

Chapter: Attendance, Shifts, and Timekeeping Effective
Title: JCO Voluntary Shift Reassignments

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

(a) **Policy.**

The Texas Juvenile Justice Department uses a systematic process for granting voluntary shift reassignments to Juvenile Correctional Officers (JCOs). This process is designed to promote impartiality and consistency in voluntary shift reassignments.

(b) **Applicability.**

This policy applies to institutions and halfway houses.

(c) **Procedures.**

(1) **General Provisions.**

- (A) Initial shift assignments and mandatory shift reassignments are made in accordance with PRS.27.31. JCOs are initially assigned to shifts based on the facility's needs, which includes ensuring each shift has an appropriate ratio of newly hired JCOs and tenured JCOs. Therefore, newly hired JCOs may be assigned to a shift to which current JCOs have requested reassignment.
- (B) A JCO may request a shift reassignment after being employed as a JCO for six months. After the six-month period, a JCO may request a shift reassignment as often as desired.
- (C) A JCO may have only one active shift reassignment request.
- (D) A JCO may cancel a shift reassignment request at any time before the request is granted. A JCO may not cancel the request after it is granted unless the superintendent approves the cancellation.
- (E) As described in (c)(3)(B), disciplinary probation may delay a JCO's shift reassignment.

(2) **Submitting a Request for Shift Reassignment.**

- (A) A JCO requesting a shift reassignment must complete a JCO Request for Shift Reassignment form, HR-311, and submit the form to the human resources administrator or designee. The JCO will not be required to provide information regarding the reason for the request.
- (B) The human resources administrator or designee will:
 - (i) maintain a separate JCO Shift Reassignment Request Log, HR-312, for each requested shift and for each of the following groups of JCOs as applicable:
 - (I) JCO II through IV;
 - (II) JCO V, and
 - (III) JCO VI;
 - (ii) upon receipt of an HR-311 form, add the JCO's name to the appropriate HR-312 log; and
 - (iii) periodically provide copies of the HR-312 logs to the assistant superintendent.

(3) Granting Shift Reassignments.

- (A) The assistant superintendent shall coordinate with the human resources administrator or designee and grant voluntary shift reassignments to a particular shift based on:
 - (i) the date order of the requests as indicated on the appropriate HR-312 log; and
 - (ii) the needs of the facility, which includes ensuring each shift has an appropriate ratio of newly hired JCOs and tenured JCOs.

 - (B) If a JCO is on disciplinary probation when his/her name reaches the top of an HR-312 log, the human resources administrator or designee shall determine how long the JCO's name has been on the log.
 - (i) If the JCO's name has been on the HR-312 log for at least one year, the JCO is eligible for a voluntary shift reassignment.

 - (ii) If the JCO's name has been on the HR-312 log for less than one year, the JCO is not eligible for a voluntary shift reassignment until after the JCO has completed the disciplinary probation period. The JCO's name will remain at the top of the log. However, the JCOs whose names are next on the log may be granted a voluntary shift reassignment prior to the JCO completing disciplinary probation.
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