



OREGON YOUTH AUTHORITY
Policy Statement



I-D-3.12 - Staff Involved in Professional Organizations

Approved:

Karen Brazeau, Director

Effective:

December 2002
(format 12/02)

Supersedes:

I-D-3.4 (7/96)
I-D-3.4.a (1/96)

Interpretation:

REFERENCE

OYA policy: I-D-2.0 (Professional Standards)

OYA form: YA 1100 (Justification for Agency-Sponsored Membership)

POLICY

The OYA values its workforce and is invested in retaining well-qualified and capable staff. Staff are encouraged to participate in related professional organizations that will enable them to upgrade skills and keep abreast of developments in the field of juvenile corrections.

The OYA shall make provisions for staff development and participation in criminal justice associations, professional organizations, educational organizations, and activities at both local and national levels. Limited funds are available to provide leave and/or reimbursement for such participation when approved, in advance, by the Director.

I. General standards

- A.** If work release is necessary to participate in a professional organization, staff shall request such time in writing through his/her Supervisor/Manager. The request shall contain the following.
1. Name of accredited professional or educational organization.
 2. Nature of task (i.e., elected officer, volunteer, nominated by someone from organization).
 3. Duration of position and position description, if available.

4. The benefits to the individual(s) and/or organization represented by the individual.
5. Estimate of personal time to be given to the organization.
6. Funding and support needed for activities, such as:
 - a) Time off from work.
 - b) Time needed at work to complete tasks.
 - c) Mailings.
 - d) Staff support.
 - e) Co-worker involvement.

B. Membership and dues

1. All memberships paid by the OYA must have prior approval of the Director.
2. Requests must be accompanied by a completed YA 1100, including how such membership will directly benefit the OYA, and be sent directly to the Director.
3. All memberships will be in the name of the State of Oregon, the OYA, or an organizational unit of the OYA, as appropriate.
 - (a) No memberships for individual staff will be authorized.