



**WISCONSIN
DEPARTMENT OF CORRECTIONS**
Division of Community Corrections
DOC-1356 (Rev. 05/96)

EFFECTIVE DATE	PAGE 1 OF 7
June 15, 2003	
MANUAL REFERENCE	<input type="checkbox"/> New <input type="checkbox"/> Revision
ORIGINATED BY	Richard F. Raemisch, Administrator

Administrative Directive # **03-10**

SUBJECT: WORKLOAD ADJUSTMENT POLICY- Replaces Adm. Dir. 00-09

DISSEMINATION	PRIORITY
<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input checked="" type="checkbox"/> Policy / Directive <input type="checkbox"/> Information <input type="checkbox"/> Discuss at Staff Meeting <input type="checkbox"/> Read / Route / Post <input type="checkbox"/> _____ <input type="checkbox"/> _____

Attached is the Workload Adjustment Policy developed mutually between WSEU and the State of Wisconsin.

Effective June 15, 2003, Supervisors will utilize this policy as it relates to workload that exceeds the 215-point standards defined in the MOU. When it is not possible to bring workload below the 215-point standard, overtime shall be approved. The scheduling of overtime will be with supervisory approval.

Note that the MOU does not make accepting overtime mandatory. However, the supervisor may order overtime after considering risk management of offenders and community safety.

In addition to the MOU and Workload Adjustment Policy, Supervisors will also complete the following:

- Supervisor or designee shall maintain by agent, a daily accounting of the ledger.
- Supervisor or designee shall on a weekly basis post the Unit/Office ledger summary.
- Supervisor or designee shall maintain a copy of the weekly Unit/Office ledger summary for a period of six (6) months.
- Posting of the ledger summary shall occur consistently on the same day of the week.
- Agents shall be provided a hard copy of the "Workload Management Worksheet" whenever workload relief is provided.
- Supervisors shall maintain a copy of the "Workload Management Worksheet" for a period of six (6) months. This copy may be stored electronically.


Richard F. Raemisch, Administrator

cc: DCC Directory Distribution List

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 contact..... .5 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 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 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 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

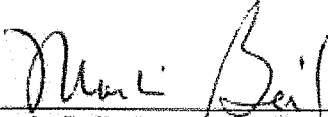
Alternative to Revocation-Institution
Alternative to Revocation-Community

Classified as minimum
Classified as appropriate – Per DOC-506

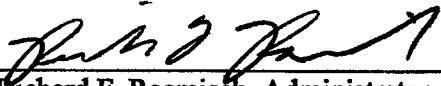
Changes and additions can be made by mutual agreement.

This agreement shall take effect (date) . 6/15/03

Dated this 2nd day of May, 2003



Martin Beil, Executive Director
AFSCME Council 24



Richard F. Raemisch, Administrator
Division of Community Corrections