

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Seniority Scheduling for Living Units**

**Authority:**

Michelle Scray Brown, Chief Probation Officer

**Purpose:**

To outline the conditions in which seniority scheduling is implemented. Seniority Scheduling shall be implemented at Juvenile Detention and Assessment Centers (JDACs). The seniority schedule preference applies only to living units within JDACs. Seniority shall permit employees to request a schedule assignment based on seniority preference for at least 50% of the assigned positions. The criteria for seniority, as it relates to scheduling preference, shall be County seniority. In determining schedule assignments, Probation shall take into consideration workload demands, the needs of the facility and the overall needs of the Detention Corrections Bureau.

**Definitions:**

Excluded Units: Specialized Units are excluded at Administration's discretion. Specialized units are those units that require specialized operations. Specialized operations are currently identified as follows:

1. Inspections
2. Safety and Security
3. IRO/Central Control/Holding
4. Liaisons
5. ART

Position: Refers to an employee's schedule.

Schedule: A schedule is defined as a normal tour of duty period on the twenty-four clock (First Shift, Second Shift and Third Shift, not days of the week).

County Seniority: Refers to an employee's current beginning (hire) date of continuous service in a regular position with the County.

**Responsibilities:**

I. Probation Correction Officer (PCOs):

- A. Requests for seniority schedule preference may be made every eighteen (18) months.
- B. Employees shall work their selected seniority preference schedule for a minimum of 18 months subject to the workload demands and needs of the facility and the Probation Department, as determined by the appointing authority or designee.
- C. Seniority preference for a schedule is not a right and may be denied based on the needs of the Department, including, but not limited to:
  1. Workload demands
  2. Emergency circumstances
  3. Current employee performance concerns

- D. At least fifty percent (50%) of schedules with days off affixed, as determined by the Probation Department, on each shift, (First, Second and Third), may be selected by employee's seniority preference. Every effort will be made to accommodate PCO Transitional employees.
- E. Employees with seniority schedule preference shall choose from a blank schedule template with days off affixed that identifies which positions (schedule) are designated as seniority preference positions and those that are not.
- F. An employee may opt-out or decline to participate in the seniority preference schedule selection process.
- G. Employees will have no right to fill or bump to a vacant schedule that occurs during the current schedule cycle. Seniority schedule preference applies only to living units within a JDAC.
- H. In the event a work schedule becomes vacant during the 18 months scheduled assignments with more than 6 months remaining in the scheduled cycle, employees may submit their names for consideration to fill the vacant work schedule within their assigned facility. The employee with the most county seniority shall be selected to fill the vacant work schedule. Any additional vacancies that may occur as a result of the initial vacancy shall be filled at Management's discretion.

**Guidelines:**

- A. The Appointing Authority, or designee, shall have the authority to grant or deny work variances between employees provided the request is submitted in writing.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**Foundation:**

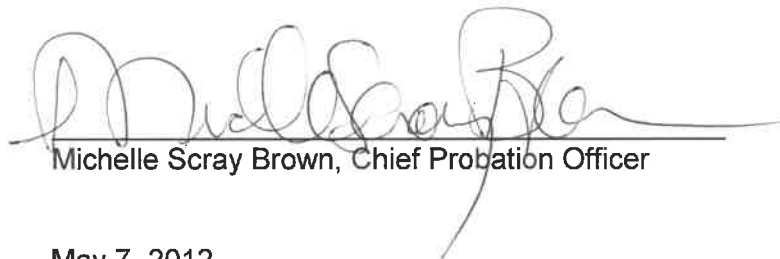
Memorandum of Understanding

**References:**

Alternate Work Schedule

Probation Corrections Officer Rovers (PCO-Rover)

Issued by:



Michelle Scray Brown, Chief Probation Officer

2-23-18

Date

Original Date:

May 7, 2012

Revised:

December 21, 2016

Revised:

February 23, 2018