



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

RECRUITMENT, RETENTION AND ADVANCEMENT OF EDUCATION PERSONNEL	Section	Human Resources
	Number	3.23
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	Revision No.	1
	Approval:	<i>Jack C. Green</i>

1.0. PURPOSE:

To establish procedures for promoting the retention of personnel in all Diversion and Transition Programs.

2.0 APPLICABILITY:

Procedure applies to all Diversion and Transition Programs located in all juvenile and adult institutions.

3.0 POLICY GUIDANCE:

Diversion and Transition Programs located in all facilities shall promote the retention of all personnel including teaching, administrative and support staff.

4.0 DEFINITIONS:

None.

5.0 PROCEDURES:

5.1 Recruitment.

5.2 To promote the retention of personnel, the West Virginia Department of Education, WV Schools of Diversion and Transition shall provide opportunities for:

- a. Staff development;
- b. Comparable pay to public school teachers based on qualification, experience and educational level;
- c. Benefits including health and life insurance, retirement, leave, etc.;
- d. Opportunity to participate in decision-making through faculty advisory committees/staff meetings;
- e. Opportunities for financial reimbursement for professional development; and
- f. Opportunities for advancement.

5.3 Opportunities for advancement.

6.0 AUTHORITY

6.1 Employee Handbook for WV Schools of Diversion and Transition

6.2 State Board of Education Policy 1471 – *Regulations for Adult Diversion and Transition Programs.*

6.3 State Board of Education Policy 2800 – *Regulations for Juvenile Diversion and Transition Programs.*