



Program Statement

OPI: DIR
NUMBER: 1010.03
DATE: 3/11/99
SUBJECT: Staff Meetings

1. PURPOSE AND SCOPE. To foster open channels of communication and increased staff morale through regularly scheduled meetings.
2. SUMMARY OF CHANGES. Citations involving the Master Agreement and the Directives Rescinded section have been updated.
3. PROGRAM OBJECTIVES. The expected results of this program are:
 - a. Regularly scheduled meetings will be held throughout the Bureau to exchange information, assign responsibility, and coordinate activities.
 - b. The union will be given the opportunity to be present at certain formal discussions and meetings.
4. DIRECTIVE RESCINDED

PS 1010.02 Staff Meetings (1/31/95)
5. STANDARDS REFERENCED
 - a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4016
 - b. American Correctional Association 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-1A-19
6. MEETINGS. At least monthly, all Chief Executive Officers must hold meetings with department heads and key staff members.

At least monthly, Department heads shall hold meetings with subordinates if the department includes two or more subordinate staff.

7. PRESENCE OF UNION REPRESENTATIVES. Representatives of the union will be given the opportunity to be present at formal discussions and meetings between one or more supervisors and bargaining unit employees if the discussion concerns:

- # a grievance,
- # personnel policies and practices, or
- # other matters affecting the general working conditions of employees in the bargaining unit.

These meetings are distinguished from the situations discussed in Article 7, Section 1, of the Master Agreement.

/s/
Kathleen Hawk Sawyer
Director