

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINSTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-12

Effective Date: May 1, 2012

Version: 1.0

POLICY TITLE: ACADEMIC STUDENTS EXPECTATIONS

OVERVIEW: Employees of the Indiana Department of Child Services (DCS) who are also students in academic settings periodically have competing priorities: whether to remain at work or attend their class. This dilemma poses difficulty for the agency as it expects the employee will fulfill their job expectations, attend training, or remain on the job and for the instructor who expects that the employee attend class. Recognizing that both the employer and the class instructor have legitimate concerns and expectations, this policy offers a mechanism to address this dilemma.

I. DEFINITION

Academic Student - Employee/student is a DCS employee who is enrolled in one (1) or more academic course and his or her academic schedule is approved by the employee's Supervisor to be appropriate for this policy.

II. STATEMENTS OF PURPOSE

- A. Employees who are also students in academic programs must work with their Supervisor to obtain his/her approval of the academic schedule and ensure that all work related responsibilities and obligations are fulfilled during the time the employee is enrolled in school.
- B. DCS local offices are encouraged to be flexible, within outlined policy guidelines, when working with employees to fulfill both their classroom and practicum responsibilities.
- C. Employees enrolled in an academic program will schedule appointments with children and families that will not conflict with class attendance.

III. PROCEDURE

At the commencement of all courses the Academic Student will review the class schedule to determine if there are any work responsibilities that will conflict with class attendance.

- A. Training- There are trainings administered by the Child Welfare Education and Training Partnership that require mandatory attendance and there are trainings that can be attended at other times.
 - 1. Upon learning that a mandatory training occurs during the same time as an academic class, the Academic Student will immediately contact their Supervisor alerting them of the conflict.
 - 2. The Academic Student will request their Supervisor's permission to be allowed to miss a portion of the training, which will be made-up at a later time, or to attend the entire training at another time.
 - 3. If the training can be completed at a later date, the Supervisor will provide written permission to miss the training so that it can be provided to the trainers.

4. If the training cannot be completed at a later date, the Academic Student will attempt to negotiate with the class instructor about missing a portion or all of a class.
- B. Court Appearances
1. If the Academic Student has been served a subpoena, the Academic Student will provide a copy of the subpoena to the class instructor.
 2. If the Academic Student has not been served a subpoena, the Academic Student will make reasonable attempts to have the hearing rescheduled or request that the Supervisor or a peer attend court on his/her behalf.
 3. If rescheduling the hearing is detrimental to the child or family, the Academic Student will not attempt to reschedule the hearing or alternatives listed above will be pursued.
- C. Child or Family Contact
1. If a competing priority arises and the Academic Student is in the midst of a DCS assessment, he/she must remain on the scene to ensure child safety and continue the assessment until back up arrives.
 2. The Academic Student will judiciously schedule ongoing appointments with children or families that will not conflict with class attendance.

DATE: 04/16/2012

James W. Payne, Director
Department of Child Services

A signed copy is on file.