

3-02-005 Scheduling

REFERENCE: MPP 3-02/010.10 / MPP 3-02/010.15

PURPOSE OF ORDER:

The purpose of this order is to establish scheduling procedures for personnel at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to and working at PDC South Facility.

ORDER:

Incoming personnel shall be assigned to a shift and regular days off (RDO) based on the needs of the facility, as determined by scheduling personnel. It shall be the primary responsibility of scheduling personnel to ensure staffing needs remain the priority and daily staffing objectives are met.

The following types of schedules are utilized at PDC South Facility:

- 5/2 - One week consisting of five, 8 hour work days with two RDOs
- 4/3 - One week consisting of three, 8 hour work days, one 16 hour (county double) work day, and three RDOs
- 4/10 - One week consisting of four, 10 hour work days with three RDOs

Most personnel are on a 4/3 schedule, which provides most employees with three days off in a row. Alternative schedules may be utilized with the approval of the unit commander. A scheduling cycle is a monthly schedule that runs from the first Sunday of the month, up to and including the Saturday before the first Sunday of the following month. Cycle changes occur the first Sunday of every other month (a two month cycle).

SHIFT CHANGES

Personnel may request a shift change if they have successfully completed the Custody Services Division "Standardized Orientation and Training Program" and are not on an "improvement needed" or mentorship status. Personnel requesting a shift change shall submit an email to scheduling personnel. This email shall include the employee's name, current shift, facility seniority date, and the desired shift(s) (first and second choice may be requested).

The employee shall be placed on a shift transfer request list based on the date of the email and seniority of the employee. It shall be the responsibility of scheduling personnel to maintain and update the shift transfer

request list. Updates to this list shall be made every time a request is received.

In situations where two (2) or more employees send shift change request emails on the same date, the employee with the highest facility seniority date shall be listed first. If they have the same facility seniority dates, the employee with the highest Department seniority date shall be placed on the list first. If they have the same Department seniority dates, they shall be placed on the list in alphabetical order by their last name.

If an employee submits a request for a shift transfer indicating a first and second choice, should the opportunity arise for the employee to transfer to their second choice, unless otherwise specified by the employee, the employee shall remain on the list (by date of email) to await a transfer to their first choice of shift. When it is determined that shift movement is necessary, employees shall be given the opportunity to transfer to the concerned shift based on the order of the shift transfer list (regardless of whether it is their first or second choice).

If an employee is offered the opportunity to transfer shifts and they decline the offer, the employee shall remain on the shift transfer list in the order based on the original email date.

Once scheduling personnel have started the process of making shift changes in preparation for a cycle (or mid-month) change, additions or deletions from the shift transfer request list shall not be considered. These requests shall be added/deleted during the preparation of the following scheduling cycle.

It shall be the individual employee's responsibility to monitor their placement on the shift transfer request list. It shall also be the employee's responsibility to notify scheduling if

they no longer desire a shift transfer. Any deletion requests must be received prior to the beginning of the process of any shift movement.

If a shift is understaffed, and there are no volunteers to transfer to that shift, scheduling personnel shall generate a list of personnel assigned to the overstaffed shift(s) based on unit seniority and job classification. The selection of employee(s) to be transferred to the understaffed shift shall be made based on inverse unit seniority within the respective job classification. Employees assigned to a specialized position may be exempt at the discretion of the unit commander. Scheduling personnel shall ensure the employee is returned to their original shift before any other shift transfers for that shift are made.

VACATIONS

Pre-approved vacation requests shall be granted in accordance with Manual of Policy and Procedures (MPP) section 3-02/030.45, "Vacations." PDC South scheduling personnel shall generate a list verifying each employee's Department seniority and accrued vacation time. The list shall be made available to employees prior to vacation sign-up beginning. Once the vacation sign-up period has ended, employees may not add or change weeks. Employees may only cancel previously requested weeks. Those wishing to change vacation dates or request additional vacation time must follow the procedures outlined in the subsection titled "ABSENCE REQUESTS."

ABSENCE REQUESTS

Personnel requesting pre-approved time off shall submit an Absence Request Prior Approval form (SH-R-96) no sooner than the first day of the month prior to the requested time off. The request shall be timestamped and

initiated by a supervisor at the permanent rank of sergeant or above. The PDC South Facility scheduling sergeant shall evaluate the request to determine if it may be granted based on the needs of the facility. Requests shall be granted based on the date the absence request form was submitted. If two or more employees submit request forms for the same period on the same date, the request shall be granted based on Department seniority. Should a tie still exist, the request shall be granted based on County seniority.

Unforeseeable absences shall be documented by completing the "Telephonic Notification" portion of the Absence Request form (SH-R-96).

SPECIALITY ASSIGNMENTS

Personnel interested in working specialized assignments (e.g., PDC ranch field crew, laundry, Inmate Processing Area [IPA], kitchen, yard, Inmate Services, etc.) shall submit an email to the concerned supervisor.

When it is determined there is an opening within a specialized assignment, the supervisor overseeing that assignment shall select the employee best suited for the position. The supervisor shall inform PDC South Facility scheduling of the selection.

HOLIDAY FACILITY STAFFING

To fulfill the minimum staffing needs for PDC South Facility during visiting holidays (i.e., New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day), the following guidelines shall be used:

When the holiday is on a weekday (i.e., Monday – Friday), the laundry and ranch offices shall be closed. Unless exempted by the unit commander, all laundry and ranch field crew personnel not on an RDO shall be reassigned to fill any vacancies on the line. When the holiday is on a weekend (i.e., Saturday or Sunday), the laundry and ranch field crew personnel will be on RDO and shall not be used to fill any vacancies on the line unless subject to "involuntary hiring." Any additional open line vacancies shall be filled in accordance with MPP section 3-02/010.16, "Filling Vacancies with Overtime."

SPECIAL EVENT CONTRACTED OVERTIME

Involuntary hiring for all special events contracted overtime (e.g., Christopher Commission Parade, Rose Parade, SoFi Stadium events, etc.) shall be accomplished using inverse Department seniority. Scheduling personnel shall generate a seniority list of all employees eligible to work the event. Hiring shall be based on inverse Department seniority, or County seniority if a tie exists. Employees on approved leave (e.g., pre-approved vacation, IOD, FMLA, etc.) are exempt from involuntary hiring. Employees, including those on RDOs, are subject to involuntary hiring. All involuntary hiring of personnel shall conform to the guidelines under MPP section 3-02/010.16, "Filling Vacancies with Overtime." Schedules may be adjusted to fulfill the needs of the Department.
