

Chapter: Attendance, Shifts, and Timekeeping Effective	Effective Date: 4/1/17
Title: JCO Voluntary Shift Reassignments	Page: 1 of 2
	Replaces: PRS.27.35, 12/1/11

(a) **Policy.**

The Texas Juvenile Justice Department uses a systematic process for granting voluntary shift reassignments to juvenile correctional officers (JCOs). This process is designed to promote impartiality and consistency in voluntary shift reassignments.

(b) **Applicability.**

This policy applies to institutions and halfway houses.

(c) **General Provisions.**

- (1) Initial shift assignments and mandatory shift reassignments are made in accordance with [PRS.27.31](#). JCOs are initially assigned to shifts based on the facility's needs, which includes ensuring that each shift has an appropriate balance of newly hired JCOs and tenured JCOs. Therefore, newly hired JCOs may be assigned to a shift to which current JCOs have requested reassignment.
- (2) A JCO may request a shift reassignment after being employed as a JCO for six months. After the six-month period, a JCO may request a shift reassignment as often as desired.
- (3) A JCO may have only one active shift reassignment request.
- (4) A JCO may cancel a shift reassignment request at any time before the request is granted. A JCO may not cancel the request after it is granted unless the superintendent approves the cancellation.
- (5) As described in (d)(2)(B), disciplinary probation may delay a JCO's shift reassignment.

(d) **Procedures.**

(1) **Submitting a Request for Shift Reassignment.**

- (A) A **JCO requesting a shift reassignment** must complete a [Juvenile Correctional Officer Request for Shift Reassignment form, HR-311](#), and submit the form to the human resources administrator or designee. A JCO working at a halfway house must also provide a copy of the request to the halfway house assistant superintendent. The JCO is not required to provide information regarding the reason for the request.
- (B) The **human resources administrator or designee:**
 - (i) maintains a separate [JCO Shift Reassignment Request Log, HR-312](#), for each requested shift and for each of the following groups of JCOs, as applicable:
 - (I) JCO II through IV;
 - (II) JCO V; and
 - (III) JCO supervisors;
 - (ii) upon receipt of an HR-311 form, adds the JCO's name to the appropriate HR-312 log; and
 - (iii) periodically provides copies of the HR-312 logs to the assistant superintendent.

(2) **Granting Shift Reassignments.**

- (A) The **assistant superintendent at an institution** or the **superintendent at a halfway house** coordinates with the human resources administrator or designee and grants voluntary shift reassignments to a particular shift based on:
- (i) the order in which the requests were received, as indicated on the appropriate [HR-312 log](#); and
 - (ii) the needs of the facility, which includes ensuring that each shift has an appropriate balance of newly hired JCOs and tenured JCOs.
- (B) If a JCO is on disciplinary probation when his/her name reaches the top of an HR-312 log, the **human resources administrator** or **designee** determines how long the JCO's name has been on the log.
- (i) If the JCO's name has been on the HR-312 log for at least one year, the JCO is eligible for a voluntary shift reassignment.
 - (ii) If the JCO's name has been on the HR-312 log for less than one year, the JCO is not eligible for a voluntary shift reassignment until after the JCO has completed the disciplinary probation period. The JCO's name remains at the top of the log. However, the JCOs whose names are next on the log may be granted a voluntary shift reassignment before the JCO completes the disciplinary probation.
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