

## **019 - Classification and Central Housing Unit Shift Transfer, Schedule, and Assignment Requests**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the routine scheduling of personnel assigned to the Population Management Bureau (PMB) Classification Unit and Central Housing Unit (CHU).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the PMB Classification Unit and CHU.

### **ORDER:**

#### **Shift Transfers**

PMB Classification Unit and/or CHU personnel who are desirous of a shift transfer shall submit their request in writing via email or memorandum to the designated Classification and CHU sergeant, who will be responsible for compiling the requests and maintaining a shift transfer list.

The requests shall be date and time stamped, and maintained in the Classification and CHU sergeant's office. The shift transfer list shall be ordered based upon Department seniority, with County, then unit seniority being the tie-breakers. This list shall be maintained in the unit's shared files.

This list will be disseminated twice per year in January and June, in conjunction with the Department's semi-annual personnel transfer request filing period. The list shall be emailed to all Classification and CHU personnel, the PMB captain and PMB operations staff. These records shall be maintained in the unit's shared files for two years.

The request to transfer to a given shift shall not have any work pattern, schedule, or RDO preference, only the

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request to move to the next available vacancy on a given shift.

## **Schedules**

The PMB Classification and CHU sergeant shall maintain a seniority list of Classification and CHU personnel. This list shall also be kept in the Classification and CHU sergeant's office.

Upon determining any pending shift vacancy, the vacancy shall be announced to all PMB Classification and CHU personnel via email indicating that any personnel who is currently on the same shift as the vacancy have the right of first refusal and shall respond to the email within the specified time frame. The PMB captain and PMB operations personnel shall be "cc'd" on the email. Any personnel who is off work due to IOD, FMLA, etc. shall be notified of the vacancy via telephone.

If there is more than one person wishing to fill the vacancy, the vacancy shall be filled by the person with the greatest Department seniority, with County, then unit seniority being the tie breakers.

Any remaining vacancies on the shift shall be filled in the same manner.

Employees shall be notified of any scheduling shift change which affects them at least five (5) calendar days prior to such change.

Employees may voluntarily elect to waive the five (5) day shift change notification requirement.

## **Assignments**

Assignments are generally accorded with their assigned schedules or work patterns and assigned in the manner described above; however, selections for specialized job assignments that require specialized skills and abilities shall be made, based upon the needs of the unit and with the unit commander's discretion as

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needed.

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