

KOSE

Overtime Agreement

PROPOSAL

The purpose of this proposal is to accomplish three things.

1. **It is simple, making it easy for both Administration and employees to monitor.**
2. **It is fair and not easily manipulated.**
3. **It allows for the administration to take into account extenuating circumstances that would normally remove an exemption.**

- 
- A. Roster shortages will be filled by volunteer officers first, in the order they volunteer. An overtime volunteer sheet will be posted at each access point 1 hour prior to shift change until 1 hour after shift change. Volunteers should enter their names and the time they sign up on the volunteer list. These volunteer lists should be utilized first to fill overtime as it becomes available in the order it becomes available, by assigning the next available officer according to the earliest sign up time still available regardless of rank. An all facility email and /or radio announcement of available overtime is an acceptable last resort before utilizing Forced Overtime.
  - B. Once the Volunteer Lists have been exhausted, and no volunteers can be found from officers already on shift, the Shift Supervisor or their designee shall begin calling the Volunteer Callback list. This list shall be established by the Facility by placing available officers in alphabetical order onto a Volunteer Callback List. Employees shall be responsible for notifying the Facility (Human Resources) in writing that they do not wish to be placed on this list, or that they wish to be removed. All other officers shall be placed on this list. Officers wishing to be placed on this list after being removed shall request this in writing to the Facility (Human Resources).
  - C. Each Shift Supervisor shall be responsible for establishing the Operational Staffing Level for each shift. Overtime that cannot be filled by volunteers will be filled by the first available officer on the Forced Overtime List of the appropriate rank. The Forced Overtime List will contain all officers available in the ranks of COI, COII and CS1 (Corrections Specialist 1). Officers with an earned exemption will go on the bottom of the list in the order of seniority.
  - D. Overtime will be assigned in 4 hour blocks. If the facility elects to release an officer prior to completion of 4 hours of OT, the employee shall still be moved to

KOSE

Overtime Agreement

PROPOSAL

- the bottom of the list as usual, provided that overtime amounted to at least 1 hour. Officers who voluntarily come in at least 2 hours early will also move to the bottom of the overtime list. If the facility elects to cancel pre-arranged overtime the officer will also move to the bottom of the list as if they had worked it. Officers who call in sick without 48 hours advance notice will move to the top of the Forced Overtime List, as will those who commit to work overtime and cancel. Signing on the Access Point Volunteer list shall be considered a commitment to work overtime as needed for the following shift.
- E. The initial list will be established when this proposal is ratified and move forward from there. New officers, those returning from Light Duty, and those transferring in from other Facilities will be placed at the top of the Forced Overtime List until they work overtime, at which time they will go to the bottom of the list above those with exemptions.
  - F. The Officers that are in the top 4 positions of the Forced Overtime List in each rank shall be notified of their position by the Unit OIC. These officers are considered “on the bubble”. The Shift Supervisor shall be responsible for informing the Unit OICs of the position of those officers “on the bubble”.
  - G. The officer(s) assigned to work overtime shall report to the designated post when directed and shall remain on-duty until properly relieved. The Shift Supervisor (or designee) shall continue to identify and assign officers from the Voluntary Overtime List. Officers that are forced over shall not be forced to work more than 4 hours beyond the end of their shift, but may elect to do so. Any officer who cannot be relieved after the initial 4 hours of forced overtime shall be provided a meal by the facility. At the Facilities’ convenience, an officer forced for a full 8 hours can be offered 4 hours off at a later date during that pay week provided it does not create overtime.
  - H. Volunteers located after officers have been forced over shall be utilized by relieving the last officer forced over. Officers who commit to working overtime and then cancel shall be moved to the top of the Forced Overtime List (or the top of those officers with exemptions). Officers assigned to posts that have atypical hours (those that do not fall into the normal 2-10/10-6/6-2 assignments) shall be included normally on the Forced Overtime List. They shall be utilized normally for the shift that ends the closest to their normal shift end. For example, an officer working a shift that normally ends at 4:00 pm would be listed on the Forced Overtime List for 6-2. If that officer is forced over, the Shift Supervisor shall

KOSE

Overtime Agreement

PROPOSAL

- collapse that officer's post in order to cover the Forced Overtime. If that post cannot be collapsed, the next officer on the Forced Overtime List shall be forced until such time as the first officer can complete their duties and then report to the assigned overtime post.
- I. Officers shall earn an exemption from the normal Forced Overtime List by maintaining an attendance record of no sick leave usage, no tardiness, and no unauthorized leave/absences over a period of 180 consecutive calendar days. New officers must complete 180 calendar days of no sick leave/unauthorized leave/tardy following the completion of Officer Basic Training. Sick leave usage arranged 48 hours or more in advance will not forfeit an exemption. Usage of sick leave, tardiness, or unauthorized leave/absences will forfeit the exemption. Officers who lose an exemption shall be entered back into the non-exempt list by being placed at the top of the list, and shall progress as usual from there.
  - J. The Appointing Authority or designee shall have the authority to excuse up to two (2) instances of tardy/sick per officer per Calendar year (Jan. 1 thru Dec. 31). The Warden/Designee can choose to include more than one sick shift/tardy if in their opinion they are related to the same instance.
  - K. If an officer with an exemption is forced over due to facility needs, a narrative shall be generated to the Chief of Security. The Chief of Security shall review the narrative and shall add their evaluation of the situation. The report shall then be forwarded to the Warden with a copy forwarded to the employee and the Union.
  - L. Pursuant to Article 7, Section 7 of the MOA, compensation on an overtime basis does not begin until an employee has worked in excess of 40 hours in an administrative workweek.