

Idaho Department of Correction 	Policy	Title: Seniority and Staffing		Page: 1 of 2
		Control Number: 216	Version: 3.0	Adopted: 04-20-1988

Brent Reinke, director of the Idaho Department of Correction, approved this document on [10/24/2013].

Open to the general public: Yes No

Redacted version available: Yes No

Revision History

Revision date (10/24/2013): Revision to the purpose and scope sections to align with current department structure and update to formatting.

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Board of Correction that the Idaho Department of Correction (IDOC) shall develop a definition of seniority and a method allowing some security classifications to bid for shift assignments, days off, and vacations based upon seniority.

PURPOSE

The purpose of this policy is to communicate the board's philosophy regarding the establishment and maintaining of processes needed for the prisons division and community work centers (CWCs).

SCOPE

This policy applies to all procedures created under the authority of this policy and to employees assigned to each prisons division and CWC correctional facilities.

RESPONSIBILITY

The director of IDOC and the chiefs of the prisons division and of education treatment and reentry division are responsible for overseeing the implementation of this policy and the development and implementation of standard operating procedures (SOP) to meet correctional facility staffing needs. The SOPs will take into account the need for:

- Identifying and staffing administrative and exempt security positions;
- A standardized process for scheduling and filling security posts and positions;
- Identifying and staffing the remaining security positions through a seniority bidding process;

Control Number: 216	Version: 2.1	Title: Seniority and Staffing	Page Number: 2 of 2
-------------------------------	------------------------	---	-------------------------------

- Bids to cover, in successive order, shift, days off, and vacation dates; and
- A standardized process for managing schedules and overtime.

REFERENCES

None

– End of Document –