

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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ADMINISTRATIVE PROCEDURES GENERAL PROVISIONS
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November 2010

Section 1. Director. The “Director” or “Director’s Office,” referred to in this document, includes the Director and/or the Deputy Director. In their absence this reference includes the Administrative Services Manager.

Section 2. Attorney General. Any matter requiring a formal opinion by the Attorney General’s Office must be cleared through the Director’s office before submission to the Attorney General. A copy of all correspondence will be filed in the Director’s office.

In case of an emergency or if time is of the essence, the manager has the authority to contact the Attorney General. The Director should be informed of this action as soon as possible and appropriate documents filed with the Director’s office.

Section 3. Governor’s Office. Staff follows the “chain of command” from the manager of his/her division to the Director before any correspondence or discussions are forwarded to the Governor or Governor’s staff. The final copy of all correspondence to the Governor must be approved by the Director prior to sending.

Section 4. Legislation. All proposals for legislation initiated by Department personnel in their official capacity will be approved by the Director both prior to drafting and also prior to forwarding outside the Department.

Section 5. Lobbying. In their official capacity, state employees cannot lobby for any legislation nor are employees permitted to spend their work time viewing the legislature from the galleries or “buttonholing” legislators on or off the floor unless given permission by the Director or their manager.

If requested to appear before a committee, or if a legislator asks for an employee’s views, the employee can take the time to cooperate but will inform his/her supervisor and the Director. Offering technical assistance to a legislator is permissible. The Director and supervisor or manager should be kept informed of legislative contacts.

As private citizens, employees on their own time and on their own phone or personal e-mail system may lobby legislators as appropriate, providing employees make the distinction that they are “private citizens” during such activities.

Section 6. Media requests. Employees and supervisors may answer questions from the media pertaining to their division’s operation within the scope of their responsibilities. Employees need to keep supervisor or manager informed as to inquiries and comments. In the case of oral or written statements of policy and formal press releases, employees and supervisors should seek prior approval of and assistance from the Public Information Officer and the Director.

Section 7. Personnel Concerns. Personnel issues go to manager and/or Administrative Services Manager but do not get forwarded out of the Department without the Administrative Manager's knowledge. The State of Wyoming Personnel Rules will be followed.

Section 8. Consumer Complaints. We will receive complaints via telephone, e-mail, fax, in person, or in writing. All complaints will receive a prompt and courteous response within 24 hours. If the complaint involves a claim of food or water borne illness or environmental issue (e.g., pesticide), an external agency may need to be contacted such as the State Health Department or Environmental Quality.

Section 9. 911 Emergency Calls/Calls for Service. These calls pertain to circumstances which may be life threatening or involve an immediate physical danger to persons or eminent danger to property. Examples: fire, natural gas leaks, heart attack, choking, robbery, theft in progress, physical altercation, weapon exhibition, etc.

Non-emergency calls are referred to as "calls for service." Such calls for service should be made directly to a responding agency.

Examples:

A&I General Services to report issues with the Smith Building: 777-7767

Cheyenne Police Dept. non-emergency number for cold crimes or traffic collisions: 637-6524.

Section 10. Soliciting in State Buildings. Sales people are prohibited from selling their wares in State buildings. Capitol Police should be notified immediately of persons soliciting on State property.

Within the WDA, employees may sell wares, solicit support for non-profits, etc., in their respective break room.

Section 11. Meetings in Cheyenne Building. Department employees involved in meetings held in the Smith Building should advise the receptionist of any pertinent information (time, etc.) and provide a list of attendees (for receiving telephone calls, etc.). The use of the conference room must be scheduled with the Executive Assistant to prevent conflict-of-use. The responsibility for all preparations including purchasing and making the coffee as well as cleaning afterwards rests with the respective section.

Section 12. Children of employees in office buildings. Employees are welcome to bring their children to visit their worksite, provided the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. Employees need to seek prior permission of their supervisor, and the children must be directly supervised by the parent at all times.

In giving permission for these brief or unavoidable visits, a supervisor will need to consider the age of the child, how long the child needs to be present, the work environment in the employee's area, work priorities, and any possible disruption to the employee and co-workers.

A suggested definition of "brief" is 15 minutes or less; a suggested definition of "infrequent" is "rarely." The employee should seek definition of this policy from his/her supervisor.

Employees are not permitted to bring sick children to work.

Supervisors need to give advance approval for "bring your child to work days," using the criteria given above.

This policy does not apply to participation in a structured event where families are invited and the event has the prior approval of the Director.

Section 13. Breastfeeding. To comply with federal law which requires the provision of an unpaid, reasonable break time for an employee to express breast milk for a year after her child's birth, the Department developed the following policy:

1. Supervisors will work with breastfeeding mothers to create a mutually acceptable flexible work schedule, including 15-minute breaks every two hours or as necessary for breastfeeding or the expression of breast milk.
2. Offices (Cheyenne, Laramie, and Douglas) will provide a private, convenient, and sanitary place for this purpose. This area must be an area other than a restroom. It must be shielded from view and free from intrusion from co-workers and the public. In Cheyenne, for instance, if the employee does not have a private office, the small conference room could be removed from use for the duration of the need for such a place.
3. The employee will have reasonable access to safe water and sink.
4. The employee will have convenient refrigeration.
5. Staff are expected to provide an atmosphere of support for breastfeeding employees.

Section 13. Keys to Cheyenne Office. Cheyenne personnel are assigned an office key. The front door is unlocked between 8:00 a.m. and 5:00 p.m. Monday through Friday. Doors are to remain locked during non-business hours. The back door will be locked at all times. If you lose your key, report it immediately to Administrative Services. Upon termination, keys must be returned to Administrative Services.

Section 14. Non-Smoking Policy. To protect the health of state employees, smoking is not permitted in any Department of Agriculture building.

Section 15. Telephone Use.

1. During working hours, incoming calls will be answered in person.
2. The number of personal calls made and accepted must be kept to a minimum.
3. Personal long distance phone calls will not be charged to the department.

Section 16. Use of State Property. The use of State property for anything other than official department business is prohibited. Employees shall protect and conserve State property, equipment, and supplies entrusted to them.

Requests for exceptions, such as a request to use a personal piece of equipment for State business like a snowmobile, must be approved prior to use by the division manager and Administrative Services manager to assure that Risk Management is informed and that appropriate insurance and licenses are in place.

Section 17. Office Furniture and Equipment Inventory. Each division maintains an accurate inventory of furniture and equipment.

1. Each division is responsible for its inventory and correctly marking vouchers and procurement card invoices for items which should be added to inventory lists and the location of the inventory.
2. The Administrative Service' Inventory Coordinator will check inventory lists annually.
3. Items such as staplers and tape dispensers should not be included, but calculators and phones should be tracked, along with computers, desks, chairs, etc.

4. The Inventory Coordinator will fill out the forms to get items on the Auditor's system which cost more than \$500. Each division is responsible for making sure the inventory tag is placed on the equipment.
5. The Inventory Coordinator must be made aware of any changes, such as trading or moving equipment.
6. The Inventory Coordinator will handle any items being discarded (whether broken or going to Surplus) to ensure the item is taken off the inventory and approval has been obtained from Surplus for destruction or delivery.
7. At an Exit Interview, each division manager will use an inventory list to check with the departing employee.

Section 18. Audio-Visual & Computer Equipment. All audio-visual equipment must be checked out through the front desk receptionist and returned in the same condition. Such items will be signed out and signed in with the front desk in person so that damages may be repaired and paid for by the responsible division.

Section 19. Recycling Policy. The department encourages recycling and has provided bins for recyclable materials. Place used paper in recycling bins located next to the copiers and in the rear of the Smith Building. Reusable disks are stored in the supply cabinets. Purchasing recycled products is encouraged whenever feasible.

Section 20. Requests for Supplies. Supplies will be ordered two times per month by the Administration section. If you need an item, please notify Administration. If you notice something is low, or if you take the last of an item from the supply cabinet, please notify Administration.

Section 21. Record Retention Schedule Policy. The Wyoming Department of Agriculture follows the State Archives rules and regulations regarding record retention. All public records are the property of the State. Each division of the Wyoming Department of Agriculture has its own Record Retention Policy on file with the Records Management Unit of Archives. Please check with Administrative Services for details. If something is not defined in a WDA records policy, then the General Schedules-Executive Branch is followed.

Section 22. Employees Without Social Security Cards. New hires are required to provide certain documents to establish identity and employment eligibility within 3 business days of the date employment begins. In lieu of a required form, we will accept a receipt for the application of a replacement document. However, the employee must present the replacement document within 90 days from the date of hire or be terminated.