

## 3-05-050 Scheduling Trades Vacation

### **PURPOSE OF ORDER:**

To establish scheduling procedures for line personnel assigned to the Twin Towers Correctional Facility.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### **ORDER:**

#### Cycle Change

A shift cycle begins approximately every calendar month. Scheduling assignments for the succeeding cycle are posted at least five days prior to the start of the new cycle. Line personnel will be assigned to a shift and static or rotating RDO's (regular days off).

#### Shift Change

Personnel desiring a shift change must submit a memo to the Scheduling Sergeant indicating their choice. Those memos will be maintained and considered on a "seniority" basis. The employee desiring a shift change must have completed probationary training and may not be on "Improvement Needed" status. Generally, shift changes become effective at the beginning of a new cycle.

#### Specific Assignments

Personnel desiring a specific assignment will submit a memo to the scheduling staff. When an opening occurs, the supervisor responsible for the area will review the memos and select the employee best suited for the position.

### Trades

Any employee desiring time off in the form of a trade must submit a Trade Request form to the Scheduling Sergeant for approval at least five (5) days prior to the trade. As mitigating circumstances arise, waiver of the five day notification will be considered on an individual basis. Four trades per person will be allowed per month.

If for some reason the trade cannot be completed, the employee with the day off will be called in to work the shift. If that employee is unavailable to work, available time, i.e. V, F, E, or S/P will be taken from that employee in order to cover the time off. Anyone found abusing the trade policy will be denied further trades. Limited duty personnel must pay particular attention to their trades so that all shift positions are properly covered.

Personnel must trade within their respective classification (deputies with deputies, custody assistants with custody assistants, etc.). Any exception to this policy must be approved by the Watch Commander.

Swapping of RDO's must be completed within the same calendar month. Both employees must sign a Trade Request form. The Timekeeper shall be notified immediately via the Trade Request form.

No paid overtime shall be involved in a completed trade; it is merely an exchange of RDO's. Employees will work no more than ten (10) consecutive days without a regularly scheduled day off (RDO).

Any employee who signs up for a trade is committed to working that trade. Any changes or cancellations must be approved by the Watch Commander. Trades shall comply with all Department scheduling and overtime policies.

### Vacations

TTCF personnel who have the most Department seniority will be given first choice of scheduled vacation time. This seniority includes prior civilian service time within the Department.

All other TTCF employees will be given their choice in descending order by length of service with this Department. Should a situation arise where two or more employees have the same seniority in service date, then the employee with the most seniority with the TTCF shall have first choice.

Employees transferring to the TTCF after the vacation schedule has been completed will waive seniority rights until the next annual vacation schedule is prepared.

All employees must fill out an "Absence Request" (SH-R-96) in duplicate prior to the scheduled vacation. All Absence Request forms shall be approved prior to the scheduled time off by the Watch Commander or designate.

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