

**A.2.1 EMPLOYEE MANUAL REFERENCES:**

**General Information**

ACA Standards 1A-01, 1A-04, 1A-05, 1A-10, 1A-16, 1A-17, 1A-29, 1C-01, 1C-02, 1C-04, 1C-04, 1C-05, 1C-06, 1C-08, 1C-09, 1C-09-1, 1C-11, 1C-15, 1C-16, 1C-18, 1C-19, 1C-20, 1C-21, 1C-23, 1C-24, 1C-25, 1D-01, 1D-02, 1D-05, 1D-07, 1D-09, 1F-06, 1F-15, 1G-05, 2B-04, 3A-01, 3C-01 (Administration of Correctional Agencies); 4-JCF-2A, 2A-17, 2A-27, 2A-29, 3A-02, 3B-03, 3D-01, 4C-05, 5C-04, 6A-02, 6A-04, 6B-10, 6B-14, 6C-01, 6C-02, 6C-04, 6C-05, 6C-07, 6C-08, 6C-09, 6C-10, 6C-11, 6C-12, 6D-01, 6D-02, 6D-03, 6D-04, 6D-05, 6D-06, 6D-07, 6D-08, 6D-09, 6D-10, 6D-11, 6D-12, 6E-14, 6G-06, 6G-08 (Juvenile Correctional Facilities); Juvenile Probation and Aftercare Services 2-7022, 2-7027, 2-7030-1, 2-7032, 2-7065, 2-7036, 2-7038, 2-7040, 2-7041, 2-7042, 2-7043, 2-7057, 2-7124

Attorney General Opinion # 03-01431

Civil Service Article X, Part 1

Civil Service Rules Chapters 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 21 and 23.

Civil Service General Circulars No. 001155, 001679 and 1728

La. R.S. Title 11:441(A)(4), 11:537(c), 11:62(5)(e); La. R.S. 42: 1101-1169; La. R.S. 1950, Title 42, Chapter 15;

LASERS Summary of Act 992, [www.lasersonline.org](http://www.lasersonline.org)

Office of Group Benefits (OGB) [www.groupbenefits.org](http://www.groupbenefits.org)

**YS Policy Nos:**

YS Policies A.1.4 "Investigative Services", A.1.11 "Polygraph Testing of Employees", A.2.2 "Pay Administration and Management", A.2.4 "Employee Awards", A.2.5 "Family and Medical Leave of Absence", A.2.7 "Drug-Free Workplace", A.2.8 "Sexual Harassment", A.2.11 "Employee Assistance Program", A.2.12 "Personnel Records", A.2.13 "Americans with Disabilities Act – (Employees, Applicants, Candidates, Visitors)", A.2.17 "Employee Suspensions: Pending Investigation, Enforced Annual Leave, Pending Criminal Proceedings", A.2.19 "Special Agents (Commissioned Probation and Parole Officer-Juvenile)", A.2.22 "Violence-Free Workplace", A.2.23 "Position Descriptions", A.2.24 "Staff Development and Training Plan", A.2.28 "Return to Work", A.2.33 "Uniformed Services Employment and Reemployment Rights", A.2.37 "Separation for Unscheduled Absences", A.2.38 "Ethics for Public Employees: Nepotism, Prohibited Relations, Gifts, Ethics Opinions", A.2.40 "Probationary Period", A.2.43 "Employee Subpoenas, Notices of Hearing, Discovery, and Legal Correspondence", A.2.45 "Performance Evaluation System (PES) and Performance Adjustment", A.2.46 "Employee Grievance Procedure", A.2.47 "Equal Employment Opportunity", A.2.49 "Worker's Compensation", A.2.50 "Flexible Work Schedules", A.2.55 "Time and Attendance" A.2.69 "Attainment of Advanced Degree", A.2.70 "Attainment of Baccalaureate Degree", A.2.71 "Optional Pay Adjustment", A.2.72 "Premium Pay", A.3.2 "Travel", A.5.9 "Social Networking", C.1.13 "Legislative Request/Communication, Media Access and Public Information", C.2.6 "Use of Interventions – Secure Care", C.4.3 "Mandatory Reporting of Abuse and Neglect of Youth", and D.10.12 "Use of Interventions – Community Based Services

**ROC (Rules of Conduct)**

Children's Code 603: 609 (A 1-2; Article 509, 510, 603, 603 (14), 603 (16), 609, and 610;

Civil Service Rule 12.6

La. R.S. 14:402, 40:961, 14:403(A)(1), Title 40,