NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
326

POSTING OF SHIFTS/OVERTIME
(TEMPORARY)

Supersedes: AR 326 (08/13/10)
Effective Date: 07/14/14

AUTHORITY: NRS 284.055; 284.155; 284.175; 284.180 NAC 284.242; 284.245; 284.250 and C.F.R. Part 115

RESPONSIBILITY:

Wardens/Facility Managers are responsible to ensure there is sufficient staff on duty to safely operate their institutions and facilities.

An Associate Warden/facility manager are responsible to document attendance, management of relief factor usage by all uniformed staff, and ensure proper documentation is maintained.

326.01 STAFFING

1. NORMAL OPERATIONS

A. Normal operation staffing is utilized during the normal operations of an institution. This pattern will identify the staff required to run a specified post when all positions are utilized.

B. An Associate Warden will create a written staffing pattern identifying and prioritizing specific posts operating within the institution as either a pull position or a shut down position.

(1) A pull position is identified as a position in which the assigned officer may be pulled from that position and assigned elsewhere in the institution during their assigned shift.

(2) A shut down position is identified as a position in which the assigned officer may be pulled from his assigned post and the post closed with the officer being assigned elsewhere in the institution for their entire assigned shift.

C. Shift Sergeants reporting for their scheduled shifts will adjust the shift roster and fill all positions mandated to fulfill the minimum staffing requirements.

D. The shift sergeant will use all Sick/Annual positions first, and then use pull/shutdown positions as appropriate, in the order as listed by the institution.

E. If the minimum staffing has not been met, the on duty Shift Supervisor will contact an Associate Warden and request the minimum amount of overtime hours needed. The Associate Warden will then

notify the Warden for approval of the decision/overtime approved.
F. Only when all pull positions and shutdown positions have been utilized will overtime be considered.

2. EMERGENCY OPERATIONS

A. Emergency operation staff is the staffing pattern that identifies posts that must meet minimal requirements for officer and inmate safety. This pattern will identify those posts that are critical for running a specific area of the institution.

B. An Associate Warden will create a written staffing pattern identifying additional specific posts within the institution either as pull or shutdown positions; this staffing pattern will prioritize these positions in the order they are to be pulled / shut down in the event of an emergency or staff shortage.

C. Staffing will also be evaluated as to the absolute minimum required to safely operate a particular shift.

D. It may be necessary to modify or cancel some activities as a result of emergency staffing. The Warden/Associate Warden will be notified of the cancellation of any activity or program.

E. Only when all pull positions and shutdown positions have been utilized only then will overtime be considered. Authorization is only granted by the Warden/Designee.

326.02 RELIEF FACTOR MANAGEMENT (RFM)

1. Relief Factor Management (RFM) positions are to be:

   A. Used for unscheduled annual leave relief to cover greater than normal sick leave, if it is available.

   B. Used for pull and shutdown posts to cover greater than expected sick leave.

2. No more annual leave will be scheduled than there are relief factor management positions available to support the requested leave without overtime.

   A. Staff should request annual leave per the requirements of AR 322 Types of Leave' and Leave Procedure.

   B. Leave requests submitted without sufficient notice will not be granted if there is no relief factor to accommodate the leave without overtime except in a case of a personal emergency.

3. To the degree possible, Lieutenants and Sergeants should not be replaced, however, these positions may be used as a pull/shutdown position if designated by the institutional staff procedure,

4. Shift rosters for each institution and facility are to be organized so the components of the relief factor can be combined to identify specific staff to occupy RFM positions.

5. Relief factor for regular days off, sick leave, annual leave, or training, will not be combined in order to create new positions.

6. Days off are assigned to the post and not the person.

326.03 MANAGEMENT OF OVERTIME

1. Overtime is not guaranteed for any employee.

A. Institutional/facility requirements will determine all overtime hired.

B. All staff overtime requires the completion of DOC Form 1000, Authorization for Leave and Overtime Request Form,

C. Staff cannot work more than two (2) consecutive double shifts.

D. Unless an emergency situation occurs, no staff can work than more than a 16 hour shift in a 24 hour period.

2. Assigned staff may be reassigned when an institutional need exits.

3. Employees on modified duty assignments are not authorized to work overtime.

4. Correctional officers may be used to fill Senior Correctional Officer positions on a case by case basis. However Senior Correctional Officers may not be utilized to fill a Correctional Officer position.

4. A voluntary overtime list will be established and used prior to utilizing mandatory overtime. This voluntary overtime list will be re-started when exhausted.

A. No employee who calls in sick or utilizes sick leave during any given pay period will be allowed to work voluntary overtime.

B. If an employee accrues overtime during the first week of the pay period and then utilizes sick leave, that employee will not be permitted any voluntary overtime in the next pay period.

C. No employee who must provide "proof' may work voluntary overtime until this status is modified.

D. Employees who are in AWOL or LWOP status will not to be allowed to volunteer/eligible for overtime in the same pay period.

(1) If overtime is accrued during the first week of the pay period and then LWOP or AWOL is accrued, that employee will not be permitted to work voluntary overtime in the entire following pay period.

6. If overtime is required to maintain a safe and secure operation and insufficient staff voluntarily agrees to work, mandatory overtime will be initiated.

A. A list of Senior Correctional Officers, Correctional Officers, and Correctional Officer Trainees will be establish by based on least seniority in their hire date and last involuntary, i.e. mandatory, overtime date, will be established for each shift.

B. The mandatory overtime list will be restarted once exhausted or every 45 days.

C. Adjustments will be made when an officer is reassigned to a new shift. That officer will be added to the mandatory list according to their last mandatory date.

D. Based on the least seniority the first time after shift bidding, staff will be selected by their last involuntary overtime date. Once completed, the employee will move to the bottom of the involuntary overtime list.

E. All correctional staff will report to the shift supervisor/shift sergeant upon arrival to ensure their status if required to work mandatory overtime.

(1) If an employee is required to work mandatory overtime, that employee may be allowed to solicit a volunteer to work in his/her place.

(a) If a volunteer is found, the shift supervisor/shift sergeant must approve the substitution prior to the person being allowed to work.

(b) If the substitution is approved, the Officer originally scheduled to work the mandatory overtime will remain at the top of the mandatory overtime list until he/she actually works it.

(2) The employee has 1 hour to find a substitute whenever possible.

7. A written overtime tracking log must be approved by the appropriate Deputy Director.

A. All overtime will be entered into the NSIS Computer Roster.

B. Verification will be made that the timesheet entry is properly coded and hours are correctly entered by viewing the timesheet of the staff member.

C. A written overtime tracking log will be utilized to ensure proper utilization of overtime and entry into the computer.

326.04 ANNUAL STAFFING REVIEW

1. At least once every year the institutions and facilities in collaboration with the PREA Coordinator, review the staffing plan to see whether adjustments are needed in the following areas:

A. The staffing plan.

B. The deployment of monitoring technology.

C. The allocation of Agency/Institution or Facility resources to commit to the staffing plan to ensure PREA compliance.

2. The Staffing Review will be submitted to the Deputy Director of Operations who will provide a copy to the PREA Coordinator for review. This Staffing Review will be submitted for all Institutions and Facilities in the manner described in AR 301, "Shift Bidding", Section 301.01.

APPLICABILITY

1. This regulation requires an Operational Procedure for every institution and facility.
2. This regulation requires an audit.

Director

7/14/14
Date