

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 130.01

EFFECTIVE DATE: 20 September 2024

SUBJECT: STAFFING FORMULA

POLICY DIRECTIVE

PURPOSE:

To ensure essential posts and positions are consistently filled with qualified personnel and provide a formula that is used to determine the number of staff needed for essential positions.

REFERENCE:

ACA Expected Practices 5-ACI-1C-04, 5-ALDF-2A-13, 4-JCF-6D-10, and 1-JDTP-1C-05.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Each facility Superintendent and Youth Reporting Center (YRC) Director will ensure the use of the Shift Relief Formula (**Attachment #1**) to determine the number of staff needed for essential posts and positions.

- A. The formula considers, at a minimum, holidays, regular days off, annual leave, and average sick leave.
 - B. Additional factors that can be included in the formula are time off duty for training, military leave time, and factors specific to the facility/center and the agency.
 - C. Positions requiring staffing for more than one (1) shift and/or more than five (5) days per week should be budgeted for the full staffing needed.
- II. Superintendents and YRC Directors will ensure the shift relief factor is reviewed and updated annually against actual usage patterns and will be incorporated into the DCR annual budget process.

ATTACHMENT(S):

#1 Shift Relief Formula

APPROVED SIGNATURE: William K. Marshall III Sept. 20, 2024
William K. Marshall III, Commissioner Date

WV DIVISION OF CORRECTIONS AND REHABILITATION

Shift Relief Formula

The Division of Corrections and Rehabilitation (DCR) utilizes the below-noted shift relief formula for determining manpower needs that will be particularized for each essential position category within DCR facilities and Youth Reporting Centers (YRC), taking into account the authorized holidays and vacation time permitted staff, as well as regularly revised estimates of usage for other categories of absences, such as sick leave. Additional factors included in the formula are time off duty for training, military leave time, and factors specific to the facility/center.

- (A) Number of days per year that the facility/center is closed = _____
- (B) Number of facility/center work days per year = _____
- (C) Number of regular days off per employee per week (usually 52 weeks/year x 2 days off per week) = _____
- (D) Number of vacation days off/employee/year = _____
- (E) Number of holidays off per employee per year = _____
- (F) Number of sick days off per employee per year (actual average for facility/center staff) = _____
- (G) Number of other days off per employee per year (including time off for injuries on the job, filling vacancies, military leave, funeral leave, unexcused absences, disciplinary time off, special assignments, etc.) = _____
- (H) Number of training days per employee per year = _____
- (I) Total number of days off per employee per year (C) + (D) + (E) + (F) + (G) + (H) = _____
- (J) Number of actual work days/employee/year [365 – (I)] = _____
- (K) Lunches and breaks (J) x 0.0625 down time factor = _____
- (L) Actual work days per employee = (J) – (K) = _____
- (M) Shift relief factor = (B) divided by _____ (L)
- (N) Shift relief factor = _____