

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Directive: 76.02

Subject: Personnel Communication
Effective Date: April 23, 2001 Review and Re-Issue Date:
Supersedes: NEW APA Rule Number:

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 VSA, Title 28, subsection 102 c (1), DOC policy 76.

2. Purpose:

2.1 To ensure that mechanisms exist and are used to allow all staff to be heard and to participate in the Department of Corrections decision making activity.

3. Applicability/Accessibility

3.1 Anyone may have a copy of this directive.

4. Directive

4.1 **Personnel Grievances:** The agreement between the State and the VSEA will guide procedures for any personnel complaints of formal grievances.

4.2 **Roll Call:** The agreement between the State and VSEA will guide the procedure for roll call.

4.3 **Labor Management Committee:** The agreement between the State and VSEA will guide the labor management process. Employees are encouraged to use this mechanism to discuss statewide issues. In addition, employees are encouraged to meet with each other at work sites to discuss issues of local concern.

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4.4 General Communication: Managers are encouraged to develop and use additional measures to maintain open communication and participation with personnel. Regular visits to personnel areas and staff meetings to hear from or be heard by management are suggested additional methods.

4.5 Intranet Web Page - The DOC Web Page will be used, at a minimum, to review proposed directives and to review minutes of meetings. The following groups are required to submit their minutes for review to the Intranet Web Page:

- 4.5.1** EMT
- 4.5.2** Superintendents (facility & CCSC)
- 4.5.3** CRSU Supervisors/Managers,
- 4.5.4** Program Services
- 4.5.5** Casework Supervisors
- 4.5.6** Security & Operations Supervisors

4.6 Meeting Structure

4.6.1 Communications and decision-making is the overall purpose for meetings. More specifically, meetings are for a combination of the following principles:

- 4.6.1.1** Developing clarity in direction
- 4.6.1.2** Developing clarity in purpose
- 4.6.1.3** Sharing feedback
- 4.6.1.4** To clarify our interdependencies
- 4.6.1.5** To develop consistent methods
- 4.6.1.6** To unify a system or systems
- 4.6.1.7** To identify and solve problems
- 4.6.1.8** For decision-making
- 4.6.1.9** For system regulation and control
- 4.6.1.10** To enhance empowerment
- 4.6.1.11** To develop support.

4.7 Formal Meetings

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4.7.1 The Department will conduct the following formal management meetings in order to address all or some of the aforementioned principles.

Meeting	Attendees	Frequency
Policy Executives	Deputy Commissioner Director, Commissioner's Staff	As Called For By The Commissioner
Community Development Group	Director Of Community Development & Restorative Justice, Director Of Restorative Justice, & QA, Director/Victim Services, Directors/Community Corrections	2 Times Per Month
Executive Management Team	Director/Community Svs., Asst. Director/Corr. Svs., Director/Security & Supv., Director/CRSUs, Director/Clinical Svs., Director/Women & Family Services, Directors/Education, Director/Work Programs	2 Times Per Month
Facility Superintendents	Corrections Facility Superintendents, Director/Security & Supv.	8 Times A Year
CCSU Superintendents	CCSU Superintendents, Asst. Director/Corr. Svs.	8 Times A Year
CRSU Supervisors/Managers	Director/CRSUs, CRSU Supervisors & Managers.	8 Times A Year
Worksite Meetings	As Arranged At The Worksite	As Arranged At The Worksite
Area Management Teams	Regional Representative Or Manager Of Each Work Site In The Area From The 4 Areas Of The State; NE, NW, SE, SW	As Arranged By The Membership

4.7 Records

4.7.1 The chairs of the committees will maintain records and/or minutes for their meeting. The records may be provided as the groups see fit or as directed in the document, and they are subject to the Freedom of Information Act.

4.8 Procedure Development

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4.8.1 Each site manager or CRSU supervisor/manager is required to establish a procedure that describes their communication process. At a minimum, sites with over 15 employees are required to meet with the site managers and the heads of each function at least monthly to address the aforementioned principles.

5. Training Method

5.1 The Director of Correctional Services will prepare a briefing for this directive and will present it to the Operating Directors. The Operating Directors will then present the briefing to the site managers/supervisors as well as distributing final copies of the directive. This is a management directive and additional field training for the directive is not necessary.

6. Quality Assurance Processes

6.1 Meeting notes will be reviewed by the Commissioner, Director of Correctional Services and the operating directors on a regular basis. Meeting will be self-governed

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants