7-01/060.00 Bureau Scheduling Policy

The diversity and scope of this Bureau's operation creates inherent problems in the area of scheduling and personnel assignments. Movement of personnel can be required in response to transfers, a shortage of assigned personnel, excessive sick call-ins or injuries and a myriad of other reasons. All of these factors tend to create a transient nature for assignments within Transportation Bureau.

It is our intent, however, to provide a stable working environment for deputies assigned to Transportation Bureau as much as possible while continuing to function in a responsible, efficient and acceptable manner. All assignment selections shall be approved by the Unit Commander. The assignment guidelines are as follows:

1. **Crew Assignment**
    - This policy shall apply to all deputies assigned to Transportation Bureau except deputies with "primary assignments," Bonus I Training positions, and Statewide positions.
    - Schedules will be done quarterly, remaining in effect for three months. Shift assignments will be based on Bureau seniority.
    - A Bureau seniority roster as well as a list of existing primary assignments will be posted outside the Scheduling Office no less than thirty (30) days before the beginning of the next quarter. The preference sign-up period will remain open for twenty (20) days. The final schedule for the up-coming quarter will be posted at least five (5) days prior to the beginning of the quarter.
    - Deputies are to contact the Scheduling Sergeant on the day indicated on the posted roster and indicate a preference from the assignments available. It will be the responsibility of each Deputy to contact the Scheduling Sergeant on the assigned day. Deputies scheduled off on the assigned selection day shall submit a memorandum to the Scheduling Sergeant, indicating three (3) choices in descending order. Deputies assigned to primary assignments will not need to contact the Scheduling Sergeant unless they want to be removed from their assignment.
    - If a Deputy misses his/her selection date, that Deputy may not "bump" anyone else who has selected, and must choose from the remaining available assignments. Once you have indicated a preference, no changes will be allowed until all deputies assigned to the Bureau have made their initial choice.
    - To the extent possible, deputies will be assigned the crew of choice. However, final crew assignment decisions will be made by the Scheduling Sergeant. Changes from an indicated preference may be made based on several factors, which include balancing drivers and non-drivers, experience of the Deputy, officer safety/security, and the overall needs of the Bureau.

    - Transportation Bureau North shall be assigned by Bureau seniority with those deputies having the least Bureau seniority being assigned first, unless sufficient qualified volunteer personnel are available.

    - Vacancies in the schedule that will be vacant for a known period of time, such as scheduled vacations or long term IOD's, shall be filled, if possible by the same Standby Deputy for the duration of the vacancy. Standby needs will be filled by overtime, if necessary.

2. **Vacations**

    - In conformance with existing Departmental policy, annual vacation periods are awarded on a

seniority basis with those persons having the longest service in this Department receiving first choice of available vacation periods. For sworn members, seniority in service for purposes of scheduling vacations, includes civilian service time with this Department only. To further clarify this policy and to provide equality in the selection process, the following guidelines shall be in effect:

- Selections will be made in calendar week increments for a period of up to four (4) consecutive weeks (no split vacations).
- Personnel who choose not to take all of their accrued vacation during the first selection period must wait until all other personnel have made their first selection.
- After everyone has made their first selection, the remaining openings shall be made available again on a seniority basis.

- Deputies who anticipate being off duty during any of their selection periods, shall submit a memorandum to the Scheduling Sergeant on their last work day before that selection period. They shall list, in descending order of preference their three most desired vacation periods from among those they know are still available. Once an individual has been assigned a vacation period an Absence Request form (SH-R-96) must be submitted prior to the tentative posting date, of the Bureau monthly schedule for that period.

- In the event of a tie in Departmental seniority dates, Bureau seniority shall be used. If there is a tie in both Department and Bureau seniority dates, those persons concerned shall select their vacation periods in alphabetical order.