

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

MEMORANDUM

TO: Distribution

FROM: Charles L. Ryan, Director

DATE: August 12, 2011

SUBJECT: Director's Instruction # 306, Work Schedules for Correctional Officer IVs and Captains

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #512, Employee Pay, Work Hours, Compensation and Leave and Department Order #524, Employee Assignment and Staffing.

PURPOSE

To ensure supervisory coverage from 0730 to 1730 hours at all units.

POLICY

1.1 Work Hours for Correctional Officer IVs (CO IV) and Captains

1.1 The Unit Deputy Warden shall determine the work schedule from one of the following approved work schedules for CO IVs and Captains:

- 1.1.1 0730 – 1630 hours
- 0800 – 1700 hours
- 0830 – 1730 hours

1.2 CO IVs and Captains are required to take a one (1) hour lunch break during their work schedule.

1.2.1 CO IVs and Captains shall not be in possession of a radio and/or Unit keys during their one (1) hour lunch break.

1.2.2 The one (1) hour lunch break cannot be taken at the CO IV or Captain's work desk/office.

1.2.3 The CO IVs and Captains must immediately notify their supervisor if there is an emergent reason as to why they are unable to take their scheduled one hour lunch break. Upon the supervisor approving the

exception to the scheduled lunch hour the employees schedule will be adjusted or they will be compensated for the time that can not be flexed through schedule adjustment.

- 1.3 CO IVs, Captains and Deputy Wardens are required to sign the Correctional Officer IV and Captains Work Schedule Acknowledgement form. (Attached)

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Correctional Officer IV and Captains Work Schedule Acknowledgement

I acknowledge that I have been notified of the three approved work schedules for Correctional Officer IVs and Captains; 0730 – 1630, 0800 -1700 and 0830 to 1730. The work schedule assigned to me by the Deputy Warden will include a mandated one hour lunch break that must be taken away from my work desk/office. Keys and radios must be turned in during the scheduled one hour lunch break.

I also understand that I must immediately notify my supervisor if there is an emergent reason as to why I am unable to take my scheduled one hour lunch break. Upon the supervisor's approval my schedule will be adjusted or I will be compensated for the time that cannot be flexed through schedule adjustment.

_____ Employee	_____ Date
_____ Deputy Warden	_____ Date

Original – Central Office Personnel File
Copy – Institution Personnel File
Copy - Employee