



**Administrative Policies and Procedures: 27.9**

<b>Subject:</b>	<b>Fixed Post Assignments for Youth Development Center Employees</b>
<b>Authority:</b>	TCA 37-5-105 (3); 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-6D-10; <b>DCS Practice Model Standard:</b> 8-306
<b>Application:</b>	To Department of Children's Services All Youth Development Center Superintendents and Personnel Assigned to Fixed Posts
<b>Policy Statement:</b>	
Fixed post assignments and re-assignments in Youth Development Centers (YDC's) shall comply with all rules and regulations of the Tennessee Department of Personnel and with the policies and guidelines of the Department of Children's Services (DCS).	
<b>Purpose:</b>	
To provide guidelines to ensure that fixed posts in YDC's have continuous security coverage.	
<b>Procedures:</b>	
<b>A. Determining assignment needs</b>	<ol style="list-style-type: none"> <li>1. The YDC's needs must be the primary consideration in the assignment and re-assignment of security personnel.</li> <li>2. The Superintendent/designee must determine facility needs as they apply to all assignments within the facility.</li> <li>3. Employee preference may be considered in making job assignments. However, when personal preference and facility needs conflict, the latter will take precedence.</li> <li>4. Shift assignment and assignment to a particular post will not be considered an appropriate matter for an employee grievance.</li> <li>5. Relief pools will be established to facilitate such assignments unless it can be demonstrated not to be feasible due to local conditions or that an alternative method of relief coverage has been proven to be more efficient.</li> </ol>
<b>B. Responsibilities regarding shift rosters</b>	<ol style="list-style-type: none"> <li>1. The Superintendent/designee will designate a supervisory level staff member with the overall responsibility for the development and maintenance of <b>Youth Development Center Shift Roster (Form CS-0242)</b>. The supervisor or manager has final authority for planning assignments and annual review on behalf of the Superintendent and subject to his/her approval.</li> </ol>

	<ol style="list-style-type: none"> <li>2. A master roster, by shift, designated by a numbered, fixed post and the relief for these posts must be submitted to the Division of Juvenile Justice Executive Director of Residential Operations for approval and signature prior to July 10 of each fiscal year. Any changes to this master roster during the fiscal year must have prior written approval of the Executive Director of Residential Operations.</li> <li>3. When it becomes necessary for a shift leader to make temporary variations because of illness, emergency situations, etc., the changes must be posted to the roster in such a fashion as to show both the planned and the actually accomplished assignment of personnel.</li> <li>4. Form <b>CS-0242 Youth Development Center Shift Roster</b> and vacation schedules showing adjustments which actually occurred must be maintained for three (3) years.</li> </ol>
<p><b>C. Post audits</b></p>	<ol style="list-style-type: none"> <li>1. An actual post assignment audit may be accomplished by security specialists designated by the Executive Director of Residential Operations as needed. Discrepancies will be presented to the Executive Director for his/her approval or further action after consultation with the YDC Superintendent.</li> <li>2. Discrepancies noted in the audit will be corrected by revision of the <b>Youth Development Center Shift Roster (CS-0242)</b>.</li> <li>3. The Superintendent/designee must personally review the shift assignment practices of his/her facility quarterly and report findings in the quarterly report. The Superintendent may request the assistance of central office or an experienced security person from another DCS facility in connection with these periodic reviews.</li> </ol>
<p><b>D. Regular day off relief</b></p>	<ol style="list-style-type: none"> <li>1. Regular days off may be no less than forty-eight (48) consecutive hours.</li> <li>2. Regular day off relief will be scheduled to meet facility needs and distributed as evenly as possible throughout the week.</li> <li>3. Regular days off are assigned to a post, not to an employee. The re-assignment of an employee to a post with different days off requires that person to change his/her regular day off schedule.</li> <li>4. Every reasonable effort will be made to avoid split reliefs in establishing and revising shift rosters. When a split relief schedule is unavoidable in order to make the best reasonable use of the positions available, the "double-back" will be at least eight (8) hours. That is, a double shift in order to accommodate split relief is not permitted.</li> <li>5. When a split relief schedule is used, every reasonable effort will be made to schedule favorable days off for the relief post.</li> </ol>

**E. Annual leave relief**

1. Annual leave relief for fixed posts must be scheduled as evenly as possible throughout the year.
2. Annual leave will be bid for on a semi-annual basis beginning January 1 and July 1 of each calendar year. Bids must be submitted by the fifteenth (15<sup>th</sup>) of each bidding month. The schedule will be completed and posted to be accessible to all concerned employees no later than February 1 and August 1 following each bidding month.
3. Total departmental seniority, including the Department of Correction time prior to July 1, 1989 will be the basis of "bidding" for annual leave only once each year.
4. While lesser amounts of annual leave may be granted from time to time upon recommendation of a shift leader and to accommodate unforeseen circumstances facing the employee, regular annual leave will be scheduled in full-week multiples. Previously earned compensatory time may be used to extend or "round off" a scheduled vacation. However, an employee may not be allowed to accumulate compensatory time off credit for the express purpose of extending or "rounding off" a desired vacation schedule. Any accrued comp time must be used before annual leave unless annual time is subject to rollover.
5. Employees may schedule more than one vacation provided that there is sufficient relief capacity. In such an event, the employee must designate which vacation (which may consist of one or more leave periods) is to be considered his/her first choice and, therefore, to be scheduled in accordance with a "bid" based on his/her seniority within the job classification. "Bids" for an employee's second or subsequent choice(s) will be treated as though the individual were at the bottom of the seniority list. A second round of bidding may, however, proceed in seniority order just as with the first choice bidding if the leave periods within a six-month period are not exhausted.
6. A seniority-with-the-job classification listing will be prepared by the YDC Human Resource officer and made available to the assignment officer by the first of the month preceding the bidding period. Seniority will be rated effective as of that date and is defined as set forth by the Department of Human Resources. The person at the top of the list will have the first opportunity to select his/her choice leave period(s) from a schedule prepared by the assignment officer. The second person on the list selects his/her leave preference next, on through the least senior employee in a given classification.
7. Scheduled annual leave periods must be consistent with the shift assignment roster. Annual leave commences on the first regularly scheduled workday after an employee's two days off. The leave will conclude at the end of the week's final workday for each employee on the roster of post assignments.
8. Vacation schedules will be posted at least fifteen (15) calendar days before the beginning of the semi-annual leave period. Thereafter, any changes in vacation schedules must be based on unavoidable circumstances involving the safety and security of the facility.

	9. All communication in connection with the process of annual leave bidding and authorization will be in writing on the <b>CS-0791, <i>Vacation Bidding Request</i></b> and retained with shift rosters.
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<b>Forms:</b>	<a href="#"><u>CS-0242, Youth Development Center Shift Roster</u></a> <a href="#"><u>CS-0791 Vacation Bidding Request</u></a>
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<b>Collateral documents:</b>	None
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<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Fixed Post:</b>	A security post will be considered a fixed posted when it requires continuous coverage throughout a specific period of time such as that when an employee leaves the post for any reason he/she must be replaced with another employee.