



NUMBER: 214-95 (3000)
DATE: November 1, 1995
SUBJECT: Institution Shift Starting
and Stopping Times

Operations Memorandum

CANCELLATION DATE: April 26, 1996

1. PURPOSE AND SCOPE. To establish basic parameters for shift starting and stopping times for employees working in Bureau institutions and the procedures to initiate practices at all Bureau institutions which incorporate these parameters.

Shift starting and stopping times for employees who work inside an institution shall be scheduled to begin and end at the point employees pick-up and drop-off equipment (keys, radios, body alarms, work detail pouches, etc.) at the control center. Therefore, employees who work inside institutions and pick-up equipment at the control center, shall have their shifts scheduled to include reasonable time to travel from the control center to their assigned duty post and return (at the end of the shift). Shifts shall not include time spent waiting in the key line prior to receiving equipment before the shift.

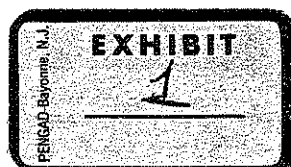
Overtime regulations, procedures, and requirements are not affected by this Operations Memorandum.

The contents of this Operations Memorandum will be incorporated into P.S. 3000.02, the Human Resource Management Manual (11/01/93).

2. SCHEDULING CONSIDERATIONS

a. An institution employee whose shift starts at 7:30 a.m. must be at the control center and have received his/her equipment no later than 7:30 a.m. to be considered "on time" for the start of his/her shift. To accomplish this, each location should ensure minimum waiting time for the employee in the key line.

If that same employee's shift ends at 4:00 p.m., he/she should drop-off his/her keys/equipment in the control center at 4:00 p.m., the scheduled quitting time. Reasonable travel time to and from the duty post to the control center would be compensable as



part of the employee's tour of duty. Local supervisors should establish expectations that require employees to arrive and leave their duty post in a timely and reasonable manner. Once local practices are reviewed and modified (if necessary), employees shall be notified of these parameters and shall be responsible for entering and exiting the institution on time.

b. Due to these parameters, schedules may have to be adjusted and shifts overlapped for posts which require relief, as employees must be given time to arrive later and leave earlier to be at the control center on time. The length of time necessary to provide the overlap depends on the post location and the reasonable travel time to and from the control center to that post. Attachment A is a sample Correctional Services roster which provides an example for accommodating the parameters. To provide overlap, the roster includes a lunch period for day watch posts and 15 minutes of overtime for morning watch posts.

c. Although waiting time in key lines prior to the beginning of a shift is not "work time", such waiting time is to be reduced to a minimum to assist a smooth transition from shift-to-shift and more timely and predictable movement from the control center to post. This can be accomplished through staggered shift starting and stopping times for day watch positions and placing additional personnel in the control center during busy shift changes.

d. Each institution should consider incorporating practices which include increased costs or resources only after all other options have been exhausted.

3. IMPLEMENTATION

a. Plan Development. Wardens must review all posts, evaluate any effects these established parameters may have on shift starting and stopping times, and determine if changes are necessary to meet the parameters. Wardens are strongly encouraged to include local staff and union officials in this preliminary review and formulation of institution plans. Following the review of all posts, but no later than November 16, 1995, each Warden shall formulate and submit to his/her Regional Director, a plan which includes all work schedules, rosters, and a summary addressing any proposed changes in practice at the institution. The plans must include the following:

- (1) List of affected positions/duty posts;
- (2) List of unaffected positions/duty posts;
- (3) Complete custodial roster;
- (4) Other changes which will be initiated as a result of the new parameters (eg. staggered shifts, changed inmate schedules); and
- (5) Detailed summary of any costs attributed to these changes.

b. Plan Approval. Regional Directors shall review the plans ^{Page 3} each institution submits for approval. The Regional Director must approve plans, including any necessary changes, and notify the institution no later than November 21, 1995.

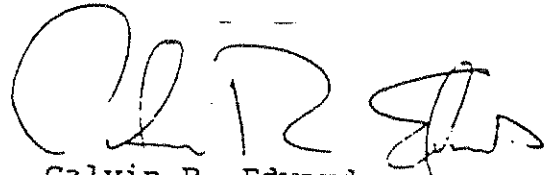
c. Communication to Employees. Once approval is received, each Warden shall ensure that requirements for shift starting and stopping times, and details of the approved institution plan, are clearly communicated to all institution employees.

4. EFFECTIVE DATE. Wardens shall ensure that the institution incorporates the approved plan into action and meets the specified parameters for shift starting and stopping times no later than November 26, 1995. Following implementation (within 30 days), the local union may request bargaining over the impact and implementation of the plan.

5. ASSISTANCE. Questions may be directed to the Pay and Position Management Section, Human Resource Management Division, at (202) 307-3073.



Peter M. Carlson
Assistant Director
Correctional Programs Division



Calvin R. Edwards
Assistant Director
Human Resource Division

FEDERAL CORRECTIONAL INSTITUTION
 PORTAL, PORTAL
 QUARTERLY ASSIGNMENT ROSTER
 CORRECTIONAL SERVICES

FROM: LIEUTENANTS FROM:
 TO: TO:

MORNING WATCH (11:45-8:00)

EVENING WATCH (4:00-12 MID)

MR-1 _____ SUN/MON
 MR-2 _____ MON/TUE
 CONTROL 1 _____ TUE/WED1
 SEG #1 1 _____ THU/FRI1
 YARD 1 _____ 1SAT/SUN2
 CAMP #1 1 *TRAINEE* WED/THU2
 PATROL-O 1 *TRAINEE* FRI/SAT2
 MR-3 *TRAINEE* SUN/MON
 MR-4 *TRAINEE* MON/TUE
 UNIT I E 1 _____ TUE/WED3
 UNIT G 1 1 _____ THU/FRI3
 UNIT G 2 1 *TRAINEE* 3SAT/SUN4
 UNIT A 1 *TRAINEE* WED/THU4
 UNIT I W 1 _____ FRI/SAT4

ER-1 _____ SUN/MON
 ER-2 _____ MON/TUE
 YARD 7 _____ TUE/WED1
 CONTROL 7 _____ THU/FRI1
 PATROL-O 7 _____ 1SAT/SUN2
 SEG #1 7 _____ WED/THU2
 SEG #2 6 _____ FRI/SAT2
 ER-3 _____ SUN/MON
 ER-4 *TRAINEE* MON/TUE
 UNIT G 1 7 _____ TUE/WED3
 UNIT G 2 7 *TRAINEE* THU/FRI3
 UNIT A 7 *TRAINEE* 3SAT/SUN4
 UNIT I W 7 _____ WED/THU4
 UNIT I E 7 *TRAINEE* FRI/SAT4
 ER-5 _____ SUN/MON
 ER-6 _____ MON/TUE
 V/RM #1* 6 _____ TUE/WED5
 V/RM #2* 6 _____ THU/FRI5
 PATROL-I 7 // // // // // // // // 5SAT/SUN6
 LOBBY #2 6 _____ WED/THU6
 CAMP #1 7 _____ FRI/SAT6

DAY WATCH (7:45-4:15)

DR-1 _____ SUN/MON
 DR-2 _____ MON/TUE
 SEG #1 4 _____ TUE/WED1
 SEG #2 2 _____ THU/FRI1
 YARD 4 _____ 1SAT/SUN2
 LOBBY #1 2 _____ WED/THU2
 CONTROL 4 _____ FRI/SAT2
 DR-3 *TRAINEE* SUN/MON
 DR-4 *TRAINEE* MON/TUE
 UNIT I E 4 *TRAINEE* TUE/WED3
 UNIT I W 4 *TRAINEE* THU/FRI3
 UNIT A 4 *TRAINEE* 3SAT/SUN4
 UNIT G 1 4 *TRAINEE* WED/THU4
 UNIT G 2 4 *TRAINEE* FRI/SAT4
 DR-5 *TRAINEE* SUN/MON
 PATROL-O 4 _____ TUE/WED5
 CAMP #1 4 *TRAINEE* THU/FRI5
 PATROL-I 4 // // // // // // // // 5SAT/

* WILL WORK SHIFT 4 ON SUN/SAT
 AND HOLIDAYS

LIEUTENANTS

SR-1 _____ TUE/WED
 SR-2 _____ MON/TUE
 ACT LT 6 _____ THU/FRI1
 ACT LT 2 _____ SUN/SAT1
 OPS LT 1 _____ 2SUN/MON1
 OPS LT 7 _____ WED/THU2
 OPS LT 4 _____ FRI/SAT2

NOTE: 15 minutes of OT have been scheduled for morning watch posts.
 30 minute lunch break scheduled for day watch posts.

5 DAY POST
 CAPTAIN
 CAPT SEC
 SIS
 SEC OFF
 REAR GATE
 HOSP OFF
 CAMP VISIT

3 _____
 3 _____
 3 _____
 3 _____
 3 _____
 2 _____
 4 _____

SICK AND ANNUAL RELIEF
 SUN/SAT R-1 _____
 SUN/SAT R-2 _____
 SUN/SAT R-3 _____
 SUN/SAT R-4 _____
 SUN/SAT R-5 _____
 SUN/SAT R-6 _____
 TUE/WED R-7 _____

TRAINEES

T-1 _____
 T-2 _____
 T-3 _____
 T-4 _____
 T-5 _____
 T-6 _____
 T-7 _____
 T-8 _____
 T-9 _____
 T-10 _____
 T-11 _____
 T-12 _____
 T-13 _____
 T-14 _____
 T-15 _____
 T-16 _____
 T-17 _____

SHIFT HOURS

1 - 11:45 PM TO 8:00 AM *
 2 - 6:00 AM TO 2:30 PM
 3 - 7:30 AM TO 4:00 PM
 4 - 7:45 AM TO 4:15 PM
 5 - 12:00 N TO 8:00 PM
 6 - 2:00 PM TO 10:00 PM
 7 - 4:00 PM TO 12:00 MN
 * .1 - Overtime

RECAPITULATION

MORNING WATCH _____
 DAY WATCH _____
 EVENING WATCH _____
 5 DAY POSTS _____
 LIEUTENANTS _____
 TRAINEES _____
 SICK & ANNUAL _____
 TOTAL _____

APPROVED:

 CAPTAIN

 ASSOCIATE WARDEN

 WARDEN

DATE: _____



Change Notice

DIRECTIVE BEING CHANGED: 3000.02
CHANGE NOTICE NUMBER: CN-16
DATE: April 19, 1996

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual to include policy on institution shift starting and stopping times.
2. DIRECTIVE RESCINDED. O.M. 214-95 (3000) Institution Shift Starting and Stopping Times (11/01/95)
3. SUMMARY OF CHANGES. Section 610.1 has been added to establish basic parameters for shift starting and stopping times for employees working in Bureau institutions. These guidelines will establish practices at all Bureau institutions.
4. TABLE OF CHANGES.

Remove

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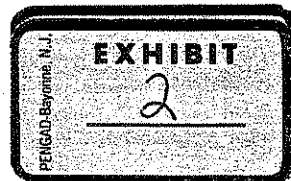
Insert

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Chapter 6, pages 3d to 3e

5. ACTION. File this Change Notice in front of the Human Resource Management Manual (P.S. 3000.02).

/s/
Kathleen M. Hawk
Director



White No. 1

610.1 INSTITUTION SHIFT STARTING AND STOPPING TIMES

1. PURPOSE AND SCOPE. To establish basic parameters for shift starting and stopping times for employees working at Bureau institutions and the procedures to establish these practices at all Bureau institutions.
2. COVERAGE. This section applies to all institution employees who are required to pick up keys or other equipment while passing through control on their way to their assigned duty post.
3. CRITERIA. Each institution shall have approved work schedules with shift starting and stopping times, for employees who work at the institution, to begin and end at the point employees pick-up and drop-off equipment (keys, radios, body alarms, work detail pouches, etc.) at the control center. Therefore, employees who pick-up equipment at the control center, shall have their shifts scheduled to include reasonable time to travel from the control center to their assigned duty post and return (at the end of the shift). If an employee arrives at the key line in a reasonable time to get equipment by the beginning of the shift, this employee is not to be considered late.
4. PROCEDURES. Institution posts that meet the above criteria must have approved rosters which meet required shift starting and stopping times. Wardens shall formulate a plan for all affected posts. Union participation at the local and regional levels in formulating plans is strongly encouraged. The Warden must submit a plan to his/her appropriate Regional Director only if the plan includes an overlap in work schedules. The plan, at a minimum, will include the following:
 - a. List of affected positions/duty posts;
 - b. Complete custodial roster;
 - c. Detailed summary of any costs incurred by the implementation of this plan.
5. SCHEDULE APPROVAL AND IMPLEMENTATION. The authority to approve the work schedules rests with the Regional Director. Once approval is received, each Warden shall ensure that requirements for shift starting and stopping times, and details of the approved institution plan, are clearly communicated to all institution employees. If at any time the schedule needs to be revised, follow procedures stated in this section.
6. SCHEDULING CONSIDERATIONS
 - a. An institution employee whose shift starts at 7:30 a.m. must be at the control center and have received his/her equipment no later than 7:30 a.m. to be considered "on time" for the start of his/her shift. To accomplish this, each location should ensure minimum waiting time for the employee in the key line.