	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 132.01	<u>PAGES:</u> 2
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903		
<u>SUBJECT:</u> Job Interviews/Promotional Testing			
<u>DATE:</u> July 1, 2015			

PURPOSE

It is the policy of the Division of Juvenile Services to establish guidelines and maintain a mechanism for the interviewing and/or testing of posted positions within the Division of Juvenile Services.

CANCELLATION

This policy has been reviewed and supersedes Policy 132.01 dated July 1, 2008.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' employees.

PROCEDURES

1. All employees applying for positions within the Division of Juvenile Services that meet the qualifications for any posted position shall be afforded the opportunity to interview for said position.
 - a. All on-duty employees will be relieved from duty to attend a scheduled interview or promotional testing.
 - b. Videoconferencing/Promotional Testing
 - i. On-duty: An on-duty employee will be relieved to attend a scheduled interview or promotional testing via videoconferencing if the interview/testing is being held at a different DJS site.
 - ii. Off-duty hours: Any off-duty employee will be permitted to utilize a DJS facility's videoconferencing equipment for an interview or promotional

Chapter	Subject	Policy #	Page
Administration and Management	Job Interviews/Promotional Testing	132.01	2 of 2

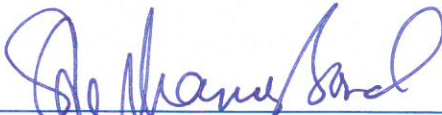
testing if being held at a different DJS site. The employee will not be compensated for this time.

- c. Annual Leave: Any employee may request annual leave to attend an interagency interview or promotional off-site if they so choose and must follow their facility's guidelines for requesting annual leave in advance. No employee will be allowed to utilize an agency car nor paid mileage for use of personal cars for this interview.
 - d. Alternate Date and Time
 - i. An alternate date and time will be made available for reasons such as scheduled or technical difficulties to ensure that the employee has equal opportunity for the interview process or promotional testing.
 - ii. Reasonable accommodations shall be made for emergency situations that prevent an employee from attending the interview/testing.
2. All employees applying for job opportunities outside the Division of Juvenile Services must take appropriate leave or schedule said interview on the employee's day off.
 3. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

7/1/15

Date