

Correctional Systems Department

Rotation and Shifts of Assignment

1. The attached roster will be implemented on June 19, 2011. Staff will be given adequate time, in advance, to review the roster and submit their preference of initial assignment placement. Assignment preference will be based on BOP Seniority. Once staff are placed onto the roster and it is put into effect, it will remain in effect on a quarterly (3 month) basis. The roster will then be on a fixed rotation for a period of one year or four quarters. This will ensure that all staff are given the opportunity to rotate into and work all aspects of the Correctional Systems Officer duties. At the end of each one year cycle, the assignment roster will be opened again for choice of assignment by seniority. The fixed rotation will then be in effect for another year, continuing the cycle.

This does not preclude staff from making a request to switch assignments, as long as, both parties are agreeable. These requests should be made, in writing, to their immediate supervisor prior to the beginning of each quarter. The roster will still reflect the natural rotation for tracking purposes.

2. Staff placed in the assignments identified as (Relief) will be utilized to cover duties as needed. When not covering an assignment, they will cross train and become familiar with the Records duties and responsibilities. Those staff designated as Relief, will work the hours of the assigned relief assignment.

3. All assignments, with the exception of R&D #1 (Early), R&D #2 (Late) and Mail Room #1, will have a choice of the following starting and stopping times:

7:30 a.m. – 4:00 p.m.

7:45 a.m. – 4:15 p.m.

8:00 a.m. – 4:30 p.m.

Starting and stopping times must be decided upon prior to the beginning of each quarter and must be adhered to for the duration of that quarter. The supervisor may make temporary changes on a case by case basis.

The R&D #2 (Late) assignment, will work 7:30 a.m.- 4:00 p.m., on Fridays when there is no previously scheduled trip(s).

4. Prior to implementing the initial, quarterly roster for each year, both the Union and the Supervisory Correctional Services Specialist shall review and sign the assignment roster.

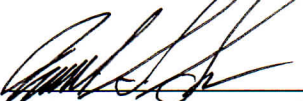
Correctional Systems Department Shift Assignments

Effective Dates: June 19, 2011 – September 25, 2011

Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat
RECORDS #3 (Relief)	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
RECORDS #1	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
MAIL ROOM #2	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
R&D #1 (Early)	OFF	6:30 3:00	6:30 3:00	6:30 3:00	6:30 3:00	6:30 3:00	OFF
MAIL ROOM #4 (Relief)	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
RECORDS #2	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
MAIL ROOM #3 (Camp)	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
R&D 2 (Late)	OFF	9:30 6:00	9:30 6:00	9:30 6:00	9:30 6:00	7:30 4:00	OFF
TRIPS	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
R&D #3 (Relief)	OFF	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	7:30 4:00	OFF
MAIL ROOM #1	OFF	7:00 3:30	7:00 3:30	7:00 3:30	7:00 3:30	7:00 3:30	OFF


 Supervisory Correctional Systems Officer

3/3/11
 Date


 Union President, Local #817

3-2-2011
 Date