

OPD Labor Management Committee Caseload/Workload Discussion

Case Limit Rules:

- 1) In a 12 month period, no attorney can take on more than 150 case units.
(Averaged out this would be 12.5 units per month so offices should strive not to give any single attorney more than 12.5 units per month.)
- 2) In a given month, no attorney can take on more than 15 case units.
(15 units in a month is 20% over capacity, but is allowed to give offices the flexibility to deal with fluctuations in the number of incoming cases.)

Case Unit Valuations:

Each Case of this type	equals	this many case units
Felony	=	1.00
Misdemeanor	=	0.50
Petitions to Revoke (PtR)	=	0.50
Dependent and Neglect (DN)	=	1.50
Guardianship (DG)	=	0.50
Fugitive	=	0.25
Civil Commitment (DI)	=	1.50
Juvenile (DJ)	=	0.75
S. Ct. appeals	=	6.00

**OFFICE OF THE STATE PUBLIC DEFENDER
LABOR MANAGEMENT COMMITTEE - EXAMPLE CASELOAD WORKSHEET**

	<i>chart as of end of Jan 2009</i>				<i>chart as of start of Feb 2009</i>				<i>chart as of start of March 2009</i>			
	Bob	Mary	Sandi		Bob	Mary	Sandi		Bob	Mary	Sandi	
Jan	15.00	15.00	15.00	Jan	15.00	15.00	15.00	Jan	15.00	15.00	15.00	
Feb	11.00	10.00	10.00	Feb				Feb	10.00	14.00	15.00	
March	10.00	11.00	11.00	March	10.00	11.00	11.00	March				
April	12.00	10.00	11.00	April	12.00	10.00	11.00	April	12.00	10.00	11.00	
May	11.00	11.00	11.00	May	11.00	11.00	11.00	May	11.00	11.00	11.00	
June	9.00	8.00	13.00	June	9.00	8.00	13.00	June	9.00	8.00	13.00	
July	9.00	9.00	10.00	July	9.00	9.00	10.00	July	9.00	9.00	10.00	
Aug	11.00	12.50	11.00	Aug	11.00	12.50	11.00	Aug	11.00	12.50	11.00	
Sept	9.00	12.50	11.00	Sept	9.00	12.50	11.00	Sept	9.00	12.50	11.00	
Oct	10.00	11.00	11.00	Oct	10.00	11.00	11.00	Oct	10.00	11.00	11.00	
Nov	8.00	15.00	15.00	Nov	8.00	15.00	15.00	Nov	8.00	15.00	15.00	
Dec	11.00	15.00	15.00	Dec	11.00	15.00	15.00	Dec	11.00	15.00	15.00	
12 month running total	126.00	140.00	144.00		115.00	130.00	134.00		115.00	133.00	138.00	
	<i>chart as of start of April 2009</i>				<i>chart as of start of May 2009</i>				<i>chart as of start of June 2009</i>			
	Bob	Mary	Sandi		Bob	Mary	Sandi		Bob	Mary	Sandi	Jane
Jan	15.00	15.00	15.00	Jan	15.00	15.00	15.00	Jan	15.00	15.00	15.00	11.00
Feb	10.00	14.00	15.00	Feb	10.00	14.00	15.00	Feb	10.00	14.00	15.00	11.00
March	13.00	15.00	12.00	March	13.00	15.00	12.00	March	13.00	15.00	12.00	11.00
April				April	15.00	12.00	11.00	April	15.00	12.00	11.00	15.00
May	11.00	11.00	11.00	May				May	6.00	9.00	7.00	15.00
June	9.00	8.00	13.00	June	9.00	8.00	13.00	June		10.00	(10.00)	10.00
July	9.00	9.00	10.00	July	9.00	9.00	10.00	July	9.00	9.00	10.00	11.00
Aug	11.00	12.50	11.00	Aug	11.00	12.50	11.00	Aug	11.00	12.50	11.00	11.00
Sept	9.00	12.50	11.00	Sept	9.00	12.50	11.00	Sept	9.00	12.50	11.00	11.00
Oct	10.00	11.00	11.00	Oct	10.00	11.00	11.00	Oct	10.00	11.00	11.00	11.00
Nov	8.00	15.00	15.00	Nov	8.00	15.00	15.00	Nov	8.00	15.00	15.00	11.00
Dec	11.00	15.00	15.00	Dec	11.00	15.00	15.00	Dec	11.00	15.00	15.00	11.00
12 month running total	116.00	138.00	139.00		120.00	139.00	139.00		117.00	150.00	123.00	139.00

EXAMPLE WORKSHEET:

Bob tends to handle felonies and felony PtRs.

Mary tends to handle felonies, felony PtRs, and misdemeanors.

Sandi tends to handle everything else (ie, DNs, DJs, DIs, DGs)

Jane replaces Bob at the start of June.

January

Bob: was assigned 15 new felonies $\rightarrow 15 \times 1 = 15$ case units

Mary: was assigned 10 felonies, 10 PtR $\rightarrow 10 \times 1 + 10 \times 0.5 = 15$ case units

Sandi: was assigned 2 DNs, 3 felonies, 4 DJs, 9 misd., 1 DI

$\rightarrow 2 \times 1.5 + 3 \times 1 + 4 \times 0.75 + 9 \times 0.5 + 1 \times 1.5 = 15$ case units

February

At the start of the month, each attorney's unit total from the previous year's month is cleared.

Bob: In February of 2008, Bob took in 11 units. These are cleared from the chart at the start of February 2009. Bob's 12 month running total becomes 115.

This means under Rule 1 he would be able to take in 35 new units; however, Rule 2 kicks in and limits him to 15 units in any single month. Over the course of February, Bob gets assigned 10 new felonies such that by the end of the month he has 10 units in the February box .

Mary: takes in 28 misdemeanors $\rightarrow 28 \times 0.5 = 14$ units

Sandi: takes in 4 DNs and 6 DIs $\rightarrow 4 \times 1.5 + 6 \times 1.5 = 15$

March

As the prior year's March units clear out, we see that Bob and Mary are limited by Rule 2 only as each could take more than 15 units and still be under the 150 unit limit for a 12 month period. Sandi, however, has 138 units at the start of March. This means she will only be able to take in 12 units before hitting Rule 1's 150 unit cap.

Sandi: takes the first 4 DNs and 4 DIs that come into the office ($4 \times 1.5 + 4 \times 1.5 = 12$ units), but after that she CANNOT take any new case until April.

Bob: takes 10 felonies and 4 DJs that Sandi normally would have taken

$\rightarrow 10 \times 1 + 4 \times 0.75 = 13$

Mary: takes 30 misdemeanors $\rightarrow 30 \times 0.5 = 15$ units

April

Both Sandi and Mary are now capped by Rule 1 (Sandi can take on no more than 11 units this month, Mary 12). Bob remains only capped by Rule 2 so can take 15 units.

Between them Bob, Mary, and Sandi handle the first 25 units of cases to come in. At that point, however, all three are capped (Bob by the 15 per month limit; Mary and Sandi by the 150 per 12 month period limit). Any new cases that come in for the remainder of April MUST go out of the office.

May

Bob is capped by Rule 2 at 15. Mary and Sandi are capped by Rule 1 at 11 each. Fortunately, however, the sun comes out; prosecutors go on their summer vacations; and the number of new charges falls. The office only take sin 24 units of new case so each attorney takes 8 units.

Also, two of Bob's recent new cases happen to get conflicted out of the office so 2 units are subtracted from Bob's month.

June

As in May, Bob remains capped by Rule 2 and Mary remains capped by Rule 1. Sandi, however, sees her 12 month running total drop to 134 units so can now take up to 15 units again.

Also at the start of June, Bob retires and Jane is hired to replace him. Bob has 50 units worth of open cases when he leaves, which are transferred to Jane. This is accounted for by giving Jane 10 units in the current month and then backfilling the prior months with up to 15 units until the 50 units have been exhausted. Remaining prior months are backfilled with 11s.

As part of the office reorganization, Mary and Sandi also decide to switch case loads. Sandi gives Mary 51 units worth of cases, and Mary gives Sandi 40 units worth. These transfer cases are accounted for by giving 10 units in the current month and adding remaining unit to the prior month. Sandi takes negative 10 in the current month and one from the prior.

OFFICE OF THE STATE PUBLIC DEFENDER

LABOR MANAGEMENT COMMITTEE - SAMPLE WORKLOAD TRACKING TOOL

Month	Attorney 1	Attorney 2	Attorney 3	Attorney 4	Attorney 5	Attorney 6	Attorney 7	Attorney 8	Attorney 9
January	10.00	9.50	8.50	9.00	9.50	9.00	11.00	20.00	8.25
February	2.00	-	1.00	-	(1.00)	2.00	-	1.50	1.50
March	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
April	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
May	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
June	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
July	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
August	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
September	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
October	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
November	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
December	10.25	11.00	9.50	9.50	10.00	10.00	7.00	17.00	5.25

12 month total	121.25	119.50	118.00	117.50	117.50	120.00	117.00	137.50	114.00
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Month	Attorney 10	Attorney 11	Attorney 12	Attorney 13	Attorney 14	Attorney 15	Attorney 16	Attorney 17	Attorney 18
January	22.00	23.50	11.50	12.50	12.00	11.50	2.00	1.50	0.50
February	4.00	5.00	2.50	3.00	2.50	1.50	2.00	1.00	-
March	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
April	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
May	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
June	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
July	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
August	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
September	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
October	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
November	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
December	19.50	14.50	7.50	6.50	5.50	9.00	2.00	1.50	-

12 month total	144.50	142.00	120.50	121.00	119.00	121.00	105.00	103.00	99.50
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Case Type	Equals =	Case Units	Case Type	Equals =	Case Units
Felony		1.00	Fugitive		0.25
Misdemeanor		0.50	DI (civil commits)		1.50
Petitions to Revoke		0.50	Juvenile		0.75
Dependent and Neglect		1.50	DA		6.00
Guardianship		0.50			