

Received 9/14/02  
mailed 9/20/02

LOCAL AGREEMENT  
August 2002

Agreement between

**WSEU LOCAL 2748-PROFESSIONAL SOCIAL SERVICES-OFFENDER  
CLASSIFICATION SPECIALISTS**

and the

**WISCONSIN DEPARTMENT OF CORRECTIONS, BUREAU OF OFFENDER  
CLASSIFICATION & MOVEMENT**

Pertaining to the **Assignment of Overtime**

Purpose of the Agreement

It is the intent and purpose of the parties that this local agreement constitutes an implementation of the provisions of the Master Agreement between the State of Wisconsin and AFSME, Council 24, Wisconsin State Employees Union, AFL-CIO, consistent with the contractual authority therein.

Authority of Master Agreement

Nothing in this local agreement shall be construed to override any contractual provision in the Master Agreement unless specifically allowed in the terms of the Master Agreement.

**I. Assignment of Overtime-Assessment and Evaluation Unit**

A. The standard workload of new admission cases at Assessment and Evaluation (A&E) is 11 eleven cases per week. These cases involve inmates who are newly admitted to prison, are violators of parole with long prison stays and violators with new sentences or special needs. The standard workload of "violation" cases at Assessment and Evaluation is 16 cases per week for specialists assigned this type of caseload. Violator cases involve offenders returning to A&E in violator status, e.g. mandatory release violators, parole violators and extended supervision violators. Generally these are inmates with one year or less of incarceration time to serve in the current conviction and no pending charges

B. Overtime is authorized by the A&E Director or Assistant Director or designee and then distributed by a program assistant based on seniority. Each A&E Offender Classification Specialist is responsible for noting on a weekly schedule their interest in overtime in 3 hour blocks up to 15 hours per week. The designated program assistant begins at the top of the list and assigns 3 hours of overtime to the most senior person who has expressed interest. The program assistant continues down the seniority list assigning 3 hours to each specialist until all OT requests are met or

the backlog ends. Three hours of overtime are authorized per each new admission case and one and one-half of overtime are authorized per each violator case.

## II. **Assignment of Overtime-Sections and A&E**

A. When a need for overtime is determined by the Section Chief or Bureau Director or designee, the following process will apply:

- The OT will be offered (by the Supervisor) to the most senior OCS at the site generating the OT. If declined,
- The OT will be offered to the next senior OCS at the site generating the OT and down the seniority list. If all decline the OT,
- OT will be offered to the next most senior OCS in the section. If declined, the overtime will be offered in order of the seniority list. If all OCS in the section decline,
- The OT will be offered by seniority to the next OCS within the geographic area of the site in question. The following process will be used:
  1. If OT is needed for Section 1 and no one at the site, or in the section wants it, it will be offered to staff in Sections in this order by seniority: 4,3,2.
  2. If OT is needed for Section 2 and no one at the site or in the section wants it, it will be offered to staff in Sections in this order by seniority: 3 1,4.
  3. If OT is needed for Section 3 and no one at the site, or in the section wants it, it will be offered to staff in Sections in this order by seniority: 2,4,1.
  4. If OT is needed for Section 4 and no one at the site or in the section wants it, it will be offered to staff in Sections in this order by seniority: 1,3, 2.

Section 1-Southern Section  
Section 2-Central Section  
Section 3-Northern Section  
Section 4-Assessment & Evaluation

- The supervisor will work with the other supervisor in making this OT available to staff outside of the OT generating section.
- OT done outside of regularly scheduled business hours must be pre-arranged and pre-approved by the section chief or designee. The actual hours scheduled for OT will be approved by the section chief.
- OT will not exceed 15 hours per week per employee.
- When OT is needed and turned down by the on- site OCS, OT in the Section will be offered on a weekly basis starting with the most senior specialist in the section according to the procedure outlined above.
- OT will be made available to employees in the Offender Classification Specialist Objective level and to employees in the OCS entry level if determined to be competent in their job duties, by the supervisor. Competency is understood to mean a determination by the supervisor of the ability to perform the objectives of the position. Competency is to be determined for entry level employees only.

B. In the event "backup" assistance is needed at a site and the assistance will generate overtime, the provisions of this agreement will apply.

**III. Overtime for Employees with Alternate Work Schedules**

- OT is available for employees during their regularly scheduled days off if the employee is working an alternate work schedule.

**IV. Staff on leave**

OCS staff who are on vacation should indicate to their supervisor, prior to leaving, of their interest in available OT upon their return. Employees who are on vacation, holiday, sick leave, union business as covered by the Contract, or other authorized leave, will not be notified of overtime that is made available 24 hours or less in advance.

**V. Exceptions**

- In the event the case(s) are "task/case specific," e.g. issues related to a specific case require the employee working on that case to work beyond 40 hours.
- In the event of training/mentoring assignments, it may be necessary to assign OT to specific assigned mentor for this purpose.
- In the event of a institution/center disturbance or natural disaster, where OT is offered and turned down via the system described above, OT will be ordered by the Bureau Chief or designee using a reverse seniority system. All other provisions of this agreement would apply.
- Supervisors may waive the 15-hour per week limit on OT on a case by case basis.
- Specialists needing additional OT than the hour limitations specified in this agreement shall request an exception from the Supervisor.

This Local Agreement will be in effect for six months from the day it is signed by the respective parties. Time limits may be extended by mutual agreement. If a new negotiation is not deemed necessary by both parties, this agreement may be re-dated and re-signed. In the event the BOCM Director realigns sections, this agreement will be re-drafted by representatives of both management and Local 2748.

Signed,

Tom Corcoran  
Union President

Stephen M. Pudek  
BOCM Director

9-13-02  
Date

8/30/02  
Date

Labor/manLocalagree.tkb.081902