

Idaho Department of Correction 	Standard Operating Procedure	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management		Page: 1 of 12
		Control Number: 216.02.01.002	Version: 7.0	Adopted: 04-05-2006

Jeff Zmuda, chief of the division of prisons, approved this document on 11/03/2015.

Open to the public: Yes

SCOPE

This standard operating procedure (SOP) establishes procedures for the selection of uniformed staff to fill exempt posts, a seniority bidding procedure to fill nonexempt posts, and a seniority bidding procedure to schedule vacation days off in all Idaho Department of Correction prisons and community reentry centers.

Because of the unique community release centers (CRC) mission and their limited staffing, each CRC must establish, in field memorandum, methods for staffing in lieu of using the seniority bid process. The CRC division chief or designee must approve each CRC field memorandum.

Revision History
Revision date (011/03/2015) version 7.0: Revisions made to entire document.

TABLE OF CONTENTS

1. Overview	2
2. Post Bidding System	3
3. Eligibility for Participation in Post and Vacation Bidding.....	3
4. Calculation of Seniority.....	4
5. Seniority Calculations for Change in Classification	5
6. Exempt Posts	6
7. Relief Position	6
8. Military Duty.....	6
9. Employees Transferring Between Bid Cycles	7
10. Bid Procedures for Staff in Acting Positions.....	7
11. Bidding Procedure	7
12. Staff Members Not Available at Time of Bid.....	8
13. Mid-Year Bid of Vacant Posts.....	8
14. Post Reassignment	9

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 2 of 12
---	------------------------	--	--------------------------------

15. Vocational Work Projects Staffing Procedures.....	9
16. Vacation Bidding	10
DEFINITIONS	12
REFERENCES.....	12

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 216

Seniority and Staffing

PURPOSE

The purpose of this standard operating procedure is to establish a consistent staffing system to fill and manage security post assignments at IDOC prisons and community reentry centers (CRCs).

RESPONSIBILITY

Employees who are eligible to participate in the procedures described in this SOP are responsible for submitting their applications and bids in accordance with this SOP.

Facility heads are responsible for the following:

- Developing post plans and master rosters at their facilities
- Establishing procedures to implement the provisions of this SOP
- Identifying a roster manager and bid facilitator
- Identifying and establishing posts that require specialized skills or abilities that become exempt from the seniority bid process

STANDARD PROCEDURES

1. Overview

Staffing correctional facilities is a vital component in fulfilling the department’s mission. Facility heads and/or designees must fill each post with a staff member who is well suited for the position. In addition, supervisors must have the ability to move staff members into new posts to provide training and development and to meet security needs.

Experienced staff members are a valuable resource; therefore, the department uses a bidding process that balances resource management with recognition of seniority.

Facility Management Authority

Facility heads are responsible for maintaining a safe, secure, and orderly work place. To achieve this goal, it may be necessary to restrict or alter employees’ posts, shifts, days off, or assignments. If changes are required, the facility head must explain to those employees who are affected, the reasons for the action.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 3 of 12
---	------------------------	--	--------------------------------

2. Post Bidding System

The post bidding system is a process used to fill nonexempt posts by bidding for posts.

Employees bid within their job classification at their work unit (for example correctional officers only bid against other correctional officers).

Correctional officers, food service officers, corporals, sergeants, food service supervisors, and other job classifications the facility head or designee designates must bid for posts.

Initial annual bid process for the following year will begin November 1. In the event that November 1 falls on a Saturday or Sunday, the bid process shall begin on the following Monday.

Vacant posts are bid on April 1 and again on August 1.

Work Units

Bids are conducted within work units. IDOC correctional facility work units are as follows:

- East Boise Community Reentry Center (EB-CRC)
- Idaho Correctional Institution-Orofino (ICIO)
- Idaho Falls Community Reentry Center (IF-CRC)
- Idaho Maximum Security Institution (IMSI)
- Idaho State Correctional Center (ISCC)
- Idaho State Correctional Institution (ISCI)
- Nampa Community Reentry Center (N-CRC)
- North Idaho Correctional Institution (NICI)
- Pocatello Women's Correctional Center (PWCC)
- Saint Anthony Work Camp (SAWC)
- South Boise Women's Correctional Center (SBWCC)
- South Idaho Correctional Institution (SICI)
- Treasure Valley Reentry Center (TV-CRC)

3. Eligibility for Participation in Post and Vacation Bidding

Employees who have obtained "permanent status" in their classification and who are not appointed to an exempt post are eligible to participate in the seniority bidding process.

Employees who hold "probationary" or "temporary" positions are assigned to posts in accordance with the following:

- For the first six months, entrance probationary and temporary employees are assigned a post on either second or third shift (8-hour posts) or first or second shift (12-hour posts) in order to receive close supervision, training, and development and to monitor and assess their job performance and training needs. Probationary officers may be rotated to first shift for a period not to exceed a total of four weeks within the first six months of service.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 4 of 12
---	------------------------	--	--------------------------------

- After completing the first six months of the probationary period, employees are allowed to participate in the seniority bidding process.

4. Calculation of Seniority

Seniority is determined by employees' most recent date of hire in the classification. For the purpose of post and vacation bidding, the employee with the earliest hire or promotion date in the bid classification has the highest seniority. The employee with the second earliest hire or promotion date has the second-to-highest seniority, so on and so forth.

- 24 hours irrespective of hours worked, leaves taken, or time off = one day.
- Seven, 24-hour days irrespective of days worked, leave days taken, or days off = one week
- 52 weeks irrespective of leap years, days worked, leave days taken, or days off = one year

Each calendar day is counted as a valid day towards seniority in that classification when any of the following are used:

- Vacation
- Sick leave
- Holidays
- Workers compensation
- Authorized leave with pay (LWP) or leave without pay (LWOP)
- Temporary assignments away from the work site
- Compensatory time (CPT) and regular hours held (RHH)
- Authorized military leave

Seniority Tiebreaker Sequence

To determine who has more seniority when two or more employees are tied, use the following standard, in the order listed:

1. Seniority goes to the employee with the earliest date of hire or promotion, in any other classification with the department, and without a break in service.
2. Seniority goes to the employee with the highest academy ranking; academy rankings only apply for employees within the same academy class. If those employees who are tied lack an academy ranking, this tiebreaker is not used and all affected employees default to the next tiebreaker.
3. Seniority goes to the employee with the highest total number of credited state service (CSS) hours with IDOC as of October 1 of the calendar year.
4. If seniority remains tied after applying the sequence in this section, seniority is established using random selection by drawing numbers.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 5 of 12
---	------------------------	--	--------------------------------

5. Seniority Calculations for Change in Classification

The following rules apply for seniority bidding for post and vacation leave:

Promotion

When an employee promotes to a new bid-eligible classification, seniority for post and vacation bidding is calculated from the hire date in the promotional classification.

Reduction in Work Force

When an employee is demoted, either involuntarily or voluntarily, because of a reduction in workforce, he is credited for both the time spent in promotion classification and time in the previously held classification.

Reinstatement-Layoff Register

When an employee is reinstated to a former permanent classification from a layoff register, the employee is credited the calendar days previously earned in that former classification.

Promotional Probation

When an employee promotes to any IDOC position but then returns to a former permanent classification for either failure to complete promotional probation or voluntary demotion while on promotional probation, the employee is credited both the calendar days earned in the former classification and the calendar days earned in the promotional position.

Lateral Transfers

When an employee laterally transfers to a former permanent classification, the employee is credited the calendar days previously earned in the former classification.

Voluntary Demotion

When an employee takes a voluntary demotion, he is credited for both the calendar days earned in the promotion classification and calendar days earned in the previously held classification to which he returned.

Demotion for Disciplinary Reasons

When an employee is demoted, for disciplinary reasons to a position previously held, the employee is given credit for the length of time served in that former position. The human resources manager or designee calculates the seniority date, documents that date in the employee's personnel file, and shares the seniority date with the facility head or designee for bidding purposes.

Promotions Again to Previously Held Position

When an employee promotes again to a classification that he previously held, but was voluntarily or involuntarily demoted or failed to complete promotional probation, seniority is calculated using the most recent hire date to the promotional position.

Break in Service

When an employee has a break in service for any length of time (terminates employment with the IDOC), and later returns to work for IDOC and then returns to a former bid-eligible classification, that employee does not receive seniority credit for the previous service.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 6 of 12
---	------------------------	--	--------------------------------

Seniority Issues Not Covered in this SOP

This SOP provides procedures to address common circumstances that affect seniority calculations; however, situations may occur that are not covered in this SOP. When such situations occur, the responsible division chief determines the seniority calculation on each case individually. The decision is documented in writing and placed in the employee's personnel file.

6. Exempt Posts

A facility head or designee must submit a list of recommended exempt posts to a deputy chief for review and approval before November 1. The recommendation must contain the following information:

- Number of exempt posts
- Description of each post
- Justification for each post
- Desired skills and/or qualifications

The facility head or designee is responsible to explain to staff, via email or posted memorandum, the selection process.

A deputy warden or second in command selects the employees based on skills and/or qualifications.

To be considered for an exempt post, employees must complete and submit appendix A, *Exempt Post Request Form* to the roster manager.

The facility head approves the staff to fill the exempt posts.

7. Relief Position

Relief position is a position that fills posts vacant due to scheduled or unscheduled leave. Because of the nature of the relief position, employees may be required to adjust scheduled days off or shifts to fill vacant post or positions.

8. Military Duty

Employees called to perform active military duty or who are authorized 'MLT' coded military leave is credited equivalent days for seniority as specified by the start and stop dates on their orders.

In addition, active duty employees are allowed time before the start date on their orders to take care of personal affairs and time after the stop date for travel and recuperation.

Employees can elect to use leave balances before or after active military duty but are not required to do so. The department credits the following time toward seniority for post and vacation bidding:

- Up to 10 days before the start date
- Up to 90 days after the stop date

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 7 of 12
---	------------------------	--	--------------------------------

The facility head or designee must approve the time before the start date and after the stop date.

If an employee fails to return to his classified position after 90 days from the stop date on the employee's military orders, it is considered a break in service and no credit for seniority, either previous to or for the time in active duty, are granted.

9. Employees Transferring Between Bid Cycles

The facility head or designee assigns a post to any employee that transfers to another facility between bids. If eligible to bid, the employee is allowed to participate in the next scheduled bid process.

10. Bid Procedures for Staff in Acting Positions

Employees in acting positions bid for post in the classification in which they hold permanent status and return to that post if the acting appointment ends before the next bid process. Time spent in an acting position is credited towards seniority in the employee's bidding classification. If during an acting appointment, the employee is promoted to that classification, the days spent in the acting appointment are credited to the promoted classification.

11. Bidding Procedure

The following procedure is used for bidding.

Functional Roles and Responsibilities	Step	Tasks
Facility Head or Designee	1	<ul style="list-style-type: none"> Identify all security posts required and identify the bid posts needed at the facility.
Roster Manager	2	<ul style="list-style-type: none"> On November 1 (or the following Monday should November 1 fall on a Saturday or Sunday), establish lists ranked by seniority of employees in each job classification, and make the lists available to staff members. Post the bid procedure at least 14 days before the bid date(s). Both postings and email should be used to notify staff. Resolve issues and answer questions that arise regarding seniority.
	3	Notify staff which posts are available for bid.
Facility Head or Designee	4	On November 14, (or the following Monday should November 14 fall on a Saturday or Sunday) select exempt post personnel.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 8 of 12
---	------------------------	--	--------------------------------

Functional Roles and Responsibilities	Step	Tasks
Roster Manager	5	<ul style="list-style-type: none"> On November 21, (or the following Monday should November 21 fall on a Saturday or Sunday) conduct the bidding process beginning with the employee with the most seniority choosing his preference first, followed by the employee with the second highest seniority, so forth and so on, until all eligible employees have made bid selections. Monitor and record the bid selections.
	6	Submit the bid results to the facility head within five business days following the end of the bid.
Facility Head	7	Review the bid results and ensure that it meets the needs of the facility.
Facility Head or Designee	8	Make the results available to staff within three business days of receiving the bid results.

12. Staff Members Not Available at Time of Bid

Failure to Bid

If an employee is not available to bid at his scheduled time, the bid facilitator must continue the bid process by skipping to the next person on the seniority list, continuing until the employee who was not available becomes available to bid (the employee who was not available is allowed to bid in the next slot following his arrival). If a bid-eligible employee fails to bid before bidding ends, the facility head or designee assigns the employee a post, shift, and days off until the next bid process.

Unavailable Because of Approved Leave

When an employee is unavailable the day of the bid because of vacation or sick leave, the employee, may submit his bid by calling at the time of the bid or before the bid and provide the roster manager a prioritized list of posts and/or vacation days.

When an employee is unavailable to bid because of approved leave such as medical leave, family medical leave, or military leave, the roster manager must contact HR and/or make a reasonable effort to contact the employee to determine if a known or anticipated date of return exists. If the return date is within the bid cycle, the employee is allowed to bid for post and vacation according to seniority.

13. Mid-Year Bid of Vacant Posts

The facility head or designee posts a list of all vacant posts on April 1 and August 1. Employees must submit their requests to fill vacant posts by April 14 and August 14. Vacant posts are filled based on seniority. Typically, staff know immediately following the bid process, but not less than one working day after April 14 and August 14.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 9 of 12
---	------------------------	--	--------------------------------

14. Post Reassignment

Should circumstances warrant, a deputy warden or second in command, can reassign employees from a bid or exempt post to a different post or position.

The roster manager should attempt to limit the impact to the employee's bid shift and days off. However, the roster manager cannot create a new post, bump another employee from a bid, or exempt post.

Reasons for post reassignment include, but are not limited to, the following:

- Employee is not a good fit for the post or position.
- Employee is unable to perform the post-related tasks in a timely manner.
- Employee has inconsistent attendance, and/or unexcused absences, which has an adverse impact on facility or post operations.

Use the following steps to complete a post reassignment.

Functional Roles and Responsibilities	Step	Tasks
Deputy Warden or Second in Command	1	Complete appendix B, <i>Post Reassignment Form</i> and meet with employee to deliver the form.
Employee	2	Complete the employee section of the form and return it to the deputy warden or second in command within five days.
Deputy Warden or Second in Command	3	Determine the appropriate post and notify the employee within five days of receiving the form back from the employee.

15. Vocational Work Projects Staffing Procedures

The screening and selection of vocational work projects staff may have the following additional procedure:

- The facility head may select a committee comprised of staff from programs, security, and facility administration to screen applications and, if applicable, to conduct interviews.
- After the screening process, the committee forwards its recommendations to the facility head.
- A deputy warden or second in command selects the employees based on desired personal qualities and skills.
- The facility head approves the staff to fill the vocational work projects posts.

Additional information regarding vocational work projects staff selection can be found in *Vocational Work Projects: Staffing Procedures*, SOP 611.02.01.002.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 10 of 12
---	------------------------	--	---------------------------------

16. Vacation Bidding

Employees are responsible to schedule accrued annual leave before reaching their accrual limit. Failure to bid resulting in the loss of accrued vacation leave is **not** the responsibility of the facility or the IDOC.

Employees cannot take vacation leave before it is accrued.

Vacation bidding must be conducted separately and after completion of the post bidding process. A minimum of seven days must pass between post bidding and vacation bidding.

Employees bid within their job classification at their respective work unit as indicated: officers, corporals, sergeants, lieutenants, food service officers, food service supervisors.

Each employee's most recent date of hire in his job classification determines seniority. The employee with the earliest hire or promotion date in the job classification is the highest seniority as determined in sections four and five.

Entrance probation (hired after July 1) and temporary employees are not eligible to bid for vacation; however, they may request time off as described later in this section.

Establishing Vacation Staffing

Facilities must determine the number of days that must be accommodated by using the following formula:

- Determine the number of annual vacation days for each employee.
- Add the total number of vacation days for all employees that need to be accommodated.

Facilities must determine the number of employees, per classification, that can be off per day using the following formula:

- Total number of vacation days that need to be accommodated
- Divided by 365
- Equals the maximum number of employees that can be on vacation on any day of the year

Vacation Bid Process

The facility roster manager must post an updated seniority roster and a bid schedule for staff to see a minimum of 21 days before the bid date.

Employees may bid the number of weeks as outlined based on years of service:

Service Years	Bid Weeks
15-20+	5 weeks
10-15	4 weeks
5-10	3 weeks
1-5	2 weeks

A vacation bid-week is normal workdays that fall between regularly scheduled days off. Examples for three, four, and five-day workweeks are as follows:

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 11 of 12
---	------------------------	--	---------------------------------

# of Workdays	Scheduled Off	Scheduled Work Week	Vacation Bid Week
3	Sat/Sun/Mon/Tue	Wed/Thurs/Fri	Wed-Fri
4	Sat/Sun/Mon	Tue/Wed/Thurs/Fri	Tue-Fri
5	Sat/Sun	Mon-Fri	Mon-Fri

Bidding is conducted in two rounds and in two separate single workweek blocks or one single two-workweek block

Round 1:

Vacation bidding consists of all bid-eligible employees bidding a maximum of 2-weeks as follows:

Service Years	Vacation Bid
15-20+	(2) 1-week blocks or (1) 2-week block
10-15	(2) 1-week blocks or (1) 2-week block
5-10	(2) 1-week blocks or (1) 2-week block
1-5	(2) 1-week blocks or (1) 2-week block

Round 2:

After Round 1 vacation bidding is completed, the second round of vacation bidding is conducted as follows:

Service Years	Vacation Bid
15-20+	(2) 1-week block or (1) 2-week block
10-15	(2) 1-week block or (1) 2-week block
5-10	(1) 1-week block
1-5	0-weeks

Round 3:

After Round 2 vacation bidding is completed, 15-20+ employees may bid (1) 1-week block or (5) individual days.

Vocational Work Projects

Facility heads may set limits for vacation bidding for employees assigned to vocational work projects (VWP) or other revenue-generating positions. This section only applies to employees who are in PCNs (position control number) that are revenue funded.

Examples include:

- Fire crew members cannot take vacation during fire season.
- Vacation limits to specific blocks of time during the season.
- VWP or other revenue-generating positions may request vacation week(s) off and supervisors may consider such requests on a case-by-case basis.
- Accommodation of vacation bids for VPW employees must not adversely affect facility operations or the guidelines set forth in this procedure.

Control Number: 216.02.01.002	Version: 7.0	Title: Staffing Security: Seniority, Post, Vacation, and Scheduled Leave Management	Page Number: 12 of 12
---	------------------------	--	---------------------------------

If an employee experiences a post change that changes the workweek, the roster manager must work with the employee to accommodate previously bid vacation.

Time-off Requests

Once annual vacation bidding has concluded, individual requests for scheduled time off may be made, in writing, to the facility roster manager. If the requested time off is not available, an appeal may be made to the deputy warden or second in command for consideration.

Time Trades

Employees may also agree to a time trade using the following guidelines:

- Time trades must occur within the same 160-hour pay cycle.
- Time trades must be hour for hour.
- Time trades must be between the same classification (lieutenants-lieutenants, sergeants-sergeants). Corporals and officers may agree to time trades-except when the corporal is in a shift supervisor post.
- Time trade agreements must be written and forwarded to the roster manager. The roster manager must notify the affected shift supervisors. The shift supervisors are responsible for making schedule adjustments.
- Affected employees must code timesheets for the actual hours worked.

DEFINITIONS

None

REFERENCES

Appendix A, *Exempt Post Application*

Appendix B, *Post Reassignment Form*

Standard Operating Procedure, 611.02.01.002, *Vocational Work Projects: Staffing Procedures*

– End of Document –

IDAHO DEPARTMENT OF CORRECTION

Exempt Post Request Form

Name: [Click here to enter name](#)

Post #: [Click here to enter post number](#)

Qualification Summary: [Click here to enter text.](#)

To be considered for the post, the completed form must be forwarded to the roster manager before the established deadline.

IDAHO DEPARTMENT OF CORRECTION

Post Re-Assignment Form

Name: [Click here to enter name](#)

Current Post: [Click here to enter post](#)

Reason for Re-assignment: [Click here to enter text.](#)

Date Issued: [Click here to enter a date.](#)

Employee Comments: [Click here to enter text.](#)

Date Returned: [Click here to enter a date.](#)

Facility Response and Action: [Click here to enter text.](#)

216.02.01.002

Appendix B

Last updated 9/18/2015