

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1.3.1</b>
<b>SECTION:</b>	3	Personnel	<b>EFFECTIVE DATE: 7 / 21 / 2020</b>
<b>SUBJECT:</b>	1	<b>PERSONNEL POLICY INDEX</b>	
<b>STANDARDS: ACA – 4 – ALDF: <a href="#">7E-01</a>, <a href="#">7C-03</a></b>			
<b>APPROVED:</b>  _____			<b>REVIEW DATE: 7 / 21 / 20</b>
<b>Dale Glass</b> <b>CORRECTIONS OF CORRECTIONS</b>			<b>REVISION DATE: 7 / 30 / 20</b>
Rescind: 1.3.1 dated 7 / 29 / 05 Cancel:			

**I. POLICY**

St. Louis City Division of Corrections’ employees are governed by St. Louis Civil Services and The Department of Personnel, rule, administrative procedure, labor agreement and Division policy. The Davison will make these procedures available to all staff and will be addressed during orientation training.

**II. RESPONSIBILITIES**

All Division of Correction Staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

1. All new staff Correctional staff will be issued work rules and regulation as well as other new hire related documents and will acknowledge in writing that they have reviewed the documents. A copy of the signed acknowledgement is placed in each staff member’s personnel file.
2. Employees desiring information about employment issues may consult references listed below.

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**B. Organization Chart**

Policy 1.1.8 - Organizational Structure

**C. Job Descriptions/Responsibilities/Qualifications/Standards**

1. Department of Personnel (DOP) "Class Specifications" and "Standards"/ DOP web site.
2. Position announcements/descriptions for all job classes are available through the Department of Personnel and DOP web site.
3. Department of Personnel Administrative Regulation 110 Policy Statement on Classification Reviews

**D. Basis for Salary Determination**

1. City of St. Louis Compensation Ordinance
2. Department of Personnel Administrative Regulation 110 – Policy Statement on Classification Reviews.
3. Department of Personnel Administrative Regulation 111 – Starting Salaries for New Employees

**E. Fitness, Health and Well-Being for Employees**

1. Policy 1.3.6 - Staff Selection
2. Policy 1.3.20 – Light Duty: Temporary, Modified, and Alternative Assignments
3. Policy 1.3.16 – Wellness
4. Policy 1.3.17 – Employee Assistance Program
5. Policy 1.3.31 – Family and Medical Leave
6. Policy 4.2.9 – Infection Control
7. Department of Personnel Administrative Regulation 104 – Disability Leave and Worker’s Compensation
8. Department of Personnel Administrative Regulation 122 – Leaves of Absence and Light Duty

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- 9. Department of Personnel Administrative Regulation 123 – Aids Policy
- 10. Department of Personnel Administrative Regulation 133 – Family Medical Leave

**F. Recruitment Procedures**

- 1. Policy 1.3.6 – Staff Selection
- 2. Department of Personnel Administrative Regulation 118 – Recruitment Incentive Program
- 3. Department of Personnel Administrative Regulation 121 Application, Recruitment, and Examination Procedures

**G. Promotion**

- 1. Policy 1.3.10 – Staff Promotion
- 2. St. Louis City Civil Service Rules and Regulations/DOP Web Site

**H. Equal Employment Opportunity**

- 1. Policy 1.3.5 – Equal Employment Opportunity
- 2. Civil Services Rules and Regulations
- 3. Department of Personnel Administrative Regulation 103 Equal Employment Opportunity Policy and Complaint Procedures/DOP Web Site
- 4. EEOC Complaint Form/DOP Web Site

**I. Benefits, Holidays, Leave and Work Hours**

- 1. Policy 1.3.8 – Attendance Policy
- 2. Policy 1.3.12 – Reimbursement for Travel/Transportation
- 3. Policy 1.3.14 – Compensation and Benefits
- 4. Policy 1.3.16 – Wellness Program
- 5. Policy 1.3.17 - Employee Assistant Program
- 6. Policy 1.3.23 – Employee Grievance

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7. Policy 1.3.24 – Post –Trauma Assistance
  8. Policy 1.3.31 – Family Medical Leave
  9. Policy 1.3.32 – Legal Assistance for Staff
  10. Department of Personnel Administrative Regulation 51 – Employee Grievance Policy
  11. Department of Personnel Administrative Regulation 101 Tuition Assistance for Employees
  12. Department of Personnel Administrative Regulation 104 – Disability Leave and Worker’s Compensation
  13. Department of Personnel Administrative Regulation 115- Sick Leave Policy
  14. Department of Personnel Administrative Regulation 125 Jury and Witness Leave
  15. Department of Personnel Administrative Regulation 127 – Training Opportunities Program
  16. Department of Personnel Administrative Regulation 133- Family Medical Leave
  17. Department of Personnel Administrative Regulation 137 - Military Leave and Reemployment
  18. Department of Personnel Administrative Regulation 139 – Sick Leave Bank Program
  19. Department of Personnel Administrative Regulation 140 – Sick Leave Buy Back Program
  20. Department of Personnel Administrative Regulation 134 – Work Schedules, Documentation of Attendance; Computing Overtime and Payroll Procedures
  21. Union Representation in the Workplace
  22. City of St. Louis Compensation Ordinance
- J. Employee Evaluation**
1. Policy 1.3.11 – Staff Performance Review
  2. Department of Personnel Administrative Regulation 130 – General, Professional and Trades Service Rating Manual
  3. Department of Personnel Administrative Regulation 131- Management Service Rating

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- 4. Policy 1.3.9 - Staff Probationary Period

**K. Personnel Records**

Policy 1.3.15 – Personnel Files

**L. Termination, Resignation, Retirement**

- 1. Policy 1.3.4 – Code of Ethics
- 2. Policy 1.3.18 Staff-Out Processing.
- 3. Policy 1.3.13 – Staff Discipline
- 4. Department of Personnel Administrative Regulation 117 – Discipline Policy
- 5. Department of Personnel Administrative Regulation 107 – Layoff Policies and Procedures
- 6. Department of Personnel Employee Retirement Handbook/DOP Web Site
- 7. Civil Service Rules and Regulations

**M. Orientation/In-Service/Staff Development Training**

- 1. Policy 1.3.9 – Staff Probationary Period
- 2. Policy 1.4.1 to 1.4.12 – Training and Staff Development
- 3. Department of Personnel Administrative Regulation 101 – Tuition Assistance for Employees
- 4. Department of Personnel Administrative Regulation 108 – Employee Training and Development
- 5. Department of Personnel Administrative Regulation 127 – Training Opportunities Program

**N. Disciplinary Procedures**

- 1. Policy 1.3.4 – Code of Ethics

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2. Policy 1.3.13 – Staff Discipline
3. Department of Personnel Administrative Regulation 117 – Discipline Policy
4. Department of Personnel Administrative Regulation 143 – Union Representation in the Workplace

**O. Grievance/Appeal Procedures**

1. Policy 1.3.23 – Employee Grievance
2. Department of Personnel Administrative Regulation 51- Employee Grievance Policy

**P. Employee/Management Relations**

1. Policy 1.1.4 – Staff Communication
2. Department of Personnel Administrative Regulation 143 – Union Representation in the Workplace

**Q. Staff Political Activity**

Policy 1.3.26 - Political Practices

**R. Staff/Inmate Relations**

1. Policy 1.3.4 – Code of Ethics
2. Policy 1.3.33 – Fraternalization and Nepotism
3. Policy 1.3.25 – Sexual Harassment
4. Department of Personnel Administrative Regulation 113 – Policy against Harassment

**S. Sexual Harassment**

1. Policy 1.3.25 – Discrimination and Sexual Harassment.
2. Policy 1.3.33 – Fraternalization and Nepotism
3. Policy 4.2.24 – Responding to Alleged Sexual Assault - Inmates
4. Policy 3.1.27 – Sexual Misconduct with Inmates/Clients
5. Department of Personnel Administrative Regulation 113 – Policy against Harassment

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**T. Travel**

Policy 1.3.12 – Reimbursement for Travel/Transportation