

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

NUMBER

300

REVISED

09/27/21

REVIEWED

09/27/21

EFFECTIVE

01/00

PAGES

1

SUBJECT: HUMAN RESOURCE POLICY CONTROL

CATEGORY: HUMAN RESOURCES

Policy

The Idaho Department of Juvenile Corrections (IDJC) recognizes the need to establish human resource policies that, in compliance with federal and state laws and the Idaho Division of Human Resource (DHR) Rules, provide guidelines on employer-employee relationships, impart information on acceptable norms of behavior, work schedules, health and safety matters, conflict resolution, job performance, and corrective and disciplinary measures.

It is therefore the policy of the IDJC that Human Resources (HR) is authorized exclusively to promulgate, modify, interpret, and administer Idaho rules and laws and federal law in the areas related to employment issues. HR shall ensure that there is an effective method of communicating and distributing these policies to supervisors and employees in all IDJC work locations.

HR policies are neither intended to create nor should they be considered to constitute a contract of employment, express or implied, and should not be considered in any way as modifying the basic employment relationship between the IDJC and its employees.

Operating Procedures

- I. Distribution of Policies and Expectations to Employees and Supervisors
 - A. HR will advise staff in all work locations on HR policies.
 - B. All IDJC employees shall have access to the HR policies via the IDJC intranet site and are expected to know and adhere to the requirements set forth in the policies.
 - C. Managers and supervisors are required to know and adhere to HR policies in order to assist employees, reduce risk of liability to the IDJC, and to know when to notify HR of an employee issue and to do so in a timely manner.
 - D. All employees are encouraged to contact HR staff with any questions about HR policies or suggested policy and procedure revisions.

Reference: [Glossary of Terms and Acronyms](#)
 Federal and State Employment Laws
 DHR Rules – IDAPA 15.04.01

Desk Manual(s): *None*

Related Policies: *None*

Related Forms: *None*