



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-15	Subject: WORK SCHEDULES
Reference: Local #4464; 2-16-117, MCA ; 53-1-203, MCA	Page 1 of 3
Effective Date: 10/29/01	Revision Dates: 12/10/00; 06/17/02; 03/06/04; 04/25/11
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau management will establish employee work schedules and may assign or consider alternative work schedules. Schedules will be based on the essential functions and duties of positions, workloads, office coverage, and the contract agreement.

II. DEFINITION:

Alternative Work Schedule – A work schedule established after collaborative discussion between a supervisor and an employee which allows the entire work day and/or work week schedule to start and end at an earlier or later time than the standard work schedule, or include a Saturday or Sunday.

Management – Adult Community Corrections Division (ACCD) employees with management or supervisory responsibilities and duties including, but not limited to, the ACCD Administrator, Probation & Parole Bureau Chief, Regional Administrators, and Probation & Parole Officer IIs.

Short-Term Alternative Schedules – Alternative schedules which last for less than seven (7) calendar days and require approval by the assigned supervisor.

Standard Work Schedule – 8:00 a.m. to 5:00 p.m. Monday through Friday schedule.

Long-Term Alternative Schedules – Alternative schedules expected to be permanent and require the approval of the assigned supervisor. An example is the four (4) days at 10 hours/day schedule.

III. PROCEDURES:

A. Work Schedules

1. Nothing in this procedure limits the authority of the Probation & Parole Bureau (Bureau) to establish or change work schedules as necessary to carry out the mission of the Bureau or the Department of Corrections (DOC). Before a long-term alternative work schedule is approved or assigned, applicable labor contracts will be reviewed and followed.
2. According to Montana statutes, state offices must be open from 8:00 a.m. to 5:00 p.m. daily except on Saturdays, Sundays and holidays. When a holiday falls on a weekend, an office may close on a Friday or Monday. Approval of alternative work schedules is contingent on maintaining adequate staff coverage during these hours.
 - a. Any time an office must be closed other than for meal periods, the supervisor will be alerted to the closure. Whenever possible, local law enforcement and court officials

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should also be notified. The Regional Administrator (RA) will contact the Bureau Chief when a regional office must be closed.

- b. Supervisors will establish work schedules so that offices remain open during meal periods and leaves of absence. However, Probation & Parole offices with less than three (3) employees will have an answering machine or voice mail to direct business to another office during meal periods or leaves of absence.
3. Work schedules shall be outlined with a starting time, meal period, rest/coffee break time and ending time. All schedules will limit work to 40 hours per workweek. No overtime will be scheduled.
4. Permanent work schedules may be changed for a sufficient job-related reason with 10 working days notice to management. In a staffing emergency, a work schedule may be withdrawn upon 24-hour notice.
5. The Bureau Chief will approve work schedules for RAs. RAs will approve work schedules for POII's and determine who establishes the schedules of Officers and administrative support by considering the chain of command in the region and local offices, and according to standard operating procedure and contract language.

B. Alternative Work Schedules

1. An employee may request an alternative work schedule not to exceed 40 hours per week, with the approval of the Bureau Chief or designee.
2. Management may establish work schedules as follows:
 - a. Employees hired before January 1, 1996, may be scheduled to work up to eight (8) hours per week on an alternative schedule if mutually agreeable to the employer and employee.
 - b. Employees hired after January 1, 1996, may be scheduled to work up to 16 hours per week on an alternative schedule as mutually agreed, but if mutual agreement cannot be reached, management's staffing needs shall supersede the employee's preferred alternative schedule.
 - c. Employees hired after July 1, 2006, may be scheduled to work up to 24 hours per week on an alternative schedule as mutually agreed until June 30, 2007, but if mutual agreement cannot be reached, management's staffing needs shall supersede the employee's preferred alternative schedule.
3. The general goals of alternative work schedules are as follows:
 - To provide the community, the offender, and law-enforcement greater access to the services a P&P Officer (Officer) provides, focusing on public safety and offender supervision.
 - To encourage Officers to meet with their offenders in the offenders' homes and with the offenders' family members;
 - To encourage Officers to work in the community for the purposes of performing collateral contacts.
 - To increase Officer visibility, promoting a positive public perception and better understanding of the DOC and the criminal justice system.

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- To actively monitor offender supervision by frequenting places that offenders are known to gather, assuring both the community and the offender that the offender is being monitored.
 - To promote restorative justice in the community and for crime victims.
4. Officers' duties involve considerable and frequent interaction with offenders, other employees, the public and other agency personnel; therefore, supervisors should not approve work schedules that significantly reduce employee availability and/or accessibility.
 5. An alternative work schedule will be considered when making a reasonable accommodation for a bona fide disability, unless to do so would impose an undue hardship on the Bureau.

IV. CLOSING:

Questions concerning this procedure shall be directed to the RA or designee.