifications (including medical clearance)
- b. Post job vacancies
 - c. Develop and maintain a roster of residents who have been assigned a job
 - d. Collect and verify resident timesheets
 - e. Enter all resident work time in appropriate database
 - f. Monitoring or assigning uncompensated work assignments
 - g. Coordinate with outside entities to provide residents for community service
2. Within the Application Process, residents must:
- a. Fill out an application/resume
 - b. Receive a treatment team recommendation
 - c. Complete an interview
3. Work crew supervisor duties include:
- a. Provide job duties to Work Program/Job Coordinator for development of Job Description
 - b. Interview and hire resident
 - c. Maintain and submit resident timesheet
 - d. Provide job training

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- e. Provide and enforce safety procedures
 - f. Ensure proper tool control
 - g. Ensure work area is searched before and after each job assignment
 - h. Resident job evaluations
 - i. Enforce facility rules and regulations
4. Loss or suspension of work privileges could result from any of the following:
- a. Pending Category I charges
 - b. Placed on Administrative Segregation
 - c. Drop below minimum Phase level required for job
 - d. Failure to perform work requirements
 - e. Failure to follow supervisor instructions
 - f. Unsatisfactory evaluations
 - g. Medical restrictions
 - h. Unsatisfactory GPA
 - i. Conflict with treatment programming
5. Residents are not permitted to perform any work prohibited by state and federal regulations and statues pertaining to child labor.
6. The resident training and work programs utilize the advice and assistance of labor, business, and industrial organizations.
7. Residents employed in the community by public or private organizations in positions normally occupied by private citizens are compensated at the prevailing rate.
8. The use of work does not interfere with educational and treatment programs.

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9. Residents employed outside the program, either full-time or part-time comply with all legal and regulatory requirements.
10. Agency resources and staff time are devoted to assisting employable residents in locating jobs.
11. 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:

Debi Hays

 Director

July 1, 2012

 Date