

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

<u>NUMBER</u>	<u>REVISED</u>	<u>REVIEWED</u>
347	09/30/2019	11/21/2024
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SUBJECT: MERIT SYSTEM

CATEGORY: HUMAN RESOURCES

Policy

As required by Idaho Statute, the personnel system of the Idaho Department of Juvenile Corrections (IDJC) is administered through delegation of authority from the Idaho Division of Human Resources (DHR).

This system covers all classified employees of the IDJC.

Employees appointed to non-classified positions are exempt from the provisions of the rules of DHR with respect to merit examination, selection, retention, promotion, dismissal requirements, and certain rights of appeal.

It is therefore the policy of the IDJC that all appointments, promotions, and separations in the classified service are based on competence, valid job requirements and individual performance.

Operating Procedures

I. Administration

- A. The personnel system within the IDJC is administered by IDJC Human Resources (HR). HR is the primary contact between IDJC and DHR regarding all personnel-related matters.
- B. HR is involved in any departmental planning which has implications of personnel matters, such as the establishment or abolishment of positions, bureaus, or offices; the transfer or reorganization of personnel; a major change in the duties of any positions that may affect classification; compensation issues; discipline, termination, and replacement of staff in positions; and other related topics.
- C. All policies and practices governing appointments, promotions, classifications, compensation, and other related aspects of personnel management within the IDJC are implemented in a manner which provides equal opportunity for all employees on the basis of merit and promote quality performance and career service.

Reference: [Glossary of Terms and Acronyms](#)
[Sections 67-5301, 5303, 5304, 5309, Idaho Code](#)
[IDAPA 15.04.01.019](#)

Desk Manuals: None

Related Policies: [Employment Eligibility Verification \(305\)](#)
[Employee Recruitment and Selection Process \(339\)](#)
[Harassment and Discrimination \(307\)](#)
[Position Classification and Job Descriptions \(337\)](#)
[Reduction in Force \(313\)](#)

[Separation of Employment \(367\)](#)

Related Forms: None