

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b>
<b>CHAPTER: Administration</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Workstation Assignment</b>		
<b>POLICY NUMBER: DJJ 126.2</b>		<b>101 KAR 2:095, KRS 18A</b>
<b>TOTAL PAGES: 2</b>		<b>101 KAR 2:055, 200 KAR 2:006</b>
<b>EFFECTIVE DATE: 5/15/2017</b>		
<b>APPROVAL: Carey D. Cockerell</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

This Policy shall govern the Department of Juvenile Justice (DJJ) procedures for assignment, oversight, and review of workstations for departmental personnel.

## **II. APPLICABILITY**

This policy shall apply to administrative managers within DJJ.

## **III. DEFINITIONS**

Refer to Chapter 100.

## **IV. PROCEDURES**

- A. All DJJ personnel positions shall be assigned a permanent workstation within a DJJ controlled space.
- B. If a DJJ personnel position is newly established, becomes vacant, or is being reviewed for relocation of the permanent workstation, the Administrative Manager shall consult with the Division of Administrative Services. When the perspective assigned workstation would be located in a different division's space, both Division Directors shall approve.
- C. If the Administrative Manager requests the workstation to be relocated, a justification shall be completed outlining the specifics of how relocation will best meet the needs of the agency. The justification shall be submitted through the supervisory channels of the Administrative Manager for approval, to include the Deputy Commissioner. Approved request shall be forwarded to the Division of Administrative Services.

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- D. The Division of Administrative Services shall review the following criteria for newly established, vacant, or the possibility of relocating positions.
  - 1. There shall be an available space suitable for the job classification of the position.
  - 2. The geographical location of assigned duties and the cost associated with travel for the position.
  - 3. All decisions shall be in the best interest of the Department.
- E. Position and workstation requests that meet the criteria shall revert back to the Deputy Commissioner for approval and notification.
- F. Requests that do not meet the criteria by Administrative Services shall be forwarded to the Commissioner or designee for approval.
- G. The requesting manager shall submit approved position request to the Personnel Branch.
- H. Once a register has been approved with an assigned workstation, the workstation shall remain open and available until the register is closed.
- I. Transient Office Space shall not be used as a permanent workspace.
  - 1. It is incumbent upon an Administrative Manger to ensure that employees utilize their assigned workstation.
  - 2. No position shall have more than one assigned workstation.
- J. Administrative Managers shall consult with Administrative Services on a case by case basis for needed workspace for contractors, interns, and volunteers.

**V. MONITORING MECHANISM**

Monitoring shall be the responsibility of the respective Division Directors and the Division of Administrative Services.