

3-05-020 Scheduling Policy



PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the routine scheduling of personnel, assignment of overtime, scheduling vacations, approval of time-off requests, and for the orderly integration of newly assigned personnel.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working at Men's Central Jail (MCJ).

ORDER:

DISTRIBUTION OF PRE-SCHEDULED OVERTIME

Distribution of pre-scheduled overtime shall be in accordance with the Manual of Policy and Procedures (MPP) sections 3-02/010.15 – 3-02/010.16; 3-02/290.10, and the following:

1. Employees interested in working overtime shall sign up for the days and shifts they are available to work through the Scheduling Management System (SMS). MCJ scheduling personnel shall track all pre-

scheduled overtime to ensure equitable distribution and determine the staffing needs for each day.

2. Employees shall not sign up for overtime with the intention of transferring or giving the assignment to another employee.

3. Employees who are unable or unwilling to work an overtime assignment for which they have been scheduled must notify Scheduling personnel at least three (3) working days before the scheduled shift.

- All forms of overtime, including briefing time, shooting time, court appearances report completion, and related duties shall count toward the ninety-six (96) hour limit.

4. Employees assigned to work overtime shall work the assigned shift. Any changes or cancellations must be approved by Scheduling personnel.

B. UNSCHEDULED OVERTIME

1. Unscheduled overtime resulting from sick calls, bereavement leave, etc., shall be assigned using the "Overtime Stand-by" list within the Scheduling Management System (SMS). The overtime log maintained in SMS shall be used to identify employees with the least amount of overtime worked during the month. Eligible employees with the fewest overtime hours shall be assigned first.

C. INVOLUNTARY HIRING ("DRAFT")

Watch commanders shall apply the following guidelines when selecting an employee for involuntary overtime assignment "drafting" as outlined in MPP section 3-02/010.16, "Filling Vacancies with Overtime"

1. A one-month grace period for mandatory overtime shall be given to newly hired personnel on training status. This provision does not prohibit a watch commander from requesting voluntary overtime from employees on training status, provided staffing needs and training impacts are considered.

D. ROUTINE TIME OFF REQUESTS

1. The daily scheduling variance shall establish the maximum number of personnel permitted to be off duty for routine time-off requests or pre-scheduled vacations.
2. An allotted number of variances will be allocated for routine time-off requests. Selections will be made by Scheduling personnel based on requests submitted at the time of the selection process and shall be granted to unit seniority.
 - a. Any remaining variances after the completion of the selection process shall be approved on a first-come, first-serve basis.
 - b. Routine time-off requests shall be approved or denied based on operational staffing needs for the applicable shift.
 - c. Any deviation from the above guidelines shall be approved by the Scheduling Sergeant or Watch Commander.
3. Employees calling in sick must do so at least two (2) hours prior to the start of their assigned shift.
4. Employees on sick leave shall remain at their residence or another location approved by the supervisor receiving the notification, during the entire eight (8) hour period of the missed shift.
5. In all matters of granting time-off requests, the operational needs of the unit shall take precedence.

E. VACATIONS

1. Vacations shall be scheduled and approved in accordance with ef applicable County codes and MPP 3-02/030.45, "Vacations."

2. Personnel shall resume normal Department seniority rights upon preparation of the next annual vacation.

F. SHIFT ASSIGNMENTS AND TRANSFERS

- a. Newly assigned trainees will be assigned to any shift. Other newly assigned personnel, including those assigned to units such as Logistics, may be assigned to any shift based on operational needs.
- b. Upon completion of training, newly assigned personnel may be transferred to another shift to accommodate transfer requests submitted by personnel with greater unit seniority.
- c. Personnel who have completed training and have remained assigned to a shift for at least one (1) year from their unit assignment date shall not be involuntarily transferred solely due to seniority-based transfer requests. This provision, does not apply to units within MCJ such as Logistics, or operational positions.
- d. Personnel who have completed training and desire a shift change may submit a shift transfer request at any time.
- e. Shift transfers will be approved based on unit seniority as vacancies occur.
- f. Permanent shift trades shall not be permitted without prior approval from Scheduling personnel.
- g. Personnel assigned to limited-duty status may be assigned to any shift based on the availability and distribution of limited-duty assignments within the facility.

- h. Personnel returning from maternity leave, extended illness, or injured-on-duty (IOD) status shall be returned to their previous shift whenever feasible and consistent with operational needs.
- i. Logistics and operational positions are considered extension of MCJ and shall remain temporary assignments subject to the discretion of the MCJ Unit Commander.

G. SCHEDULING CHANGES

- 1. Shift scheduling changes for all personnel shall become effective at the beginning of a new cycle.
- 2. Shift scheduling changes shall take effect on the first day of the new cycle or month at the start of the early morning shift.
- 3. Employees affected by a scheduling change shall be notified at least ten (10) calendar days prior to the effective date of the change.
- 4. Employees may voluntarily waive the notification requirement.

H. JOB CHANGE REQUESTS

- 1. To provide personnel sufficient time to adjust to job, shift, or RDO changes, scheduling assignments for the following cycle shall be posted ten (10) days prior to the start of the cycle.
- 2. To assist Scheduling personnel in meeting the deadline, all employee and supervisory requests for job changes must be submitted no later than ten (10) days prior to the beginning of the cycle.
- 3. Watch commanders may make last-minute or emergency schedule changes when necessary;

however, such changes shall be kept to a minimum.

4. Adherence to these deadlines shall facilitate scheduling efficiency, operational continuity, and minimize disruption to personnel.

I. RDO TRADES ("SWAPS")

1. Employees who sign up for a trade are responsible for working the approved trade assignment. Watch commanders shall not authorize cancellations once approved. All trades shall comply with policies outlined in MPP 3-02/010.17, "Swapping of RDO/Shifts."

Any required mandatory overtime obligations must be fulfilled before a shift swap can be approved.

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