

400. SCHEDULING

- a. Duty Assignments: The scheduling officer shall arrange assignments and schedules of the officers and dispatchers so as to provide for maximum police service at all times to meet the needs and achieve the police mission.
- b. Hours of Duty: Although considered to be offduty and subject to call at all times, full-time police officers tour of duty will be divided into shifts of not less than eight (8) hours.

Full-time dispatchers tour of duty will also be divided into shifts of not less than eight (8) hours.

The shifts are sometimes referred to in other terms such as:

"Days or Day Shift"	0800 to 1600	also "A" Shift
"Night Shift"	1600 to 2400	also "B" Shift
"Dog---Watch/Graveyard"	2400 to 0800	also "C" Shift
"Swing--Power"	1900 to 0300	also "D" Shift

- c. Hours of Work-Appointed Full-time Licensed Officers:
 - a. Work days (shifts) shall consist of at least eight consecutive hours.
 - b. Work week (period) shall consist of not more than seven (7) consecutive days beginning at the officers starting time, for all shifts, 0800 hours is start time. When working rotation shift, a work period will be twenty-eight (28) days.
 - c. When working a rotation shift, the employee will average a 40 hour week over, a 28 day period.

- a. Hours of Work (Certified Full-time Dispatchers):
 - a. Work days (shifts) shall consist of at least eight consecutive hours.
 - b. Work week (period) shall consist of not less than seven (7) consecutive days, and not to exceed forty (40) hours.
 - c. When dispatches are also qualified licensed law enforcement officers and work a rotation shift the employee will average 40 hours over a 28-day period.

- b. Days Off:

All full-time employees will be granted two (2) consecutive days off each work week

unless mutually agreed upon.

c. Administrative Authority:

All full-time employees are subject to being required to work overtime, to be called back to work on off-duty hours or days off. Other reasonable changes in hour of work days off assignments are subject to the need of the Department.

d. Dual Duty Employees:

It is possible for an employee to work in more than one job classification in this department or for the city. A police officer could work for the Street Department as a truck driver or for the Police Department as a dispatcher and a dispatcher could work as a police officer. When these employees are qualified in other classifications they may work them as a part-time employee. When employees perform duty in other than their primary classification they will be compensated as a part-time employee for that position except as indicated.

a. Example - (working dual duty on days off, vacation, etc.)

Police officer working as dispatcher will receive authorized hourly rate of pay for part-time dispatchers. Overtime pay (over 40 hours) is not paid unless the employee works over 40 hours per week as a dispatcher. Holiday pay, comptime or other benefits do not apply.

Dispatchers working as a licensed police officer receive authorized hourly rate of pay for part-time police officers. Overtime as a. above.

b. Example - (working dual duty during regular scheduled shifts). Police officer working as a dispatcher during regular scheduled week in lieu of working as police officer will not receive less than his police officer rate of pay.

Dispatcher working as a police officer during regular scheduled week in lieu of working as dispatcher will not receive less than his dispatcher rate of pay.

e. Overtime:

All full and part-time employees within their classified position will be granted overtime compensation for time worked in excess of 40 hours per week except for law enforcement personnel who work a rotation schedule with a work period of 28 days overtime will be

paid for work in excess of 160 hours.

- a. Overtime shall be calculated as per contract/agreement.
- b. Authority to grant overtime is defined in the Civil Service Regulations, the contract and as authorized by the Chief of Police.

f. Compensatory Time:

Employees may chose comptime over paid overtime by indicating their, preference on the time card. The scheduling officer shall keep a record of accumulated and used comptime. The conditions for the authorization, accumulation and the use of such comptime will be at the convenience of the department for police officers. Comptime will occur as per contract/agreement for dispatchers and/or the following guidelines:

- a. Comptime should be limited to or as close to 24 hours (3) days as possible for each employee except dispatchers or investigator.
- b. Comptime may be used only when authorized by the scheduling officer, the Chief or contract/agreement for dispatchers. The scheduling officer may permit comptime when an employee's absence will not require the hiring of a full-time employee for replacement.
- c. Comp time will be an exchange of time worked for time off (straight time).
- d. Normally comptime will be authorized if employee requests taking off when no replacement of any kind is required (two or more scheduled to work) and no significant decrease in service to the community can be anticipated.
- e. The request for time off form will be used in all cases. Time off may be taken in as little as 1 hour units or full 8 hour or more shift.
- f. Comptime should not be carried in the accumulated state for more than eight (8) pay periods (4 months) except dispatchers holiday time up to (1) year. It is understood that this may not always be possible due to the nature of our work and we will try to remain flexible.
- g. Should this comptime policy appear to create a difficulty for the Department or employees, it may be rescinded or further restricted. (See Contract/Agreement)

g. Vacations:

Vacations will be granted as provided in the contract/agreement with the City and following the below guidelines:

- a. All employees must request vacation on the form provided for time off. Vacation is normally taken in eight (8) hour units of time or a full shift period. However, vacation may be granted in ½ day or 4 hour units if scheduling will permit.
- b. Vacation days shall be selected on a seniority basis except as provided.
- c. All vacations must be selected by May 1st of the year in which they will be taken.
- d. No more than one person shall be on vacation at one time, except for the convenience of the Department.
- e. Employees desiring seniority rights for the period July 1st to December 31st and eligible for 20 or more days paid vacation must submit vacation request on or before noon April 15th. Those with 15 or more days must submit request on or before noon April 20th. Those with 10 or more days must submit request prior to April 25th. All employees with less than 10 days vacation must make request prior to noon the 1st day of May.
- f. Employees who elect not to use seniority for selecting vacation must take their chances on remaining days available. Privilege will be granted to 5 or more consecutive days to discourage taking vacation on weekends.
- g. Except as provided in e. above, any vacation taken between January 1st and June 30th will be granted without regard to seniority. These dates will be given on a first come first serve basis.
- h. Vacation days will be days the employee was scheduled to work by the existing schedule and shall not include days off.
- i. Should any vacation requested occur during a time when the Employee is taking some other authorized leave not planned; it may be rescheduled provided it does not interfere with other employees vacation days.
- j. Seniority shall mean time of service with the Department. Except for the Chief of Police, rank will not be a factor for the purpose of seniority in selecting vacation.

h. Sick Leave:

Sick Leave is granted by contract/agreement. As with other forms of time off, it must be requested by the time off form. That is whenever possible. Employees must also have Doctor's permission to return to work when time off has been five (5) days or more, including regularly scheduled as off.