

Institution Day Watch Coverage Schedule FCI Englewood, Colorado

The attached staff roster in reverse seniority will be utilized to fill custody posts. Coverage will be in order of the roster. If a staff member is not available for coverage they will be skipped for that day. However, they will be the first on list the next day that coverage is needed. Normally, each person will work one rotation before any one else is assigned to work a second rotation.

Whenever possible staff will be notified by their Department Head via the Lieutenant's office the day before they are to work a custody post. When it is not possible to be notified the day before, staff will be called at home immediately once the post is vacated and needs coverage.

The following positions will be excluded from the rotation:

- Food Service Department (except the Food Service Assistant and Supply Tech.)
- Doctors, Nurses, PAs, and PM Health Techs (total shift falls between the hours of 4:00pm and 7:00am)
- Chaplains
- Executive Staff (except Legal Instruments Examiner)
- Tool Room Officer
- Utility Systems Supervisors
- SIS Phone Monitor
- Department Heads
- Lieutenants

The following department is excluded per statute: Commissary, and Unicor.
The following department is excluded per BOP policy: Drug Treatment.

The Institution Day Watch Schedule is for day watch only **Monday - Friday** (8 a.m.- 4p.m.)
However, staff have the option of working an AM or PM shift if it is available. In the event a staff member has already started their normal work day and is then called upon to relieve a custody post that day, custody will relieve the respective staff member at the end of their regularly scheduled time. Staff that ordinarily have a 30 minute duty free lunch break will work a straight eight hour shift with no lunch to coincide with the Correctional Services Roster. In the event the staff member covering a post requires a 30 minute duty free lunch due to medical or other reasons they will need to notify the Lieutenant's office in as far in advance preferably when notified of working a post in order to make arrangements.

Staff working P.M. shifts will need to adjust their schedules to cover their assigned day watch post. This now includes Recreation and ISM.

Normal departmental operations may be disrupted as a result of this schedule.

Volunteers are always welcome to fill custody posts.

Institution Day Watch Relief Schedule

If someone volunteers who is on the regular rotation list, it will be noted on the roster and they will be skipped until their turn in rotation comes up again. **Any correctional officer needing a day off that is not part of their scheduled annual leave will have the option of having a non-custody staff volunteer to work their post. The custody staff member may ask a non-custody staff member to volunteer or ask the Administrative Support Officer to assist in finding a volunteer. Any non-custody staff working any shift out of the Monday-Friday 8:00am - 4:00pm agreement will be strictly voluntary and with the approval of their supervisor. Non-custody staff on compressed work schedules need to ensure that the post does not conflict with meeting their required hours for that pay period. The non-custody staff member will receive credit on the roster.**

Non-compressed work schedules will be required to adjust their hours of work to 8:00 a.m. - 4:00 p.m. for the day of the relief. **Staff will only be given credit on the Non-Custody Relief Roster for working the Correctional Post if they worked the post for a minimum of 5 hours or more.**

Compressed work schedules may need adjustments to their hours of work for their shift; however, the total hours worked will continue to be their approved 9 or 10 hours.

With the exception of annual/sick/compensatory time leave and training, in the event that a staff member is unable to work their assigned custody post (**non medical issues**), that staff member must notify their supervisor and then request a waiver from their respective Associate Warden.

Staff presenting a temporary medical issue, which limits their ability to cover certain posts or restricts them from covering a correctional post, will be required to present medical documentation from their attending physician to their supervisor. The medical documentation must be on the physician's letterhead, signed and dated. In addition, the doctor must present the specific medical limitation(s) or restriction(s) and the expected duration. In addition, the employee must complete DOJ Form 100A, Request for Reasonable Accommodation.

Documentation will be forwarded to Employee Services for review.

If additional time is required, outside the initial medical documentation, the employee will be required to provide additional medical documentation from their physician.

Staff presenting a bona fide medical limitation or restriction will be "by-passed" for the period indicated by their physician. Upon returning to limited or full duty the staff member will be required to make up missed slots on the custody post coverage roster until they are back in the normal rotation.

Custody will utilize staff in-house to every extent possible before utilizing the relief roster. Routinely, the relief roster will not be utilized to reassign a correctional officer to a non-critical post.

Sick and Annual correctional officers will be utilized to fill vacated posts when possible.

Management will ensure only trained/familiar staff are assigned to critical posts; i.e. Control Centers, Rear Gate, SHU #1 and Visiting Room.

* Let it be noted the Union objects to excluding Drug Treatment, Unicor, and Commissary staff. The more people that are excluded, the more cumbersome the relief schedule will be.

Rene G. Garcia, Associate Warden (Programs)/Date Becky Rae, Secretary, Local 0709/Date