CASA of \_\_\_\_\_\_\_\_\_\_\_
Addendum to add CASA to Juvenile court Policies & Procedures



CASA of \_\_\_\_\_\_\_\_\_\_\_
2021

# Addendum

Purpose: This addendum is to supplement the \_\_\_\_\_\_\_\_\_\_\_ County Juvenile Court’s Employee Policies and Procedures. This addendum, the court-staff policies and procedures and the volunteers policies and procedures shall be adhered to by staff of CASA of \_\_\_\_\_\_\_\_\_\_\_ County.

# Interview

Candidates for staff positions shall be interviewed in person by CASA of \_\_\_\_\_\_\_\_\_\_\_ Executive Director and the Probate-Juvenile Court Administrator. If the position is for the Executive Director, then such interviews will be conducted by Juvenile Court Administrator and Judge. The interviewer will seek to determine the applicant’s suitability for and interest in the position. The interview should determine the qualifications of the applicant, their commitment to fulfill the requirements of the position and should answer any questions that the applicant might have about the position.

# Background Checks

A formal security check including BCI criminal background check, child abuse registry, and social security verification is conducted of any proposed employees of CASA of \_\_\_\_\_\_\_\_\_\_\_, by screening criminal records through local, state and federal law enforcement agencies. If the applicant has lived in another state within the past 7 years, criminal record check in that area will be requested.

CASA of \_\_\_\_\_\_\_\_\_\_\_ will reject an application if they refuse to sign the releases of information for security checks.

# Employee Access to Personnel Files

Employees are granted access to their personnel records with approval by and in the presence of the Executive Director. Employees may review and make copies of all components of their files with the exception of references which are confidential. If employees wish to make additions or corrections to the information contained in their records, the employee must:

a) Discuss the proposed additions/corrections with the Executive Director;

b) Provide written explanation for the desired additions/corrections to the Executive Director.

In the case of the Executive Director, the \_\_\_\_\_\_\_\_\_\_\_ County Probate-Juvenile Court Administrator would be substituted in the above procedure wherever the Executive Director is noted.

The employee personnel record contains: the original employment application, job description; reference documentation; documentation of all records checks; verification of education; training records; performance evaluations; disciplinary actions; termination summaries; letter commendation; time attendance records; proof of eligibility to work in the US (I-9 form).