

INDIANA DEPARTMENT OF CHILD SERVICES		
ADMINSTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA-12	Effective Date: May 1, 2023	Version: 2.0
POLICY TITLE: ACADEMIC STUDENTS EXPECTATIONS		
<p>OVERVIEW: Employees of the Indiana Department of Child Services (DCS) who are also Academic Students periodically have competing priorities related to their work and school-responsibilities. This dilemma poses difficulty for the agency as employees are expected to fulfill their job expectations, including attendance to required training, court hearings, and work-related appointments. This policy provides guidelines to support both the agency and the employee with meeting these priorities.</p>		

I. DEFINITION

Academic Student- A DCS employee who is enrolled in one (1) or more academic course, and the academic schedule is approved by the employee’s supervisor and considered to be appropriate for this policy.

II. STATEMENTS OF PURPOSE

- A. Academic Students must work with their supervisor to obtain approval of their academic schedule and ensure all work-related responsibilities and obligations are fulfilled during the time they are enrolled in school.
- B. DCS local offices are encouraged to be flexible, within outlined policy guidelines, when working with Academic Students to fulfill both their classroom and work-related responsibilities.
- C. Academic Students will ensure class attendance does not conflict with work-related appointments.

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. These responsibilities may include, but are not limited to:

- A. Completion of training. This includes trainings that require mandatory attendance and trainings that may be attended at other times. To address potential conflicts with training, the Academic Student will:
 - 1. Immediately contact the Academic Student’s supervisor alerting them of a conflict upon learning that a mandatory training occurs during the same time as an academic class; and
 - 2. Request the 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; and
 - 3. Complete the training at a later date after receiving permission from the Academic Student’s supervisor; or

Note: If the training may be completed at a later date, the Academic Student’s supervisor will provide written permission to miss the training so that it can be provided to the trainers.

4. Attempt to negotiate with the class instructor about missing a portion or all of a class if the training may not be completed at a later date.
- B. Attendance at court. If a conflict arises with a scheduled court hearing, the Academic Student will:
1. Request that the DCS local office attorney provide the Academic Student with a subpoena for the Academic Student's appearance in court.

Note: Subpoenas issued for this purpose should be issued with the identifying names of the parties redacted down to initials so that confidentiality of families and children is maintained.

2. Provide a copy of a subpoena to the class instructor if the Academic Student has been served a subpoena; and
3. Make reasonable attempts to have the hearing rescheduled if the instructor will not allow the Academic Student to miss class, and discuss the issue with the DCS Staff Attorney or request that the Academic Student's supervisor or a peer attend court on the Academic Student's behalf if the Academic Student has not been served a subpoena. Academic Students must attend Fact Finding hearings and Termination trials in which the Academic Student is expected to provide testimony.

Note: Notify the class instructor and attend the hearing if the rescheduling of the hearing is detrimental to the child or family and the Academic Student's supervisor or a peer is unable to attend court or if attendance at the hearing by someone other than the Academic Student may have a detrimental impact on the child or family.

- C. Work-related appointments (e.g., contact with the family or child). If a conflict arises with work-related appointments, the Academic Student will:
1. Complete the Academic Student's work-related duties. For example, if a competing priority arises and the Academic Student is in the midst of a DCS assessment, the Academic Student will remain on the scene to ensure child safety and continue the assessment until back up arrives; and
 2. Judiciously schedule ongoing work-related appointments that will not conflict with class attendance.

DATE: March 24, 2023

Eric Miller, Chief of Staff
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