

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 02-121D	PAGE NUMBER 1 of 4
	SUBJECT: HUMAN RESOURCES: All Employee and Staff Meetings		
Approved By:  Secretary of Corrections		Original Date Issued: 03-12-15	
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APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

To facilitate communication, develop policy, explore problems, ensure conformity to legal and fiscal requirements, to implement programs, an exchange of information with employees shall be accomplished through regularly scheduled All Employee Meetings, System Management Team meetings, and staff meetings.

DEFINITIONS

All Employee Meeting: A meeting held at least annually, for the purpose of providing information to staff, addressing staff concerns and answering questions regarding the Department.

Management Team (MT): A panel of Central Office management staff designated by the Secretary. Currently this panel is comprised of the Secretary; Deputy Secretaries; Chief Legal Counsel; Senior Counsel to the Secretary; Staff Assistant to the Secretary; Director of Communications; Human Resources Director; Chief Information Officer; Director of Fiscal Services; Director of Enforcement, Apprehension, and Investigation; Reentry Director; and Director of Victim Services.

System Management Team (SMT): A management panel designated by the Secretary which is comprised of the Management Team, wardens, superintendents, parole directors, and Director of Kansas Correctional Industries.

PROCEDURES

I. All Employee Meetings

A. Scheduling and Notification

1. At least annually the Secretary of Corrections (for Central Office), each parole director and each warden or superintendent shall schedule All Employee Meetings for their respective facility/office.
 - a. Such meetings shall be conducted by the Human Resources Director (for Central Office), each parole director (for respective parole regions), and warden or superintendent (for respective facilities).
 - b. Meetings shall be scheduled to include as many employees as possible. Scheduling should allow for participation by all staff.

- c. Notices of such meetings shall be disseminated via email. A copy of notices from facilities and parole regions shall be forwarded to the Department's Human Resources Director.

B. Participation

1. The Secretary of Corrections (or another member of the Management Team) and the Human Resources Director shall attend at least one (1) all employee meeting annually at each facility and regional parole office each fiscal year.
2. Employee attendance is encouraged but shall not be mandatory.

C. Scope of the Meeting

1. The Secretary, each parole director, warden or superintendent, and the Human Resources Director shall establish an agenda of information to be shared at meetings which may include, but shall not be limited to, the following:
 - a. Employee concerns;
 - b. Human resources issues;
 - c. New or revised policies and procedures;
 - d. Changes to employee benefits;
 - e. Proposed construction;
 - f. Proposed policy changes; and,
 - g. Organizational changes affecting employees.
2. Meeting agendas and notes must be maintained in the manager's file.

II. Senior Management Staff Meetings

- A. The Secretary of Corrections shall conduct regularly scheduled meetings of the Department's System Management Team.
1. Meetings of the System Management Team shall be held upon the call of the Secretary and shall be scheduled no less than four (4) times within each fiscal year.
 2. To the extent possible, all meeting participants shall be notified of the date, time, and place of each meeting at least two (2) weeks in advance.
 3. An agenda for each meeting shall be provided to each participant at least one (1) week in advance of such a meeting.
 - a. All System Management Team members may submit proposed agenda items to the Secretary for consideration.

III. Office and Facility Staff Meetings

- A. Each Division Director (Central Office), parole director and warden or superintendent shall conduct staff meetings with department heads and key staff members.
1. Meetings shall be scheduled no less than monthly. (ACO 2-1A-19; ACI 3-4016)
 2. All department heads, or a designee, shall attend.

- B. Each department head shall conduct monthly meetings with their key staff members. (ACO 2-1A-19; ACI 3-4016; 3-JTS-1A-20; NCCHC P-04)

IV. Medical/Administrative and Health Services Meetings (ACI 3-4328; NCCHC P-04)

- A. The facility health authority shall establish a schedule and format for quarterly meetings between the facility health services administrator and the warden or superintendent. (ACI 3-4328; NCCHC P-04)
 - 1. Other members of the health care staff, including mental health staff, and facility/KDOC staff may attend these meetings, as determined appropriate by the warden or superintendent and health services administrator.
 - 2. Minutes of the medical/administrative meetings shall be recorded and distributed to the attendees of the meetings.
- B. The facility health authority shall prepare and submit, at a minimum, quarterly reports on the health care delivery system and health environment and annual statistical summaries of health services. (ACI 3-4328; NCCHC P-04)
- C. The facility health authority shall conduct a monthly health services staff meeting to review, at a minimum, administrative procedural issues.

V. Parole Staff Meetings

- A. Each parole director shall conduct meetings of staff from the region as needed and in accordance with Section I.
 - 1. Such staff meetings shall be structured in such a manner to provide for the participation of all employees, if possible. (4-APPFS-3A-29)
- B. Parole supervisors shall conduct meetings with his or her staff as directed by the Parole Director, and no less than once per quarter.
 - 1. Such staff meetings shall be structured in such a manner to provide for the participation of all employees with regard to their respective duties. (4-APPFS-3A-29)

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

ACO 2-1A-19
ACI 3-4016, 3-4328
4-APPFS-3A-29

3-JTS-1A-20
NCCHC P-04

ATTACHMENTS

None.