



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
101 KAR 1:335
101 KAR 2:095
200 KAR 2:006
3-JTS-1C-14
3-JDF-1C-12
3-JCRF-1C-18
1-JDTP-1C-15
4-JCF-6C-08
2-CO-1C-16**

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Staff Assignments and Reassignments	
POLICY NUMBER: 103.1	
TOTAL PAGES: 3	
EFFECTIVE DATE: 12/01/2014	
APPROVAL: Bob D. Hayter	, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall ensure that workstations, temporary assignments, shift, and regular day off assignments and reassignments are conducted in accordance with state law.

II. APPLICABILITY

This policy shall apply to DJJ staff.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

A. Each staff shall be assigned a workstation by the appointing authority in accordance with 101 KAR 1:335 and 101 KAR 2:095.

1. Staff shall report to their assigned workstation.
2. The workstation may be changed by the appointing authority to meet the needs of the agency or to provide relief in an emergency.

B. Temporary assignment shall be in accordance with 101 KAR 2:095.

1. Staff may be temporarily assigned to a different workstation in a different county.

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- a. If a staff person is temporarily assigned to a different workstation in a different county, the assignment shall not last more than sixty (60) days.
 - b. Temporary assignment may be renewed with the approval of the Secretary of the Personnel Cabinet.
 - c. Temporarily reassigned staff shall be reimbursed for travel expenses in accordance with 200 KAR 2:006 and the appointing authority shall notify the staff in writing prior to the effective day of the action.
2. Staff may be assigned by the appointing authority to work in a different site within the same work county.
- C. Staff shall be assigned or reassigned consistent with 101 KAR 2:095.
1. Staff who work in an office or facility that requires more than one (1) shift or seven (7) days a week operation may be reassigned from one shift to another or from one assignment to another or alternate days off to meet staffing requirements or to maintain security or provide essential services.
 2. Staff who work in an office or facility that requires more than one (1) shift or seven (7) days a week operation shall sign an acknowledgment that they understand that availability to work all shifts and overtime is an essential function of the job. This acknowledgment shall be maintained in the staff's personnel file in Central Office.
- D. Office or facility need shall be the primary consideration in assignment or reassignment of staff with additional consideration given to all relevant factors including the following criteria:
1. Length of service;
 2. Staff skills and experience;
 3. Staffing needs;
 4. Dependability; and
 5. Staff preference.
- E. If a staff person's preference and office or facility need conflict, then office or facility needs shall prevail.
- F. These procedures shall not be applicable if there is a legitimate business necessity of the office or facility which shall include a reason for assignments outside this policy and procedure, including Americans with Disabilities Act (ADA) accommodation, worker's compensation return to work plans, or temporary reassignment pending outcome of an investigation.
- G. Shift reassignments and regular day off reassignments may be initiated by staff, facility, or office.

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1. If the staff initiates the request for a shift or regular day off reassignment, the staff's name shall be placed on a list in the order the request was received.
 - a. The first staff on the list shall be given priority consideration if a vacancy on that shift or regular day off becomes available.
 - b. If more than one staff person requests a shift or regular day off reassignment on the same date, then the criteria set forth in IV.D shall determine who receives the requested shift or regular day off.
 - c. Staff who initiates a reassignment request shall remain on the list until the staff rescinds the request in writing or the request is approved.
2. If the office, facility, or staff initiates a shift or regular day off reassignment, the staff shall be issued written notification a minimum of fourteen (14) days prior to the effective date of an assignment or reassignment. The notification requirement may be waived if staffing needs require reassignments and do not allow for a fourteen (14) day notice.

V. MONITORING MECHANISM

Administrative Managers are responsible for monitoring the assignment and reassignments of staff.