

Jailers/Correctional Officers:

The Boone County Correctional Officers are considered essential personnel. Shift consists of a twelve-hour shift, One week they work Monday, Tuesday, Friday, Saturday, and Sunday. Then it switches to Wednesday and Thursday the following week. This alternates back and forth to make 84 hours in a pay period. Hours and schedule of work may be changed at the discretion of the Sheriff.

Over time will be paid for any hours worked over 84 hours in a 14 day pay period. Vacation, Sick, personal leave, floating holiday, and Holiday (worked Holiday Counts) do not count towards worked hours when figuring overtime. When called into work and not scheduled all hours will be overtime. Overtime shall not be paid more than once for the same hours worked. Overtime may be converted to compensatory time at a rate of time and one-half (1 ½) of the overtime hours worked. The County will, so far as is practical, attempt to equalize overtime among employees. Overtime balances will be posted at the end of every pay period.

Attendance

Please refer to Section 4.4 of the Boone County Handbook

Every employee of the Jail, as a condition of employment, shall be available during emergencies and available to be called into work in such emergencies or in event of staffing shortages.

Time away from work (vacation, sick leave, personal days)

All scheduled time off must be requested in writing to the Jail Administrator at least two weeks in advance. For the use of vacation, sick leave, and personal days please see section 6 of the Boone County Handbook.

Requesting time off is not a guarantee of time off. Boone County will make every effort to accommodate employees' requests for time off. However Jailers are essential personnel of Boone County, please refer to section 2.19 of the Boone County Handbook.

Shift Swaps/Trades (new)

The Fair Labor Standards Act (FLSA) extends a provision for government employees to trade shifts with other employees, under certain conditions. It is the intent of this policy to establish a mechanism for personnel in the Boone County Jail to swap/trade shifts pursuant to FLSA. The policy will facilitate personnel taking time off without charging their leave banks and assist in preventing backfills with personnel who are paid overtime.

The Jail Administrator is responsible for ensuring staffing levels in order to optimize the security and safety of personnel within the Boone County Jail.

Jailers may swap/trade shifts with their colleagues within the same classification subject to the following conditions:

- a. Both employees agree to the shift swap/trade voluntarily. Employees will complete a voluntary shift swap/trade request form. Employees shall not exchange money or any other item for value in connection with a shift swap/trade.
- b. A Supervisor (Abbey Swank) must pre-approve the shift swap/trade. At the time the shift trade is approved, both employees must have signed the request form.
- c. Request forms will not be approved if it creates overtime for one or more of the employees unless the Sheriff has given approval.
- d. Once the swap/trade request form has been approved all parties must adhere to the swap/trade.
- e. If an employee agrees to swap/trade shifts with another employee and then calls in sick or otherwise does not work the shift the following provisions apply:

1. Employees scheduled to work will use vacation, compensatory, or personal leave. If the absence qualifies for sick leave usage, the employee may report sick leave.
2. Employees scheduled to work will not be able to swap/trade with other employees for a time period determined by the supervisor and or the Sheriff.
 - f. A swap/trade for more than one day must be approved by Sheriff.
 - g. Swaps/trades involving more than two employees are not permitted.
 - h. Swaps/trades involving a Holiday will not be permitted.
 - i. Swaps/trades of partial shifts will not be permitted.

Jail Cell phone policy: (new)

Definition

This policy about cellular phones and wireless internet data device usage applies to any mobile device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is county-supplied or personally owned. For this document, all of the previously mentioned will be referred to as a cellular devices.

Employees should avoid making personal phone calls. It is understood that occasional calls of short duration may be necessary. As an example, this would include contacting a family member to inform them that you will be arriving home later than expected or to make or receive emergency calls from family. However, employees are encouraged to have family members call the Communication Center to get ahold of employees in case of an emergency.

Cellular devices will be kept within the office of the Jail. The cellular device should not be kept on person or be in the areas where inmates are but in a secure location within the office. Employees should not be on their cellular devices during work hours. Boone County is not responsible for the security of personal cellular devices or for any damages that may occur to personal cellular devices.

An employee who violates this policy could be subject to disciplinary action up to, and including, termination of employment.

Clothing allowance

The Clothing allowance is currently \$350.00/per fiscal year. This is to cover uniforms and uniform accessories to perform the work. Amounts may need to increase as the costs of goods increase. Receipts must be provided to the Sheriff prior to submitting them to the Auditor. The Employer will pay for any article damaged during the performance of an employee's duties.

Required training

Correctional Officers are required to be certified initially from a forty-hour course. Each year, thereafter, they are required to obtain twenty hours of continuing education. Along with this, correctional officers shall have CPR training every two years or as required. All licenses or certificates shall be brought to the Sheriff to be placed in the personnel files of the Sheriff's Office and Boone County Human Resources. Regularly scheduled hours will be adjusted for Training periods to eliminate overtime hours.

Longevity

Longevity increases are as follows: Each Full-time employee shall be eligible for longevity pay based upon consecutive years of service. \$.05 cents per hour after five years/ \$.10 per hour after ten years/ \$.15 per hour after 15 years/ \$.20 per year after twenty years.