

**Eastern Correctional Institution and
Western Correctional Institution
Addendum to
OVERTIME POLICY FOR CORRECTIONAL STAFF**

The Department of Public Safety and Correctional Services (DPSCS) and AFSCME Maryland agree to the following terms as an addendum to the existing "Overtime Policy for Correctional Staff." Any deviation or changes to this policy without mutual agreement of the parties shall be considered a violation of this policy.

G. The following terms apply to Eastern Correctional Institution and Western Correctional Institution only. The terms are in addition to the terms of the existing "Overtime Policy for Correctional Staff" and modify those terms where there is conflict. The below terms are to allow "pre-drafting" only as specifically provided herein:

1. The draft list shall be available and accessible to employees. In all cases, the draft list shall be physically posted at each institution at agreed locations that are commonly utilized for posting to employees. Management will post updated draft lists at the end of each shift.
2. Voluntary overtime lists ("on shift" first and then "off shift") must be utilized prior to drafting.
3. Pre-scheduled draft on all shifts will be initiated five days prior to the team going off.
4. To pre-schedule drafts, the Duty Lieutenant will call the next draftee according to the draft list and offer them the opportunity to select which available relief day the employee prefers to be scheduled, and shall afford the employee that preference as available.
5. If any employee is working on a pre-draft, he/she will not be drafted for the on-coming shift that same day.
6. If an employee accepts and is scheduled as voluntary overtime on his/her assigned shift, that officer will be passed over as a draft and may be scheduled for a draft during the next draft cycle.
7. Duty Lieutenants will gather voluntary overtime lists from employees willing to come in prior to their shift to relieve drafts.
8. Those employees wishing to work overtime shall submit a copy of the attached form stating they wish to be called for overtime on whatever shift they wish to volunteer. If no form is submitted they will not be called for voluntary overtime. If an employee is called three successive times on three different occasions and does not answer or call back, the employee will be removed from the call list.

9. The current limitation on overtime, which allows only 16 continuous hours of work, is continued.
10. The current limitation that permits an officer to work only 80 hours of overtime per pay period is continued. Consistent therewith, employees cannot be drafted or volunteer to exceed that limitation.
11. Management must fully exhaust a draft list. To fully exhaust means to work through a list to fill identified vacancies, then continuing to work up the list to fill the next identified vacancies, until all on the list have been drafted. A draft list is not reset or otherwise impacted by a change of pay period. An employee remains on the draft list, or is placed at the top of a newly drawn draft list, until he/she is drafted. If an employee is passed over for drafting on any particular occasion, the employee remains on the list; an employee passed over multiple times remains on the list, and does not accrue additional drafting obligations, but shall be placed at the top of a newly drawn draft list.
12. Management respects the right of employees to utilize prescheduled annual leave in conjunction with their regular days off. To that end, an employee cannot be drafted on any block of regular days off that abuts (i.e. either comes before or follows) four or more days of prescheduled annual leave. For example, if an employee has arranged for four days off, to be followed by four regular days off, management cannot draft the employee to work on any of the four regular days off (7-3, 7-4 schedule).
13. An employee may designate three (3) regular days off or regularly scheduled working days each year as "no-draft dates." An employee can designate such dates on 30 days' notice to the appropriate official in the institution. When staffing demands preclude management from honoring all "no-draft date" designations for a particular date, management shall honor no-draft designations by seniority. These no-draft designations are for the purpose of, but not limited to, birthdays, anniversaries, days of special importance, etc. Holidays, as set out in the parties' MOU, are exempt. (This and any other reason an officer who is due to be drafted but is not, is to be recorded in said officer's work file for future reference and audit).
14. When an employee designates a regularly scheduled working day as a no-draft date, the employee cannot be held over to work except under emergency conditions as declared by the Warden or his/her designee.
15. Employees cannot be drafted to work on all of the days in a block of regular days off. For employees assigned on a five-on, two-off schedule, an employee cannot be drafted to work on both regular days off; management can only draft the employee to work on one of the two regular days off. For employees assigned on a seven-on, four-off / seven-on, three-off schedule, an employee can be drafted on only two of the regular days off in each block of days off. Provided, however, that under emergency conditions as declared by the Warden or his/her designee, the Warden can suspend the restrictions in this

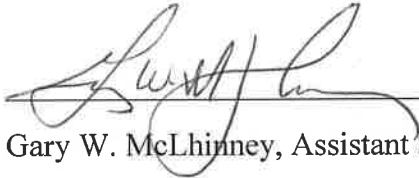
paragraph on a day by day basis, which shall be communicated to the Union as the parties may hereafter determine.

16. Employees who have been drafted shall be released as early as possible as staffing permits. Employees shall be released in the following priority:

- a. Employees drafted from the prior shift and thus working double shifts;
- b. Employees working on their regular day off by draft;
- c. Employees who volunteered to work, after working the prior shift;
- d. Employees who volunteered to work on their regular day off.


17. Management will collapse all OSL-1 designated posts (lowest security) prior to any drafting for those posts, except during emergency conditions as declared by the Warden or his/her designee.

18. At ECI, except under emergency conditions as declared by the Warden or his/her designee, employees ordinarily assigned to the Compound shall be drafted only for assignments at the Compound and employees ordinarily assigned to the Annex shall be drafted only for assignments at the Annex.



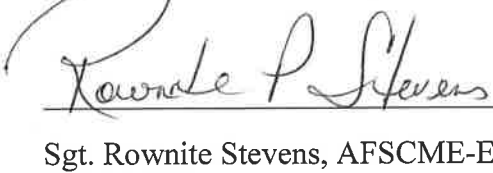
Gary W. McLhinney, Assistant Secretary

4/1/19
Date



Joe Cox, AFSCME

4/1/19
Date



Sgt. Rowrite Stevens, AFSCME-ECI

4-1-19
Date



Ofc. Earl Gaumer, AFSCME-WCI

4-1-19
Date

VOLUNTEER OVERTIME
Sign-up Form

Name and Rank: _____

Assigned Shift: _____

I will volunteer for overtime on the following shifts:

- On assigned shift
- Shift(s) other than assigned shift (designate shifts _____)
- Not Interested in Volunteering

Signature _____

VOLUNTEER OVERTIME
Sign-up Form

Name and Rank: _____

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- On assigned shift
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- Not Interested in Volunteering

Signature _____