

AGREEMENT BETWEEN THE CALIFORNIA CORRECTIONAL PEACE OFFICERS' ASSOCIATION AND THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION REGARDING THE CALIFORNIA CORRECTIONAL INSTITUTION (CCI) OPERATING PROCEDURE 131, OVERTIME POLICY (CDCR Log. No. 14-083-0)

This Agreement represents the full and complete understanding between the parties regarding O.P. 131, *Overtime Hiring Procedure*, as a result of negotiations concluded on December 29, 2014. This Agreement shall be subject to the provisions of MOU Section 27.01 and shall become an addendum to the Bargaining Unit 6 Memorandum of Understanding.

1. The attached Operational Procedure 131 is the recognized overtime hiring policy to be employed at the California Correctional Institution (CCI).
2. Upon annual revision of Operational Procedure 131, the revisions will be shared with the local CCPOA chapter for review. If impact issues are identified CCPOA will be noticed per 27.01 of the CCPOA MOU.

CCPOA

CDCR

JEFF MENDOVICH  12-29-14

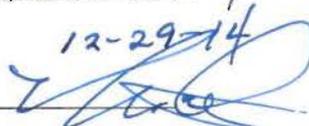
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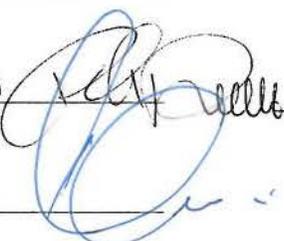
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CALIFORNIA CORRECTIONAL INSTITUTION

Tehachapi, California

December 2014

- I. **PLAN NUMBER AND TITLE:** Operational Procedure Number 131, *Overtime Policy*
- II. **PURPOSE AND OBJECTIVES:** To provide an organized means for assigning voluntary and/or involuntary overtime to fill Custody post assignment vacancies at the California Correctional Institution.
- III. **REFERENCES:**
 - A. Bargaining Unit (BU) 6 contract, Article XI, 11.08, 12.05, 12.06
 - B. Fair Labor Standards Act
 - C. February 9, 2001, memorandum authored by Larry Witek, Deputy Director (A), Institutions Division, titled Supervisors Voluntary Overtime
- IV. **APPROVAL AND REVIEW:** This procedure will be reviewed annually by the Captain of Operations. This procedure will be approved by the Warden following review by the Associate Warden of Operations and Chief Deputy Wardens. This procedure supersedes Operational Procedure (OP) Number 131 dated May 2007.
- V. **RESPONSIBILITY:** The Watch Commander and the Watch Sergeant will be responsible for the operation and implementation of this procedure. The Watch Commander and the Watch Sergeant will ensure all Correctional Officer (Officer) overtime is distributed in an equitable manner as set forth in this procedure and the BU 6 Contract.
- VI. **METHODS:**
 - A. Watch Commander:
 1. The Watch Commander is responsible for accurately maintaining records of all voluntary and involuntary overtime shifts worked by Officers, Sergeants, and Lieutenants. The Watch Commander is responsible for appropriately filling all reported vacant positions of the following Watch in accordance with this procedure and the current Memorandum of Understanding (MOU). If it becomes necessary to implement the Involuntary Overtime Procedure, the person ordering the overtime will be the Watch Commander or the Watch Sergeant.
 2. For the purpose of filling positions, there are four types of shifts:
 - a. 2330 – 0730 hours, 0730 – 1530 hours, 1530 – 2330 hours
 - b. 2200 – 0600 hours, 0600 – 1400 hours, 1400 – 2200 hours
 - c. Odd Hours (all other assigned shifts)
 - d. Partial Overtime Shifts

B. Watch Office:

1. The Watch Sergeant is responsible for assigning personnel to all positions reported vacant. Vacancies are filled by:
 - a. **Unscheduled Relief Officer (URO):** Cover Relief Officers (CRO), Extra Coverage (EC) Officers, Redirected Relief Officers (RRO), and Permanent Intermittent Correctional Officers (PICO). Positions will be assigned based on institutional necessity.
 - b. URO staff will be utilized to fill any Officer Post that requires coverage. URO staff will be utilized prior to assigning a PICO and then a Retired Annuitant (RA).
 - (1) The Watch Sergeant will only be required to offer bid, CRO, and EC positions the Facility of their choice (i.e., Facility A, B, C, D, and E).
 - (2) Those employees assigned to management CRO, EC, RRO will be assigned by the needs of the institution.
 - (3) CRO Officers shall be assigned to vacant posts and shall call in at approximately:

First Watch: 1500 Hours
Second Watch: 2000 Hours
Third Watch: 0700 Hours
 - (4) If no positions are available at the time that the bid CRO and EC staff call in, the Watch Sergeant shall advise the Officer that they will be placed in a position as they become available, preference for Facility cannot be guaranteed.
 - (5) Non-Bid, CRO, and EC shall call the automated phone line starting at:

First Watch: 1800 Hours
Second Watch: 2000 Hours
Third Watch: 1000 Hours
 - (6) All staff will be required to wear the appropriate uniform for their assigned post.
 - c. In the event any Supervisor discovers a mistake has been made in the coverage of an assigned post, the Watch Office is to be notified immediately and the most cost effective coverage will be utilized. In case of a dispute, the Watch Commander will have the final decision on coverage.
 - d. If an employee is sent home for any reason by a Facility Supervisor, that Supervisor **will notify the Watch Sergeant**, who will hire and fill the vacancy.

- e. Posts are not to be left vacant, except as outlined in MOU, Section 16.05E or as described in OP 132, *Vacancy Related Custodial Coverage Contingency Procedure*.
 - f. If ALL positions are filled and EC, CRO, or RRO staff is not assigned to an authorized post, the Watch Sergeant will assign these staff to a particular Facility, or Facilities, to assist in searches, escorts, medical transports, visiting assignments, etc. They will not be allowed to leave unless authorized by the Watch Commander.
2. PICO's may be able to work a Third Watch and First Watch double shift, as long as it reflects two separate dates. PICO's will not be given work assignment preference. PICO's will be hired prior to offering positions to RAs.
 3. On Sunday, the Watch Sergeant on Third Watch will begin the hiring of First Watch posts beginning with the letter A and continuing until all the posts are filled or contact with PICO's is exhausted. The First Watch, Watch Sergeant will then take over at the point Third Watch stopped (hiring for Second Watch posts). The Watch Sergeant on Second Watch will continue through the list where First Watch left off (hiring for Third Watch positions) continuing the alphabetical rotation throughout each week.
 4. All RA staff are required to complete and turn in a month Availability to Work Worksheet (Attachment C) to the Watch Sergeant. RA staff will be contacted by the Watch Sergeant when positions are available. The Watch Sergeant is to ensure that all CRO and RRO positions and redirect positions are complete before assigning RAs to a post. RA Officers will not be given work assignment or Watch preference and will be assigned any position. The Watch Sergeant will denote the post number and/or job description on the tracking sheet located in the Watch Office at the Security Administration Building (SAB). RAs can work more than eight hours at a given time (10-hour post, report writing, hospital coverage to include awaiting relief or a hospital discharge). However, RAs cannot work a scheduled 16-hour post, unless Third Watch and First Watch are two separate days.
 5. PICO's are limited to no more than 40 hours in a seven day period, except in an emergency. The Personnel Assignment Lieutenant will monitor the hours, based on information received from the Personnel Office, to ensure that hours worked do not violate the State Personnel Board Rule.

C. Overtime Control Procedures:

At no time will employees, other than the Watch Sergeant or Watch Commander, have access to the involuntary Overtime Control Roster. Bargaining Unit 6 Job Stewards may have access to the Involuntary Overtime Control Roster in the presence of the Watch Sergeant or Watch Commander. The Involuntary Overtime Control Roster is compiled based upon 70% - 30% - inverse seniority. The Watch Commander or Watch Sergeant will ensure that the Order-Over Tracking Sheet is completed correctly.

D. Facility Sergeant:

The Facility Sergeant will notify the Watch Sergeant when a Facility vacancy exists. However, in the event that assigned personnel fail to report to work, the Facility Sergeant will notify the Watch Office for coverage of the position.

E. Voluntary Overtime: The following will apply to Officers:

1. Seniority:

- a. Officers shall not be eligible to accept an overtime assignment when the Officer has worked 10 overtime shifts (80 hours) within the work period; unless all voluntary overtime has been exhausted. These Officers will then be offered overtime by seniority prior to any involuntary overtime.
- b. In the event an Officer is inadvertently skipped for an overtime position, the Officer will be offered the next available overtime position. If there are no additional positions available, the Officer may take the last position that was hired ("bumping" the last employee hired).

2. Sign-Up:

- a. During the first two hours prior to the shift requested, employees desiring overtime for the following shift may sign up by notifying the Watch S&E in the SAB at extension 5066. Employees on their Regular Days Off (RDO) may place their names on any overtime list. The Watch S&E will enter the requested staff information onto the Overtime Sign-Up Lists (Attachment B) and enter the information into the TeleStaff Program.
- b. When an employee signs up for overtime after the first two hours, their name will be placed at the bottom of the overtime list.
- c. At the end of the two-hour sign-up "window," the Watch S&E will deliver the overtime sign-up lists to the Watch Sergeant. The list will include employee name, telephone extension, and PERNR number.
- d. The Watch Sergeant will then compare the TeleStaff Fill by Rules Coverage List with the hand-written Overtime Sign-Up List completed by the Watch S&E to ensure all staff are accounted for. The Watch Sergeant will then utilize the TeleStaff Fill by Rules coverage list as the official document for purposes of hiring.

3. Allowable Shifts:

- a. After an Officer has worked 10 overtime shifts (80 hours) within a calendar month, their name will be placed at the bottom of the overtime list.
- b. Sergeants are allowed two voluntary overtime shifts by seniority in a seven day work week.

- c. Lieutenants are allowed one voluntary overtime shift by seniority in a seven day work week.
 - d. Employees shall not work in excess of 16 continuous hours in any given 24-hour period, except in the case of an emergency.
4. When more than one position exists, employees will be offered all available compatible posts.
 5. Overtime vacancies will be filled as follows:
 - a. Utilize employees by seniority as noted on the Overtime Sign Up Worksheet.
 - b. Employees who have exhausted their overtime quota for the month.
 - c. All call.
 - d. Involuntary Overtime by inverse seniority, with compatible hours.
 - e. Involuntary Overtime by inverse seniority, with non-compatible hours.

6. Hospital Coverage:

Every effort shall be made to hire staff who are on their first eight hours or straight time. The Watch Sergeant shall attempt to hire EC staff and PICO's first for Hospital Coverage. If they are unable to cover the available positions, the Watch Sergeant shall canvas staff for redirect to Hospital. If there are still positions remaining, the Watch Sergeant will utilize the overtime signup sheet by seniority. If staff are voluntarily hired for Hospital Coverage, they will finish their assigned shift, sign out, and then report to the hospital. Only staff assigned due to involuntary overtime will be compensated for drive time.

When an employee is hired for an assignment while on their regular day off or in advance of the shift, i.e., while not on duty, the employee shall wear the appropriate Class "A" uniform.

7. Should the most senior employee on the list decline a position, their name will be placed at the bottom of the daily overtime list for later consideration, if requested.
8. Cancellation of Overtime:
 - a. Should an employee's overtime shift be cancelled due to a hiring error by SAB and/or the Facility Supervisor or Manager, and the employee has seniority over the **last employee** who was hired for an overtime shift, the senior employee will be awarded the overtime and the junior employee sent home. If the junior employee reported from home, they shall be compensated four hours of "call back" time.
 - b. If an employee's overtime shift is cancelled due to medical and **not** because of error or over-hire (suicide/contraband cancelled, inmate returns from hospital,

etc.), the employee is not allowed to exercise seniority over the last employee hired for overtime.

9. **Dead Time:** There will be no payment for "dead time." Compensation will only be given for actual time worked, unless the employee is required to work an involuntary overtime assignment. Up to, and including, the first 60 minutes of dead time shall be paid to the employee.
10. **Tracking:** The Watch Sergeant will list the Post Assignment that is being filled next to the employee's name being hired for the post on the Voluntary Sign-Up Sheet. The Watch Sergeant will also document the time of hire on the Voluntary Sign-Up Sheet.
11. **Odd Hours:** Employees not assigned to either A or B Shift work hours are classified as working odd hours. Because of the unique work schedule, those employees assigned to these odd-hour shifts (culinary positions) who have signed up on the overtime list and who have compatible work schedules, will be given first choice (by seniority) of an odd-hour vacant post. Employees who are on their RDOs will be offered odd-hour shifts by seniority also.
12. **Vacation:** Employees on vacation shall be allowed to sign up for overtime shifts, except during their regularly assigned work hours, and will maintain their regularly assigned RDOs. Pay will be per M.O.U.
13. The Visiting Sergeant, or designee, will create a list of positions to be filled on the Visiting Holiday one month prior to the Holiday and forward the list to the Watch Sergeant. The Watch Commander shall notify the Facilities, via memorandum, that Officers will be allowed to sign up for the needed positions on a first-come, first-served basis.

F. Correctional Counselors

1. **Seniority:**
 - a. Correctional Counselor Is (CC-I) shall be assigned voluntary overtime by seniority, except in emergency situations.
 - b. CC-Is shall not be eligible to accept an overtime assignment if the CC-I has worked 80 hours of overtime within the work period; unless all voluntary overtime has been exhausted.
2. **Sign-Up:**
 - a. When it has been determined and approved by the Hiring Authority, or designee, that overtime is essential to complete Correctional Counselor Case Work, an announcement will be initiated by the Facility Captain to the Correctional Counselor IIs (CC-II). It will be the responsibility of the Facility

CC-II to notify all of their CC-Is of the availability of overtime. The notification will be in advance of the actual overtime.

- b. The Hiring Authority, or designee, shall determine when the overtime will be worked; i.e., after regular shift or weekends.
- c. The Hiring Authority, or designee, shall determine the amount of overtime assigned to each shift authorized. For example, four shifts of eight hours has been approved for Saturday to complete case work; 60 hours has been approved to be completed in two-hour increments after your regularly scheduled work hours, etc.
- d. Upon notification of overtime, the CC-I desiring overtime may sign up by notifying the Watch Office at extension 5066. The Watch Office will enter the requested staff information onto the Overtime Sign-Up Lists (Attachment B) and enter the information into the TeleStaff Program.
- e. Every effort will be made to allow sufficient time for all CC-Is who desire to participate in overtime the ability to do so prior to the assignment of the overtime.
- f. The Chief Deputy Wardens will monitor the distribution of overtime to the CC-Is and determine who will notify CC-I of an overtime assignment.
 - f. CC-Is electing to sign up for overtime agree to complete the assigned casework. CC-Is electing to sign up for overtime could be completing the work of others or new assignments. CCI-s electing to sign up for overtime shall be responsible for completed staff work.

G. Correctional Supervisors – Voluntary Overtime:

1. All overtime for Supervisors will be offered on a seniority basis. Sergeant/Lieutenant Overtime Sign-up Sheets will be maintained in the Watch Office (Attachment A), marking the day and Watch that the Supervisor desires to work full and partial shifts.
2. The Watch Sergeant will generate a supervisory vacancy report for the Watch Office. The Watch Sergeant will fill all vacancies and sick calls utilizing the Supervisor Overtime Sign-Up Sheets by seniority.
3. The overtime seniority limits of one per week for Lieutenants and two per week for Sergeants will remain in effect. In the event a Supervisor has reached his/her limit and is signed up for overtime, and everyone else on the sign-up sheet has been hired or refused, the Supervisor may work the overtime.
4. Overtime sign-up sheets can be turned in to the Watch Office at any time during the month.

5. Supervisors can update their sheet by going to SAB, or if it is their RDO, can telephone the Watch Sergeant with their requested updates. After the start of the shift of the Watch doing the hiring, there will be no changes to the sheets. The cut-off will be 2200 hours for Second Watch, 0600 hours for Third Watch, and 1400 hours for First Watch.
6. The Watch Sergeants will make all reasonable efforts to begin filling Supervisory vacancies for their respective Watch no earlier than one hour into their shift (First Watch Sergeant can begin filling Supervisory vacancies at 2300 hours, Second Watch can begin filling vacancies at 0700 hours and Third Watch can begin filling vacancies at 1500 hours). This allows staff who have gotten off-duty and are enroute home, to get past dead spots for cell phones.) Early start in anticipation of extreme vacancies.
7. If the Watch Sergeant attempts to contact a Supervisor, the Watch Sergeant will write the results and time in the appropriate space. In the event an assignment is accepted, the Watch Sergeant will write the post, or post number, and time accepted in the appropriate space.
8. Supervisors who have exhausted their seniority bids for overtime may be placed on the bottom of the Overtime List in order of seniority for standby consideration. If a Supervisor is awarded an overtime on the Standby List, and still wishes overtime consideration, they will be placed at the bottom of the Standby List on a rotational basis by number of overtime shifts. For example, if a Sergeant has three overtime shifts and requests placement on the Standby List, a Sergeant with a lower seniority number, but only two overtime shifts, shall be awarded the overtime shift.
9. Once a Supervisor has accepted overtime by seniority and they give it back for any reason other than an Institutional emergency where the employee will be staying on their yard for an extended period of time or sent out on an emergency medical transport, this will count against their seniority for the week.
10. In the event that a Supervisor is inadvertently skipped for an overtime position, that Supervisor will be offered the next available overtime position for that shift. If there are no additional overtime posts available, the skipped employee may be offered the last position hired.

Note: Paying four (4) hours at time and one-half (call back) for a Supervisor skipped or incorrectly hired for an overtime position is not authorized.

H. Supervisor Hiring Prohibitions:

1. The Watch Commander position on First Watch shall be filled by a Lieutenant with no less than six months of experience within the classification.
2. The Watch Commander position shall not be filled with out-of-class personnel.

3. Neither the Outside Sergeant, nor the Watch Sergeant, shall be filled by an Officer in an acting capacity, unless the acting Sergeant has been formally trained in the Watch Office or has been a full time Sergeant.
4. If an Officer is assigned to an Out-of-Class Sergeant position and has attended and successfully completed the six-hour Lethal Electrified Fence training, the Officer may work the Outside Sergeant post.
5. Outside Sergeants must be Certified Safety Officers for the electrified fence.
6. No Officer assigned as a Sergeant for a single shift in an acting capacity will be assigned to work First Watch Security Housing Unit.
7. If a Supervisor overtime assignment becomes available two hours or less prior to the start time of the overtime assignment, the assignment will be offered to the most senior employee whose name appears on the Voluntary Overtime List and who is currently on duty.

I. Authorized State Visiting Holidays:

1. Covering Supervisor positions for the four (4) authorized visiting Holidays shall be accomplished on a voluntary basis.
2. The Visiting Sergeant, or designee, will create a list of positions to be filled on the Visiting Holiday one month prior to the Holiday and forward the list to the Watch Sergeant. The Watch Commander shall notify the Facilities, via memorandum, that Supervisors will be allowed to sign up for the needed positions on a first-come, first-served basis.

J. Involuntary Overtime:

1. Once all PICO, CRO, Coverage Relief Sergeant, Coverage Relief Lieutenant, and RA positions are exhausted and no one volunteers to work a vacant post, positions will be filled by involuntary overtime (order-in). During the need to implement the Involuntary Overtime List, the Watch Commander will configure the on-duty Supervisor first, then the previous shift for this purpose.
2. The Watch Commander or designee will use the 70/30 percent formula for calculating involuntary overtime. The junior 70% of the employees assigned shall only be assigned involuntary overtime twice during a monthly pay period before the senior remaining 30% of the employees are required to work involuntary overtime. If after the junior 70% have been worked twice in any monthly pay period and the senior 30% once in that same monthly pay period, then the junior 70% shall be required to work again.
3. Supervisors will be held over by inverse seniority as their number falls in sequence with no regard to shift start and stop times.

4. If involuntary overtime is still a necessity after completing the involuntary list, the Watch Commander, or designee, will start the list again using the 70/30 percent formula. This process will continue until the involuntary overtime list is exhausted.
5. When partial and full shift positions exist, all of the available full shifts will be filled prior to filling the partial shifts based on inverse seniority.
6. In the event of an emergency transport, the Watch Sergeant will exhaust all reasonable efforts to canvass on-duty employee volunteers. If no volunteers are available, the inverse seniority roster shall be utilized for the needed positions. **The Facility Lieutenant has the authority to order any qualified staff to participate in an Emergency Transport (Code 3).** Officers must pass probation prior to being assigned to transportation or hospital coverage. Only staff meeting the qualifications outlined in Department Operations Manual Section 55060.28 will be utilized for transportation or hospital coverage.
7. If while implementing involuntary overtime by inverse seniority, the Watch Sergeant encounters an employee that has a pre-scheduled doctor appointment, that employee will not be held. However, the employee will be instructed by the Watch Sergeant to bring in the next day or upon return to work a medical verification to the Watch Sergeant.

Medical Verification Requirements

- a. The date the employee or employee's family member is examined by a licensed Physician or other Health Care Specialist/professional.
 - b. A receipt is not an acceptable medical verification.
 - c. Failure to substantiate medical verification will result in progressive discipline.
8. Officers, Sergeants, and Lieutenants:
- a. When more than one position exists, employees will be given a choice of all available posts; eight-hour posts filled first, then partial posts.
 - b. Efforts to canvass on-duty employee volunteers shall be made prior to the implementation of the involuntary overtime process.
 - c. Normally, staff will not be held over after their Friday shift, on RDOs, in conjunction with or on their vacation, mini-burn, an approved swap, or if they are working an eight-hour overtime shift on their RDO, or after two consecutive 16-hour shifts, unless a state of emergency has been declared by the Warden, his designee, or higher authority, and it is deemed absolutely necessary. The Watch Commander will document the need in writing to the respective Facility Captain indicating the necessity. A copy will be routed to the respective Chief Deputy Warden and the Captain of Operations.

- d. In cases where a junior staff is next to be held over and it is in conjunction with the aforementioned, they will be bypassed and the next available staff in the same classification will be ordered over, continuing in inverse seniority.
 - e. A mandated hold over for Correctional Officers is defined as 30 minutes or more as noted in BU 6 MOU Section 12.06. A mandated hold over for Correctional Sergeants and Lieutenants is defined as 2 hours (including emergency medical transports).
9. Supervisory Involuntary Overtime Special Conditions:
- a. Once all voluntary/involuntary lists have been exhausted, a Correctional Officer or Sergeant may be voluntarily hired into a supervisory position if they meet Out-of-Class supervisory requirements.
 - b. An employee in an Out-of-Class assignment will only be considered for hold over in the classification they are currently assigned.
 - c. If two Sergeants or Lieutenants agree to split an eight-hour shift by working four hours each, only the ordered-in Sergeant or Lieutenant can claim the shift as a hold over. The volunteering Sergeant or Lieutenant who worked the last four hours of the shift cannot claim this overtime as a hold over.
 - (1) In the event the circumstances change prior to the start of the hold over assignment and the Sergeant or Lieutenant is not required to work, the Sergeant or Lieutenant will notify the Watch Commander of the change.
 - (2) For the purposes of this procedure, when a Sergeant or Lieutenant is scheduled for vacation, the last assigned shift prior to the start of their vacation will constitute the last shift of their workweek.
 - (3) If a supervisor is ordered in and they are able to get another supervisor to voluntarily work for the entire eight-hour shift, neither can claim this occurrence as a hold over.
 - d. In the event supervisory employees are held over for 16 continuous hours in any given 24-hour period, these employees are to be permitted an eight-hour break between shifts. If the eight-hour break extends into the employee's next regularly scheduled shift, the employee shall receive paid administrative time off for the hours of the break that extends into the shift. When a double involves one hour or less of dead time, it shall not be counted as work time, but will be paid time under hours of work. At no time will a supervisor be given paid administrative time off in excess of the hours necessary to give him/her an 8 hour break between shifts after working a double shift. The employee will be responsible for notifying the Watch Sergeant.
 - e. Supervisors shall not be allowed to work more than two "doubles" back-to-back. A double shall be defined as 13 or more continuous hours of work,

which may or may not be broken by dead time. The dead time shall not be counted as work time and shall not break the continuity of the "double."

10. Hold-Over Exemptions: The following positions will be exempt from the hold-over process:
 - a. Administrative Assistant/Public Information Officer
 - b. Investigative Services Unit Lieutenant
 - c. In-Service Training Lieutenant
 - d. Institutions Gang Investigator Lieutenant
 - e. Institutions Gang Investigator Sergeant
 - f. Investigative Services Unit Sergeants
 - g. Security Squad Sergeant
 - h. Transportation/Scheduling Sergeants

If, in the interest of fairness, a Supervisor assigned to one of the aforementioned positions wishes to work overtime on an occasional basis, they will be subject to the involuntary overtime procedure (if a Supervisor listed above works a voluntary overtime at all during the rolling calendar year while assigned to an exempted post, they are subject to hold-over.)

K. Department Required Court Appearances:

1. Management request that an employee provide notification no less than 72 hours prior to a Court appearance, if possible. However, should the employee lack opportunity to provide 72-hour notification, Court appearance requirements shall be followed in accordance with BU 6 MOU, Section 10.10.
2. For the purposes of subpoenas and Court appearances, the Watch Sergeant will be the employee's supervisor.

L. Inclement Weather / Road Closure:

1. Employees are expected to arrive at their assigned post within a reasonable time after a road closure has been lifted. Consideration will be given to the distance the employee is traveling when determining reasonable time.
2. Upon an employee encountering a road closure which does not allow a reasonable alternate path, the employee shall make contact with the Facility Sergeant of their assigned Facility. The employee will continue to provide updates to the Facility Sergeant as circumstances change.

3. Employees are expected to continue monitoring the status of the closure and upon the closure being lifted immediately report to their assigned post.
4. Employees affected by a closure will be allowed to utilize accrued leave credits other than sick.

VII. RESOURCES SUPPLEMENT:

Attachment A – Sergeant/Lieutenant Overtime Sign-Up Sheet

Attachment B – Officer Overtime Sign-up First, Second, and Third Watch – handwritten form

Attachment C – Retired Annuitant Availability to Work Worksheet

K. HOLLAND

Warden

/ddr