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**ARTICLE 90.2A--WORK SCHEDULES (OYA Youth Correctional Facilities and**

**Camps)**

**Section 1.** The workweek shall begin at 12:01 a.m., Saturday and shall end at 12:00 midnight the following Friday.

**Section 2.** Regardless of work hour schedules, there shall be an established lunch period midway in each workday. Employees who are not relieved from their work assignment and are required to remain in their work areas to supervise students when eating shall have such time counted as hours worked.

**Section 3.** An employee may request a work schedule other than currently in effect for their position. That request will be granted if management determines it can be accommodated without detracting from meeting the Institution workload and does not conflict with the shift vacancy provisions of Section 8 herein.

**Section 4.** All employees in the unit not on another schedule authorized under this Article shall be scheduled for five (5) consecutive days of work and two (2) consecutive days off (defined as a minimum of sixty (60) consecutive hours) within the workweek, unless the employee agrees to a different workweek.

**Section 5.** If the Institution changes the shift schedule of a twenty-four (24) hour operation in order to accomplish the mission of the Institution, work schedules of full-time employees may be changed if mutually agreed upon by the employee and their supervisor. In the event mutual agreement cannot be reached, the employee will be provided five (5) days notice of the change. Upon request, the Institution shall provide the reason for the shift schedule change in writing.

**Section 6. Rest Periods.**

- (a) Rest periods are fifteen (15) minutes in duration and should be taken about midway through each four (4) hour work period.
- (b) If an employee is on an uninterruptible assignment, or is unable to leave their work area unattended, the supervisor shall work out arrangements with other staff to provide temporary coverage where the current staffing permits. It is the responsibility of all supervisors to make provisions for each employee under their supervision to have appropriate rest periods.
- (c) Employees not covered in (b) should arrange with their supervisors to take their rest periods as provided in (a), but at such times as to avoid leaving any operational unit unstaffed. When the supervisor determines a rest period cannot be taken, the employee shall be allowed compensation at the rate of time and one-half (1 ½) for the missed rest period.

**Section 7. Shift Assignments Within Classification Series.**

- (a) A shift vacancy is defined as an unfilled position, in a specified Facility or Camp, with specified starting and quitting times and days off.
- (b) A shift vacancy shall be filled within each Facility or Camp, based on classification:
- (1) Cooks, Administrative Specialist 1 in Dispatch, and Institutional Registered Nurses:
- a. Employees shall be given at least five (5) days advance notice of, and the first opportunity to request, the shift vacancy. However, this notice period will end at the point the most senior eligible employee requests the shift

vacancy. The most senior regular employee from the Facility or Camp who has the special qualifications to perform the job and who requests the shift vacancy shall be selected. Employees having a record of disciplinary action within six (6) months prior to the vacancy announcement shall not be eligible to bid. Discipline is defined in [Article 20--Discipline and Discharge, Section 1.](#)

- b. If no qualified employee from the Facility or Camp where the shift vacancy exists requests or is selected for the shift vacancy, the vacant position will be filled according to [Article 45.2A--Filling of Vacancies.](#)

(2) Group Life Coordinators 1 and 2 (GLC):

- a. Employees shall be given at least five (5) days advance notice of, and the first opportunity to request, the shift vacancy. The most senior eligible ~~regular~~ employee who has the special qualifications to perform the job and who requests the shift vacancy shall be selected. ~~Employees are eligible to bid on shift assignments in their assigned work unit after six (6) months of employment. After one (1) year of employment GLC are eligible to bid facility wide.~~ **Employees are eligible to bid on a shift assignment in their assigned work unit or on a facility wide bid immediately on hire.** Once a GLC is the successful bidder to a facility-wide vacancy, that employee is restricted from bidding on another facility-wide vacancy for a period of one (1) year. An employee who is the successful bidder to a unit vacancy, is restricted from bidding on another unit vacancy for a period of six (6)

months. Employees having a record of disciplinary action within six (6) months prior to a vacancy announcement shall not be eligible to bid on a unit or facility-wide vacancy.

b. If no qualified employee from the Facility or Camp where the shift vacancy exists requests or is selected for the shift vacancy, the vacant position will be filled according to [Article 45.2A--Filling of Vacancies](#).

(3) Group Life Coordinator 3 (GLC3), Youth Corrections Unit Coordinators and Behavior Health Specialists:

a. Notice of the shift vacancy shall be posted for five (5) days.

b. Each employee who desires the shift vacancy shall submit their request, including those who request transfer in accordance with [Article 45--Filling of Vacancies](#) and [Article 45.2A--Filling of Vacancies](#).

c. All employees who request the shift vacancy will be offered an interview and will be considered for the shift vacancy.

d. If an employee is not selected for the shift vacancy, they will have the opportunity to discuss with the hiring supervisor why they were not selected.

(4) Subject to written supervisory approval, two (2) employees may voluntarily trade shift(s) for a temporary period of time. Shift trades must be requested and granted in accordance with Agency policy and procedure.

(5) Subject to advance supervisory approval, employees may mutually agree to trade a shift within the monthly pay period. Shift trades must be requested and granted in accordance with Agency policy and procedure.

(c) Superintendents or Camp Directors of facilities with fifty (50) beds or less may elect to designate their facility as a single unit for the purpose of this Article. Designation changes will be provided to the Union in writing.

**(d) Only in cases of emergency, shall an employee be reassigned from their designated classification to cover a vacancy in another classification.**

**Section 8. Facility-wide Bid for GLC 1 and 2.**

(a) A facility-wide shift bid may be conducted when any of the following events occur:

(1) Layoffs affecting twenty-five percent (25%) of GLC staff within a facility; (2) unit restructure or, closures affecting thirty-five percent (35%) of GLC staff within a facility; or (3) by mutual agreement of the Union and Management.

(b) During the facility-wide bid the following will occur:

(1) The positions will be posted for all employees to view two (2) weeks prior to the bidding period.

(2) Bona fide occupational qualifications (BFOQ) issues will be addressed via the Memorandum of Understanding between OYA and SEIU Local 415.

(3) Each position will be identified by the unit, shift and regular days off (i.e., 6:00 a.m. to 2:00 p.m., with Friday and Saturday off), unless the shift has been established as a relief position with varied shifts and varied days off.

(4) Each employee will choose a position at their designated appointment scheduled by seniority.

a. Bids will be made public in order to allow other employees notice that a shift is taken. Employees should come to their appointment ready to select a

- 111 shift and must make a selection during the appointment or forfeit their  
112 selection. Bids may be made via proxy. When a choice is made, the next  
113 person will be allowed to choose.
- 114 b. Seniority will be defined according to Article 47.2A.
- 115 c. Each employee will sign the bidding form, or designate another staff to sign,  
116 if they are unavailable.
- 117 d. Shift selections will be posted for all employees no later than the fifteenth  
118 (15<sup>th</sup>) day of the month following the bid.
- 119 (e) When a bid process is necessary based on the restructure or closure of a unit(s),  
120 but does not meet the threshold (2) of Section 8(a) the bid process will be  
121 established by mutual agreement between the Union and Management.

122 REV: 2013, 2015, 2019, 2021,2023