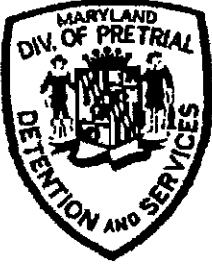


STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PRETRIAL DETENTION AND SERVICES

	Pretrial Detention and Services Directive Number: <b>50-48</b>
	Program: <b>Personnel</b>
	Title: <b>Shift Changes</b>
	Effective Date: <b>February 23, 2007</b>
	Approved by: Howard Ray, Jr., Acting Commissioner

**.01 Purpose.**

To establish procedures for the transfer of employees from one shift to another.

**.02 Scope.**

The Division of Pretrial Detention and Services

**.03 Policy.**

The transfer of employees from one shift to another shall be based on established criteria, applied in an equitable manner.

**.04 Authority/Reference.**

None

**.05 Definitions.**

Seniority - Time in-grade, determined by the Entry on Duty Date as shown on the employee's MS 310.

**.06 Responsibility/Procedure.**

A. The final approval for shift changes rests with the appointing authority. The appointing authority or designee may assign or reassign an employee to any shift for the following reasons:

1. To address the staffing level needs of any shift;
2. To use the special skills of an employee that are needed on a particular shift;

3. As all, or part, of a disciplinary measure;
  4. For cross training and career enhancement; or
  5. For any other reason provided that the shift change does not violate any federal, state, or local statutes.
- B. The following combination of factors shall be considered by the appointing authority or designee when making a determination regarding employee requests for a shift change:
1. The employee's ability in areas of special assignment;
  2. Attendance and work records; and
  3. Seniority. Seniority shall be the determining factor in cases where factors 1 and 2 appear equal.
- C. Whenever possible, employees shall be given two (2) weeks notice prior to any permanent shift change.
- D. No institutional directive is required if written standard operational procedurals or manuals are in place.

**.07 Attachments.** None

**.08 History.** Rescinds PDSD #50-48, Shift Changes (8-15-04)

**.09 Distribution.** C