
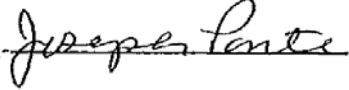


POLICY TITLE: PERSONNEL MANUALS		PAGE <u>1</u> OF <u>4</u>
POLICY NUMBER: 3.14		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner:	PROFESSIONAL STANDARDS: See Section VII
		
EFFECTIVE DATE: August 30, 2004	LATEST REVISION: December 2, 2011	CHECK ONLY IF APA [<input type="checkbox"/>]

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections that each personnel division within the Department maintain an up to date manual containing relevant Departmental policies and other pertinent information for employee reference.

IV. CONTENTS

Procedure A: Responsibility, Contents and Review

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Responsibility, Contents and Review

1. The Department's Director of Human Resources, or designee, shall establish the outline for the contents of each division's personnel manual to ensure consistency throughout the Department. Contents may include, but are not limited to:

- a) Organizational Charts;
 - b) Departmental policies and procedures concerning personnel (e.g., code of ethics/conflict of interest, employee assistance program, recruitment and promotion, to include equal employment opportunity provisions, performance evaluations, political activity, insurance/professional liability requirements, sexual harassment, legal assistance, personnel records, etc.
 - c) Information concerning hours of work, probationary period, benefits, holidays, leave time, compensation, travel, etc.;
 - d) Information concerning disciplinary procedures, resignation/termination, employee grievance and appeal procedures;
 - e) Applicable job descriptions and qualifications, orientation and staff development;
 - f) Specific facility/region practices that affect employees.
2. Personnel Officers, or designees, shall be responsible to inform each new hire, during orientation, how to access to the manual. The employee shall sign a statement acknowledging they have been informed concerning access to the manual and are responsible to be aware of its contents.
 3. Facility and Region Chief Administrative Officers shall review their respective personnel manuals annually and submit any recommendations for change to the Department's Director of Human Resources and the Policy Development Coordinator.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4048 A personnel policy manual is available for employee reference and covers at a minimum the following areas:

- organization chart (table of organization)
- recruitment and promotion, including equal employment opportunity provisions
- job descriptions and qualifications, including salary determinations and physical fitness policy
- benefits, holidays, leave, and work hours
- personnel records and employee evaluation
- staff development, including in-service training
- retirement, resignation, and termination
- employee-management relations, including disciplinary procedures and grievance and appeals procedures

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- statutes relating to political activities
- insurance/professional liability requirements

New staff are informed in writing of the institution's hostage policy in regard to staff roles and safety.

- ACI - 4-4049** The warden/superintendent reviews the institution's internal personnel policies annually and submits to the parent agency any recommended changes that are relevant to the parent agency's policies.
- 4-ACRS-7C-01** Staff acknowledge that they have reviewed facility work rules, ethics, regulations, conditions of employment, and related documents.
- 4-ACRS-7E-01** A grievance procedure is available to all employees.
- 4-ACRS-7E-07** A personnel manual is accessible to employees that covers, at a minimum, the following areas:
- Organizational chart
 - Staff development
 - Recruitment and selection
 - Promotion
 - Job qualifications and job descriptions
 - Affirmative action
 - Sexual harassment
 - Grievance and appeal procedures
 - Orientation
 - Employee evaluation
 - Personnel records
 - Benefits
 - Holidays
 - Leave
 - Hours of work
 - Probationary period
 - Compensation
 - Travel
 - Disciplinary procedures
 - Termination
 - Resignation
 - Employee assistance program
 - Code of ethics
 - Conflict of interest
 - Legal assistance

Employees are required to sign statements acknowledging access to and awareness of personnel policies and regulations.

- 4-ACRS-7E-08** There are written job descriptions and job qualifications for all positions. Each job description includes, at a minimum: job title, responsibilities of the position, required minimum experience, and education.
- 4-JCF-6D-01** A personnel manual is accessible to employees in hard copy or through electronic means that covers, at a minimum, the following areas:

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1. Organizational chart
2. Staff development
3. Recruitment and selection
4. Promotion
5. Job qualifications and job descriptions
6. Affirmative action
7. Sexual harassment
8. Grievance and appeal procedures
9. Orientation
10. Employee evaluation
11. Personnel records
12. Benefits
13. Holidays
14. Leave
15. Work hours
16. Probationary period
17. Compensation
18. Travel
19. Disciplinary procedures
20. Termination
21. Resignation
22. Employee assistance program
23. Code of ethics
24. Conflict of interest
25. Legal assistance

Employees are required to sign statements acknowledging access to and awareness of personnel policies and regulations.

4-JCF-6D-02 Staff acknowledge that they have reviewed policies and procedures, facility work rules, regulations, conditions of employment, and related documents including a written code of ethics. These documents are made accessible and available to all staff.

4-JCF-6D-04 A grievance procedure is available to all employees.

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