

YOUTH SERVICES POLICY

Title: Employee Manual Next Annual Review Date: 05/12/2018	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.1
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References: References are listed in Attachment A.2.1(c)	
STATUS: Approved	
Approved By: <i>James Bueche, Deputy Secretary</i>	Date of Approval: 05/12/2017

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

This employee manual has been prepared to introduce employees to YS/ Office of Juvenile Justice (OJJ), and acquaint them with information concerning policies, procedures, benefits and other general guidelines, including the “Employee Rules of Conduct” [see Attachment A.2.1 (b)].

The information contained in this handbook applies to all employees and contract personnel of YS/OJJ. Its contents should not be interpreted as a contract, expressed or implied, between YS/OJJ and any of its employees. Furthermore, its contents should not be interpreted as superseding federal or state laws and State Civil Service Rules.

III. APPLICABILITY:

All YS employees.

IV. DEFINITIONS:

YS Employee - For the purpose of this policy, YS employees are all full time/part-time employees, contracted health care provider staff, volunteers and interns.

IV. POLICY:

It is the Deputy Secretary's policy that all YS/OJJ employees shall have access to general information concerning policies, procedures, benefits and other general guidelines, and that they be informed about the “Employee Rules of Conduct” and the standards and requirements YS/OJJ expects of its staff.

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All employees shall be provided a copy of Attachment A.2.1 (b) for their reference; copies of the entire manual shall be made available throughout each unit at locations to be determined by the Unit Head. The Employee Manual is also accessible on the OYD Policy database in Lotus Notes, and on the OJJ website @: <http://www.ojj.la.gov/>.

This YS/OJJ Employee Manual supersedes any previous manual, and may be changed, revoked or modified in writing by the Deputy Secretary of YS/OJJ at any time. Although YS/OJJ has tried to prepare a comprehensive manual, it may not address every situation that could possibly arise.

Employees and contractors are responsible for knowing and adhering to the "Employee Rules of Conduct" portion of the manual. Any questions concerning the contents should be directed to the employee's supervisor, the Unit's Human Resources Liaison, or Department of Public Safety, Human Resources Office (DPS/HR).

V. PROCEDURES:

Unit Heads are responsible for the following:

- A. Ensuring each employee within their unit is provided a copy of this policy and Attachments (a) and (b).
- B. Ensuring each employee signs the "Receipt of Attachment (b) – Employee Rules of Conduct", and forwards a copy to DPS/HR for the employee's personnel file.
- C. Recommending appropriate disciplinary action in accordance with the range of penalties and factors available.

VI. IMPLEMENTATION:

The revisions outlined in "Employee Rules of Conduct" shall become effective July 1, 2017.

Previous Regulation/Policy Number: A.2.1

Previous Effective Date: 07/05/2016

Attachments/References:

- A.2.1 (a) General Info Employee Manual.May 2017.docx
- A.2.1 (b) Rules of Conduct.May 2017
- A.2.1 (c) References
- A.2.1 (d) Receipt.May 2017