

Directive 124.01 Volunteer Overtime For Non-Uniformed Personnel

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 124.01

Subject: Volunteer Overtime For Non-Uniformed Personnel
Effective Date: December 1, 1998 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 Personnel policy manual and agreement in 1998 State Labor Management Committee.

2. Purpose:

2.1 To procedurally enable facility Superintendents to use competent non-uniformed staff to perform duties of a Correctional Officer.

3. Applicability/Accessibility

3.1 This directive may be reviewed by anyone.

4. Directive

4.1 Eligible employees who wish to be considered for volunteer overtime in a correctional facility must be in compliance with Department Policy and Directive 107, Competency Supplement Training and Article 24 in Corrections/Vermont State Employees contract Assigned employees will be held accountable to the same standards as any Correctional Officer.

4.2 Eligible employees may contact Security & Operations Supervisor at any correctional facility for volunteer overtime opportunities. They will be placed on an overtime volunteer list and will be listed alphabetically with the time periods they are willing to

Directive 124.01 Volunteer Overtime For Non-Uniformed Personnel

volunteer. They will not be ordered over or ordered in for any purpose. Eligible employees cannot work overtime if it effects their normal work week. They will wear a CO uniform that will be provided by the facility. Eligible employees will not be called for volunteer overtime until such time as staff on shift have been offered overtime and the facility call-in list has been called. Only then will the volunteer overtime list be utilized. Efforts will be made to distribute the OT equitable through local procedures.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

Vermont Department of Personnel Policies and Procedures Manual Sections 4 & 5

9. Responsible Director and Draft Participants

This directive was drafted by the 1998 Statewide Labor Management Committee

AUTHOR

Robert M. Smith, Director of Human Resource Development (HRD)