

MEMORANDUM OF UNDERSTANDING NO.14 AMENDED

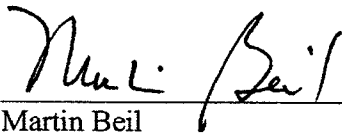
The parties agree that during the course of the 2001-2003 labor Agreement, the following practices and procedures will be followed regarding Probation and Parole Agent Caseloads:

- By mutual agreement 215 points* comprise a full caseload and is predicated on a forty (40) hour workweek.
- If a caseload exceeds 215 points* the supervisor will have five (5) work days to provide relief by considering a number of options, including assigning work to another agent or waiving standards. If the point total cannot be reduced in those five (5) days, the agent will be allowed to work one (1) hour of overtime per week for every 5.5 points his/her caseload exceeds the 215 point* standard.
- Some limited specialized work units will be excluded from the 215-point caseload maximum. Mutual agreement as to these work units will be worked out between the Secretary of the Department of Corrections, the Regional Chief(s), DOC Employment Relations, AFSCME Council 24 and the local union.

*Points listed are by mutual agreement and for the sole purpose of implementing this memorandum of understanding.

For the Union

For the Employer



Martin Beil
Executive Director
AFSCME Council 24



Matthew J. Frank
Secretary
Department of Corrections

4/28/03
Date

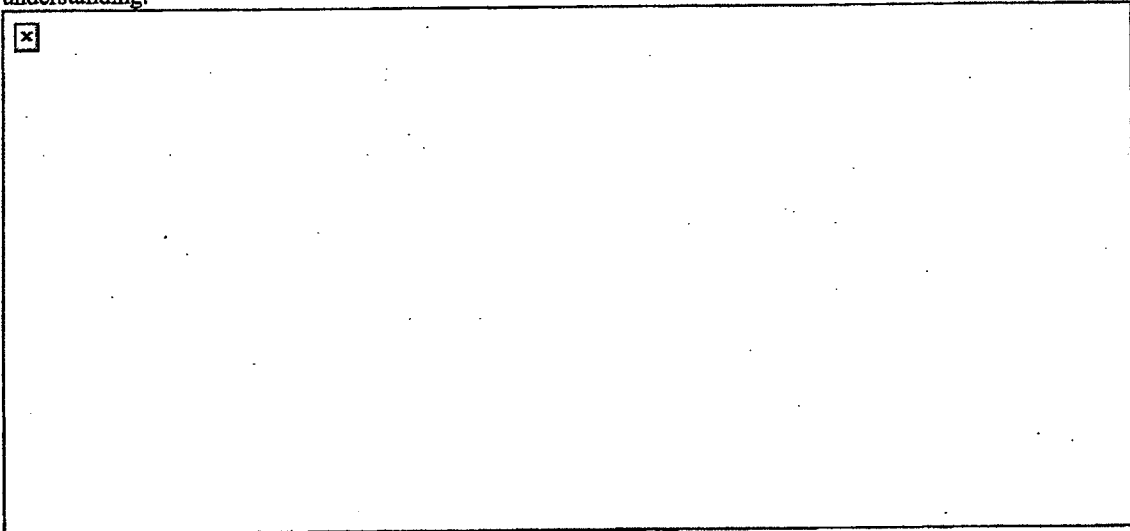
April 22, 2003
Date

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AGREEMENT

WORKLOAD ADJUSTMENT POLICY

Probation and Parole Agents engage in protection of the public safety as an ongoing task, (rather than as an incidental occurrence) according to the Department of Corrections Mission Statement, the Wisconsin Administrative Code, and legislative requirements. Classification of offenders will be consistent with the goals and objectives of supervision in accordance with CCSD standards and DCC manual requirements. It is acknowledged that for the purposes of the Memo of Understanding, 215 points shall comprise a maximum caseload based on a 40-hour workweek.

PROCEDURE FOR PROVIDING WORKLOAD RELIEF

This will be a mutually beneficial process and no retaliatory or punitive actions will be taken in conjunction with workload relief in accordance with the Memo of Understanding.

When the caseload exceeds 215 points, the Supervisor will have five (5) workdays to provide relief to the affected agent. Ledger points shall be generated and posted on a weekly basis. All workload relief shall be authorized in writing with a copy to the employee. Supervisors shall monitor unit workload to determine if workload relief is required per the MOU.

LEDGER REVIEW

The Agent and Supervisor will review the ledger for its accuracy. Corrections should be made for case additions or reductions that may have occurred. Caseload coverage points will be included for purpose of this policy.

REASSIGN WORK

The Supervisor shall review agent workloads within the office and unit for redistribution of work to caseloads under the 215 point threshold. If necessary, the Supervisor shall contact the Regional office for possible redistribution to other units within the region and adjacent regions. Pre-Sentence Investigations and Socials are most easily assigned

to other offices and would be the least disruptive. Cases assigned or redistributed from another caseload shall be accompanied by the appropriate number of points (according to CCSD) to the receiving agents.

REMOVE OR RECLASS LOW RISK CASES

In accordance with Manual Sections 2.02.04, 2.02.05, 6.07.03 and 6.07.04, the agent and supervisor will review individual cases that may be appropriate for reclass to a lower level of supervision consistent with risk management of offenders and community safety. Early discharges should be considered for cases meeting the manual requirements for discharge.

WAIVERS AND MODIFICATIONS

Waivers and modifications are a viable manner of providing workload relief and should continue, giving consideration to risk management of offenders and community safety. They must, however, be given a point equivalence to ensure consistency in workload reductions across the state. The following point equivalent system is in effect:

Medium cases, offender leaves Monthly Report form in lieu of one face-to-face contact5 point
Waive CMC	1.5 points
Waive jail contacts	1.5 points
Waive home visits (with no substitute contact)	1 point
Waive home visits (with office contact)5 point
Waive LSI for Presentence Investigation	1 point
Waive court appearance for Presentence Investigation	2 points

(With adjustments, PSI's will not drop below 20 points.)

Home visit waivers should be a last resort. Waivers should be selective, but not blanket, and based on assessment of risk.

A work sheet to facilitate this process is attached. It is assumed that only work that is due will be waived and that previously granted waivers will be included in the total.

When workload exceeds 215 points after completion of steps 1-4, the Supervisor shall authorize overtime/compensation time in accordance with the attached MOU.

Point values for investigation cases will be carried for a 3-day period unless otherwise noted.

Agent task points established pending the Time Study per AD 00-14 will be eliminated.

Presentence Investigation	22 points
Special Bulletin Notices	17.5 points
Revocations*	8.5 points
Social History Investigations	7.5 points
New Cases	5.5 points
Partial Social History Investigation	4.5 points
Pre-parole Investigations	4.5 points
(*Waived revocation cases will carry points for 30 days or upon receipt of the revocation order and warrant, whichever is greater. Revocation cases that require a final hearing will carry points for 60 days, or upon receipt of the revocation order and warrant, whichever is less.)	
Intensive-Sex Offender	10 points
High Risk	7.5 points
Maximum	4.5 points
Medium	2 points
Minimum	1.5 points
Institution	.5 point
Administrative	.5 point

Alternative to Revocation-Institution

Classified as minimum

Alternative to Revocation-Community

Classified as appropriate - Per DOC-506

~~Changes and additions~~

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Workload Management Worksheet (page 1)
Workload Management Worksheet (page 2)