

Shift Change

1046.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for enacting shift changes in juvenile facilities. This policy applies to all juvenile facility staff.

1046.2 AUTHORITY AND REFERENCES

- Executive Committee

1046.3 POLICY

Juvenile facility staff shall be assigned duties and work schedules that meet the needs of the facility and provide for staff development. Duties and schedules shall be changed periodically as determined by the facility manager(s).

1046.4 SHIFT ASSIGNMENTS

Staff shall be assigned specific shifts for periods of time determined by the facility manager(s).

1046.5 SHIFT CHANGE NOTIFICATION

Shift changes shall be posted at least two weeks prior to the effective date of implementation. If staff are in agreement, their shift may be changed prior to the effective date.

Date last reviewed: 05/24/2019

Date(s) revised: 05/24/2019

07/18/2016

Created: 03/01/2000

Attachments: None