

Chapter: Attendance, Shifts, and Timekeeping
Title: Shift and Duty Assignment

Effective Date: 12/1/11
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New

ACA Standard(s): 4-JCF-2A-07, 2A-08

(a) **Policy.**

Texas Juvenile Justice Department managers assign employees to duty and shifts as needed for efficient and safe operations. All employees are subject to work any shift or post as assigned.

(b) **Rules.**

(1) **Field Assignments and Changes.**

- (A) All staff subject to shift work assignments are selected and assigned in part for the ability and willingness to supervise youth of either sex. No assignment will be based on gender except when both males and females are housed in the same unit, in which case at least one male and one female staff member will be on duty at all times.
- (B) Shift assignments are to be written and made available to all affected staff. Shift changes may be made with the approval of the superintendent or assistant superintendent of a facility when such changes are deemed to be in the best interests of the agency. When changes in shift assignments are necessary, the affected employee is to be provided written notice of the shift change from the facility superintendent or assistant superintendent, including a brief but particularized explanation of why the employee's shift is being changed.
 - (i) The shift assignment change memo is to be provided to the employee ten (10) working days prior to the effective date.
 - (ii) When circumstances warrant, ten (10) working days notice is not required; however, as much prior notice as is possible should be provided. Circumstances that may warrant less notice include, but are not limited to, short-term reassignments to provide coverage as a result of unforeseen illnesses or emergency situations, and shift changes deemed necessary as a preventive or disciplinary measure. If ten (10) days prior notification cannot be given, the notification must be provided as far in advance of the effective date as is reasonably possible under the circumstances.
- (C) Scheduled activities are not to be discontinued because of lack of same sex staff supervision.
- (D) Managers schedule a sufficient number of staff to ensure appropriate supervision of youth at all times.
- (E) An employee may not change his/her shift or shift pattern assignment without supervisory approval. When a vacancy occurs, PRS.27.35 will be used for filling the vacancy.

(2) **Operational Shift Assignments.**

- (A) Newly hired Juvenile Corrections Officers (JCO's) in institutions will be given a list of operational shift duties and responsibilities for each shift. The new employee is required to read, sign, and date acknowledgment of the shift duties on the Juvenile Corrections Officer Operational Shift Duties Acknowledgment form, HR-310. Copies of the duties are also available in each living unit.
- (B) The operational shift assignments must be reviewed annually by the facility superintendent and revised as necessary. The annual review is initiated by the local Human Resource Administrator (HRA). The local HRA shall maintain documentation of the annual review.

(3) **Flex-Time.**

- (A) The flex-time program is available when approved by the department, service area, or institutional administrator. Supervisors are responsible for implementing the program in their departments and monitoring the system to ensure accountability.
 - (B) When a department administrator determines that a flex-time schedule may be allowed, he/she identifies staff positions which are eligible for flex-time schedules. The decision allowing flex-time must be made by position rather than by preference for an individual.
 - (C) Employees must request advance approval for flex-time. Supervisors may approve flex-time schedules for employees when such schedules will not adversely impact efficient and effective functioning of the department or place an undue burden on others. Flex-time may be granted consistent with the following:
 - (i) Department heads are not eligible for flex-time.
 - (ii) Telephone coverage will be maintained from 8:00 a.m. until 5:00 p.m.
 - (iii) Generally, flex-time hours may be any eight (8) hour period between the hours of 7:00 a.m. and 6:00 p.m., for example, 7:00 a.m. to 4:00 p.m., a compressed four (4)-day work week of ten (10) hours each day (totaling 40 hours); or a schedule which regularly includes 30 minute lunch periods.
 - (iv) If normal workflow is hindered by an employee's staggered hours, supervisors may require employee to return to an 8 a.m. to 5 p.m. schedule. Employee's work hours may not vary on a day-to-day basis, without prior supervisory approval.
 - (D) The lunch hour may not be used on a continuing basis as a substitute for a regular work hour without prior supervisory approval.
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