



## CORRECTIONAL OFFICER APPOINTMENT CONSIDERATIONS

Applicants who successfully complete all selection components will be placed on the Correctional Officer (CO) certification for employment list. You will be ranked according to the score you received on the written test and will be contacted for appointment based on your ranking.

**NOTE: The conditions of employment, compensation, and benefits described throughout the various handouts may be changed as a result of legislation, revision to the Bargaining Unit 6 Memorandum of Understanding (MOU), or other State action. Should there be conflict between this document and changes in the requirements of law, State policy, or Unit 6 MOU, the latter will control.**

You do not have to accept an assignment when offered. However, if you do not accept an offer it will be counted as an active waiver. After three active waivers, your name will be permanently removed from the certification for employment list, and you will no longer be eligible for appointment to classification of CO. Listed below are several factors that should be considered before accepting an offer.

- ☞ You will attend the Basic Correctional Officer Academy (BCOA) for 12 weeks:
  - Make necessary arrangements for family and pets.
- ☞ The impact of relocating your family:
  - Fully discuss and confirm your family's willingness to relocate.
  - Make sure you honestly evaluate your ability to secure and maintain housing in the new location.
  - Research child-care availability.
  - If you provide assistance or medical care to elderly parents, children, etc., consider the accommodations available in the new location. Also consider the impact your absence will have on them if you relocate and they do not.
  - Make sure you do not violate child custody agreements or a court order by relocating.
- ☞ Selling your home:
  - Consider the expenses associated with selling a home or supporting two households if your family stays behind. Keep in mind that you may not sell your home as quickly as you would like.
- ☞ Commuting:
  - Consider the time, distance, and expense (fuel and vehicle maintenance, for example).
  - Academy housing is offered to cadets who reside more than 50 miles from the academy.

We hope the information provided does not deter you from beginning a career with the Department of Corrections and Rehabilitation; however, it is important that you evaluate these considerations before making a career decision.

## **APPOINTMENT INFORMATION**

You will first be appointed as a Permanent Intermittent (PI) while attending the BCOA. Upon graduation your time base will be changed to full-time. Thereafter, you will be paid a monthly salary at the end of a pay period (each pay period is about 30 days). You will be required to account for working forty-one (41) hours in a seven (7) consecutive day work period as established by the department.

You are not guaranteed a specific shift or days off. Your schedule will be set by the institution at the time you report. Be prepared to work any shift. Your assignment will change periodically to allow for training or institutional need. Expect to work weekends and holidays. Institutions operate three shifts, seven (7) days a week, including holidays. As your seniority changes you will be able to bid for the shift you want.

## **PROBATIONARY PERIOD**

You will be on probation for the first twelve (12) qualifying pay periods. The twelve (12) months shall start from initial academy report date. You will receive your first probation report upon graduation from the BCOA, the second after completion of five (5) months from the date of hire at the institution, and the third prior to completion of twelve (12) months from your date of hire at the academy. In addition, you will receive a performance evaluation after the completion of fifteen (15) months and twenty-four (24) months (end of Apprenticeship Program) from your date of hire at the institution. Thereafter, you will receive an annual performance evaluation.

## **SICK LEAVE**

On the first day of the pay period following the completion of your first qualifying pay period of service (at least eleven (11) paid days/160 hours), you will earn eight (8) hours of sick leave credit in accordance with the Bargaining Unit 6 Agreement. You will continue to accrue sick leave on a monthly basis consistent with meeting the required days of service.

## **VACATION LEAVE**

In accordance with the Bargaining Unit 6 Agreement, you will not be entitled to use vacation credits for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying pay periods, you will receive a one-time vacation credit of 48 hours. Thereafter, for each additional qualifying pay period you will be credited with vacation on the first day of the following monthly pay period. The hours per month of credit is based on the number of months/years of State Service credit.

## **ANNUAL LEAVE – Enhancement of NDI (Non-Industrial Disability Insurance)**

In accordance with the Bargaining Unit 6 Agreement, you may enroll in the Annual Leave Program following the completion of six (6) months of full-time employment. One hundred sixty (160) hours of paid employment equals one (1) month of full-time employment for employees who work on an intermittent basis. The effective date of the election shall be the first day of the pay period in which the election is received by the appointing power. Once enrolled in annual leave an employee shall become entitled to an enhanced non-industrial disability insurance (NDI) benefit (50% of gross salary) upon serving a waiting period of 90 consecutive calendar days. If the employee files a claim for NDI benefits between the effective date of enrollment in the annual leave and the end of the waiting period, the standard NDI benefit shall be payable. The hours per month of credit is based on the number of months/years of State Service credit.

## **HOLIDAY CREDIT**

Upon successful graduation from the BCOA, employees will receive eight (8) hours of holiday credit for each holiday that occurred during their tenure at the BCOA. The recorded holiday credit will be considered full compensation for holidays that occurred while attending the BCOA. Full-time employees working in a posted position who are required to work on a holiday whether as part of his/her normal schedule or on an overtime basis shall be entitled to holiday pay for every hour worked.

## **BENEFITS**

Upon full-time appointment to your institution, you are enrolled in the Public Employees' Retirement System (CalPERS). Members contribute 13% of their compensation in excess of \$863 per month to retirement. Specific information on retirement benefits may be obtained from CalPERS.

## **BACKGROUND INVESTIGATION UPDATES**

**You must advise your background investigator of any changes in your status prior to your receiving an appointment. This includes, but is not limited to, changes in employment, citations received, arrests, or other contact with law enforcement. Your failure to keep us advised could affect your eligibility for employment with this department.**

### Background Investigation Unit Addresses and Telephone Numbers

Northern Selection Center 9838 Old Placerville Road, Suite B Sacramento, CA 95827 (916) 255-2500	Central Selection Center 2510 S. East Avenue, Suite 360 Fresno, CA 93706 (559) 445-5770	Southern Selection Center 9055 Haven Ave, Suite 100 Rancho Cucamonga, CA 91730 (909) 944-6676
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