

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.05	PAGE: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-2A-54 G.O. 2.02 , 2.03 , 2.24 , 2.39 , and 3.12 M.O.U.	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 14, 2015	
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CHAPTER: Personnel	SUBJECT: Seniority, Shift Bid, Vacation Scheduling, and Transfer Request	

I. **PURPOSE:** To establish a procedure for transferring personnel within the Detention and Corrections Division.

II. **POLICY:** It is the policy of both facilities to assign personnel to intra-unit shifts, and days off assignments based on seniority, personal preference, facility need, sound management, and the ability of the Agency member to perform the job.

III. **DEFINITIONS:**

A. **SENIORITY:** Determined by time in classification, and time in the Sheriff's Office, less any time off which does not count toward the accrual of seniority, such as leave without pay, and/or vacation sell back.

In the case of identical service time, or appointment date, seniority shall be determined in the following manner:

1. Time in classification
2. Time in the Sheriff's Office
3. Total Alameda County service time
4. Civil Service exam score
5. Day, Date, and time stamp on the members application for their current position
6. "Coin toss"
 - a. Per an agreement between the Deputy Sheriff's Association, and the Sheriff's Office, time spent in job classifications of Sheriff's Recruit, Deputy Sheriff I, and Deputy Sheriff II, shall accumulate toward time in the Sheriff's Office seniority.

- b. Per an agreement with SEIU, seniority accumulated in the job classifications of Sheriff's Clerk, and Sheriff's Technician I shall be counted toward ACSO seniority, County Seniority, and seniority as a Sheriff's Technician I only. The Sheriff's Clerk seniority shall not be applied toward seniority for the job classification of Sheriff's Technician II, which was re-titled to Sheriff's Technician in 2011.
- B. SENIORITY LIST: A list produced by the Sheriff's Office Personnel Unit of all Agency members to document member seniority.
 - C. WORK WEEK: The period of time beginning on Sunday, and ending on the following Saturday.
 - D. SHIFT: The hours, and days off a member is scheduled to work at their assigned duty station.
 - E. ANNUAL SHIFT BID: The opportunity for Agency members, based on seniority, to change shifts, work hours, and/or days off, at their assigned duty station.
 - a. The annual shift bid will begin in November, and be implemented on the Sunday following the first pay period in January.
 - F. VACATION CALENDAR YEAR: The period of time beginning on the first day of March, and ending on the last day of February the following year.
 - G. ANNUAL VACATION BID: The opportunity for Agency members, based on seniority, to request 40 hours of qualifying leave, scheduled Sunday through Saturday of the same week, and approved by the duty station administrative lieutenant for a member of the Agency to be scheduled off work during the vacation calendar year.
 - a. The annual vacation bid will begin in January, and be implemented on the first day in March.
 - H. DISCRETIONARY TIME OFF: Any increment of qualifying leave, approved for a member of the Agency to be scheduled off work.
 - I. QUALIFYING LEAVE: Any combination of, vacation, compensatory time, in lieu time, floating holiday, and/or paid leave used to approve time scheduled to be off work.
 - J. EXEMPT POSITION: Those positions identified as having a critical impact on the day-to-day operations of a unit which are exempt from the bid process.
 - K. FEMALE DESIGNATED POSITIONS: A position by nature of the assignment requires a female staff member. (i.e., female housing unit/housing control, OB-GYN Clinic, etc.)
 - L. RELIEF POSITIONS: Comprised of male and female Agency members who relieve personnel for meals, breaks, and when necessary to temporarily fill a full-time position.
 - M. VACATION/COMP TIME RELIEF/TEMPORARY ASSIGNMENT POOL: Comprised of male, and female Agency members assigned to relieve personnel scheduled to be off work on approved qualifying leave, extended sick leave, and to fill vacant positions.

- N. INTER-UNIT/INTRA-UNIT TRANSFER REQUEST: Alameda County Employee Database (ACED) form used by Agency members to request transfer to various duty assignments.

IV. PROCEDURE:

A. BID PROCESS:

1. In November, a Seniority List shall be posted 2 weeks prior to the implementation of the annual shift bid.
 - a. If an employee feels their seniority is incorrect, it is the employee's responsibility to notify the Sheriff's Office Personnel Unit, and the person in charge of administering the bid within three business days of the seniority list posting.
2. During the annual shift bid in November, members of this Agency shall be afforded the opportunity to bid for shift, work hours, and days off.
 - a. Members assigned to a duty station with only 8 hour, Monday through Friday work schedules, shall be afforded the opportunity to bid for shift, and work hours only.
3. A list indicating available shifts, work hours, and days off, by position number will be distributed, and posted on the employee bulletin board at each duty station coinciding with the posting of the Seniority List.
 - a. Members in each classification (in order of seniority) shall notify the designated supervisor of their position preferences (by number). Entries shall not be made until the member immediately preceding (within the same classification) has signed up within the required time period.
 - b. Members shall sign up without delay during their designated time frame. Members who are on leave during their sign up period are responsible to make their bid request known by calling the designated supervisor during their identified time frame.
 - c. It is the responsibility of the member to make sure they are aware of the shift-bidding schedule of their respective duty station if they are going to be on any type of leave.
 - d. Members failing to indicate a preference within the prescribed time frame shall go to the top of the next bid group. If they miss the bid entirely, they will be assigned a position according to the operational needs of the unit.
 - e. Members electing to make their request in person while off duty shall do so without compensation.
4. Members with greater seniority shall not be allowed to displace employees with lesser seniority in a position the lesser senior employee was awarded during the annual bid.

5. Situations may arise when a position needs to be filled, and no transfer requests are on file. Those positions will be temporarily filled based on the operational needs of the unit.
- B. TWENTY-FIVE PERCENT RULE: At each duty station, about 25% of the positions on each shift, may be filled by persons of sufficient seniority to assure operational effectiveness.
- C. EXEMPT/SPECIALIZED POSITIONS: To ensure continuity of operations, certain positions (FTO, JTO, Evidence Technician, Classification, Canine, etc.) shall be exempt from the normal shift bid rotation.
1. Positions identified as exempt are identified by the letter (E) after the position number.
 2. During the annual shift bid, members may not bid for exempt positions.
 3. Members will be notified of the availability of an exempt/specialized position in accordance with General Order 2.24 - Specialized Assignments.
 4. Members interested in filling an exempt/specialized position must submit a memorandum via chain of command to request consideration for the position.
- D. FEMALE DESIGNATED POSITIONS:
1. Positions identified as female are identified by the letter (F) after the position number.
 2. During the annual shift bid, female designated positions will be posted, along with a seniority list of female members.
 3. At the conclusion of the annual bid, any vacant female designated position will be filled by the least senior female member (for the required job classification) who did not bid into a female designated position.
- E. VACATION/COMP-TIME RELIEF/TEMPORARY ASSIGNMENT POOL: The Vacation/Comp-Time Relief/Temporary Assignment Pool will be staffed by personnel with the least departmental seniority, except by request. If a person in the Vacation/Comp-Time Relief/Temporary Assignment Pool is transferred, on extended leave, industrial injury, light duty, etc., the vacancy may be filled by personnel from a regular shift.
- F. REVIEW OF SHIFT BID/TRANSFER REQUEST AT EMPLOYEE REQUEST: When a member believes they were not transferred for reasons provided for in this order, the member may write a memorandum outlining the circumstance of their concern, via the chain of command, to the Division Commander for review.
- G. TEAM/SHIFT ASSIGNMENTS: The individual assignment (Beat, Courtroom, Housing Unit, etc.) of each member shall be designated by the Unit/Team Administrative Supervisor.

H. VACATION SCHEDULING:

1. Each Unit Commander will determine by classification, the maximum number of members to be scheduled off on vacation, for each week of the vacation calendar year.
2. The seniority list used for the annual shift bid, shall be the identical seniority list used for the annual vacation calendar year bid.
3. A list indicating the each full work week of vacation available to requested off will be distributed, and posted on the employee bulletin board at each duty station, coinciding with the implementation of the annual shift bid in January.
4. During the month of January, members shall be afforded the opportunity to bid for full work week segments of vacation time off, provided they will accumulate sufficient unused qualifying leave to cover the request.
 - a. Requests for vacation leave shall be limited to one-and-one-half times the requestor's annual vacation accrual for DSA/ACMEA members, and two times the requestor's annual vacation accrual for SEIU members.
5. Members in each classification (in order of seniority) shall submit a completed "Vacation Request" card to the designated supervisor to request their preference for full work week segments of vacation time off. Entries shall not be made until the member immediately preceding (within the same classification) has signed up within the required time period.
 - a. One "Vacation Request" card is required for each full work week segment of vacation time requested off.
 - b. During the sign-up period, DSA/ACMEA members may divide their vacation into one to six segments, while SEIU members may divide their vacation into one to five segments.
6. Unit Commanders may impose more limiting deadlines during the sign-up period, in order to equalize the time for members in the unit to sign-up. Each member must comply with the unit scheduling framework in order to exercise their seniority.
7. Members shall sign up without delay during their designated time frame. Members who are on leave during their sign up period are responsible to make their vacation bid request known by calling the designated supervisor during their identified time frame.
8. It is the responsibility of the member to make sure they are aware of the vacation bid schedule at their respective duty station if they are going to be on any type of leave.
9. Members failing to request a vacation preference within the prescribed time frame shall go to the top of the next bid group.

10. Members electing to make their vacation bid request in person while off duty shall do so without compensation.
11. Beginning the first day of March, all other vacation requests for the current vacation calendar year will be considered by seniority, in the order they are received.
12. After scheduled vacation has been approved, actual time off may be charged as vacation, compensatory time, floating holiday, in lieu, paid leave, or any combination thereof.
 - a. Exempt FLSA members may use approved paid leave balances to cover scheduled vacation time off.
13. All emergency leave requests will be granted at the discretion of the Unit Commander.
14. Unit Commanders will make every effort to ensure scheduled vacations are granted in the absence of extenuating circumstances.
15. Members with approved segments of vacation time off transferred between Divisions/ Duty Stations during the vacation calendar year will have their pre-approved vacation time honored at their new duty assignment.

I. TRANSFER REQUESTS:

1. Members wanting to transfer outside the normal bid process may submit their request, identifying the Division, Duty Station, and/or Position in ACED. Requests of this nature may be considered if the position requested is vacant, and does not negatively affect the operation of the Agency.
2. Members wanting an Intra-Unit transfer from their assigned shift, work hours, days off, or work location, within their assigned Division must complete an Intra-Unit Transfer Request in ACED.
3. Members wanting an Inter-Unit transfer to another Division shall complete an Agency Wide Transfer Request in ACED.
4. Members cannot expect a transfer to a position of their choice unless an ACED request is completed, and submitted.
5. Situations may arise when a position needs to be filled, and no transfer requests are on file. Those positions will be temporarily filled as needed.