STATE OF CALIFORNIA Governor Edmund G. Brown Jr.

DEPARTMENT OF PERSONNEL ADMINISTRATION

OFFICE OF THE DIRECTOR
1515 "S" STREET, NORTH BUILDING, SUITE 400
SACRAMENTO, CA 95811-7258

September 1, 2011

The Honorable Mark Leno
Chair, Joint Legislative Budget Committee
State Capitol, Room 5100
Sacramento, California 95814

Re: Amendment to Section 22.01 of BU 6 MOU – DJJ IPA and Casework Specialist Work Hours

Section 22.01(H) of the newly-ratified Bargaining Unit 6 Memorandum of Understanding references that the State and BU 6 will meet and confer on items related to Institutional Parole Agent (IPA) and Casework Specialist Work Hours (Attachment 1). On August 26th, the parties concluded bargaining on this issue. Attachment 2 reflects the changes the parties' made to section 22.01. Specifically, IPAs and Casework Specialists are now required to schedule at least one weekend day per month and one late night shift per work week. These employees have the option to work more than two weekend shifts per month and more than one late night shift per work week, subject to management approval. These modifications to section 22.01 solely involve the administration of the affected employees' work schedules and do not require an additional expenditure of funds.

The agreement on this topic is intended to be part of the BU 6 MOU. These provisions will be effective as directed by the Joint Legislative Budget Committee. If you have any questions, please contact Tom Dyer, Legislative Coordinator, at (916) 327-2348.

Sincerely,

Ronald Yank
Director

cc: Members, Joint Legislative Budget Committee

Jody Martin, Principal Consultant
Joint Legislative Budget Committee

Gareth Elliot, Legislative Affairs Secretary
Office of Governor Brown

Mac Taylor, Legislative Analyst
Office of the Legislative Analyst

ecc: Marianne O' Malley, Director Gen. Government
Office of the Legislative Analyst

Nick Schroeder, Consultant
Office of the Legislative Analyst

Richard Gillihan, Asst. Program Budget Manager
Department of Finance

Craig Cornett, Chief Fiscal Policy Advisor
Office of the Pro Tem

Charles Wright, Chief Consultant
Office of the Pro Tem

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Office of the Speaker

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Office of the Speaker

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Senate Appropriations Committee

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Senate Appropriations Committee

Geoff Long, Chief Consultant
Assembly Appropriations Committee

Roger Dunstan, Consultant
Assembly Appropriations Committee

Pamela Schneider, Consultant
Senate PE&R Committee

Karon Green, Chief Consultant
Assembly PER&SS Committee

Scott Chavez, Consultant
Senate Republican Caucus

Terry Mast, Consultant
Assembly Republican Caucus

Alene Shimazu, Chief
Fiscal Analysis, DPA

Julie Chapman, Deputy Chief
Labor Relations, DPA

Pam Manwiller, Asst. Deputy Chief
Labor Relations, DPA

Stephen Booth, Labor Relations Officer
Labor Relations, DPA

ATTACHMENT 1

MANAGEMENT PROPOSAL

Bargaining Unit: 6 Date: 3-13-11 6:20pm

Exclusive Representative: CCPOA

Subject: ARTICLE 22: ~~CYA~~ DJJ INSTITUTIONAL PAROLE AGENTS/CASEWORK SPECIALISTS

22.01 ~~CYA~~ DJJ IPA and Casework Specialist Work Hours

A. The normal work schedule for Institutional Parole Agent (IPA) and Casework Specialist shall be one hundred sixty-~~eight~~ four (168~~4~~) hours in a twenty-eight (28) day work period.

B. ~~Normally t~~ Twice per month, the work period schedule will reflect a ~~four (4) or~~ five (5) day work sequence with at least one weekend day as part of the schedule. ~~traditional weekend days as RDOs.~~

C. Each IPA and Casework Specialist shall submit to the supervisor for approval a monthly work period schedule, seven (7) work days prior to the beginning of each work period. The schedule must be consistent with the core hours of 8:00 a.m. to 8:00 p.m. (0800 - 2000). All IPAs and Casework Specialists ~~may~~ will schedule ~~one (1)~~ two (2) ~~L~~late-night shifts per work week. ~~period schedule, which shall end no later than 7PM.~~

D. As part of the monthly scheduling, IPAs and Casework Specialists may request their workday be scheduled without a meal break or, may schedule a meal break varying from thirty (30) minutes to one (1) hour subject to the requirements outlined in A.

E. If the IPA or Casework Specialist does not submit a work period schedule, the supervisor shall schedule his/her work hours. The schedule shall reflect those hours of work needed to provide the necessary level of service for such concerns as classification, family contact, programs, risk assessment, other routine or ~~ward/inmate contact, programs, custody and other routine or~~ special assignments ~~appropriate to the IPA and Casework Specialist classification and responsibilities.~~

F. There shall be no arbitrary denial of a submitted work schedule. If a work schedule is denied, the supervisor shall state~~, in writing,~~ the reason for the denial. Upon request from the employee, the denial shall be in writing.

G. Any changes in the work schedules, excluding emergencies, will require prior supervisory approval. IPAs and Casework Specialists will advise the supervisor of emergency changes no later than the next work day. As a part of the change in schedule, the employee will be required to explain his/her plan to complete any missed casework.

H. Sixty (60) days after the implementation of the MOU, the parties agree to Meet and Confer on ~~Discuss~~ this section.

~~B. All IPAs and Casework Specialists may schedule at least one (1) four-ten-forty (4/10/40) work week per month.~~

~~D. Consistent with local commute plans, Casework Specialists may telecommute two (2) work days per month provided the individual has no case backlog. No individual on an alternate work schedule may telecommute. A telecommuting schedule is subject to the requirements outlined in A.~~

TA 3-13-11

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ATTACHMENT 2

Passed: _____

Management Counter Proposal to
CCPOA's Proposals Nos. 1, 3 and 4.

Proposal 2 is rejected.

ARTICLE XXII
DJJ IPA INSTITUTIONAL PAROLE AGENTS/CASEWORK SPECIALISTS

22.01 DJJ IPA and Casework Specialist Work Hours

A. The normal work schedule for Institutional Parole Agents (IPA) and Casework Specialist shall be one hundred sixty-four (164) hours in a twenty-eight (28) day work period.

B. At least once, but no more than twice, per month, the work period schedule will reflect a five (5) day work sequence with one weekend day as part of the schedule. An employee may elect to work more than two (2) weekend days per month with the approval of his/her supervisor. If a scheduled weekend workday is changed by management, the employee shall not be required to make it up.

C. Each IPA and Casework Specialist shall submit to the supervisor for approval a monthly work period schedule, seven (7) work days prior to the beginning of each work period. The schedule must be consistent with the core hours of 8:00 a.m. to 8:00 p.m. (0800-2000), unless a deviation is approved by the Superintendent. All IPAs and Casework Specialist will schedule one (1) late-night shift per work week that ends no earlier than 6:30 p.m. An employee may elect to work more than one (1) late night per week with the approval of his/her supervisor. If a scheduled late night is changed by management, the employee shall not be required to make it up.

D. As part of the monthly scheduling, IPAs and Casework Specialists may request their workday be scheduled without a meal break or, may schedule a meal break varying from thirty (30) minutes to one (1) hour subject to the requirements outlined in A.

E. If the IPA or Casework Specialist does not submit a work period schedule, the supervisor shall schedule his/her work hours. The schedule shall reflect those hours of work needed to provide the necessary level of service for such concerns as classification, family contact, programs, risk assessment, other routine or special assignments.

F. There shall be no arbitrary denial of a submitted work schedule. If a work schedule is denied, the supervisor shall state the reason for the denial. Upon request from the employee, the denial shall be in writing.

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Bryan Hanson
8/26/11

G. Any changes in work schedules, excluding emergencies, will require prior supervisory approval. IPAs and Casework Specialists will advise the supervisor of emergency changes no later than the next work day. As a part of the change in schedule, the employee will be required to explain his/her plan to complete any missed casework.

H. This revision to Section 22.01 replaces section 22.01 as it exists in the Unit 6 MOU as ratified in May 2011.

Deleted: Sixty (60) days after the implementation of the MOU, the parties agree to Meet and Confer on this section.

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D. Lee 8/26/11