

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 Client Classification Staff Deployment (CCSD) standards and DCC manual requirements. It is acknowledged that for the purposes of the Memorandum of Understanding (MOU), two hundred fifteen (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 Memorandum of Understanding.

When the caseload exceeds two hundred fifteen (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 two hundred fifteen (215) points 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 2.0204, 2.02.05, 6.07.03 and 6.07.04, the agent and supervisor will review individual cases that may be appropriate for reclassification 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 reduction across the state. The following point equivalent system is in effect:

- Medium cases, offender leaves Monthly Report for in lieu of one face-to-face contact.....0.5 points
- Waive CMC.....1.5 points
- Waive jail contacts.....1.5 points
- Waive home visits (with no substitute contact)1.0 points
- Waive home visits (with office contact)0.5 points
- Waive LSI for Presentence Investigation.....1.0 points
- Waive court appearance for Presentence Investigation.....2.0 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 worksheet 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 two hundred fifteen (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 30-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 Bulleting 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.)

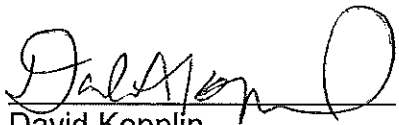
Intensive-Sex Offender	10 points
Enhanced Supervision	7.5 points
Maximum	4.5 points
Medium	2.0 points
Minimum	1.5 points
Institution	.5 point
Administrative	.5 point

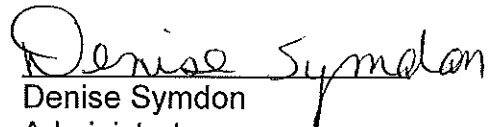
Alternative to Revocation-Institution	Classified as minimum
Alternative to Revocation-Community	Classification as appropriate
	- Per DOC-506

Changes and additions can be made by mutual agreement.

This agreement shall take effect 9-10-10.
Date

Dated this 10th day of Sept., 2010


David Kopplin
President
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Denise Symdon
Administrator
Division of Community Corrections