

Title: Child Welfare Manual
Section 8: Administrative
Chapter 2: Personnel
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Chapter 2 Overview

The purpose of this chapter is to address specific employment practices, related directly to the Children's Division (CD) and its employees. At no point in time, shall this chapter supersede the Department of Social Services (DSS) Administrative Manual. All Children's Division employees should consult the DSS Administrative Manual for detailed employment practice policy and procedures.

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Chapter Memoranda History: (prior to 1/31/07)

[CD05-78](#)

Memoranda History:

CD08-62

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2.1 Conflict Of Interest And Preferential Treatment

The Children's Division prohibits the steering of or directing referrals of persons served by the Division to a private practice or contracted provider, in which the personnel, consultants or the immediate relatives of CD employees or past CD employees are engaged. This policy is put forth to avoid the appearance of a conflict of interest. It is permissible to include such personnel, consultants and their agencies on referral lists, but no referral shall be made exclusively due to current or past personal relationships

The Children's Division prohibits preferential treatment of members of designated authorities with policymaking functions, advisory boards, personnel, private practices, contracted providers or consultants in applying for and receiving the Children's Division services.

Related Subjects: DSS Administrative Manual Sections, 2-120-Code of Conduct, 2-105-Employment of Relatives, 2-500-Conflict of Interest and 2-503 Political Activities (Employee Access Only)

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2.2 Transportation of Children

The Children’s Division has basic requirements for employee’s and contracted individuals who are or may be responsible for the transportation of children in CD’s custody. These basic requirements are as follows:

- a. A passenger (child) in the CD’s custody will have medical insurance supplied by the Division in case of an accident;
- b. An employee or contracted individual of the Division shall supply proof of automobile liability insurance upon request by line of supervision;
- c. An employee or contracted individual shall provide annual validation of licenses and driving record upon request by the division;
- d. The Division will confirm appropriate license type; and
- e. An employee or contracted individual shall provide upon request by the Division, current vehicle maintenance or inspection verification.
- f. An employee shall read the liability segment in the Risk Management Section of the Office of Administration policy about the extent and limits of liability coverage. To review this section, go to <http://www.oa.mo.gov/gs/risk/index.htm> and click on liability.
- g. Age appropriate passenger restraints shall be used by all passengers;

WEIGHT	Birth to 1 year & less than 20 lbs	Less than 1 year & 20 to 35 lbs.	1 to 4 years & at least 20 to 40 lbs.	Over 40 lbs. 4 to 8 years, unless they are 4’9” tall
TYPE OF SEAT	Infant-only <i>or</i> rear-facing Convertible	Rear-facing Convertible	Convertible <i>or</i> Forward-Facing Only <i>or</i> High Back Booster/Harness	Belt-Positioning Booster (no back, base only) <i>or</i> High Back Belt-Positioning Booster
SEAT POSITION	Rear-facing only	Rear-facing only	Forward-facing	Forward-facing
USAGE TIPS	<ul style="list-style-type: none"> · Never use in front seat where an air bag is present. · Tightly install child seat in rear seat, facing the rear. · Child seat should recline at approximately a 45 degree angle. · Infant’s head should not 		<ul style="list-style-type: none"> · Never use in a front seat where an air bag is present. · Tightly install child seat in rear seat, facing forward. · Harness straps should be at or 	<ul style="list-style-type: none"> · Booster base used with adult lap and shoulder belt in rear seat. · Shoulder belt should rest snugly across chest, rests on shoulder; and

	<p>extend beyond the top of the seat's backrest.</p> <ul style="list-style-type: none"> · Harness straps/slots at or below shoulder level. · Harness straps fit snug on the child, leaving no more than one finger's width between the child and harness; harness clip at armpit level. 	<p>above shoulders.</p> <ul style="list-style-type: none"> · Harness straps fit snug on child, leaving no more than one finger's width between the child and harness; harness clip at armpit level. 	<p>should NEVER be placed under the arm or behind the back.</p> <ul style="list-style-type: none"> · Lap-belt should rest low, across the lap/upper thigh area – not across the stomach.
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2.3 DSS Administrative Manual Link

For additional information on employment practices, CD employees should review the DSS Administrative Manual for specific policy and procedures. A direct link has been provided to the DSS Administrative Manual regarding the following topics. (Employee Access Only)

Employment Practices

Whistleblower Law	2-100
Sexual Harassment /Inappropriate Conduct	2-101
Equal Employment Opportunity	2-102
Religious Accommodations	2-103
Client Complaints of Discrimination	2-104
Employment of Relatives	2-105
Posting Requirements	2-106
Background Checks-DSS Employees	2-107
Overtime/Compensatory Time	2-108
Internal Investigations	2-109
Alcohol and Drug-Free Workplace	2-110
Legal Representation for DSS Employees	2-111
Grievance Procedure	2-112
Affirmative Action	2-113
Hiring and Appointment	2-114
Work Rules	2-115
Attendance/Unauthorized Absences	2-116
Dress Code	2-117
Daily Work Period/Flexible Work Schedules	2-118
Confidentiality	2-119
Code of Conduct	2-120
Professional Development	2-121
Performance Appraisals	2-122
Work Adjustment/Accommodation Requests	2-123
Discipline	2-124

Benefits

Wellness Activities	2-201
Tuition Reimbursement	2-202
Employee Assistance Program	2-203
Workers Compensation	2-204
DSS Employee of the Month	2-205
Employee Suggestion System	2-206

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Annual Leave	<u>2-300</u>
Sick Leave	<u>2-301</u>
Holidays	<u>2-302</u>
Inclement Weather	<u>2-303</u>
Voting	<u>2-304</u>
Family and Medical Leave Act	<u>2-305</u>
Shareleave	<u>2-306</u>
Military Leave	<u>2-307</u>
Administrative Leave With Pay	<u>2-308</u>
Leaves of Absence Without Pay	<u>2-309</u>

Separations

Layoff	<u>2-402</u>
Termination of Employment	<u>2-403</u>
Exit Questionnaires	<u>2-405</u>

Personal Activities

Conflict of Interest	<u>2-500</u>
Outside Employment	<u>2-501</u>
Collection of Employee Debts	<u>2-502</u>
Political Activities	<u>2-503</u>

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2.4 Student Intern Policy and Procedure

Student interns will be expected to work to meet the needs of the children and families served by the Children's Division (CD). Supervisors are expected to approve and monitor work to assure policy, standards, and practice are followed and adhered to while the students are in their placements.

1. Initial CD Supervisor Responsibilities

- A. Supervisor should ensure the student/volunteer reads and/or completes the following forms or documents and complies with the following requirements: (These forms and documents can be accessed electronically and printed from the Human Resources Center New Employee Packet Checklist which can be found at <http://dssweb/dpl/pages/newhirechklst.htm>.)
1. Application for Internships/Volunteers;
 2. Fingerprint Referral Form (See DSS Policy 2-107 – Background checks);
 3. Department of Social Services Confidentiality and Information Security Agreement;
 4. I-9 Form;
 5. Sexual Harassment/Inappropriate Conduct Policy and Acknowledgment (ADM-2101);
 6. Alcohol and Drug-free Workplace Policy (ADM-2110);
 7. Department of Social Services Employee Handbook;
 8. Employee Acknowledgment of Agency Disclaimer;
 9. Provide proof of valid driver's license, vehicle registration and insurance coverage; and
 10. Department of Social Services Protection of Health Information Policy Acknowledgment (HIPAA).
 11. Application for Identification Card. Application should be completed and taken to appropriate agency personnel at the local Children's Division office for picture taking and data entry unless otherwise instructed. Personnel issuing the card shall select "Intern" in the drop down menu when selecting the job classification to display on the identification card.

B. The CD Supervisor is also responsible for the following:

1. Participating in the development of written agreement/plan between volunteer or student intern and his/her school, college or university and the Division outlining the desired individual learning activities, supervision expectations and duration of placement.
2. Developing a work schedule with the student intern which is agreeable to both the CD and Field Instructor in order to complete necessary hours for the semester.
3. Ensuring the student intern/volunteer has computer access as appropriate and necessary to perform his/her assigned activities. Student interns will be allowed to access to the electronic systems necessary to perform their duties after completing the required security forms and receiving security approval. Data entered into electronic systems by the student intern must be approved by the supervisor.
4. Completing placement agreement form as required by school/college.
5. Keeping student interns informed of new policies.
6. Conducting and documenting meetings with interns at least one hour a week.
7. Keeping files on every intern in accordance with the manner in which personnel files are kept.
8. Tracking attendance record on student interns.
9. Completing required evaluations from college, honestly, fairly, addressing personnel practices.

2. Duties and Responsibilities of Student Interns:

1. Complete all requirements listed in Section 8 Chapter 2.4.1.
2. Carry student/volunteer identification card at all times while performing duties or participating in CD business activities.
3. Adhere to all agency policy, standards, and practice related to placement.

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4. Adhere to agency policy regarding computer usage and confidentiality agreement.
5. Follow policies in DSS Administrative Manual.
6. Be punctual and dependable.
7. Dress and behave professionally and report all absences according to agency rules.
8. Be responsible for attendance and contacting supervisor when absent, arranging to complete the make-up hours.
9. Complete tasks and responsibilities thoroughly and timely with a positive attitude.
10. Keep appointments and other agreed upon commitments.
11. Handle any issues of conflict in a professional manner.
12. Maintain confidentiality.
13. Maintain high personal and ethical standards which comply with NASW Code of Ethics.
14. Prepare for supervision and actively participate in supervisory conferences.
15. Receive prior approval from Field Instructor and inform CD supervisor of any schedule changes.
16. Maintain a daily time sheet which will be provided to the Field Instructor.
17. Request and be reimbursed for travel expenses consistent with the policy for regular employees.

NOTE: Disciplinary action may be taken against student interns who willfully violate DSS policies.

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