

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-04	Policy # 3.2
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: O.C.G.A. §45-19-1 et seq. §45-19-2, §45-19-4 DJJ 3.20, 3.21, 3.22, 3.80, 3.81	
Chapter 3: PERSONNEL	Effective Date: 2/24/16 Scheduled Review Date: 2/24/17	
Subject: THIRD PARTY INVOLVEMENT	Replaces: 7/31/14 Office of Human Resources	
Attachments: None.	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice values and respects its employees, and shall maintain relations directly with individual employees rather than through third party organizations, organization representatives, or individuals. Third party involvement in employment matters shall not be recognized or implied unless specifically required by law, rule, or policy.

II. DEFINITIONS:

Collective Activity: Participation in the activities of a third party organization regarding employment matters.

Public Employment: The appointment or employment in the government of this state, of the government of a county, municipality, school system, or other political subdivision of this state, or in any agency, authority, board, commission, or public institution of this state, or political subdivision thereof.

Third Party: Includes, but is not limited to: relatives, friends, acquaintances of the employee, representatives of an organization, or attorneys.

III. PROCEDURES:

A. Work-related Issues and Concerns

1. The Department of Juvenile Justice will provide employees with both formal and informal opportunities to voice concerns. Supervisors will be responsible for establishing and maintaining clear and open communication with employees. Employees will be encouraged to work with their supervisor to resolve employment related issues. Employees

Chapter	Subject	Policy #	Page
PERSONNEL	THIRD PARTY INVOLVEMENT	3.2	2 of 3

may also consult with their local human resources representative or staff of the Office of Human Resources for assistance in resolving issues on an informal basis.

2. Supervisors and employees will use the performance management process to facilitate on-going communication about performance, developmental opportunities, and other related issues on a year-round basis. (See DJJ 3.80, Employee Progressive Discipline, and DJJ 3.81, Performance Management.)
3. For formal complaints, employees will use the procedure outlined in the employee complaint process policy.
4. Employees may refer to the following Department policies regarding employment issues and workplace concerns:
 - a) DJJ 3.20, Non-Discrimination in the Workplace;
 - b) DJJ 3.21, Americans with Disabilities; and
 - c) DJJ 3.22, Harassment.

B. Third Party Involvement:

1. Supervisors will not engage in conversations with individuals claiming to represent one or more Department employees or with representatives of third party organizations.
2. Supervisors or other Department representatives will report third party contacts, including written correspondence to the local appointing authority. The local appointing authority will report the contact, including written correspondence to the Director of Human Resources or designee for guidance.
 - a) For contacts from an attorney, the local appointing authority will report the contact, including written correspondence to the Office of Legal Services for guidance.
 - b) A classified employee who has filed a complaint may be represented by another Department employee in accordance with the employee complaint process.

C. Access to Department Premises:

Chapter	Subject	Policy #	Page
PERSONNEL	THIRD PARTY INVOLVEMENT	3.2	3 of 3

1. Access to Department premises by non-employees on behalf of third party organizations who claim to represent employees in employment matters is prohibited, unless specifically permitted by this policy.
2. Insurance companies previously authorized by the Department to provide/offer certain insurance products to employees may be permitted to have a representative present on Department premises up to 2 days in a calendar year to provide information regarding their product(s) and service(s). (For instructions regarding visits by representatives, contact the Office of Human Resources.)

D. Collective Activity:

1. Employees have the right to engage in collective activity, which includes the right to join a third party organization and participate in the activities of the organization provided such activities do not interfere with the proper performance of the duties of state employment or obstruct access to or egress from state property.
2. Employees who participate in third party organization activity that interferes with the performance of his/her duties or the duties of other employees will receive disciplinary action.
3. Employees are prohibited from engaging in strikes. Any public employee who participates in a strike will be deemed to have terminated his or her employment, will forfeit his or her civil service status, job rights, and seniority, and will be ineligible for appointment or employment in public employment for a period of three years after engaging in the strike.

E. Supervisory Responsibility

1. During on-the-job training, and at other times as appropriate, supervisors, or other Department representatives will inform employees of the Department's policy regarding non-recognition of third party organizations or their representatives or other individuals in employment matters.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO