

**MEMORANDUM OF UNDERSTANDING**  
**COMPRESSED/ALTERNATIVE WORK SCHEDULES**  
**Captain Secretary**  
**(Created 10-01-2015)**

The signature on this memorandum affirms that the employee agrees to work a compressed (CWS) 80-hour work schedule. The employee understands the schedule consists of 4/10's a week, in a bi-weekly pay period. The employee will be required to work 80 hours per pay period. The Captain Secretary position in Correctional Services Department will be included in the Compressed Work Schedule (CWS) as represented in Attachment A of this agreement.

During periods of Annual Refresher Training (ART), training status and federal holidays, at the discretion of the CEO, the employee may be required to revert to an eight (8) hour, five (5) day work schedule.

When an employee is in an acting capacity exceeding two consecutive days, at the discretion of management, the employee may be required to revert back to an eight (8) hour, five (5) day work schedule.

When an employee is scheduled for official travel, management will determine whether the employee will be required to revert to an eight (8) hour, five (5) day work schedule.

During emergency situations and/or periods of staff shortages, as determined by the CEO, management reserves the right to temporarily revert to the eight (8) hour, five (5) day work schedule. Staff shortages include, but are not limited to: annual leave, sick leave, temporary assignments of duty (TAD), furloughs, and staff vacancy. Staff shortages must adversely affect the operations of the department.

Leave is charged based on the number of hours of leave used, as determined by the work schedule. For example, if a whole day of leave is used on a day regularly scheduled as a ten (10) hour day, then ten (10) hours of leave would be charged.

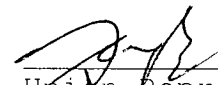
If an employee is experiencing performance problems as determined by their supervisor, the employee may be temporarily removed from the compressed work schedule and additional training will be provided. The employee will revert back to an eight (8) hour, five (5) day work-schedule during the training process. The removal will be at the discretion of Management with supporting documentation, and may last for the duration of training.


Should it be reasonably determined that the CWS has resulted in a condition of adverse impact, the CWS will cease within 30 days of such determination, with appropriate notice to the Union and the affected individual. The employee work schedule will revert to an 8-hour, 5 day work schedule.

Probationary and transferring staff to the department may be excluded from the CWS at the discretion of management.

During the trial period, the supervisor will perform a 6-month analysis of the effective date of the to determine if the CWS results in any condition which adversely impacts the safety of staff or inmates, the security of the institution, or institution operations and/or costs.

The terms of this agreement have been completely read, are fully understood, have been freely reached, and are voluntarily accepted. Any deviation from this agreement will only be by mutual agreement of Union and Management in writing.

 10-1-15  
\_\_\_\_\_  
Union Representative/Date

 10/01/15  
\_\_\_\_\_  
Management Official/Date

**Note:**

All employees understand a CWS is strictly voluntary. If an employee wishes to return to an eight (8), five (5) day work schedule, they must normally wait until the end of the assignment quarter to make this change, unless approved by the Department Head. The employee must submit their request in writing to their Department Head. In the event an employee wishes to return to a compressed work schedule, the employee must submit a written request 30 days prior to the beginning of the next quarter.

4/10's Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OFF	6:00am- 4:30pm	6:00am- 4:30pm	6:00am- 4:30pm	6:00am- 4:30pm	OFF	OFF