



**POLICY STATEMENT**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b> <b>Employee Associations</b>		<b>Policy Number:</b> <b>1.1.15</b>
<b>Date of Issue:</b> <b>March 20, 2014</b>	<b>Authority:</b> <b>Signature on File</b> <b>John E. Wetzel</b>	<b>Effective Date:</b> <b>April 18, 2014</b>

**I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

**II. APPLICABILITY**

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections, Department employees, volunteers, contract personnel, visitors and inmates.

**III. POLICY**

It is the policy of the Department to allow Employee Associations to operate on Department property in accordance with the procedures outlined herein.

**IV. DEFINITIONS**

**A. Audit** – A review of financial records and accounts of an organization undertaken by an accountant, audit committee or other qualified personnel to establish the accuracy of those records and accounts.

- B. Employee Association** – An independent organization or committee not sponsored or supervised by the Department, other than a trade union, whose members are composed of Department employees that plan and execute social, recreational, and/or professional events designed to improve or maintain the level of employee morale at the Department facility served.
- C. External Audit** – An audit of an Employee Association’s financial documents that is conducted by an independent third-party auditor.

## **V. PROCEDURES**

### **A. Employee Association Requirements**

Employee Associations may operate on the grounds of Department facilities if they meet the requirements as listed below.

1. The Employee Association shall have its own by-laws and provide the applicable Superintendent or Facility Manager/designee with a copy of those by-laws and any subsequent amendments thereto.
2. An Employee Association that conducts fundraising activities, collects dues from its members and/or operates vending machines on the grounds of a Department facility, shall conduct an annual audit of its financial records and accounts and will annually provide a copy of its most recent audit report to the applicable Facility Manger/designee no later than 90 days after the end of each calendar year.
3. An Employee Association whose financial accounts total more than \$2,500.00 annually shall have an external audit of its financial records and accounts conducted every two years and will provide a copy of its most current biennial external audit report to the applicable Facility Manager/designee no later than 90 days after the completion of such external audit.

### **B. Employee Association Operational Approval**

Employee Associations must obtain prior written approval from the applicable Facility Manager/designee before commencing operations on the grounds of a Department facility. Any Employee Association that commenced operation prior to the effective date of this policy shall be deemed to have received such prior written approval by the appropriate Facility Manager/designee.

## **VI. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

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## VII. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

## VIII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

### A. Release of Information

#### 1. Policy

This policy document is public information and may be released upon request.

#### 2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

### B. Distribution of Policy

#### 1. General Distribution

The Department of Corrections' policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

#### 2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

## IX. SUPERSEDED POLICY AND CROSS REFERENCE

### A. Superseded Policy

#### 1. Department Policy

This document establishes policy on this subject.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

**B. Cross Reference(s)**

1. Administrative Manuals

None

2. ACA Standards

- a. Adult Correctional Institutions: None
- b. Adult Community Residential Services: None
- c. Correctional Training Academies: None