

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Personnel Policy Manual
Policy: Administrative Review
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-01
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure, and practice provide that the facility administrator reviews the facility's internal personnel policies annually and submits to the parent agency any recommended changes that are relevant to the parent agency's policies.

II. Procedure

A. Administrative Review of CAS Personnel Policies and Procedures

1. It is the responsibility of the Director to review CAS personnel policy and procedure and recommend any changes to the Montgomery County Juvenile Court Administrator.

B. CAS Personnel Manual

1. The facility adheres to Montgomery County Juvenile Court Policy and Procedures regarding personnel matters and decisions. The handbook shall contain information specific to CAS, where necessary.
2. An electronic edition of the MCJC Employee Handbook is accessible to all Court staff from any Court facility, via the intranet.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Administrative Review
Personnel Manual
Policy: 1C-02
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-02
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure, and practice provide that a personnel manual is available for employees and the general public that covers, at a minimum, the following areas:

- A. Organizational Chart
- B. Staff development and training
- C. Recruitment and selection
- D. Promotion
- E. Job qualifications and job descriptions
- F. Affirmative Action
- G. Sexual harassment
- H. Grievance and appeal procedures
- I. Orientation
- J. Employee evaluation
- K. Personnel records
- L. Benefits
- M. Holidays
- N. Leave
- O. Hours of work
- P. Compensation
- Q. Travel
- R. Disciplinary procedures
- S. Termination
- T. Resignation

II. Procedure

A. Administrative Review of CAS Personnel Policies and Procedures

1. It is the responsibility of the Director to review CAS personnel policy and procedure and recommend any changes to the Montgomery County Juvenile Court Administrator.

B. CAS Personnel Manual

1. CAS adheres to Montgomery County Juvenile Court Policy and Procedures regarding personnel matters and decisions. The handbook shall contain information specific to CAS, where necessary.
2. CAS shall maintain copies of the Montgomery County Juvenile Court Employee Handbook for staff access. Also, staff may access the handbook through the Court's intranet system.
3. See attached "Introduction to the Montgomery County Juvenile Court Employee Handbook", Section 1.0.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Equal Employment Opportunity
Policy: 1C-03
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-03
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. Policy: Written policy specifies that equal employment opportunities exist for all positions. When deficiencies exist regarding the employment of minority groups and women, the facility can document the implementation of an affirmative action program that is approved by the appropriate government agency and can document annual reviews and the changes needed to keep the program current.

II. Procedure

A. The Center for Adolescent Services adheres to Montgomery County Juvenile Court's Equal Employment Opportunity Policy and Procedure as stated in:

Chapter: Juvenile Court Employee Selection
Subject: Equal Employment Opportunity
Section: 2.1

B. Montgomery County Juvenile Court maintains and assembles an Equal Employment Opportunity Commission State and Local Government Information (EEO-4) report on a biannual basis (every two years).

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Reasonable Accommodation
Policy: 1C-03-1
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-03-01
Issued: 2005
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure, and practice provide a mechanism to process requests for reasonable accommodation to the known physical and/or mental impairments of a qualified individual with a disability, either an applicant or an employee. The accommodation need not be granted if it would impose an undue hardship or direct threat.

II. Definitions

- A. Undue Hardship: An accommodation that would be unruly, costly, extensive, or significant difficulty or expense to the employee.
- B. Direct Threat: Significant risk of substantial harm to the health or safety of any person including applicant or employee with a disability that cannot be eliminated or reduced by reasonable accommodation.
- C. Disability: A physical or mental impairment that substantially limits one or more of the major life activities of an individual.

III. Procedure

- A. CAS adheres to Montgomery County Juvenile Court Policy and Procedure regarding the provision of reasonable accommodations for known physical and/or mental impairments of a qualified individual with a disability, as stated in the following:

- 1. Montgomery County Juvenile Court Employee Handbook
 - Chapter: 2: Pre-Employment Opportunity
 - Subject: Equal Employment Opportunity
 - Section: 2.1

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Sexual Harassment
Policy: 1C-04
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-04
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. **Policy:** It is the written policy, procedure, and practice of the Center for Adolescent Services to prohibit sexual harassment.

II. Procedure

A. The Center for Adolescent Services adheres to Montgomery County Juvenile Court's Sexual Harassment Policy and Procedure as stated in:

Montgomery County Juvenile Court Employee Handbook

Chapter: 3: Employment and Related Information

Subject: Workplace Harassment and Discrimination

Section: 3.13

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Drug Free Workplace
Policy: 1C-05
Page(s): 1 of 2
Standards: ACA 3-JCRF-1C-05
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

- I. **Policy:** Written policy, procedure, and practice provide a drug-free work place for all employees. This policy , which us reviewed annually, includes at a minimum, the following:
- A. Prohibition of the use of illegal drugs;
 - B. Prohibition of possession of any illegal drug, except in the performance of official duties;
 - C. Procedures to be used to ensure compliance;
 - D. Opportunities available for treatment and/or counseling for drug abuse; and,
 - E. Penalties for violation of the policy

II. **Procedure**

- A. This policy will be reviewed annually by the Director.

B. Prohibition of the Use of Illegal Drugs

- 1. Montgomery County Juvenile Court is a drug-free work place.
- 2. New employees are trained in his/her orientation period of MCJC Policies regarding drug-free workplace.
 - a. This training is documented on Policy dissemination form and/or the Orientation Training Checklist.
- 3. CAS also complies with Montgomery County Juvenile Court Policy and Procedure regarding an Alcohol and Drug Free Workplace as stated in:
Chapter: 3: Employee and Related Information
Subject: Alcohol and Drug Free Workplace
Section: 3.16

C. Prohibition of any Illegal Drug, Except in the Performance of Official Duties

- 1. MCJC and CAS prohibit the use of illegal drugs or the possession of any illegal drugs, except in the performance of official duties. Penalties for violation of this policy will be addressed in the employee discipline policy.

F. Procedures to Drug-Free Ensure Compliance & Penalties for Violation of the Policy

- 1. CAS also complies with Montgomery County Juvenile Court Policy and Procedure regarding an Alcohol and Drug Free Workplace as stated in:
Chapter: 3: Employee and Related Information
Subject: Discipline
Section: 3.4

D. Treatment and/or Counseling for Drug Abuse

E. Any employee who believes they have a substance abuse problem are encouraged to seek treatment and/or counseling.

F. The facility will comply with the following procedures in order to ensure a drug-free work place:

1. Mandatory treatment and counseling may be an option for an employee whose particular situation supports this action. This action is subject to administrative review and approval by the Director.
2. The Director of CAS will provide information, counseling and recommend contact with the Employee Assistance Program (EAP) provided in the county package of employee benefits.
3. CAS also complies with Montgomery County Juvenile Court Policy and Procedure regarding an Alcohol and Drug Free Workplace as stated in:

Chapter: 4: Employee Benefits

Subject: Employee Assistance Program

Section: 4.20

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Staffing Requirements
Policy: Written Job Descriptions
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-06
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure, and practice provide that job descriptions and job qualifications for all positions in the facility. Each job description includes, at a minimum, the following: job title; responsibilities of the position; required minimum experience; and, education.

II. Procedure

A. CAS Job Descriptions

1. A job description shall be provided for all new staff upon hire and during orientation training.
2. New staff will be required to review and sign their perspective job description. The signed job description shall be maintained in the employee's personnel file.

B. CAS adheres to the Montgomery County Juvenile Court Policy and Procedure regarding Job Descriptions, as stated in:

Montgomery County Juvenile Court Employee Handbook

Chapter: 3: Employee and Related Information

Subject: Job Descriptions

Section: 3.6

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Compensation and Benefits
Policy: 1C-07
Page(s): 1 of 2
Standards: ACA 3-JCRF-1C-07
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. Policy: Compensation and benefit levels for all personnel are comparable to similar occupational groups in the community.

II. Procedure

A. CAS adheres to Montgomery County Juvenile Court Policy and Procedure regarding employee compensation and benefits, as stated in the following policies and procedures:

1. Montgomery County Juvenile Court Employee Handbook
Chapter: 3: Employment and Related Information
Subject: Hours of Work / Wage Guidelines
Section: 3.7
2. Montgomery County Juvenile Court Handbook
Chapter: 4: Employee Benefits
 - a. Communication of Benefits
 - b. Vacation
 - c. Personal Days
 - d. Holidays
 - e. Professional Development
 - f. Sick Leave
 - g. Family and Medical Leave Act (FMLA)
 - h. Parental Leave
 - i. Disability Leave
 - j. Leave of Absence
 - k. Military Leave
 - l. Jury Duty/Other Legal Processes
 - m. Employee Leave Donation
 - n. Workers' Compensation
 - o. Insurance Coverage
 - p. Retirement Plan
 - q. Deferred Compensation
 - r. Tuition Reimbursement
 - s. Mileage/Travel Reimbursement
 - t. Employee Assistance Program

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Selection and Promotion
Policy: 1C-08
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-08
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. **Policy:** Written policy, procedure, and practice provide that all personnel are selected, retained, and promoted on the basis of merit and specified qualifications. New employees receive credit for their prior training.

II. **Procedure**

A. CAS adheres to the Montgomery County Juvenile Court Policy and Procedure regarding employee selection and promotion, as stated in:

Montgomery County Juvenile Court Employee Handbook
Chapter: 2: Pre-Employment Opportunity
Subject: Employee Selection
Section: 2.2

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Selection and Promotion
Policy: 1C-09
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-09
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. **Policy:** Written policy, procedure, and practice provide for promotion from within the program and from other sources.

II. Procedure

A. CAS adheres to the Montgomery County Juvenile Court Policy and Procedure regarding employee selection and promotion, as stated in:

Montgomery County Juvenile Court Employee Handbook
Chapter: 2: Pre-Employment Opportunity
Subject: Employee Selection
Section: 2.2

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Criminal Background Checks for Prospective Employees and CAS Staff
Policy: 1C-10
Page(s): 1 of 1
Standard: ACA 3-JCRF-1C-10
Revised: October 2020
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. Policy: A criminal record check will be conducted on all prospective employees in accordance with state and federal statutes. This record will include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the Joint Terrorism Task Force (JTTF) or another similar agency.

II. Procedure

A. Pre-Employment Procedures

1. Upon completion of the application and interviewing process, all prospective employees will be required to undergo a fingerprint and criminal records check through the Montgomery County Juvenile Court.
 - i. Documentation of the BCI&I Check is maintained within the employee's personnel file.
2. CAS adheres to the Montgomery County Juvenile Court Policy and Procedure regarding employee selection and promotion, as stated in:
 - i. **Montgomery County Juvenile Court Employee Handbook**
Chapter: 2: Pre-Employment Opportunity
Subject: Pre-Employment Fingerprinting
Section: 2.3
3. This process is in compliance with Ohio Revised Code 2151.86 requiring the Criminal Record Checks and fingerprinting of employees responsible for out-of-home childcare.

**Montgomery County Juvenile Court
Center for Adolescent Services**

Chapter: Personnel
Subject: Physical Examinations
Policy: 1C-11
Standards: ACA 3-JCRF-1C-11
Pages: 1 of 1
Issue Date: 1/2001
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure and practice provide that all employees who work with juveniles will be required to receive a physical examination.

II. Procedure

- A. Each prospective employee will be required to have a post-offer physical examination by a qualified physician incurred at the expense of the applicant.
- B. The purpose of the examination is to ensure that the applicant is physically capable of performing the job for which he or she is being hired and is free of communicable disease(s).
- C. Administration will maintain the following documents and manage the physical examination process:
 - 1. An employment physical form to be completed by the physician performing the examination. The physician must fill out the form and return to CAS.
 - 2. A job description describing the responsibilities and physical requirements of the position. The job description will be provided to the physician for the examination.
- D. Documentation of the physical examination shall be reviewed by the Director and Business Manager as to the prospective employees ability to perform the requirements of the position.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Probationary Term
Policy: 1C-12
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-12
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure, and practice provide that employees are appointed initially for a probationary term of at least six months but no longer than one year.

II. Procedure

- A. All newly hired staff shall be informed during the interview process, most specifically the second interview, and at orientation of the Montgomery County Juvenile Court's and CAS' policy and procedure regarding a probationary employment term.
- B. No probationary period may exceed one (1) year in length.

C. Employment Evaluations

- a. All employees will receive a probationary evaluation (Montgomery County Juvenile Court Staff Performance Evaluation) prior to the completion of 180 days for full and part-time staff.
- b. Staff promoted to new positions shall also be placed on a probationary period of 180 calendar days and the promotion shall not be successful until completion of this period.
- c. Staff will sign their evaluation in review and acknowledgement.
- d. Upon completion of the probationary and/or promotion evaluation(s) an Employment Change of Status form will be completed.
- e. All evaluation(s) and change of status forms are maintained within the employee's personnel file.

D. MCJC Policy

- a. CAS adheres to the Montgomery County Juvenile Court policy and procedure regarding probationary term, as stated in:
Chapter: 3: Employment and Related Information
Subject: Employment Performance
Page: 3.11

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Involuntary Termination and Demotion
Policy: 1C-13
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-13
Issue Date: 12/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. **Policy:** After a probationary period, involuntary termination or demotion is permitted only for a good cause and, if requested, subsequent to a formal hearing on specific charges.

II. Procedure

A. Ohio Revised Code: 2151.13 Employees- Compensation, Bond.

The juvenile judge may appoint such bailiffs, probation officers, and other employees as are necessary and may designate their titles and fix their duties, compensation, and expense allowances. The juvenile court may by entry on its journal authorize any deputy clerk to administer oaths when necessary in the discharge of the deputy clerk's duties. Such employees shall serve during the pleasure of the judge.

B. CAS adheres to the Montgomery County Juvenile Court Policy and Procedure regarding involuntary termination or demotion, as stated in the following:

1. **Montgomery County Juvenile Court Employee Handbook**

Chapter: 3: Employment and Related Information

Subject: Grievance Procedure

Section: 3.12

2. **Montgomery County Juvenile Court Employee Handbook**

Chapter: 3: Employment and Related Information

Subject: Termination of Employment

Section: 3.14

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Personnel Records
Policy: Employee Access to Personnel Record
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-14
Revised: October 2020
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. **Policy:** The institution maintains a current, accurate confidential personnel record on each employee except where states statutes require open public records and the personnel record cannot be maintain confidentiality. Information obtained as part of a required medical examination (and/or injury) regarding the medical condition or history of applicants and employees is collected and maintained on separate forms and in separate medical filed and treated as a confidential record.

II. Procedure

A. Personnel File

1. The facility adheres to Montgomery County Juvenile Court Policy and Procedure regarding personnel record and to an employee's access to their personnel record, as stated in:

Montgomery County Juvenile Court Employee Handbook

Chapter: 3: Employment and Related Information

Subject: Employee Privacy

Section: 3.8

B. Medical Personnel File

1. Medical examination (and/or injury) regarding the medical condition or history of applicants and employees is collected and maintained on separate forms and in separate medical file.
2. Medical personnel file is a confidential record and is maintained in a secure cabinet located within the Administration Suite.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Personnel Records
Employee Access to Personnel Record
Policy: 1C-15
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-15
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. **Policy:** Written policy, procedure, and practice provide that employees may challenge information in their personnel file. The information is corrected or removed, if inaccurate.

II. Procedure

A. CAS adheres to Montgomery County Juvenile Court Policy and Procedure regarding personnel record and to an employee's access to their personnel record, as stated in:

Montgomery County Juvenile Court Employee Handbook
Chapter: 3: Employment and Related Information
Subject: Employee Privacy
Section: 3.8

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Performance Reviews
Policy: 1C-16
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-16
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure, and practice provide for an annual written performance review of each employee. The review is based upon defined criteria, and the results are discussed with the employee.

II. Procedure

A. The Center for Adolescent Services adheres to the Montgomery County Juvenile Court's policy and procedure regarding Employee Performance Reviews. As stated in:

Montgomery County Juvenile Court Employee Handbook

Chapter: 3: Employment and Related Information

Subject: Employee Performance

Section: 3.11

B. Annual CAS performance evaluations are completed during the fourth quarter of each year and must be submitted to the Director no later than May 31st. Please note that this timeline varies from Montgomery County Juvenile Court date due to differences in the fiscal year.

C. Employment Evaluations

- a. All employees will receive an annual evaluation.\
- b. The following staff will sign the evaluation in review and acknowledgement of content:
 - i. Employee
 - ii. Evaluation Preparer, (i.e., Supervisor)
 - iii. Administrator, (i.e., Director or Administrative Designee)
- c. All evaluations are maintained within the employee's personnel file.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: Confidentiality of Information
Policy: 1C-17
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-17
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Authorized by: William Shaffer, Director

I. Policy: Written policy, procedure, and practice provide that employees, consultants, and contract personnel who work with juveniles are informed in writing about the facility's policies on confidentiality of information and agree in writing to abide by them.

II. Procedure

A. All new staff shall be required to review and sign the Montgomery County Juvenile Court Confidentiality Agreement upon hire, as stated:

Confidentiality Agreement

Ohio Revised Code, Chapter 3151.41, mandates that any information obtained regarding juveniles with whom I deal must be kept confidential. Such information will be divulged only to those officials or agencies directly connected with the juvenile, and then only in the furtherance of the best interests of the juvenile.

B. All new staff shall be required to review and sign the Montgomery County Juvenile Court / CAS "Code of Ethics" statement upon hire.

1. The Code of Ethics statement indicates that staff has the responsibility to protect the privacy of clients and their families and safeguard them from unauthorized disclosures of information.

C. The signed "Confidentiality Agreement" and "Code of Ethics" are maintained in the employee personnel file.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Personnel
Subject: **Provisional Appointments**
Policy: 1C-18
Page(s): 1 of 1
Standards: **ACA 3-JCRF-1C-18**
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

- I. Policy:** It is the written policy, procedure, and practice of the Center for Adolescent Services to provide for provisional appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies.

II. Procedure

- A. CAS adheres to Montgomery County Juvenile Court Policy and Procedure regarding the use of provisional (intermittent) employees, as stated in:

Montgomery County Juvenile Court Employee Handbook

Chapter: 3: Employment and Related Information

Subject: Employee Classifications

Section: 3.5

- B. CAS policy and procedure provide for the use of intermittent employees to cover during staff shortages such as vacations, illnesses, and/or other situations that leave the facility understaffed.
- C. CAS policy and procedure provide that Administrative Staff and Supervisory Staff shall cover shifts when intermittent employees are not available during staff shortages, staff training, emergencies, and/or other situations that leave the facility understaffed.

**Montgomery County Juvenile Court
Center for Adolescent Services**

Chapter: Personnel
Subject: Employee Assistance Program
Policy: 1C-19
Page(s): 1 of 1
Standards: ACA 3-JCRF-1C-19
Issue Date: 3/1/2001
Reviewed: September 2020, April 2021, August 2022
Revised: October 2020
Authorized by: William Shaffer, Director

I. **Policy:** Written policy, procedure, and practice provide for an employee assistance program that is approved by the Director.

II. **Procedure**

A. CAS adheres to the Montgomery County Juvenile Court's Policy and Procedure regarding an Employee Assistance Program, as stated in:

Montgomery County Juvenile Court Employee Handbook

Chapter: 4: Employee Assistance Program

Subject: Employee Assistance Program

Section: 4.20