

Chapter: Selection and Hiring
Title: JCO and Case Manager Reassignments

Effective Date: 4/1/13
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Replaces: PRS.05.19, 12/1/11

ACA Standard(s): N/A

(a) **Policy.**

A juvenile correctional officer (JCO) II - IV or case manager may be voluntarily reassigned to another secure facility in accordance with the provisions of this policy.

(b) **Applicability.**

- (1) This policy applies only to reassignments from one state-operated secure facility to another state-operated secure facility. This policy does not apply to intra-agency transfers to or from state-operated halfway houses.
- (2) This policy does not apply to intra-agency transfers resulting from competition for a position. See PRS.05.11.
- (3) This policy does not apply to intra-agency transfers initiated by agency management. See PRS.05.20.

(c) **Definitions.**

For definitions of certain terms used in this policy, see the PRS glossary.

(d) **General Provisions.**

- (1) A case manager or JCO must meet the following criteria to be considered for reassignment.
 - (A) The employee must have:
 - (i) at least six consecutive months of service from the current date of hire; and
 - (ii) a current, satisfactory performance evaluation.
 - (B) The employee must not be on disciplinary probation, under investigation, or subject to pending discipline resulting from a completed investigation.
- (2) Emergency requests for transfer are given priority over non-emergency requests. The following are examples of reasons for emergency requests:
 - (A) having access to medical care for the employee or a dependent that is not readily available near the current facility;
 - (B) needing to relocate to provide long-term medical care to a relative for longer than six months;
or
 - (C) seeking protection from spousal abuse or protection for the employee's child.
- (3) Reassignment requests are generally considered in the order they are received. However, low staffing levels at the employee's current facility may cause:
 - (A) a delay in granting the request; or
 - (B) a request to be considered after a later request from a facility with a sufficient staffing level.
- (4) Reassignments do not result in a change in pay. However, a scheduled career ladder adjustment may take effect on the same date as the reassignment.

(e) **Procedures.**

- (1) The employee submits a completed Request for Facility Reassignment form, HR-313, to the human resources administrator (HRA) at his/her current facility.
 - (A) For a non-emergency request, the employee may provide the reason for the request but is not required to do so.
 - (B) For an emergency request, the employee must provide documentation showing the need for an emergency reassignment (e.g., healthcare provider statement, protective order).
 - (2) The HRA:
 - (A) verifies the employee's eligibility for reassignment;
 - (B) sends the HR-313 to the designated human resources specialist in the Central Office employment program area for approval if the employee identifies an emergency reason other than those listed above; and
 - (C) faxes the HR-313 form to the gaining facility's HRA.
 - (3) The gaining facility's HRA determines when to provide the reassignment request to the gaining facility's assistant superintendent based on the following:
 - (A) whether a current vacancy exists;
 - (B) whether approval to fill the vacancy has been granted (for case managers, approval is granted via a Request to Fill Position form, HR-007);
 - (C) whether the request is an emergency or non-emergency request;
 - (D) the date order of the requests; and
 - (E) the staffing needs of both facilities.
 - (4) The assistant superintendent at the gaining facility coordinates the effective date of the reassignment with the assistant superintendent at the sending facility.
 - (5) To avoid increasing the overtime liability for the gaining location, the assistant superintendent or designee and the local HRA at the sending facility coordinate to ensure that the employee is paid for earned overtime or allowed to use his/her overtime leave balance on a voluntary basis (or some combination of both) prior to the transfer. If the employee will have an overtime balance on the date of transfer, the assistant superintendent at the sending facility must explain the reason to the assistant superintendent and human resources administrator at the gaining facility.
 - (6) The gaining supervisor coordinates timely completion of a Personnel Request Action (PAR) form, HR-002-C, with the local HRA.
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