



BOB RILEY
GOVERNOR

State of Alabama Alabama Department of Corrections

301 S. Ripley Street
P. O. Box 301501
Montgomery, AL 36130



DONAL CAMPBELL
COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 205

OPR: PERSONNEL

SENIORITY

Correctional Officers I Employees

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for determining seniority for employee in the Correctional Officer I job classification.

II. POLICY

It is the policy of ADOC to provide a fair and equitable seniority plan for selecting and assigning shift duty, off days, and administrative posts to Correctional Officer I employees.

III. DEFINITION(S) AND ACRONYM(S)

- A. COI: An employee in a Correctional Officer I job classification, Class Code 60711.
- B. Continuous State Service: Refers to not being placed in a leave without pay (LWOP) status at any one time for 19 days or more, except in cases of Section V.C. below, military activation and the Family and Medical Leave Act.
- C. Re-employment: Refers to individuals who are rehired after separating their employment with the Department.
- D. Seniority: The length of continuous service in a Correctional Officer I job classification.
- E. Tie Breaker: A factor, statistic, or criterion that is used to differentiate employees with the same employment status.

IV. RESPONSIBILITIES

- A. The Personnel Division shall advise supervisors regarding ADOC procedures for establishing seniority.
- B. Wardens and Division Directors are responsible for ensuring that a fair and equitable seniority plan is provided to all Correctional Officer I employees.
- C. Correctional Officer I employees are responsible for submitting their petition (bid) for shift duty, off days, and administrative post assignments within the time frame allowed by this regulation.

V. PROCEDURES

- A. Each year during the month of January only, COI employees shall have an opportunity to select on the basis of seniority:
 - 1. Off Days
 - a. Off-day selection shall be by shift.
 - b. Request shall be in writing to the Shift Commander.
 - 2. Shift Assignment
 - a. Requests to change shifts shall be in writing.
 - b. Requests shall be submitted in accordance with the procedures of the institution.
- B. The seniority date for employees in the COI job classification shall be determined as indicated below:
 - 1. If employed before 5/30/1992, the seniority date is the date the employee entered the COI classification.
 - 2. If employed between 5/30/1992 and 6/30/1996, the seniority date is the date the employee received permanent status in the COI classification.
 - 3. If employed between 07/01/1996 and 8/31/1999, the seniority date is the date the employee advanced from the Training Rate to the COI Rate of pay.
 - 4. If employed after 8/31/1999, the seniority date is the date the employee entered the COI classification.
- C. The seniority date for an employee who had permanent status in the Correctional Officer I classification that was laid off during the ADOC layoff of 1992 shall be the date entered into the COI classification before the layoff provided that:

1. The employee was re-employed as a COI by October 31, 1992.
 2. The employee has had continuous service in the COI classification since October 31, 1992.
- D. The seniority for an individual re-employed in the Correctional Officer I classification shall be the date of re-employment except as indicated in Section V.C. above.
- E. In the event of tied seniority dates, the following tie breakers shall be considered in the order indicated below:
1. Continuous state service.
 2. Disciplinary history for the past 12 months.
 3. Last annual performance appraisal.
 4. Rank of academic score at the Academy.
- F. The assignment of administrative posts (e.g. recreation officer) shall be available for selection when vacancies occur.
- G. The selection of administrative posts shall be based on seniority and such other factors as:
1. Disciplinary history.
 2. Performance appraisal scores.
 3. Work experience related to the post assignment
- H. In an event that shifts and/or off days need to be balanced due to military enrollment or other circumstances, the Warden/Division Director shall balance shift and off-day assignments when necessary using reverse seniority.
- I. A roster shall be posted on all bulletin boards with the number of officers and off days assigned for each shift.

VI. DISPOSITION

There are no forms prescribed by this regulation, therefore, disposition procedures are not necessary.

VII. FORMS

This regulation does not implement any forms.

VIII. SUPERCEDES

This regulation supercedes AR 205, dated September 21, 1999, as amended.

IX. PERFORMANCE

This administrative regulation updates policy and procedures concerning the selection of Correctional Officer shift, off days, and administrative posts and is based on, but not limited to, the regulations below:

- A. Rules of the State Personnel Board
- B. State Personnel Procedures Manual



Donal Campbell, Commissioner