Overtime Staffing Plan

I. Introduction

1. Simple - Voluntary and Mandatory

2. Practical - The Voluntary Phase is nearly identical to the PAY CAR Program, which was being used by the Administrative Unit

3. Effective - Strategic, Long Term, with the advent of eResource

4. This Mandatory Overtime Policy will expire; either at the time the Police Department is staffed with 1109 Officers or the Patrol Division is not experiencing a problem with filling patrol positions.

5. All voluntary overtime shifts worked as part of this program will be for pay only. Mandatory shifts worked as part of this program will be for pay or compensatory time, as determined by the Officer.

II. The Bidding Process

- The First Phase of the OOT Bidding Process is VOLUNTARY
- The Second Phase of the OOT Bidding Process is VOLUNTARY
- The Third Phase of the OOT Bidding Process is MANDATORY
- The Bidding cycle will cover approximately 3 months
- The Third Phase (Mandatory) of the bidding process will only occur if there are unfilled pay car positions at the conclusion of the First and Second Phases (Voluntary) as designated by the BFO Administrative Unit

1. First "Voluntary Phase" (Voluntary)

At the beginning of each bidding cycle, the BFO Administrative Unit will:

- Determine the number of voluntary back-fill pay cars that Officers need to volunteer for to exempt them from the mandatory phase of the cycle (See Section V below).

- The above number will be based on the total number of pay cars available and the number of full duty Officers eligible to work at the time.

- Back-fill pay cars will be offered to Officers in order of seniority starting from the most senior to the most junior, based on departmental seniority.

- Determine the maximum number of voluntary back-fill pay cars that will be offered to each officer for that cycle

- An Officer can choose to work any shift that is open and is not required to stay on his or her normal shift.

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- An Officer may volunteer for as many pay cars as they desire as long as they comply with established secondary employment restrictions as defined in Duty Manual Sections C 1540 – C 1541. The restrictions are as follows:

  - *Department members shall not work in excess of thirty (30) hours of secondary employment assignments in one calendar week. (C1540)*

  - *The 30 hours include any combination of secondary employment (uniformed or non-uniformed, security or non-security related). Secondary employment assignments shall include special Departmental overtime assignments and volunteer hours worked in uniform. (C1540)*

  - *To address the overall health and safety of Officers and to ensure that the City receives efficient performance of the Officer's duties in City employment, department members shall not work in excess of sixteen (16) hours in a twenty-four (24) period. (C1541)*

2. Second "Voluntary Phase" (Voluntary)

- <u>If there are unfilled pay cars positions at the conclusion of the first voluntary bidding phase, pay car positions will be offered on a first come – first served basis to all officers.</u>

- An Officer can choose to work any shift that is open and is not required to stay on his or her normal shift.

- An Officer may volunteer for as many pay cars as they desire as long as they comply with established secondary employment restrictions as defined in Duty Manual Sections C 1540 – C 1541. The restrictions are as follows:

  - *Department members shall not work in excess of thirty (30) hours of secondary employment assignments in one calendar week. (C1540)*

  - *The 30 hours include any combination of secondary employment (uniformed or non-uniformed, security or non-security related). Secondary employment assignments shall include special Departmental overtime assignments and volunteer hours worked in uniform. (C1540)*

  - *To address the overall health and safety of Officers and to ensure that the City receives efficient performance of the Officer's duties in City employment, department members shall not work in excess of sixteen (16) hours in a twenty-four (24) period. (C1541)*

3. "Mandatory Assignment Phase" (Mandatory)

- The mandatory bidding process will only occur if there are unfilled pay car positions at the conclusion of the voluntary bidding process.

- Officers that exempted themselves during the voluntary bidding process will not be required to participate in the mandatory bidding process.

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- eResource will identify the vacant pay car positions that need to be filled.

- eResource will identify the Officers that are required to participate in the mandatory bidding process.

- During the bidding process, eResource will identify the mandatory overtime shifts an Officer is subject to. The Officer will numerically rank the mandatory overtime shifts in descending order to reflect the shifts they would prefer to work the most.

- eResource will assign Officers their mandatory overtime shifts based on their departmental seniority and, if possible, the identified preferences for the days they would most like work. The BFO Administrative Unit cannot guarantee that every Officer will get their first choice.

- Officers who have scheduled time off will be exempted from the Mandatory Assignment Phase during their time off (See Section III below).

Example:

1. The BFO Administrative Unit determines there is a need for 50 back-fill pay cars during the scheduling cycle.

2. During the Phase One and Phase Two bidding process (Voluntary), eResource will be utilized to allow Officers to volunteer to work as many of the back-fill pay cars as they like up to 30 hours per week (See Duty Manual Sections C1540-C1541).

3. If an Officer volunteers for the number of back-fill pay cars required to exempt themselves during the voluntary bidding process, they will not be required to participate in the Phase Two bidding process (Mandatory).

4. If 40 of the 50 available pay car positions are filled during the voluntary bidding process, 10 would be left to fill during the mandatory bidding process.

5. 10 Officers will be mandated to fill the remaining 10 pay car positions by reverse seniority.

6. The bidding process will take two weeks to complete and will include one week for the BFO Administrative Unit to find replacements if they need to before the first back-fill pay car is started in the next cycle.

III. Specifics about the Mandatory Phase

1. A reverse seniority process will be created for each day of the week. Officers may only be mandated to work the shift he or she is currently working, except Officers working day shift may be mandated to work the swing shift.

2. eResource will account for which Officers are on pre-planned time-off (vacation, time off, FMLA, etc.) and Officers will not be scheduled during those times with the following guidelines

- Officers taking 40 hours or more of vacation will be given the three days off before and after the 40 hour or more period so they will not be eligible as part of the mandatory overtime during that period of time.

- Time periods of less than a full 40-hours will not include the days off before or after that period of time, unless a specific request has been made to the BFO Deputy Chief and the BFO Deputy Chief or his/her designee has authorized such.

3. If there are remaining slots which need to be filled during the "Mandatory Phase" eResource will identify Officers with the least amount of seniority to fill those slots. (i.e., if there are 5 slots that need to be filled through the "Mandatory Assignment Phase" the 5 Officers with the least seniority, that have not previously been taken off the list during that list cycle, will be assigned).

4. The five Officers who were mandated to work will not be mandated to work again until the rest of the "reverse seniority list" is exhausted.

5. Every officer will eventually get mandated to work, unless they have been taken off of the "Mandatory List" because they volunteered for the required amount of pay cars to exempt them. Officers will be given a minimum two weeks' notice when they are mandated to work a pay car.

6. If an officer cannot work his/her mandated overtime shift due to a hardship, the BFO Administrative Unit is responsible for finding their replacement. If an officer trades away their mandatory shift, calls in sick for their mandatory shift or cannot work it for any other reason, they will remain on the mandatory list until they actually work a mandatory shift.

7. No officer will work more than 3 mandatory shifts within two pay periods.

8. All overtime policies will be enforced (specifically C1540 & C1541), unless otherwise specified herein. For example, if an Officer works day shift with FSS off, he/she will not be mandated to work a midnight shift on Sunday (violation of the maximum 16 hours in a 24 hour period – C1541).

   - *Department members shall not work in excess of thirty (30) hours of secondary employment assignments in one calendar week. (C1540)*

   - *The 30 hours include any combination of secondary employment (uniformed or non-uniformed, security or non-security related). Secondary employment assignments shall include special Departmental overtime assignments and volunteer hours worked in uniform. (C1540)*

   - *To address the overall health and safety of Officers and to ensure that the City receives efficient performance of the officer's duties in City employment, department members shall not work in excess of sixteen (16) hours in a twenty-four (24) period. (C1541)*

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IV. Frequently Asked Questions

1. What if I have to work a mandatory shift on a Sunday on 3rd Watch and I have to be back at work on Monday morning for my regular shift?

Officers can volunteer to work any shift during the Voluntary Phase. Additionally, Officers can be mandated to work the shift he or she is currently working, and Officers working day shift may be mandated to work the swing shift. Since a day shift Officer will not be mandated to work a midnight shift, he or she will have ample time off between a mandatory day or swing shift and his or her regular start time.

2. What if I can't work my mandatory overtime shift due to a hardship?

If an Officer cannot work his/her mandated overtime shift due to a hardship, the Administrative Unit is responsible for finding a replacement. If an Officer trades away his/her mandatory shift, calls in sick for their mandatory shift or cannot work it for any other reason, he/she will remain on the mandatory list until he/she completes a mandatory shift.

3. If I am on vacation for a month and am unable to work any mandatory overtime, will I have to make up my missed dates?

No. If an Officer has scheduled time off, he/she will not be subjected to mandatory overtime for their scheduled vacation period.

4. What if I work other pay jobs (airport, schools, etc.) on my days off? How can I fulfill my mandatory overtime obligations?

Mandatory overtime takes precedence over all other pay jobs. However, an Officer working a pre-scheduled Airport Assignment will not be mandated to work a mandatory assignment on that day but will still be subject to mandatory assignments on other days for which they are available. The Airport pay car schedule is incorporated into eResource.

5. If Officers are required to work a mandatory overtime shift, will they have the option to take it for pay or compensatory time?

All voluntary overtime shifts) as part of this program will be for pay only.
Mandatory Shifts worked as part of this program will be for pay or compensatory time, as determined by the Officer.

6. What if I am sick on the day of my mandatory overtime shift?

It will be up to the Watch Commander / Briefing Sergeant to attempt to fill that specific spot of the sick officer. The Officer will NOT have to take any of his or her sick hours for that specific day. The sick officer will continue to be on the list in order to make up the scheduled overtime shift missed.

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VI. Number of Back-Fill Pay Car slots Required

Paycars	Hrs/week	Hrs/Month	Slots/wk	Slots/mnth	Ofc Slots
35	1400	5600	140	560	0.933333
40	1600	6400	160	640	1.066667
45	1800	7200	180	720	1.2
50	2000	8000	200	800	1.333333
55	2200	8800	220	880	1.466667
60	2400	9600	240	960	1.6
65	2600	10400	260	1040	1.733333
70	2800	11200	280	1120	1.866667
75	3000	12000	300	1200	2
80	3200	12800	320	1280	2.133333
85	3400	13600	340	1360	2.266667
90	3600	14400	360	1440	2.4
95	3800	15200	380	1520	2.533333
100	4000	16000	400	1600	2.666667
105	4200	16800	420	1680	2.8
110	4400	17600	440	1760	2.933333
115	4600	18400	460	1840	3.066667
120	4800	19200	480	1920	3.2
125	5000	20000	500	2000	3.333333
130	5200	20800	520	2080	3.466667
135	5400	21600	540	2160	3.6
140	5600	22400	560	2240	3.733333
145	5800	23200	580	2320	3.866667
150	6000	24000	600	2400	4

Hours /week = paycar X 40
Hours /month = paycar X 40 X 4
Slots/ week = (paycar X 40) / 10
Slots/ month = (paycar X 40 X 4) / 10
Officer Slots = # of slots month / 600