

WASHINGTON COUNTY
AND
AFSCME COUNCIL 75

Letter of Agreement regarding
Performance of Overtime in the Community Corrections Center

In light of continued staffing concerns in the Community Corrections Center, and resulting scheduled mandatory overtime for Community Corrections Specialists, the parties enter into the following Letter of Agreement:

Out of class work:

1. Distribution

- a) If there are overtime shifts remaining after they have been offered to regular and on-call Community Corrections Specialists, the County may offer overtime shifts to other classifications, both inside and outside the bargaining unit, before requiring Community Corrections Specialists to work mandatory overtime.
- b) If the County offers the CCS overtime shifts as described in paragraph 1, above, the overtime shifts will be offered in the following order:
 - i. Certified Residential Counselors
 - ii. Non-Certified Residential Counselors
 - iii. Parole and Probation Officers
 - iv. Supervisors and Management
 1. Operations Supervisors may be put on-post to count toward minimum staffing levels before remaining shifts are forced to CCS. The frequency of which Operations Supervisors are utilized for routine staffing level coverage shall be determined by the Center manager based on other necessary duties required of the Operations Supervisors.
- c) This agreement is contingent upon FOPPO and the Parole and Probation Division agreeing to allow Parole and Probation Officers to work such overtime shifts, and to the other employees completing their regular job duties.

2. Requirements / Expectations / Duties

- a. The scheduling Supervisor shall email a copy of the finalized schedule to Parole and Probation Officers when the schedule is printed for the Center front desk.
- b. All out of class staff will be expected to perform the duties of the assigned overtime post at hand, not working on duties within their normal classification.
- c. Residential Counselors shall follow current policy/expectations outlined in the bargaining agreement regarding call-outs and are expected to notify the Community Corrections Center front desk and/or scheduling Supervisor of advance and/or last-minute notice of inability to work their scheduled overtime shift.
- d. Parole and Probation Officers:
 - i. Are expected to notify the Community Corrections Center front desk and/or scheduling Supervisor of advance and/or last-minute notice of inability to work their scheduled overtime shift.

- ii. Will be allowed one (1) occurrence of missing their scheduled overtime shift without providing appropriate notice (no-call-no-show) without affecting eligibility to work overtime shifts at the Community Corrections Center.
- iii. The second (2nd) occurrence of missing a scheduled overtime shift without providing appropriate notice (no-call-no-show) will result in the Parole and Probation Officer being ineligible to work overtime at the Community Corrections Center, unless the parties agree otherwise.
- e. All out of class staff will be expected to be able to perform the basic job requirements expected of an on-call Community Corrections Specialist after receiving equivalent related training. While there may not be an opportunity for out of class staff to shadow a Community Corrections Specialist before execution of the assigned post for overtime coverage, the out of class staff shall not be assigned to a post they have not previously worked and/or received basic training on. It shall be Center management's responsibility to ensure that all out of class staff receive basic training for their assigned post before working the assigned post or to create a plan for the out of class staff to receive the basic training while working the assigned post for the first time.

3. As a ratification bonus for this Letter of Agreement, the County agrees to pay all current Full-time Community Corrections Specialists two thousand dollars (\$2,000). Such payment is contingent upon ratification of this agreement by May 26, 2023.

This agreement will expire on 6/30/2024, and at that time will be subject to bargaining for incorporation into the parties' collective bargaining agreement, modification, or discontinuance.

AGREED:

Washington County

AFSCME Council 75

By: 
NATE GAIRAN

By: Nicole Meck

Dated: 5-31-23

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