



PRISONS
Health and Wellness Services
Policies and Procedures

Title	Requesting Flexible and Alternate Work Schedules			
Section	P-10	Issue Date August 9, 2021	Supersedes Date January 2012	

References

Performance-Based Standards and Expected Practices for Adult Correctional Institutions, 5th Edition 5-ACI-6B-01(M), 5-ACI-6B-03(M)

I. PURPOSE

To provide instructions to the facility health authority/nurse manager for requesting and approving flexible and alternate work schedules.

II. DEFINITIONS

- (a) Flexible schedule - A schedule outside the routine working hours of the work unit, which meets the needs of the facility and employee.
- (b) Alternate work schedule - 10-hour or 12-hour shift schedule.
- (c) Weekend Option (36 hour) - A schedule by which an employee works a 12 hour shift every Friday, Saturday, and Sunday.

III. POLICY

- (a) Schedules outside of eight (8) hour shifts shall be approved by the Commissioner of Prisons/Designee.
- (b) Weekend Option (36 hour) shall require the “36 Hour ‘Weekend Option’ Agreement Form Professional Nurse Only” contract to be signed by the employee, Nurse Manager/Inpatient DON, and Health and Wellness Director of Nursing.
- (c) A Flexible schedule shall be worked out between the facility Warden/designee, facility health authority/nurse manager and the employee.

IV. PROCEDURE

- (a) The nurse manager shall discuss alternative scheduling with the warden and the Assistant Director of Nursing.



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- (b) If the Warden supports the plan, he/she shall obtain approval of the Regional Director.
- (c) A written proposal shall be developed to state that the Warden, Regional Director and Assistant Director of Nursing agree with the proposal and the nurse manager shall develop a sample schedule for one month depicting the alternative schedule ensuring proper coverage is met.
 - (1) The written proposal and sample schedule shall be submitted up the clinical and administrative chains of commands beginning with the Warden.
 - (2) The Health and Wellness Director of Nursing shall review the proposal and make recommendations to the Director of Health and Wellness.
 - (3) The Director of Health and Wellness' decision shall be forwarded to the Prisons Director of Administrative Services.
 - (4) Administrative Services shall provide information to the Commissioner of Prisons who shall make the final decision.
 - (5) Upon the Commissioner of Prisons' approval, Administrative Services shall request the Classification Section of Personnel to approve the alternative schedule.
 - (6) Upon the approval of the Personnel Section, they shall notify Administrative Services who shall inform the facility Warden and facility Administrative Officer that the request has been approved.
 - (7) Personnel shall arrange Time Sheet training at the facility, if necessary.
 - (8) If the alternate schedule is the Weekend Option, the Nurse Manager shall have the Weekend Option contract completed along with signatures and submit to the Director of Nursing for signature who shall return the contract to the facility. The Administrative Officer shall submit the contract to Personnel.



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Todd E. Ishee
Commissioner of Prisons

August 9, 2021
Date