

Fifth Judicial District
Department of Correctional Services

Policy Manual

Page 1 of 1

Approved By:


Sally Kreamef, Director
Fifth Judicial District
Department of Correctional Services

Approval Date: 09/09

Unit: 5th Judicial District Substance Abuse
Treatment Programs

Subject: Personnel Policies

POLICY

The 5th Judicial District Substance Abuse Treatment Program will follow procedure as outlined in the Administration and Personnel Manual, the 5th District Work Rules and the Collective Bargaining Agreement between the State of Iowa and the American Federation of State, County and Municipal Employees. (Attached)

PROCEDURES

1. Program staff will be oriented to the Administration and Personnel Manual and Work Rules upon hire and may access them on the District's intranet site.
2. Program staff is provided with a copy of the Collective Bargaining Agreement.
3. The Treatment Supervisor will ensure that staff is notified of policy revisions, that staff review the revisions and sign a policy review form acknowledging review and understanding of the revisions.