



Greg Gianforte, Governor | Brian M. Gootkin, Director

MEMO

To: All MSP employees in positions classified as correctional officers

From: Director Gootkin, Deputy Director Wolken, Chiefs Anderson, Daugherty, Eychner, and Smitham

Date: Monday, June 20, 2022

Subject: Official 14-Calendar Day Notice of Change to Employee Shifts

The Montana Department of Corrections' Executive Team would like to thank you all for your hard work, especially over the past few months as we have struggled with staffing levels at Montana State Prison. Recently, our correctional officer deficit at MSP increased from the 20% we are used to seeing, to 30%. Due to vacancies, light duty, extended leave and a depleted workforce throughout Montana, MSP is down 79 positions. For the wellbeing of our employees, we want to eliminate holdovers, reduce mandatory overtime, and preserve existing vacations. To ensure the security and safety of the public, staff, and inmates, we will take the following measures:

Implementing 12-hour shifts for all positions classified as correctional officers. Effective July 16, 2022.

- Shifts will run from 6 a.m. – 6 p.m., and 6 p.m. – 6 a.m.
- Week 1 Schedule – work four, 12-hour days and get three days off.
- Week 2 Schedule – work three, 12-hour days and one, eight-hour day.
- All correctional officers working 12-hour shifts will be compensated for four hours of overtime pay for each 12-hour shift.
- Shifts will be open for bidding in accordance with the seniority bidding procedure beginning June 22, 2022.
- Overtime shifts will be available to all post-certified staff. Union members will have priority.

*This notice constitutes the 14-calendar days' notice of a change in schedule for effected employees who are covered by the Local 4700 CBA in compliance with Article 10, Section 2, subsection 2 (second paragraph thereof).

The timeline for implementation of these changes allows employees the opportunity to make necessary arrangements related to childcare, etc. prior to their first, 12-hour shift.

Reducing visitation for inmates at MSP to two days a week. Effective July 2, 2022

Visitation will alternate week to week between High Side and Low Side. This will allow us to place correctional officers normally assigned to visitation inside the compound.



Additional measures already in place to address staffing pressures include:

- Probation and Parole assistance covering hospital stays and transports when necessary.
- Expansion of mandatory overtime list to include Admissions, Tool/Key Control, Ranch, Fire, Treatment Techs, Mental Health Techs and 8-4 officers.

We appreciate your hard work during this difficult time, and as such, are working to alleviate the strain being placed upon our valuable staff. This includes maintaining scheduled employee vacation time. As we continue to ramp up the DOC's recruitment efforts, we encourage you to spread the word about career opportunities with the DOC. You are our best ambassadors in the community! If you have any questions about the information shared in this email, please contact your supervisor. Again, thank you for all you do.