

**City of St. Louis Department of Public Safety / Division of Corrections
Policy and Procedures**

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| CHAPTER: | 1 | Administration and Management | 1.3.7 |
| SECTION: | 3 | Personnel | EFFECTIVE DATE: 3 / 9 / 21 |
| SUBJECT: | 7 | Staff Assignment | |
| STANDARDS: ACA – 4 – ALDF: None | | | REVIEW DATE: 3 / 8 / 21 |
| APPROVED: _____ DALE GLASS COMMISSIONER OF CORRECTIONS | | | REVISION DATE: 3 / 23 / 21 |
| Rescind: 1.3.7 dated 4/13/20 Cancel: | | | |

I. POLICY

It is the policy of the St. Louis City Division of Corrections to assign staff in a manner that is consistent with staffing requirements of the agency. Staff will be assigned in a consistent and uniform manner to enhance the efficiency and cost effectiveness of the Division.

II. PURPOSE

To outline the requirements and procedures for scheduling, assigning, tracking and reporting work hours and assignments.

III. RESPONSIBILITIES

All Division of Corrections staff is responsible for adhering to the following procedures.

IV. DEFINITIONS

Core Business Hours: Regular business hours (8a.m. to 5 p.m.) for non-custody staff, excluding maintenance staff.

Flex Time: A work schedule which includes designated hours during which an employee may, be approved under work unit plans to elect an alternative time of arrival and departure from work. Approved employees may arrive to work and/or depart from work one hour prior to and/or one hour after core business hours. The schedule must conform to a normal work week (5 days, 40 hours).

Unit Supervisor: For the purpose of this policy, Unit Supervisors are those individuals who have been empowered to establish and change work assignments and schedules.

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V. GENERAL INFORMATION

The Division will adhere to City of St. Louis Department of Personnel Administrative Regulation No. 134, entitled Work Schedules, Documentation of Attendance; Computing Overtime and Payroll Procedures when establishing work schedules and staff assignments.

VI. PROCEDURE

A. Scheduling, Reporting Hours Worked, and Compensation

1. Unit Supervisors will report and monitor their subordinates' work schedules, absences and overtime.
2. Supervisors will ensure that all employees under their supervision:
 - a. Work their assigned schedules and designated hours as approved.
 - b. Adhere to the sign-in procedures indicating the actual time of arrival and actual time of departure on the appropriate sign-in sheet and/or Off-Time Adjustment Form.
3. All staff must adhere to their work schedule in full unless exemption has been authorized.

B. Flex Time

Flex Time must be approved by either the Detention Center Superintendent, Corrections Center Superintendent or Fiscal Operations Support Manager.

C. Post Assignment and Rotation

1. The Corrections Center Superintendent will establish shifts and post assignments base on the needs of the facility/agency.
2. Custody staff assignments will be regularly rotated to provide officers with experiences that enable them to perform all duties and assignments associated with their position.
3. All custody staff are expected to be able to perform all functions specific to their job classification and assignments, and be able to work any shift in order to provide greater management flexibility for assigning staff when normal operations are disrupted.

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4. Supervisors will ensure that every Correctional Officer are trained in all duty posts on their shifts.
5. The Shift Supervisor will manage overtime and shift contingency by ensuring off-day assignments are balanced as much as possible for the entire shift. (See DOC policy # 1.2.10: Overtime).