

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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SUBJECT: WORK SCHEDULES

CATEGORY: HUMAN RESOURCES

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**Policy**

In order to ensure that adequate staffing is available to provide quality services, the appropriate Division Administrator may establish a defined work schedule for each division and unit.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) that an employee will normally be scheduled for and expected to work the number of hours related to their position. Depending on need, the IDJC has the right to schedule employees for more hours of work. The IDJC may also reduce the number of hours an employee works but because of the resulting reduction in pay, the IDJC must provide due process to the employee by giving notice of the contemplated action and giving the employee the opportunity to respond.

**Operating Procedures**

- I. Work schedules are determined and approved by the Division Administrator. Work schedules for rehabilitation technician and safety and security positions will be posted on the IDJC Intranet as soon as possible. If schedules are not posted on the Intranet, the supervisor is responsible for communicating the schedules to the employee.
  - A. It is the immediate supervisor's responsibility to ensure work schedules are posted and/or communicated to staff in a timely manner. The immediate supervisor will fully document any deviations from the work schedule and will make a reasonable attempt to contact affected employees by phone in cases of less than 48-hour notice regarding schedule changes.
  - B. Because schedules can change due to staffing requirements and unforeseen circumstances, it is always the responsibility of each employee to regularly check the work schedules and report for duty in compliance with the posted/identified schedule. Employees will comply with the work schedule barring limited and exigent circumstances. Failure to report for a scheduled shift may be cause for disciplinary action, up to and including dismissal.
- II. Supervisors are responsible for monitoring employee work hours throughout the workweek to ensure minimal overtime accrual. For example, if an employee has worked in excess of their regularly scheduled hours during the first few days of the

workweek, the supervisor is authorized to instruct the employee to decrease work hours for the remainder of the workweek in order to bring the total number of hours worked to 40. While this is not possible in some work settings, supervisors are allowed to adjust schedules to minimize overtime and the accrual of compensatory time.

- III. The supervisor has the right to schedule an employee off of work to expend accrued compensatory time.
- IV. If the supervisor needs the employee to work overtime, the supervisor will notify and discuss the schedule with the employee as soon as it is possible.
- V. If, for any reason, a full-time employee's hours will be decreased to less than 40 hours per week, the supervisor will contact Human Resources in advance of the hours reduction, as the employee must be given due process notice of the reduction in hours and an opportunity to respond.

*References:*                    [Glossary of Terms and Acronyms](#)  
                                      *Fair Labor Standards Act*

*Desk Manuals:*                *None*

*Related Policies:*            [Hours of Work and Rest Periods](#) (349)  
                                      [Corrective and Disciplinary Action for IDJC Employees](#) (325)  
                                      [Flextime and Telecommuting](#) (351)  
                                      [Ethics and Standards of Conduct](#) (324)

*Related Forms:*              *None*