

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: September 14, 2011

SUBJECT: Director's Instruction #286, Modification of Department Order 524, Employee Assignments and Staffing - REVISED

This Director's Instruction is effective October 1, 2011, and supersedes DI 286 dated January 10, 2011. This Director's Instruction will remain in effect until incorporated into Department Order 524, Employee Assignments and Staffing.

1.0 **PURPOSE**

- 1.1 The Arizona Department of Corrections implemented Staff Rotation January 15, 2010.
 - 1.1.1 Unit Rotation - All Correctional Officer series employees (i.e., Captain, COIV, Lieutenant, Sergeant, COIII, and COII) assigned to a prison unit, complex security, or Correctional Training Academy (COTA), shall be rotated from unit to unit at three year intervals. Specialty posts will be rotated in five year intervals. See section 1.5.1.1 for clarification of specialty posts. Wardens or the approving authority maintain the right to determine assignments based on operational needs.
 - 1.1.2 To the extent possible, Correctional Officers shall retain their shift and regular days off. See definition.
 - 1.1.3 Rotating staff shall not displace staff currently assigned to a specific shift or RDO at the receiving unit.

2.0 **PROCEDURE**

- 1.1 Employees who have been displaced from shift and or RDO as a result of rotation or TDY shall be ranked in priority order on the automated Shift and RDO Tracking Tool. Their shift and or RDO's shall be restored as vacancies become available based on a balanced shift roster. Restoration of shift and or RDO assignments shall be made to the greatest extent possible. The waiting list will be recorded on the approved automated Shift and RDO Tracking Tool. See attachment A.
 - 1.1.1 The tracking tool will differentiate between displaced staff and those staff whom have voluntarily requested an RDO or Shift change.
 - 1.1.1.1 Displaced staff shall take priority ranking order over volunteer requests.

1.1.1.2 The order of priority is as follows:

1.1.1.2.1 **TDY** – staff temporarily displaced for shift coverage

1.1.1.2.1.1 TDYs will be listed in order by the date they were displaced from their shift or RDOs.

1.1.1.2.1.2 If there is a tie between two or more TDY staff, seniority will be the tie break.

1.1.1.2.2 **Rotation** – staff temporarily displaced due to their current shift and RDOs being unavailable at the receiving unit.

1.1.1.2.2.1 Rotations will be listed in order by seniority. The Date of Rotation is maintained only for informational purposes.

1.1.1.2.2.2 If there is a tie in seniority based upon the Most Recent Date of Hire/Promotion, supervisors will follow DO 512 and the definition on seniority listed herein to determine which staff member should be restored first.

1.1.1.2.3 Request for **Shift or RDO change** from staff currently assigned to the unit.

1.1.1.2.3.1 Shift/RDO change requests will be listed in the order they are received by the Shift Commander.

1.1.1.2.3.2 The Shift Commander shall:

1.1.1.2.3.2.1 Sign and date the request

1.1.1.2.3.2.2 Make a copy for the Chief of Security to log into the tracking tool

1.1.1.2.3.2.3 Return the original to the employee for their records

1.1.1.2.3.2.4 Ensure the Chief of Security receives the request within three (3) workdays

- 1.1.1.2.3.3 Staff are encouraged to maintain their copy of their request, and compare it to the posted Shift and RDO Tracking Tool to ensure accuracy.
- 1.2.1 The ranking list is to be maintained and updated each week by the Unit Chief of Security.
 - 1.2.1.1 The Unit Chief of Security will utilize, update and maintain the approved automated Shift and RDO Tracking Tool
 - 1.2.1.2 Shift supervisors shall not make RDO adjustments without the approval of Unit Chief of Security.
 - 1.2.1.3 The list shall be readily available for all staff to review at will. The list shall be updated and placed in the briefing book each week. Staff may request to see the automated Tracking Tool.
- 1.2.2 As of the effective date of this Director's Instruction (DI), the updated tracking tool, version 2.1108 will prioritize all new staff rotations based on this new criteria and ensure all prior lists are used until depleted.
- 1.2 The Unit Chief of Security has the authority and responsibility to ensure shift and RDO balances are in order. All shift and RDO assignments are based on the needs of the institution.
- 1.3 Staff rotated from a support service position may not apply for another support service position until six months after the effective date of rotation. Assignment to support services will continue to be on a case by case basis. There is no assurance the employee will be granted a support service position.
- 1.4 Employees may not grieve rotation or work assignments. In the event an employee disagrees with their rotation assignment as a result of the process, the Employee shall meet with the Warden in an attempt to resolve the issue.
- 1.5 The Warden shall personally meet with the employee within 5 work days of the requested appointment. A Warden's designee shall only be assigned in the event the Warden is away from the complex.
 - 1.5.1 The Warden shall review the policy with the employee and ensure the employee has full understanding of the policy and the process involved. The Warden shall ensure the intent of the policy was met, and all efforts were made to assign the Correctional Officer to their regular shift and RDO's to the extent possible.
 - 1.5.1.1 In the event the policy was not followed the Warden shall take immediate action to rectify the situation and assign the Correctional Officer accordingly.
 - 1.5.1.2 If the Warden determines there were no errors in the process and the intent of the policy was met, the assignment will stand.

- 1.5.1.3 If the Correctional Officer is not satisfied with the outcome of the meeting, the employee may elevate their issue to the respective Regional Director.
- 1.5.1.4 The Regional Director shall review all corresponding information and discuss the information with the respective Warden. The decision of the Regional Director is final.

DEFINITIONS:

Extent Possible: Rotation assignments will be determined to the degree possible, aligning Correctional Officers with their regular shift and/or RDO assignments. Shift and RDO balances must be maintained and may limit the quantity of available positions of the desired shift and/or RDO's. Assignments will be based on reasonable availability.

Shift and RDO Assignments: Rotation assignment to another unit is based on the time in a unit as described in DO 524, Employee Assignments and Staffing. To the extent possible Shift and RDO assignments will be honored. If a Correctional Officer is displaced from their shift and or RDO as a result of rotation, the Correctional Officer may submit a memo requesting their shift and or RDO's be restored. The Correctional Officer will be moved to the top of the waiting list for that specific shift and or RDO.

Seniority: Seniority is based upon the employee's Most Recent Date of Hire **or** Date of Promotion to determine their uninterrupted time in rank. A staff member's Adjusted Date of Hire, should they have one, shall **not** be used. The effective date of their promotion should be used if the employee was promoted to their current position. Otherwise, the most recent date of hire should be used. As outlined in DO 512, seniority is determined by the following criteria (listed in order of priority):

- Uninterrupted time in service in the current classification (rank)
- Uninterrupted time in service in the Department
- Uninterrupted time in Arizona State Service
- Alphabetically, by last name

TDY: Temporary Duty. Those staff that remain in the same unit, but are temporarily required to change their shift and/or RDOs based on the Unit's need to maintain a balanced roster.

Section Deleted

Shift and RDO Tracking Tool: The tracking tool is designed to differentiate between displaced staff and those staff whom have voluntarily requested an RDO or Shift change. Displaced staff shall take priority ranking order over volunteer requests.

