

AZCPOA MEET & CONFER MEETING

February 3, 2017

Director Ryan greeted the group and addressed the agenda items.

Attendees: CO II Darren Sikes, ASPC-Lewis represented AZCPOA; COII Matt Ball, ASPC-Florence was not in attendance. Also present from ADC were Director Charles L. Ryan, Interim Deputy Director Greg Lauchner, Carson McWilliams, Division Director of Offender Operations, Michael Kearns, Division Director of Administrative Services, Brad Keogh, General Counsel, and Colleen McManus, Chief Human Resources Officer and Andrew Wilder, Media Director. Natalie Poff was present to take minutes.

SUBMITTED QUESTIONS AND ANSWERS

On behalf of AZCPOA, the following questions were submitted in advance:

Question 1 – What's the timeline on the bonus? When and is there a catch to receiving it? Why is it bonus and not a pay raise? (Pay raises would add more to retirement).

Answer 1 – Correctional Officer IIs that have graduated from COTA and are employed with ADC on June 30, 2017, will receive the one-time \$1,500 retention pay. The retention bonus will be paid in June 2017 so that we can pay from this year's funds.

Employee recruitment and retention, including employee compensation, continues to be of critical importance to ADC. The importance of this issue is illustrated by the fact that ADC continues to highlight and prioritize the issue in its annual budget request. ADC appreciates the opportunity to raise key budget issues, such as employee compensation, through the annual budget request and understands the difficult choices the Governor's Office makes in crafting a budget for the entire state. Ultimately, funding for a permanent raise for ADC staff is not included in the Governor's recommended budget. However, ADC fully supports the Governor's budget recommendation and dedication to ensuring a stable, structurally balanced budget for Arizona.

Even before decisions were made on the budget, ADC worked with the Governor's Office to receive authorization to provide Correctional Officer IIs a one-time, \$1,500 retention bonus to be paid during FY 2017. The funding for the retention bonus is available due to accrued vacancy savings. Vacancy savings are being utilized on (1) OT posts and (2) targeting retention through the retention bonus. However, it would not be responsible to permanently reallocate these funds to other purposes. Our primary focus is to fill the vacant Correctional Officer positions and return these funds to their intended purpose of funding the required number of Correctional Officers.

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Director Ryan advised that the pay package to increase the security series' salaries by \$1,000 was not recommended in the Governor's budget. He noted that 565 Correctional Officer positions were previously abolished by his predecessor in 2006 to help fund pay increases by using vacancy savings. The Director stated that although pay packages continue to be a priority, we cannot give up additional Correctional Officer positions to fund pay increases, as those positions are critically needed. He advised that current vacancy savings are being used to payout compensatory and holiday leave, which is a component of a three-part compensation strategy to encourage employee retention. The first component is the comp time payout that occurred in January 2017; the second will occur with the payout of comp time at the end of the fiscal year; and the third will be a \$1,500 one-time bonus for CO II's that are employed with ADC on June 30, 2017. Director Ryan said, "We want to retain staff. We cannot increase the base pay of our Officers, but through various compensation strategies, we can put additional money in their pockets."

Additional Information:

Director Ryan sent an agency wide e-mail dated February 1, 2017 at 1:09 p.m. stating the following:

"We have recently received approval from the Arizona Department of Administration to change our employee performance evaluation (MAP) year from the current July 1 – June 30 to the new period of March 1 – February 28. This change was made to better accommodate the agency's priorities, including the possibility of providing merit pay or other incentive bonus pay as fiscal year-end resources may allow.

More information will be provided by Human Resources in the near future, but for now, please note that the current MAP rating period will close on February 28, 2017. This means that MAPs will need to be completed by March 31, 2017. Going forward, the MAP rating period will be March 1, 2017 – February 28, 2018. The timing of the new cycle will position us to better assess whether we can fund merit pay for staff, based on MAP ratings, with available funding.

Although we have requested funding for permanent pay raises, the Governor's Office and Legislature must ultimately make the difficult decision to allocate funding to priority issues. As you may be aware, the State has limited financial resources. To date, permanent pay raises for all employees have not been funded for a number of years. However, as an agency we may have the ability to award merit pay, based on available funding."

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Director Ryan reiterated the MAP rating adjustment period to the employee organization and advised if we have additional vacancy savings, we may be able to fund merit pay. As a possible example, those who receive a MAP rating of:

- 2.0 may potentially receive a .5% bonus
- 2.5 may potentially get a 1% bonus
- 3.0 may potentially get a 1.5% bonus

AZCPOA asked if the retention bonus is intended for CO II's or other positions.

Director Ryan advised that there are 839 CO II vacancies, a 12.6% vacancy rate. The retention bonus is intended for CO II's.

The Director further acknowledged that the Department of Corrections' pay is not competitive and noted that ADC ranks in the bottom third of the Western eleven states in relation to pay.

Question 2 – Is support [staff] going to stay 8hrs and get their weekends and holidays back if and when we go to 12's?

Answer 2 – No, not at this time. Staffing is at critical levels in some units. To make the 12 hour shifts work, it requires that we put all CO II's in the pool to maximize the staffing for the shifts.

At each Complex that elects to use the 12 hour shift staffing model, there will also be units that remain 8 hours to provide staff with options that fit their particular needs. Support staff at the 8 hour shift units will remain on the current RDO schedule.

Director Ryan asked Carson McWilliams to clarify the 12 hour shifts and who it affects.

Mr. McWilliams stated that everything will remain the same for 8-hour units. Support staff and shift staff will not go back to 8's. Captains will continue to work 9's, Sgt's and Lt's will work 12's.

Question 3 – If the 12's are implemented, are staff going to be able to know the exact date so they can make arrangements at home. If so will staff be able to see what side of the week will revive the first Wednesday off. Have the people who are heading the 12's thought of a 4/5 schedule instead of a 3/4, if u have a 4/5 then everyone on each side of the week would get at least two full weekends off a month? (We have an example to show for 2016 year).

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Answer 3 – Yes, the 12 hour shift staffing model will be implemented by complexes, with Winslow being the first.

All staff will be asked to complete a form to elect participation in the 12 hour shift assignment or to remain on 8 hour shifts.

The Wardens will assign staff to units and shifts based on their election and in most cases current assignments. Swing shift will have to be assigned to an AM or PM shift based on the staffing needs of the unit. Staff performance will be considered.

Staff will have a minimum of two weeks' notice prior to actual shift change.

Carson McWilliams stated Winslow just elected 12's and have already created rosters; Eyman and Florence are due to submit their elections to go to 12's or remain on 8's on March 11.

Director Ryan asked which complexes have opted to go on 12's.

Mr. McWilliams advised Winslow elected 12's; Florence and Eyman are likely to go on 12's; Safford declined 12's; Tucson and Lewis are next to elect and we are trying to get the Cimmaron, Rincon, Rast, Buckley and Morrey units to go to 12's. 12 hour shifts reduces the need for cross leveling, gives the units more staff, helps reduce call-offs, boosts moral, and improves supervisor presence as there will be more supervisors on shift.

Question 4 – Is there any way to get our uniform allowance higher, due to inflation and the new policy on certain brands everything has gotten more expensive?

Answer 4 – Regardless of the budget need, there are two primary mechanisms to obtain funding for a budget priority. First, we would need to identify funding by reallocating existing resources. Second, a request for additional resources would have to be made through the annual budget request process. Both of these methods require choices. ADC has utilized one-time existing resources in FY 2017 to pay the \$1,500 retention bonus, and we utilized the budget request process to highlight concerns and request increased employee compensation for the correctional series. While we are empathetic to concerns about the level of the uniform allowance, the issue of employee compensation has been a higher funding priority.

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Question 5 – On the uniforms, if a brand has the exact same pant or shirt example: the TDU's at the uniform shops are 35.00 to 40.00 for the proper brand and on line the LA police gear brand is 14.00 for the TDU the only difference is the Little tab on the bottom of the pocket says LA police gear instead of proper. Why can't we wear those they look the same and are cheaper for staff to buy?

Answer 5 – The Division Director of Operations will speak with a representative from the employee organizations to make recommendations to the Uniform Committee for consideration and submission for approval.

Discussion ensued regarding the Department's dress code, and specifically long sleeve polo shirts with hash marks for CO's. The long sleeve polos were not recommended.

AZCPOA advised that the cost to add hash marks to a Class A uniform is costly and gave examples of costs recently incurred.

Director Ryan stated that CO's are required to own class A uniforms. Wearing class A's gives Supervisors the opportunity to inspect them and ensure their staff are following policy. The issue with polos is that they wear out quickly. Class A uniforms will continue to be a requirement. Policy will not change. If staff want to wear service stripes, they will have to pay for them. If they do not want to wear service stripes they do not have to. It's their choice. Carson McWilliams will meet with the Employee Organizations in the near future to come up with a proposal to add LA Police Gear to the list of approved brands to purchase TDUs.

Additional Information:

- Beard Issue - The medical review board (Occupational Health Administrator Derleen Spence and Dr. Rowe) will continue to review incoming cases and forward their recommendations to the Warden.

- Arizona Management System (AMS) – Phase two of the AMS kicked off in Florence. Much of the emphasis of the cascading tiers is to empower the complex, down to the unit level, to be involved in the decision making process in hopes of propelling cultural change within ADC which is ever evolving. Agency Directors are required to meet with stakeholders to ask them what we are doing well, and what can we do better.

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Close:

The Director encouraged the Employee Organization to utilize the opportunities they have to communicate the questions and concerns of their members more frequently, including taking advantage of his open door policy. Director Ryan thanked those who were in attendance.

cc: Executive Staff
Wardens
Paul O'Connell
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