

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: **SHIFT BIDS- CLERICAL STAFF**

A-2000

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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REFERENCE: DPPM J-1400

POLICY

If the Sheriff continues to allow clerical staff in the Detentions Bureau to bid for shifts and/or assignments, this policy will govern the process to be used in order to ensure a fair and orderly bid process. Prior to beginning the bid process, each section manager or their designee will establish a work schedule based on staffing levels and the needs of the Sheriff's Office.

DEFINITION(S):

Rank: For the purposes of establishing seniority for the bid process, rank will be considered in the following order, from highest to lowest:

- Sheriff's Senior Services Specialist (SSSS)
- Sheriff's Services Specialist (SSS)
- Sheriff's Services Technician (SST)
- Office Services Assistant (OSA)

This policy does not establish any supervisory relationships between specific ranks of clerical staff. This definition is provided here to clarify ranking for the establishment of seniority.

DIRECTIVE #1

Shift bids will be held Every six months and will be finalized within two weeks of the effective date of the bid. The section manager will establish the dates for bids to take place.

DIRECTIVE #2

The bid process detailed in this policy establishes procedures for clerical staff to bid for assignments within the section to which they are assigned. Clerical staff that wishes to transfer from one section to another must do so using the procedures for voluntary transfer as detailed in the Department Policy and Procedures Section J-1400.

Procedure A: Establishing the Seniority List

The section manager or their designee will establish a list of all clerical staff within the section that are eligible to bid. The list will be divided by rank and within each rank, staff will be ordered by seniority as follows:

- **Time in Rank:** Time in rank shall be computed from the date the employee was officially promoted to that rank in a permanent, allocated position within the Kern County Sheriff's Office. If time in rank is equal, seniority will be determined by time in service.
- **Time in Service:** Time in service shall be computed as the total length of unbroken employment with the Kern County Sheriff's Office in a permanent, full-time position. Time in service shall not be affected by unpaid leave (e.g., suspension or other leave without pay). If time in service is equal, a lottery will be used to establish seniority among tied employees.
- **Lottery:** The section manager will coordinate a fair and impartial lottery to establish seniority for employees who are tied after time in rank and service have been considered. The results of such a lottery will only be effective for the current bid.
 - In the event that a clerical employee transfers into the section after the lottery has been completed, a new lottery will be held only to break a tie between the newly transferred employee and other bidding employees. Lottery results between employees that were unaffected by the transferred employee will stand.

- Any confirmed discrepancy in the lottery will be resolved by re-drawing the lottery for the affected employees. Lottery results for any employees unaffected by the discrepancy will stand.

Procedure B: Conducting the Shift Bid Process

Once the section work schedule and seniority list have been established, the section manager or designee will coordinate the bid process. The actual bid will be accomplished by bid sheet; there will be no bid at which employees attend.

The bid process will occur as follows:

- At least thirty days prior to the bid, the section manager or their designee will distribute the seniority list, a list of biddable shifts/assignments, and a bid sheet on which bidding employee will indicate their desired shift/assignment in order of choice.
- Bidding employees must turn their completed bid sheets in to their facility administrative sergeant at least one week before the bid is scheduled to take place.
 - Any employee wishing to change their bid choices after turning the bid sheet must contact their facility administrative sergeant to make the change. The employee must initial the altered bid sheet for the changes to be valid.
- On the scheduled day of the bid, the section manager or their designee will assign each bidding employee in order of seniority to the first position on their list of choices that is available at the time of the employee's bid.
- At least two weeks prior to the bid results taking effect, the section manager will ensure that the final results of the bids are posted in a location where the affected staff is able to examine them.

DIRECTIVE #3

The section manager reserves the right to make exceptions and assign employees to specific shifts in the following circumstances:

- To provide for emergency situations that may arise.

- To correct or prevent an obvious imbalance in the experience level of personnel assigned to any given shift/assignment.
- To provide for re-training or appropriate supervision of personnel whose job performance is substandard or unsatisfactory.
- To compensate for temporary vacancies due to injuries, illness, leaves of absence, resignations, or terminations.
- When, in the opinion of the section manager, a shift has too many employees assigned to light duty, the facility manager may assign the light duty employee(s) with the least seniority at any time.
- To utilize special training or unique skills of an employee for the betterment of the division.
- Such administrative assignments shall not be made in a capricious manner