

Division of Youth Rehabilitative Services

<b>Chapter 2:</b> Professional Practices	<b>Policy # 2.1</b>	<b>Page:</b> 1 of 1
<b>Subject:</b> Personnel Policies, Rules, and Guidelines	<b>Standards:</b> ACA:4-JCF-6D-01, 6D-10, 6C-10, 6C-02-04, Merit Rules, Collective Bargaining Agreements, DSCYF Policy	
<b>Effective Date:</b> 1/19/10	<b>Revised:</b> 6/27/14	

- I. **PURPOSE:** To provide understanding of the source from which personnel rules and guidelines are derived.
  
- II. **POLICY:** Personnel rules and procedures for the employees of Youth Rehabilitative Services (YRS) are governed by the State of Delaware Merit Rules, DSCYF Policy and Procedure, and by Collective Bargaining Agreement if applicable.
  
- III. **DEFINITIONS:** As used in this document, the following definitions shall apply:
  - A. **Merit Rules:** The legally mandated guide for personnel procedures within state agencies adopted and periodically revised by the Office of Management and Budget. <http://www.delawarepersonnel.com>
  
- IV. **PROCEDURES:**
  - A. **Access to Personnel Policies and Procedures:** Each program unit shall ensure a copy of Departmental and Divisional personnel policies and Merit Rules are accessible to all staff.
  
  - B. **Training:** All new employees will receive training on Departmental and Divisional personnel policies. It is the employee's responsibility to become familiar with the following:
    1. Collective Bargaining Agreements, if applicable
    2. State of Delaware Merit Rules
    3. Department and Division policies and procedures
  
  - C. DYRS employees will sign a statement verifying that they have access to personnel policies and procedures and that it is their individual responsibility to be familiar with State, Department, Division, and program/facility personnel policies (Attachment A).

Review Date:	Reviewed By:
6/27/14	Nancy S. Dutz
5/16/16	Nancy S. Dutz