POLICY AND PROCEDURES

ST. LOUIS COUNTY

JUSTICE CENTER

DEPARTMENT OF JUSTICE SERVICES

ST. LOUIS COUNTY, MISSOURI

NUMBER: 119   SUBJECT: Scheduling Employee Days Off

ACA STANDARDS: 4-ALDF-2A-08; 2A-14

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 5/11/92   REVISION DATE: 9/97, 10/99, 1/02, 3/07, 7/08, 4/09, 10/12, 8/13, 7/14, 12/18

I.   POLICY

The St. Louis County Department of Justice Services shall maintain a consistent procedure regarding the assignment of days off for all Custody and non-Custody staff, ensuring the appropriate scheduling of staff needed to maintain the orderly and professional operation of the Justice Center. A staffing plan analysis will be conducted annually, in conjunction with budget preparations.

II.   RESPONSIBILITIES

All St. Louis County Department of Justice Services' Administrative and Supervisory staff are responsible for the following procedures.

III.   DEFINITIONS

Seniority: The time an employee has been in or promoted to his/her current position/specific job class with the St. Louis County Department of Justice Services.

IV.   PROCEDURE

A.   Division Required Staff

1.   The Division Superintendents, Unit Managers, and the Watch Commanders shall utilize the Department Staffing Plan to develop

a shift schedule for Custody staff and non-Custody staff, ensuring that facility needs are adequately staffed and the security of the Justice Center is not compromised.

2. When male and female inmates are housed in the facility, there will be an appropriate number of male and female officers on duty, as needed, at all times.

3. The primary consideration when scheduling days off for Custody staff and non-Custody staff shall be the operational needs of the facility.

B. Seniority

1. The secondary consideration for days off offered to the Custody staff on each shift will be based on descending rank, (e.g., Watch Commander, Lieutenant, line staff) and the seniority of each staff member within that rank. Days off for non-Custody staff shall be determined by the seniority of the employee in the current position/specific job class.

2. If the seniority of any of the staff at the same rank or position is equal, the length of time with St. Louis County and then the length of time on the assigned shift within the same division, shall be the determining factors.

3. If an employee voluntarily resigns and then returns to employment within a two year period, the employee will retain County seniority minus the time of separation. However, seniority for days off will be based on the employee's re-hire date.

C. Employee Performance

1. The third consideration when scheduling days off shall be the ability of the employee to perform specific functions and his/her level of work performance.

2. If an employee has had performance problems of a continuous or repeated nature resulting in a written reprimand, an Action Plan, or suspension, his/her preferred days off may be forfeited for a period of three (3) months. Full seniority will be reinstated after three (3) months if the employee has performed at the expected level as determined by the Division Superintendent.

D.   Institutional Security

1.   Even though Custody staff who are rotated, transferred or assigned to a different shift will be assigned days off according to this policy, the Department reserves the right to change the shift or days off of any Custody or non-Custody staff to accommodate an emergency staffing problem or to improve employee performance.

[2.   Supervisory staff shall afford Custody staff and non-Custody staff at least a two (2) week notice when a change in shift or days off is necessary. However, if the change is necessitated by an emergency staffing situation, *a light duty accommodation,* or an employee performance concern, the change could be effective immediately.]

3.   When an employee makes a shift change or transfers to another division/unit, his/her preferred days off, based on the aforementioned criteria, might not be available immediately, regardless of the employee's seniority. The manager/supervisor will make the change to preferred days as soon as Justice Services staffing permits.

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