

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-3	Policy # 3.53
Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities	Related Standards & References: Rules of the State Personnel Board 478-1-.06 DJJ 3.51, 3.60, 3.62, 3.65 ACA Standards: 4-JCF-6C-02, 3-JDF-1C-06, 07, 10	
Chapter 3: PERSONNEL	Effective Date: 2/28/18 Scheduled Review Date: 2/28/19	
Subject: APPOINTMENTS	Replaces: 4/15/12 APPROVED:	
Attachments: A – Acknowledgement of Unclassified Position	 <hr/> Avery D. Niles, Commissioner	

I. POLICY:

As an equal opportunity employer, the Department of Juvenile Justice will not discriminate on the basis of race, sex, color, religion, national origin, disability, age, or political opinions or affiliations. The Department will select the most suitable applicant whose experience and abilities best match the knowledge, skills, and competencies identified for satisfactorily performing the duties and responsibilities of a position.

II. DEFINITIONS:

Unclassified Employee: An employee who is not subject to the rules of the State Personnel Board and whose employment relationship may be discontinued at any time for any reason other than an unlawful reason.

III. PROCEDURES:

- A. Employees will be recruited and selected in accordance with DJJ 3.51, Recruitment and Selection.
- B. The employment status of individuals appointed to positions in the Department will be unclassified. If an individual is appointed to a position that was classified prior to the appointment, the status of the position will be changed to unclassified.
- C. Full-Time Employment:
 - 1. Full-time employees assigned duty hours must average 2080 per year (40 hours per work week).
 - 2. Full-time employees will be eligible for all employee benefits including retirement, health insurance, flexible and other benefit programs, paid leave, and holidays.

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D. Part-Time Salaried Employment:

1. Unless otherwise noted in other Department policies, part-time employees will be subject to the same terms and conditions of employment, policies, and procedures as full-time employees.
2. Part-time employees whose assigned duty hours average 1040 per year (20 hours per week) will be eligible for leave. (See DJJ 3.60, Annual, Sick and Personal Leave.)
3. Part-time employees whose assigned duty hours average 1560 per year (30 hours per week) will be eligible for health insurance and benefit programs.
4. Part-time employees whose assigned duty hours average 1820 per year (35 hours per week) will be required by law to be members of the Employees Retirement System. Employees whose hours are less than this standard are required by law to be members of the Defined Contribution Plan.

E. Hourly Employment:

1. Hourly employment may be full or part time and may be long term or temporary in nature. All hourly employment will be subject to the availability of budgeted funds.
2. Hourly employment will entitle an individual to compensation for hours worked and will not include any benefits or any right to accrue and use paid leave.
3. Hourly employees will be unclassified but are covered by the provisions of the Fair Labor Standards Act.
4. Hourly employees are required by law to be members of the Defined Contribution Plan.

F. Rehire:

1. Applicants must possess the qualifications of the vacancy.
2. The Hiring Manager must consult with the Assistant Commissioner or respective Deputy Commissioner prior to making any offer of employment to an applicant.
3. Only the Commissioner may authorize the removal of a no-rehire recommendation from a former employee's record. (See DJJ 3.83, Separation from Employment.)

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G. Interdepartmental Transfers:

An employee in a classified position transferring from another state agency into an unclassified position in DJJ shall be required to complete an Acknowledgement of Unclassified Position (Attachment A).

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO