

Unit Six Supplemental
ARTICLE 1: POST ROTATION AT DEPARTMENT OF CORRECTIONS
FACILITIES

Section 1. Post rotation is defined as the reassignment of security staff, with the exception of designated specialty posts and temporary posts, from one post to another within the same shift, as provided herein.

Section 2. All posts identified on the Master Roster, with the exception of designated specialty posts, shall be rotated annually.

Section 3. Post rotation will be posted no less than forty-five (45) days before the effective date of the rotation and will remain posted for no less than twenty (20) days. Facilities shall utilize the existing process for designating post preferences. Any change in the existing process shall be subject to meet and confer. The employer will inform all affected employees no less than seven (7) calendar days before the effective date of the new assignments.

Section 4. A rotation schedule shall be established that provides for rotation, starting the 1st Sunday in March that is the start of a new pay period, beginning with the highest ranking position and proceeding with the next rank in the first pay period of April, and so forth until all ranks have rotated.

Section 5. Post rotation is valid only when an actual change of post occurs. Changing shifts or days off and remaining in the same post does constitute post rotation.

Section 6. The following formula shall be used in determining an employee's ranking for post rotation:

- A. **Length of Service:** one point shall be awarded for each month of service with KDOC and one-half point shall be awarded for each month of service with the Kansas Juvenile Justice Authority in the juvenile corrections officer series. If an employee separates from service with the state of Kansas, if that separation lasts one year or less, then all previous service time shall be included. If that separation lasts more than one year, no points will be awarded for prior service. There shall be no maximum number of points available for this category.
- B. **Performance Reviews:** Excellent or Exceeding expectations shall be worth eight (8) points; Satisfactory or Meets expectations shall be worth four (4) points; Unsatisfactory or Does Not Meet Expectations shall be worth zero (0) points. Points will be based on the most recently completed review.
- C. **Experience:** two points shall be awarded for each month of service in the applicable rank. There shall be no maximum number of available points in this category.
- D. **Reprimands:** There shall be one point deducted for each letter of reprimand within the last 12 months.
- E. **Other Disciplinary Actions:** points shall be deducted from the total for the following disciplinary actions within the last 12 months: Every suspension will be worth two (2) points and ten (10) points for a demotion. Voluntary, non-disciplinary demotions shall not count in this category.

Section 7. When more than one employee requests a specific post the employee with the highest ranking shall be assigned the preferred post. If more than one employee requesting a post has the same ranking for post rotation, then the post will be assigned to the employee whose assignment to the post is most distant in time. Any ties in the post preference process shall be determined by a coin flip by the warden's designee.

Section 8. Post openings, not including temporary posts, arising after the rotation schedule in Section 4, shall be filled pursuant to the post preferences submitted pursuant to Section 3 and the formula set forth in Section 6. After post rotation or a post opening has been filled, post preferences shall not be retained and individuals will need to submit a new preference sheet each time a post opening occurs if that employee wants to be considered for that post assignment. Post openings shall be posted by the employer for a period of ten (10) days to allow any employee eligible to submit a new Post Preference Sheet to do so. The posting shall contain the post name, roster number, hours of work, and other information identifying the opening. Employees will be allowed to post preference for a post they have been assigned to in the past rotation cycle and will be able to work two consecutive rotation cycles in the same post unless if the previous post assignment has been for less than 120 calendar days.

Section 9. Employees shall not be allowed to change posts after the rotation occurs more often than two times in a post rotation cycle.

Section 10. Filling of Specialty Posts. Specialty post openings shall be posted for ten (10) days. The posting will contain all of the information pertinent to the post, including, but not limited to the following: rank, days off, hours of work, duties, and qualifications. Any employee of the requisite rank desiring to apply for the specialty post shall submit prior to the closing date an application setting forth their qualifications for the post, including how their experience, skills, and training match the requirements of the position. Selection of the individuals who meet the minimum qualifications for assignment to a specialty post shall be based on an interview, and on whether he/she has the experience, skills, training and judgment that best match those required for the specialty post. The applicant's disciplinary record within the past 12 months and performance reviews may be considered in the selection process. The warden or designee will make the final selection.

Section 11. Temporary filling of specialty posts. When a temporary opening of a specialty post exists which is expected to last five (5) days or less, the post shall be staffed by reassigning an employee of the appropriate rank who has previously worked the post, if available. If not available, the post shall be filled by an employee of the appropriate rank who has permanent status, except the employee may be on probationary status if they are working directly with an employee who has permanent status. When a temporary opening of a specialty post exists which is expected to last more than five (5) days but less than sixty (60) days, the post will be filled by a qualified applicant for the post during the most recent selection process. If the opening is expected to last more than sixty (60) days, the selection process set forth in Section 10 shall be followed.

Section 12. The KDOC shall establish a schedule to review, on an annual basis, a minimum of one-third of all specialty posts at each facility to evaluate whether each particular post shall be continued as a specialty post. If it is determined the post will be continued as a specialty post it will be reopened for applications pursuant to Section 10 of this Article. The incumbent is eligible to apply to continue in the post. Selection of the officer for assignment to the specialty post shall be made in accordance with Section 10 of this Article. Nothing shall preclude management from leaving an employee in a specialty post if they are the most qualified. The specialty post review shall be completed in conjunction with annual post rotation so that non-selected officers may participate in the post rotation process.

Section 13. If a specialty post is eliminated the employer will make a reasonable effort to assure that the employee will maintain the same days off and hours of work until the next post rotation. If an employee is removed from a specialty post as a result of disciplinary action, for performance reasons, or at the employee's request, the employee may be reassigned to a work schedule based on the operational needs of the employer.

Section 14. This article shall be applicable on and after July 1, 2010.