

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

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: AUGUST 22, 2014

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

This Director's Instruction is effective October 1, 2014 and supersedes Director's Instruction #286 dated September 14, 2011. This Director's Instruction will remain in effect until incorporated into Department Order #524, Employee Assignments and Staffing.

This Director's Instruction supersedes the related sub-sections in Department Order 524. Modification of section 524.03, Correctional Officer Transfer/Change Requests, include sub-sections 1.2 through 1.3.2 and 1.4 through 1.4.1.3, which have been removed and incorporated into section 524.04, Post Assignments and Unit Rotation, as follows.

PURPOSE

The Arizona Department of Corrections implemented Staff Rotation effective January 15, 2010. This Director's Instruction modifies the process for unit rotation from a three calendar year rotation interval to a five calendar year rotation interval, clarifies the shift and RDO process and implements a 90 calendar day post rotation plan.

PROCEDURE

524.04 Post Assignments and Unit Rotation

Modification of sub-sections 1.4 through 1.5.10, to the following:

- 1.4 Post Rotation of Correctional Officer (CO) II Assignments
 - 1.4.1 Each Unit Deputy Warden shall develop and implement a post rotation plan that allows staff to work all available posts while incorporating a team approach.
 - 1.4.1.1 The plan shall be organized to the extent possible that creates teams that each work a designated area. Each team shall work an area for 90 calendar days before being assigned to a new area in the post rotation plan.
 - 1.4.1.1.1 CO II's shall be assigned to a post/team for 90 calendar days to maximize the opportunities for them to know the inmates in their area while becoming proficient in the safety and security procedures of that post/team.

- 1.4.1.1.2 Staff assigned to the Restricted Status Housing Program, and Mental Health and Close Custody Restrictive Housing areas, along with staff assigned as kitchen security officers shall be exempt from the 90 calendar day post rotation plan.
 - 1.4.1.2 Unit Post Rotation schedules shall be available for staff to review with their Shift Commander.
 - 1.4.2 Supervisors shall ensure all CO II's have experience working in all posts at their location and on their shifts. Gender shall only be considered when specific, documented, bona fide, job-related criteria restrict an assignment to a male or a female officer.
- 1.5 Unit Rotation - All Correctional Officer II's assigned to a prison unit, complex security or Correctional Officer Training Academy (COTA) shall be rotated from unit to unit at five year intervals. Wardens or the Approving Authority shall maintain the right to determine assignments based on operational needs to include administrative transfers.
 - 1.5.1 To the extent possible, Correctional Officer II's shall retain their shift and Regular Days Off (RDO). (See definition; "Extent Possible")
 - 1.5.2 All other Correctional Officer Series staff (non CO II) are subject to being rotated, but may be rotated prior to the five year interval in accordance with operational needs.
 - 1.5.3 Wardens may assign employees to another unit at any time based on operational needs to include administrative transfers. The reason for the move shall be communicated to the employee.
 - 1.5.3.1 All other Correctional Officer Series staff (non CO II) are exempt from the definition; "Extent Possible".
 - 1.5.3.2 If the reassignment is due to performance that is detrimental to the safety, security or operation of the unit or complex, RDO and shift assignments shall be made in accordance with operational needs and "extent possible" shall not apply.
 - 1.5.4 Wardens and other Approving Authorities shall maintain documentation to ensure rotation of employees is conducted in an equitable and systematic manner. This documentation shall be maintained and monitored at both the complex and unit level. The rotation requirements shall be an ongoing practice.
 - 1.5.5 Employees shall not be eligible for a lateral transfer to the unit previously assigned for a period of one year following rotation.
 - 1.5.6 To the extent possible, employees shall be rotated to a unit of a different custody level in order to broaden their experience and aid in professional development.
 - 1.5.7 Employees assigned to Temporary Work Assignments or Temporary Duty Assignments shall continue to remain eligible for unit rotation.
 - 1.5.8 Rotating staff shall not displace staff currently assigned to a specific shift or RDO at the receiving unit.

- 1.5.9 ASPC - Florence Globe and ASPC - Winslow Apache Units shall be exempt from unit to unit rotation.
- 1.5.10 For the purpose of unit rotation, ASPC - Florence and ASPC - Eyman shall be considered one complex. Staff working at one complex may be rotated to the other complex.
- 1.6 Support Services Positions
 - 1.6.1 Rotation from a Support Services position to a new unit shall not result in the re-assignment to another Support Services position. Staff shall return to shift.
 - 1.6.1.1 When returning to shift, staff shall return to their shift and RDO's assigned prior to the Support Services assignment.
 - 1.6.1.1.1 An individual's prior shift and RDO's shall be determined by review of historical data on the ADC Security Staffing System.
 - 1.6.2 Staff rotated from a support service position may not apply for another Support Services position until six months after the effective date of rotation.
 - 1.6.3 Accepting a Support Services position within the staff member's current unit does not reset rotation eligibility. Rotation time is the cumulative time assigned to a unit regardless of assignment.
 - 1.6.4 When accepting a Support Services position, an individual's Voluntary and/or Shift Change Request Memorandum shall be maintained on the Shift/RDO Change Tracking Log by the date submitted unless the employee submits a memorandum to the Chief of Security rescinding the request.
 - 1.6.4.1 Voluntary Shift Change Request Memorandums submitted by staff assigned to Support Services shall remain active and visible on the automated Shift/RDO Change Tracking Log, but any offer of a change in shift assignment shall not be made until the Support Services employee returns to their previous shift/RDO assignment.
 - 1.6.4.1.1 Shift and RDO change offers shall only be made to staff currently assigned to shift.
- 1.7 Automated Shift/RDO Change Tracking Log Procedure
 - 1.7.1 The automated Shift/RDO Change Tracking Log shall be maintained, updated and posted monthly by the Unit Chief of Security in the briefing book for staff review. Staff may request to see the automated Shift/RDO Change Tracking Log.
 - 1.7.2 Shift supervisors shall not make RDO adjustments without the approval of Unit Chief of Security.
 - 1.7.3 The Unit Chief of Security shall ensure staffing levels are balanced across all shifts and RDOs. Shift and RDO assignments are made based on the needs of the institution utilizing the guidelines of this policy.

- 1.7.4 The automated Shift/RDO Change Tracking Log will rank staff by priority based on their type of RDO or Shift Change Request in the following order; Temporary Duty (TDY), Rotation, Voluntary Memorandum.
- 1.7.4.1 TDY category: Staff displaced for operational needs shall have priority over all other types of RDO and Shift requests.
- 1.7.4.1.1 TDYs will be listed in order by the date they were displaced from their shift and/or RDOs.
- 1.7.4.1.2 If there is a tie between two or more TDY staff, seniority will be the tiebreaker. Supervisors shall follow Department Order #512, Employee Pay, Work Hours, Compensation and Leave and the definition on seniority listed herein to determine which staff member should be restored first.
- 1.7.4.1.3 Should a staff member who is TDY to another shift/RDO not return to their original shift and/or RDO's before rotating, they shall be eligible to maintain the original date of displacement from their shift and/or RDO at their new unit for placement on the automated Shift/RDO Change Tracking Log. That staff member shall request placement on the automated Shift/RDO Change Tracking Log by submitting a memorandum to the Chief of Security of the receiving unit in accordance with section 1.8 of this policy.
- 1.7.4.2 Rotation category: Staff displaced due to their current shift and RDOs being unavailable at the receiving unit after rotation. Rotation staff shall have priority over Voluntary Memorandums requesting a shift or RDO change.
- 1.7.4.2.1 Rotation priority is ranked by a staff member's seniority. The date of rotation does not impact the priority ranking for rotation and is maintained only for informational purposes to track when a staff member rotated.
- 1.7.4.2.2 If there is a tie in seniority based upon the most recent date of hire/promotion, supervisors shall follow Department Order #512, Employee Pay, Work Hours, Compensation and Leave and the definition on seniority listed herein to determine which staff member should be restored first. Staff shall request placement by memorandum to the Chief of Security of the receiving unit after rotation in accordance with section 1.8 of this policy.
- 1.7.4.3 Voluntary Memorandum Request category: Staff voluntarily requesting an RDO or shift change at their currently assigned unit.
- 1.7.4.3.1 Shift/RDO change requests shall be listed in the order they are received by the Shift Commander.

1.7.4.3.2 If there is a tie between two or more memorandum requests, seniority will be the tiebreaker. Supervisors will follow Department Order #512, Employee Pay, Work Hours, Compensation and Leave and the definition on seniority listed herein to determine which staff member should be first.

1.7.4.4 Should a staff member be rotated before receiving a requested Shift or RDO change, they shall be eligible to maintain the original date of request for placement on the automated Shift/RDO Change Tracking Log at their new assignment.

1.7.4.4.1 Staff shall request placement by memorandum to Chief of Security of the receiving unit after rotation in accordance with section 1.8 of this policy.

1.8 RDO and Shift Change Request Notification Process

1.8.1 All staff requesting a TDY, Rotation or existing Voluntary Memorandum placement on the automated Shift/RDO Change Tracking Log shall be required to submit a memorandum within 14 calendar days of assignment to a new unit to the receiving Chief of Security through their Shift Commander.

1.8.2 Staff eligible for a TDY, Rotation or existing Voluntary Memorandum placement shall be responsible to request that placement and provide documentation as required. Placement is not automatic and shall be the requesting employee's responsibility.

1.8.3 Shift staff requesting a new RDO or Shift change may do so at anytime and be placed on the automated Shift/RDO Change Tracking Log based on the date of the Shift Commander's receipt of the memorandum.

1.8.3.1 Upon receipt of a Shift or RDO request memorandum, the Shift Commander shall:

1.8.3.1.1 Sign and date the request.

1.8.3.1.2 Make a copy and deliver to the Chief of Security within three workdays for logging into the automated Shift/RDO Change Tracking Log.

1.8.3.1.3 Return the original to the employee for their records. Staff shall maintain their original signed request. It shall be used to compare with the posted automated Shift/RDO Change Tracking Log to ensure accuracy and for resubmission to the receiving Chief of Security if rotated to maintain the original date of submission placement on the automated Shift/RDO Change Tracking Log.

1.9 Management Responsibilities - Wardens and Deputy Wardens shall ensure:

1.9.1 Each employee is treated in a fair and consistent manner.

1.9.2 Files remain current and maintained in a secured location.

- 1.9.3 Every supervisor knows and understands seniority, as outlined in Department Order #512, Employee Pay, Work Hours, Compensation and Leave.
- 1.10 Review Process - 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.
 - 1.10.1 The Warden shall personally meet with the employee within five workdays of the requested appointment. A Warden's designee shall only be assigned in the event the Warden is away from the complex.
 - 1.10.2 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.
 - 1.10.3 In the event the policy was not followed the Warden shall take immediate action to rectify the situation and assign the Correctional Officer accordingly.
 - 1.10.4 If the Warden determines there were no errors in the process and the intent of the policy was met, the assignment will stand.
 - 1.10.5 If the Correctional Officer is not satisfied with the outcome of the meeting, the employee may elevate their issue to the respective Regional Director.
 - 1.10.6 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 made by aligning Correctional Officers with their current shift and/or RDO assignments to the degree that they are able to be maintained. All efforts shall be made to preserve the officer's shift and RDO assignment. 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.

POST ROTATION - A plan that specifies the division of unit posts into designated areas in which a post assignment team is assigned for 90 calendar days. Team members are assigned to the area and may work in all posts in that area.

SHIFT AND RDO ASSIGNMENTS - Rotation assignment to another unit is based on the time in a unit as described in Department Order #524, Employee Assignments and Staffing. To the extent possible Shift and RDO assignments will be honored for Correctional Officer II's. If a Correctional Officer II is displaced from their shift and or RDO as a result of rotation, the Correctional Officer shall submit a memorandum requesting their shift and or RDO's be restored. The Chief of Security shall enter them into the automated Shift/RDO Change Tracking Log.

SHIFT/RDO TRACKING LOG - The tracking tool is designed to differentiate between displaced staff and those staff whom have voluntarily requested an RDO or Shift change. It automatically prioritizes all staff shift and RDO requests as in accordance with Department Orders #512, Employee Pay, Work Hours, Compensation and Leave and #524, Employee Assignment and Staffing.

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 #512, Employee Pay, Work Hours, Compensation and Leave, 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

TEMPORARY DUTY (TDY) - 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.

{Original Signature on File}