



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

REFERENCES:

1-CO-1C-02, 03, 06-08, 10, 11, 13-16, 20, 21, 25
3-JTS-1C-01, 02, 08-14, 18, 20-22, 25
3-JDF-1C-01, 02, 06-12, 16, 18-20, 23
3-JCRF-1C-02, 06, 08, 09, 12-16, 18, 19
1-JDTP-1C-01, 02, 09-15, 19, 21-23, 26
1-JBC-1C-01, 02, 08-11, 15, 17, 18, 21
4-JCF-6C-01, 03, 04, 07, 08, 09, 10, 11, 12; 6D-01, 02, 04, 08, 11, 12
1-JPAS-2-7025, 7027, 7028, 7029, 7034, 7035, 7038, 7041, 7042, 7043, 7046, 7047

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Personnel Management	
POLICY NUMBER: DJJ 103	
TOTAL PAGES: 5	
EFFECTIVE DATE: 12/01/2014	
APPROVAL: Bob D. Hayter	, COMMISSIONER

I. POLICY

Personnel functions involving staff in both classified and unclassified service shall be conducted in accordance with applicable state laws and regulations.

II. APPLICABILITY

This policy shall apply to the Department of Juvenile Justice (DJJ) staff.

III. DEFINITION

Refer to Chapter 100.

IV. PROCEDURES

A. The Personnel Cabinet is charged by Kentucky Revised Statute (KRS) with the general responsibility and authority for all personnel matters for all state agencies with a provision allowing authority to other state agencies. The overall responsibility for personnel matters in DJJ has been assigned to the Division of Administrative Services, Personnel Branch.

B. Responsibilities of the Personnel Branch shall include:

1. Providing guidance to DJJ consistent with federal and state personnel statutes, regulations, and DJJ policies;
2. Acting as the DJJ liaison with the Personnel Cabinet;

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3. Advising and assisting staff regarding personnel matters; and
 4. Conducting annual assessments of personnel needs and assignments as well as maintaining organizational unit templates.
- C. All personnel actions for DJJ staff, including selection, appointment, probationary periods, promotion, disciplinary actions, performance evaluation, and termination shall be in compliance with KRS 18A and KAR Title 101.
1. Each facility or office shall allow staff access to www.lrc.ky.gov to review and reference personnel statutes and regulations.
 2. Staff shall be selected, retained, and promoted on the basis of merit and specified qualifications from within the agency and from outside sources within the guidelines of personnel regulations. Employment of ex-offenders shall be within existing personnel cabinet regulations and Prison Rape Elimination Act of 2003, 28 C.F.R. § 115.5.
 3. Staff with the required education, experience, and background shall be eligible for consideration for promotional opportunities within the guidelines of personnel regulations.
 4. Staff who have been appointed or promoted to a new position that are covered by the merit system shall serve a probationary period in accordance with 101 KAR 1:325, subject to the limitations of KRS 18A.111.
 5. As established in personnel regulations, involuntary termination or demotion after a probationary period shall be permitted only for cause. Such actions may be appealed to the Personnel Board and may be subject to a formal hearing conducted by an appointed representative of the Personnel Board.
- D. Education and experience qualifications for each position are established by the Personnel Cabinet in classification specifications which shall be reviewed annually by the DJJ Personnel Branch. Refer to <https://personnel.ky.gov>.
- E. Except in times of hiring freezes mandated by state law, the overall vacancy rate among staff positions authorized to work directly with juveniles shall not exceed ten (10) percent for any eighteen (18) month period.
- F. Compensation and benefit levels are set by the Personnel Cabinet and are comparable to those for similar occupational groups in the state or region.
- G. Each staff shall be responsible for reviewing and remaining current with all applicable policies, procedures, handbooks, work rules, and conditions of employment. Staff shall sign an acknowledgment that they have received and reviewed this documentation.

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- H. Staff shall have access to the Commonwealth of Kentucky Employee Handbook via hard copy or electronic means. The handbook includes the following:
1. Organizational chart;
 2. Staff development;
 3. Available programs;
 4. Recruitment and selection;
 5. Promotion;
 6. Position qualifications and descriptions;
 7. Affirmative action;
 8. Classification plan;
 9. Equal Employment Opportunity (EEO);
 10. Sexual harassment;
 11. Grievance and appeal procedures;
 12. Orientation;
 13. Employee performance evaluation;
 14. Personnel records;
 15. Employee benefits;
 16. Holidays;
 17. Leave;
 18. Work Schedules;
 19. Probationary period;
 20. Compensation;
 21. Travel;
 22. Disciplinary procedures;
 23. Termination;
 24. Resignation;
 25. KEAP;
 28. Executive Branch Code of Ethics;
 29. Conflict of interest; and
 30. Legal assistance.
- I. DJJ staff shall have access to the agency's organizational chart.
- J. The Personnel Branch shall be notified of any changes to a staff person's home address.
- K. A Position Description shall be provided to each staff prior to beginning service detailing the duties and responsibilities of the assigned position and shall be signed by the staff and their Supervisor.

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- L. Staff shall only serve as a designee to complete duties and responsibilities when policy specifically provides for designees. The designated staff shall be provided written documentation that the specific duties and responsibilities have been assigned to them and be maintained on file at the facility or office.
- M. A current, accurate, and confidential personnel record shall be maintained on each staff. Staff may request to review their personnel record.
 - 1. A staff's official personnel file, which is maintained by the Personnel Cabinet, may be inspected and copied after a written request is made under KRS 18A.020.
 - 2. Staff agency personnel files may be inspected and copied upon request to the DJJ Personnel Branch Manager.
 - 3. Other written information pertaining to the staff may be inspected and copied upon written request to the proper custodian under KRS 61.884.
 - 4. Upon review of a personnel record, a staff may challenge the information contained therein by commenting in writing. Such comments shall be a part of the file and shall be attached to the specific record or document to which they pertain.
 - 5. The agency personnel file system shall consist of a Personnel and Medical folder. Each folder shall be treated as confidential information. Information obtained as part of a required medical examination or inquiry regarding the medical condition or history of applicants and staff shall be collected and maintained on separate forms and in separate medical files.
- N. All professional specialists shall be qualified in their respective field. The Personnel Branch shall ensure licenses and certifications are current for licensed staff.
- O. The Personnel Branch shall conduct an annual verification of driver license for all staff .
- P. DJJ staff and their dependents shall be eligible for services through the Kentucky Employee Assistance Program KEAP in accordance with 101 KAR 2:160.
 - 1. A supervisor may extend to a staff an offer of assistance through KEAP if the staff's job behavior or job performance is unacceptable or deteriorating.
 - 2. There shall be no charge for information and referral services offered by KEAP.
 - 3. All contact with KEAP shall be voluntary and strictly confidential as permitted by state and federal law.

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V. MONITORING MECHANISM

- A. The Division Director of Administrative Services and the Personnel Branch Manager are responsible for monitoring the actions of the Personnel Branch on a continuous basis.
- B. Administrative Managers are responsible for monitoring the actions of staff within their respective organizational units for adherence to the requirements of this policy on a continuous basis.