



July 15, 2016

**TRANSMITTAL #16-09**

**TO: DJJ Staff**

**FROM: Avery D. Niles  
Commissioner**

**Re: DJJ 3.5 Bulletin Boards**  
**DJJ 3.21 Americans with Disabilities**  
**DJJ 3.20 Non Discrimination in the Workplace**  
**DJJ 3.22 Harassment**  
**DJJ 3.23 Employee Complaint Process (new)**  
**DJJ 3.26 Employee Assistance Program**  
**DJJ 3.31 Fair Labor Standards Act**  
**DJJ 3.32 Teleworking**  
**DJJ 3.33 State Compensatory Time**  
**DJJ 3.49 Post Application and Notifications for Juvenile Correctional and Probation Officers**  
**DJJ 3.51 Recruitment and Selection**  
**DJJ 3.56 Employee and Applicant Alcohol and Drug Testing**  
**DJJ 3.80 Employee Progressive Discipline**  
**DJJ 3.81 Performance Management**

**The following policies have been signed by Commissioner Niles. You may access these policies by clicking on the provided links. If a link does not work, you can access the policies directly from the DJJ policy page.**

- ❖ **DJJ 3.5 Bulletin Boards – This policy replaces policy dated 10/5/13 and requires no local operating procedures.**
  - References to policy were added in the reference section.
- ❖ **DJJ 3.20 Non Discrimination in the Workplace – This policy replaces policy dated 7/1/15 and requires no local operating procedures.**
  - Policy updated to reflect the inclusion of a required ACA standard 3-JDF-1C-05-2 (Reasonable Accommodation). No other changes executed.

- ❖ **DJJ 3.21 Americans with Disabilities – This policy replaces policy dated 4/15/12 and requires no local operating procedures.**
  - ACA references and requirements added to policy.
  - Updated policy to reflect current policies and practices.
  - Updated definition of “Reasonable Accommodation” and “Undue Hardship.”
  - Verbiage added to clarify that medical and physical examinations of prospective and current employees will be performed by non-DJJ medical staff.
- ❖ **DJJ 3.22 Harassment - This policy replaces policy dated 4/15/12 and requires no local operating procedures.**
  - ACA references and requirements added to policy.
  - Updated policy to reflect current policies and practices.
- ❖ **DJJ 3.23 Employee Complaint Process (New) - This policy replaces policy dated 4/1/12 and requires no local operating procedures.**
  - ACA references and requirements added to policy.
  - Updated policy to reflect current policies and practices.
  - Definitions of Adverse Action, Letter of Concern, and Letter of Reprimand added to the definition section.
  - New policy merges procedures laid out in DJJ 3.23 Classified Employee Grievance and DJJ 3.24 Unclassified Employee Grievance. With the release of this transmittal, these 2 policies will be deleted from the intranet to allow the release of the new policy.
  - The term “Grievance” is now replaced by “Complaint” in accordance with State Personnel Board Rules.
  - DJJ 3.24 Attachment B Unclassified Employee Complaint Process is deleted from policy.
- ❖ **DJJ 3.26 Employee Assistance Program - This policy replaces policy dated 9/15/12 and requires no local operating procedures.**
  - ACA references and requirements added to policy.
  - Updated policy to reflect current policies and practices.
- ❖ **DJJ 3.31 Fair Labor Standards Act – This policy replaces policy dated 4/15/12 and requires no local operating procedures.**
  - ACA references and requirements added to policy.
  - Updated definitions.
  - Updated policy to reflect current policies and practices.
  - Elimination of LOP.
- ❖ **DJJ 3.32 Teleworking – This policy replaces policy dated 4/15/12 and requires no local operating procedures.**
  - ACA references and requirements added to policy.

- Updated policy to reflect current policies and practices.
  - Elimination of LOP.
- ❖ **DJJ 3.33 State Compensatory Time – This policy replaces policy dated 1/15/12 and requires no local operating procedures.**
- No major changes executed in this policy other than modifying verbiage for the purpose of clarifying message and making policy current.
- ❖ **DJJ 3.49 Post Application and Notifications for Juvenile Correctional and Probation Officers – This policy replaces policy dated 3/12/13 and requires no local operating procedures.**
- ACA references and requirements added to policy.
  - Updated policy to reflect current policies and practices.
  - Updated definitions in accordance with definitions laid out in Chapter 4, Training.
  - No major changes other than modifying verbiage throughout the policy to clarify message.
- ❖ **DJJ 3.51 Recruitment and Selection – This policy replaces policy dated 3/18/15 and requires no local operating procedures.**
- ACA references added to policy.
  - Changes made in Section III, C, 3 (a/b) specific to direct appointment positions.
- ❖ **DJJ 3.56 Employee and Applicant Alcohol and Drug Testing – This policy replaces policy dated 4/1/12 and requires no local operating procedures.**
- ACA references and requirements added to policy.
  - Updated policy to reflect current policies and practices.
  - Added definition of “Drug Testing Coordinator”.
  - Updated definition of “High-Risk Position” and “Reasonable Suspicion.”
  - Updated procedures for Post-Accident events.
  - Updated Attachment A Manual.
- ❖ **DJJ 3.80 Employee Progressive Discipline – This policy replaces policy dated 8/1/15 and requires no local operating procedures.**
- Updated definitions of “Adverse Action,” “Appointing Authority,” “Employee Progressive Discipline,” “Letter of Concern,” “Letter of Reprimand,” and “Performance Improvement Plan.”
  - Verbiage relocated under section III, A and B for better and easier reading.
  - Exceptions to the EPD process may be made as authorized by the Commissioner.
- ❖ **DJJ 3.81 Performance Management – This policy replaces policy dated 4/15/12 and requires no local operating procedures.**
- ACA references and requirements added to policy.
  - Updated policy to reflect current policies and practices.

- Elimination of all attachments with the exception of Attachment A Performance Plan Review and Attachment B Performance Evaluation Review.
- For performance evaluation process, staff must log into E-Performance under Employee Self Service.

**The following directive has been signed by Commissioner Niles. You may access this directive by clicking on the provided link. If the link does not work, you can access the policy directly from the DJJ policy page.**

- ❖ **Directive #16-05 DJJ 17.20 Facility Passes** – This directive grants facility Directors and Community Services District Directors the authority to approve offsite passes request for youth’s placement interviews. For all other passes, the approval process remains as laid out in DJJ 17.20 Facility Passes.

❖ **Updated Attachments:**

- DJJ 3.56 Attachment A Alcohol and Drug Testing User’s Manual
- DJJ 3.81 Attachment A Performance Plan Review
- DJJ 3.81 Attachment B Performance Evaluation Review

❖ **Deleted Attachment:**

- DJJ 3.24 Attachment B Unclassified Employee Complaint Process
- DJJ 3.81 Attachment A Administrative Performance Planning & Appraisal Form
- DJJ 3.81 Attachment B Food Service and Maintenance Performance Planning & Appraisal Form
- DJJ 3.81 Attachment C JCO I Performance Planning & Appraisal Form
- DJJ 3.81 Attachment D JCO II Performance Planning & Appraisal Form
- DJJ 3.81 Attachment E Managerial/Supervisory Performance Planning & Appraisal Form
- DJJ 3.81 Attachment F Professional/Technical Performance Planning & Appraisal Form
- DJJ 3.81 Attachment G Interim Assessment Form

❖ **Deleted Policies:**

- DJJ 3.23 Classified Employee Grievance
- DJJ 3.24 Unclassified Employee Grievance.

**The facility/program/office Director will ensure that all staff are familiar with the contents of the policy manual and receive any training needed to implement the policies and local operating procedures within 30 days of the policy’s effective date. (See DJJ 1.4, Establishment and Maintenance of DJJ Policies)**

**Local Policy Coordinators**

- Please ensure that the policy manuals in your program are updated accordingly and that staff who do not have daily access to the internet receive this information.
- The DJJ intranet Local Operating Procedures Guidelines should be used in the development of local operating procedures.
- As a reminder, per DJJ 1.4, Establishment and Maintenance of DJJ Policies, local operating procedures can never instruct staff to disregard official policy or give instructions that are in conflict with official policy.

**INSTRUCTIONS:**

Remove the following policies from the policy manual.

- DJJ 3.5 Bulletin Boards**
- DJJ 3.20 Non Discrimination in the Workplace**
- DJJ 3.21 Americans with Disabilities**
- DJJ 3.22 Harassment**
- DJJ 3.23 Classified Employee Grievance**
- DJJ 3.24 Unclassified Employee Grievance.**
- DJJ 3.26 Employee Assistance Program**
- DJJ 3.31 Fair Labor Standards Act**
- DJJ 3.32 Teleworking**
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- DJJ 3.80 Employee Progressive Discipline**
- DJJ 3.81 Performance Management**

Place the following policy in the policy manual

- DJJ 3.5 Bulletin Boards**
- DJJ 3.20 Non Discrimination in the Workplace**
- DJJ 3.21 Americans with Disabilities**
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- Make the proper notations.

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