



POLICY AND PROCEDURE

NO.900

Governing Work Schedules

Date Issued October 3, 2018	Date Effective October 3, 2018	Revision No. 5	No. of pages 6
--------------------------------	-----------------------------------	-------------------	-------------------

The equally important goals of protecting the public and the safety of our personnel require that adequate staffing levels be maintained. However, due to the nature of police work, it is often difficult to assess the exact number of personnel required in advance. Nevertheless, we are obligated to make a concerted effort, to have on duty at all times, at least the minimum amount of personnel necessary to perform effectively all tasks and accomplish departmental goals. The following procedures are intended to achieve these aims, and to standardize record keeping relative to staffing throughout the department. Therefore, any requests for time off or schedule changes shall be done in accordance with this policy.

1. RECORDING IN GENERAL – MORNING REPORTS:

Each division or unit shall submit a completed **Morning Report**, using the format that is contained on the WPD Computer System in CITRIX® under “WPD Admin,” to the Chief’s Office for each 24-hour period.

- A. Signed morning reports are to be submitted daily to the payroll clerk. They are to be signed by the highest ranking police official in command of the unit for that day or the highest ranking official available.
- B. All changes to morning reports that are necessary after the end of the shift for which a morning report was signed by the division commander and submitted to the payroll office will require an IDC be submitted by the division commander requesting the change and attached to a copy of the morning report. This IDC should be submitted up through the chain of command and given to an administrator assigned to the Chief’s Office who will make the changes in the morning report system – the IDC will be attached to the morning report as certification from the division commander that this change should be made.

Each division or unit shall maintain a **record** of all compensatory time and time due. However, the official record of attendance shall be the one maintained via CITRIX®, as stated above.

2. SCHEDULING:

To maintain proper staffing levels, requests for a non-scheduled day off must be made at least one week in advance, unless specifically approved by the CO. Other than regularly scheduled days off, only 10% of officers of each rank will be allowed time off from duty at the division level.

3. FURLOUGH SELECTION:

Up to five (5) vacation leave (furlough) days per year may be taken in two hour or four hour increments at the beginning or end of a regular work day, with the prior approval of the Commanding Officer, subject to the operating needs of the department. The addition of two hour time blocks will be allowed during a period of time so that the administrative feasibility of this option may be evaluated. If this option creates an administrative hardship the two hour option shall be eliminated with sufficient time to allow for the utilization of employees authorized furlough leave.

In December of each year, the Chief's Office will distribute a Furlough Schedule to all divisions and units. Furlough will be chosen in accordance with seniority and the specific instructions that are attached to the Furlough Schedule, which shall be returned to the Chief's Office by the date indicated in the instructions.

Should an officer or official be transferred from one unit to another, whether voluntary, involuntary by promotion or otherwise, after he has submitted his chosen furlough time for the year, it is incumbent upon that transferred officer or official to notify his new command of the granted furlough dates that he has selected during the furlough selection period while assigned to the originating unit.

In the event, that furlough time that the transferred officer or official had selected in his originating unit does not comport with the staffing needs of the new unit (*i.e.* the 10% time-off limit has been reached, etc.), the unit commander shall endeavor to resolve the situation with the objective that no officer or official be "bumped" from his preselected furlough time.

4. ADMINISTRATIVE (ADJUSTMENT) AND OTHER LEAVE:

Administrative leave, personal, and wellness days may be taken only in whole day (8 hour) increments, in accordance with city ordinance, and subject to the operating needs of the department.

Administrative leave days will be scheduled by the Chief, in his sole discretion. The scheduling of Administrative days off will take place in advance of the calendar year of entitlement. At the Chief's discretion, officers will have the option, at the command level and with the unit commander's permission to schedule their Administrative leave days on an as needed basis. Officers must schedule their Administrative leave days prior to earning the next day and under no circumstances will Administrative leave days be carried into the next calendar year.

The following protocol for Administrative days applies to police officers through an agreement with the City of Worcester and the Local 911, New England Police Benevolent Association:

- Officers who wish to work overtime on an Administrative leave day are allowed to do so with the written permission of the Chief of Police. However, absent the express permission of the Chief of Police as described herein, officers are strictly prohibited from scheduling or manipulating Administrative leave days in order to take advantage of overtime opportunities.
- The parties agree that the policy detailed in paragraph four (4) is in accordance with City Ordinance Chapter 3, Section 26, because Administrative leave days are the equivalent of the extra unpaid days off received by officers on the 4+2 schedule. For purposes of the Ordinance, an officer on a 5+2 schedule who is working overtime on an Administrative leave day as detailed in paragraph four (4) is not in a 'dual pay' status as contemplated by the Ordinance.

5. CHANGE DAY OFF:

Just as the administration of the police department cannot change your day off or shift to avoid paying overtime, officers and officials cannot alter their schedules to take advantage of an overtime opportunity or court attendance without the written approval in advance of the Chief of Police when he deems such action is in the best interest of the department.

In addition, no officer or official without the approval of their Captain or Deputy Chief, may take a change day off (CDO) and substitute a change day working (CDW) for a day or time that is not a regularly scheduled work time for his/her unit. For example: John Smith works Monday-Friday 8:00AM to 4:00PM.

He may not take a change day off on Monday and schedule a change day working for Saturday when his unit is not regularly working. Before a Change Day Off will be approved; the requesting officer must work the replacement day before taking a day off. Granting of a change day off request is a privilege, not a right. Situations will call for the refusal of change day requests in order to maintain proper staffing levels. A refused employee may be granted authorization to find another employee to take his/her place for this particular tour of duty. It will be the responsibility of the refused employee to find another employee assigned to the same relief and on day off status to work that particular tour of duty. All change days off (CDO) as well as change days working (CDW) will appear on the rosters as well as the morning report.

6. COMPENSATORY TIME (FORMERLY TIME DUE):

It shall be the policy of the Worcester Police Department that employees may be granted compensatory time only with **prior written approval of the Chief of Police.**

7. COMPENSATORY TIME/IN LIEU OF OVERTIME:

May be granted in lieu of overtime as a method of compensation when overtime funds are limited or unavailable, only with the prior written authorization of the Chief of Police and with the agreement of the employee. Compensatory Time shall be granted at a rate of time and one half. Employees shall not carry compensatory time from one calendar year to the next.

8. COMPENSATORY TIME/UNUSED FURLOUGH:

Unused furlough and administrative days shall not be routinely converted to compensatory time. In the event of long-term illness or IOD, unused furlough may be converted to compensatory time with the **prior written authorization of the Chief of Police.**

9. COMPENSATORY TIME FOR CEREMONIAL UNITS:

All participation in ceremonial units shall be deemed voluntary, and participation in them is considered optional. Under no circumstances shall compensatory time be granted for ceremonial training sessions.

Compensatory time shall not be granted for events attended by the police department as a whole, such as the Annual Blue Mass, Police Memorial Sunday, parades, active duty police officers' funerals, *etc.*

10. OVERTIME:

Overtime, like all department resources, is the property of the taxpayers and citizens of the city. The administration is charged with the proper management, expenditure and oversight of those resources.

The laws of the Commonwealth, the ordinances and regulations of the City of Worcester, and where applicable, the rules of existing contractual agreements shall govern the use of these resources.

In order to clarify one aspect of overtime, please note that City Ordinance, Chapter 3, Section 26 prohibits employees from working while they are in a paid leave status (furlough, personal, sick, wellness, family sick, administrative (adjustment) leave, military leave). For example, John Smith works 8:00 AM to 4:00 PM and takes a furlough day on Monday. He cannot work overtime or court overtime during those hours, however, he could work an overtime shift that began after his paid leave ended at 4:00 PM. When claiming overtime, an individual officer/official is certifying that the overtime work was performed during a period of time when he/she was not in any other type of paid status.

Further, no officer or official shall be allowed to manipulate his/her work schedule in order to take advantage of an overtime opportunity. For example, John Smith may not change his schedule on Monday from 8:00 AM to 4:00 PM to 10:00 AM to 6:00 PM in order to receive court overtime or any other overtime during his regularly scheduled work day.

In addition, it is City policy that no employee may work more than sixteen (16) hours in any twenty-four (24) hour period. The only exception to this rule relates to overtime which is the result of an emergency situation or serious crime investigation. The division commander shall be responsible for documenting the hours in excess of 16 worked by the employees under their command and the reason therefore.

11. COURT OVERTIME:

No Official shall process a court slip for overtime, unless it has first been mechanically stamped and countersigned by a Court Liaison Official. Each division shall turn in their court overtime slips to the Chief's office by 10:00 AM on Monday for the previous week.

ALL personnel attending court shall sign into and out of court on the daily attendance sheet provided at the Court Liaison Office indicating their assigned shift and their working status for their scheduled court appearance that day.

The Court Liaison Office shall fax a copy of the daily court attendance sheet to the Chief's office so that a comparison can be made between this data and entries submitted for processing.

12. VACATION (FURLOUGH) SCHEDULE – POLICE AND CIVILIAN PERSONNEL:

Vacations for all personnel of the Worcester Police Department will be chosen at a time set by the Commander of each Division or Unit. This shall be completed as early as possible in the calendar year in order for personnel to plan their vacation activities.

Choice of vacation periods will be strictly according to seniority. Personnel of equal seniority who desire the same vacation period will draw for it.

Personnel will be permitted to exchange their vacation periods. NO exchanges will be made after May 1 except with the permission of the Commanding Officer and the Chief's Office.

Vacation schedules, on official vacation forms, shall be forwarded to the Chief's office by April 1.

COMMANDERS WILL BE HELD RESPONSIBLE FOR THE PROPER PERSONNEL COVERAGE OF THEIR RESPECTIVE COMMAND AT ALL TIMES, AND FOR INFORMING THEIR PERSONNEL OF THE DEPARTMENT POLICY CONCERNING MILITARY LEAVE AND VACATIONS. It is the department policy that no more than 10% of personnel be on vacation at the same time. The use of 10% is a guide and needs to be balanced against the staffing needs of the department. The respective Deputy Chiefs will monitor the staffing levels and sick time use within the maximum allowable 10%.

SWORN PERSONNEL:

Time to be computed as of Anniversary date of employment.

- Five Days' Vacation: Every Police Officer after six months service.
- Ten Days' Vacation: Every Police Officer who has actually completed one year of service.
- Twenty-One Days' Vacation: Every Police Officer who has completed a minimum of five years but less than ten years with the City.
- Twenty-eight Days' Vacation: Every Police Officer who has completed a minimum of ten years of full-time continuous service for the City.

CIVILIAN PERSONNEL:

- 1 week Vacation:
- 2 weeks' Vacation: Under five years
- 3 weeks' Vacation: Under ten years
- 4 weeks' Vacation: Over ten years

All personnel entitled to more than two (2) weeks' vacation will choose by seniority in addition to a two (2) week Basic Vacation period, one week in either the Spring or Fall periods, depending upon personnel requirements, and the Commanding Officer's approval.

Personnel entitled to four (4) weeks' vacation; time will be limited to two (2) weeks only for a basic period vacation.

Upon completion, Vacation Schedules must be submitted to the Chief's Office.

No Vacation period will be improvised. Officials, Police Officers, and Civilian personnel will use only the periods listed below, especially in the Basic Vacation section.

13. OVERALL INTENT:

These internal controls are established to facilitate the maintenance of proper staffing levels, and to ensure the equitable compensation of employees of this department.

Per:



STEVEN M. SARGENT
Chief of Police

#900 Governing Work Schedules: originally issued October 11, 2006.

Revised on October 6, 2006

Revised November 06, 2008

Revised November 04, 2013

Revised December 02, 2013

Revised October 03, 2018: In addition, no officer or official *without the approval of their Captain or Deputy Chief*, may take a change day off (CDO) and substitute a change day working (CDW) for a day or time that is not a regularly scheduled work time for his/her unit. For example: John Smith works Monday-Friday 8:00AM to 4:00PM. * *Added*