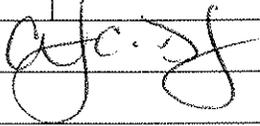


<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  9.13	<b>PAGE NUMBER</b>  1 of 1
	<b>RELATED ACA Standards</b>	
<b>CHAPTER: 9 Human Resources, Employee Development, Employee Management Relations</b>	<b>SUBJECT: Interview Expense Reimbursement</b>	
<b>APPROVED BY THE COMMISSIONER:</b> 		
<b>EFFECTIVE DATE:</b> 3 May 2016		
<b>APPROVED FOR PUBLIC RELEASE</b>		

**I. AUTHORITY:** 11 Del. C. 6517, 29 Del. C. 8903

**II. PURPOSE:** To authorize reimbursement of interview expenses.

**III. APPLICABILITY:** All out of state candidates for Department of Correction positions.

**IV. DEFINITIONS:** None

**V. POLICY:** It is the policy of the Department of Correction to reimburse out of state candidates from national searches or other comprehensive searches, as authorized by the Commissioner, for expenses incurred for Department interviews. These may include travel, lodging, meals or any combination of these expenses as approved by the Commissioner of Correction. The Department Director of Human Resources shall be responsible for developing procedures to implement this policy. These procedures, contingent upon the availability of Department funds, must provide for a fair and equal distribution process.