

AFSCME Maryland and the Department of Public Safety and Correctional Services

COVID-19 FACILITY VOLUNTEER OVERTIME PROCEDURES Addendum to OVERTIME POLICY FOR CORRECTIONAL STAFF

V. Procedures

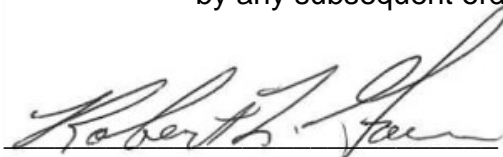
- H. Selecting Volunteers for Overtime during the State of Emergency and Existence of Catastrophic Health Emergency—COVID 19 declared by the Governor of Maryland on March 5, 2020.

In accordance with Section F of the January 27, 2012 agreement (Agreement) between AFSCME Maryland and the Department of Public Safety and Correctional Services, correctional officers (officers) shall be permitted to work voluntary overtime at another correctional facility (facility) within their assigned region in accordance with the following:

1. Each facility shall establish an Overtime-Volunteer list that include staff from other facilities that are within their region. This list must include the staff's team schedule and rotation for the time they wish to be on the voluntary overtime list and a contact number. This list must also indicate whether or not the staff has been approved and fit tested to wear the N95 respirator.
 - a. The name of the officer with the most seniority assigned to the facility shall be at the top of the facility's overtime-volunteer list. The remaining volunteers shall be listed by seniority.
 - b. Volunteers from other regional facilities shall be placed on the list by seniority following the names of officers assigned to the facility.
 - c. All available volunteers shall be provided an opportunity to work overtime prior to offering any officer a second opportunity to work overtime.
 - d. An officer may request to be placed on the overtime-volunteer list for any facilities in his/her region and may request to be removed from a facility's overtime-volunteer list at any time.

- e. An officer may provide conditions under which they do or do not desire to be contacted for voluntary overtime when they are at the top of the list.
 - f. The facility that needs to fill their vacancies will only make calls to off-duty officers to offer voluntary overtime. The off-duty officer must be on that facility's overtime volunteer list in order to be offered the overtime. Once the off-duty officer is confirmed for the overtime, the shift commander at the officer's home facility shall be notified via telephone.
2. A facility that needs to fill their vacancies shall:
 - a. Give their assigned staff the opportunity to volunteer first;
 - b. Give staff from other regional facilities the opportunity to volunteer second; and
 - c. When the volunteer list is exhausted, begin drafting from the facility's assigned staff.
 3. The shift commander or shift supervisor of the facility that needs the overtime, may specifically select an officer for special assignments involving overtime, or for specific post assignments that require the officer to be fit tested and cleared to wear the N95 respirator in order to accomplish the special assignment or task.
 4. A supervisor at the facility needing the overtime, shall record the name of the officer, the officer's home facility, the officer's assigned shift, PPE issued, N95 fit tested status or waiver of N95 fit test, the overtime facility's name, post worked, hours worked and the name of the supervisor authorizing the overtime and the date. This record shall be maintained at each facility. The host facility shall have access to the overtime log to account for hours worked. Officers working overtime at other facilities must still submit a signed overtime slip to a supervisor at their assigned facility for proper timekeeping.
 5. An officer who is suspended shall not be permitted to work any voluntary overtime within the pay period of the suspension and until the suspension expires.
 6. An officer who has received an overall unsatisfactory annual evaluation shall not be permitted to work any voluntary overtime until such time as that officer is again rated as overall satisfactory in his/her monthly evaluation.

7. Staff under quarantine orders shall not be permitted to work. Staff under self-monitoring orders are not permitted to work overtime at another facility until the orders have expired.
8. An officer not permitted to work voluntary overtime as stipulated in provisions of section V. B. of the original 2012 Agreement shall not be eligible to be drafted for overtime.
9. The regional facilities shall implement the draft with their assigned staff in accordance with "AFSCME Maryland and the Department of Public Safety and Correctional Services" "Overtime Policy for Correctional Staff" if volunteers cannot be provided.
10. This addendum to the Agreement remains effective until the state of emergency is terminated and the proclamation of catastrophic health emergency is rescinded, superseded, amended, or revised by any subsequent orders.



Robert L. Green, Secretary
Department of Public Safety and Correctional Services

Date: May 7, 2020