

ADDENDUM
TO MEMORANDUM OF UNDERSTANDING
UNIT 2 – PROBATION

ARTICLE 44 – JCO SHIFT ASSIGNMENTS – JUVENILE JUSTICE CAMPUS

1. Work Shift Sign-Up Process

The annual work shift sign-up process will occur in December of each year, to become effective in January.

JCO's will be assigned to an eight (8) hour work schedule [Ten, 8-hour workdays per pay period (80 hours)]. The starting times for the Detention and Commitment Housing Pod Units will be 6:00 a.m., 2:00 p.m., and 10:00 p.m. All remaining start times for work shifts at the JJC shall be determined by management.

2. JJC Work Shifts

The Probation Department will determine the number and qualifications of personnel required for all work shifts for the Juvenile Justice Campus. Prospectively, if the Probation Department decides to modify the work shifts for the JJC, the parties agree to Meet and Confer over the proposed changes to the work shifts.

3. Specialized Assignments:

The following specialized assignments will be made at the discretion of the Chief Probation Officer or her/his designee and are exempt from the seniority shift selection process set forth herein:

1. Training
2. Transportation
3. Directed reassignments pursuant to Personnel Rule 11022.3 and Probation Department Administrative Manual, Section 4.240, under the following circumstances:
 - a. As a part of a formal disciplinary action; or
 - b. In order to ensure the safe and efficient operation of the Institutions and its program;
or
 - c. In order to achieve proper gender balance within programs; or
4. Evidence Based Practice Assessment Officer (EBP Officer)
5. Recreation Coordinator
6. Performance Based Standards Officer (PBS Officer)

Nothing contained herein shall preclude Probation Department Management from adding or eliminating Specialized Assignments. However, additional specialized assignments will not be established for the sole purpose of circumventing the seniority work shift selection process as set forth herein.

4. Scheduling of Overtime:

A. Voluntary Overtime:

1. Extra-Help JCO's will be the first group assigned for purposes of filling open work shifts.
2. Permanent JCO's will be allowed to sign up for any remaining overtime shifts by utilizing a volunteer overtime sign-up sheet.
3. If any overtime shifts remain, after following No. 1 and No. 2 above, permanent and extra-help JCO's will be allowed to sign-up for overtime.
4. JCOs will receive directed credit for voluntary overtime shifts completed in excess of 15 minutes.
5. No JCO shall receive more than one (1) directed credit per day.
6. All other overtime provisions of the Unit 2 Memorandum of Understanding (MOU) remain in effect.

B. Directed Overtime:

- 1) Once volunteers have been solicited and there continues to be a need to fill overtime shifts, Probation management may direct JCO's to work an overtime shift in the following manner:
 - a) JCO's that are directed to work an overtime shift will be selected from an overtime list that will initially be set up by inversing seniority.
 - b) JCO's that are directed to work an overtime shift may utilize the "buddy system". JCO's that utilize the "buddy system" must work in the same institution and must possess the necessary job skills to perform the assignment, as determined by management. The JCO that is directed to work overtime and who decides to utilize the "buddy system" will be the individual who is placed at the end of the directed overtime list.
 - c) Only under extra-ordinary circumstances, will JCO's who are on their last scheduled work day prior to their Regular Days Off (RDO) be directed to work overtime.
 - d) Only under extra-ordinary circumstances, will JCO's who are on their RDO be directed to work overtime.
- 2) Directed overtime shall include time in excess of 15 minutes that an officer is not allowed by Probation Department Management to leave at the end of their shift. In these instances, the JCO will be placed at the end of the directed overtime list.
- 3) All JCO's will be allowed one (1) "Pass" when directed by Probation management to work an overtime shift. If a JCO uses their "Pass" they will remain in their current

position on the overtime list. JCO's shall not be permitted to make use of the Grievance Resolution Procedure or appeal the action or results of another JCO utilizing the "Pass" system.

5. Regular Days Off:

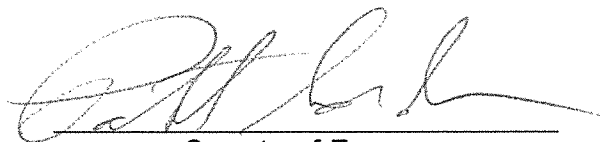
JCO's regular work shifts shall have consecutive regular days off (RDO). JCO's shall not be scheduled to a regular work shift that includes split RDOs.

6. JJC Annual Work Shift Sign-Up Process:

- a) The Annual Work Shift Sign-Up process shall be held at the JJC. The parties agree that the Annual Work Shift Sign-Up process will occur within the first two weeks of December and between the hours of 8:00 a.m. and 5:00 p.m. Probation Department Management and/or designees and two (2) Fresno County Public Safety Association employee representatives (with paid release time), will oversee the sign-up process. No overtime for any JCO shall result from participating in the sign-up process. The sign-up process will list the designation/classification of minors that will be housed by Pod. Work shift sign-ups for Supervising JCO's will occur prior to the work shift sign-up process for JCO's (I, II & Senior).
- b) Specialized Assignments: JCO's will be assigned to specialized assignments at the discretion of the Probation Department (see No. 3 above). JCO's will be allowed to submit a request for a specialized assignment prior to the commencement of the annual work shift sign-up process. All JCO's that submit a request for a specialized assignment will be interviewed.
- c) Work Shifts Sign-Ups: JCO's shall sign up for work shifts by appointment only. An appointment notice shall be sent out to all JCO's one (1) calendar month in advance of their annual sign-up appointment date. Proxy sign-ups will be permitted for those JCO's who are unable to attend their scheduled appointment. For JCO's on Leave of Absence, the department will make an effort to contact said JCO's to determine his/her proxy.
- d) Senior Juvenile Correctional Officer: Senior JCO's shall sign-up by seniority by date of promotion.
- e) Juvenile Correctional Officer I and II: JCO I's and II's shall sign-up by seniority in the JCO classification series.

7. Vacation Requests:

Once the work shift sign-up process has been completed, each JCO will be permitted to sign-up for vacation time off. Vacation sign-ups will be considered based on the departmental seniority of the Juvenile Correctional Officer. There will be two rounds of vacation time off sign-ups. During the first round of sign-ups, JCO's will be permitted to sign up for up to three (3) weeks of vacation time off. During the second round of sign-ups, eligible JCO's will be permitted to sign-up for a fourth (4th) week of vacation time off.



County of Fresno

June 12, 2017
Date



Fresno County Public
Safety Association – Unit 02

6/12/17
Date