
	POLICY AND PROCEDURAL ORDER		022-019
	Schedule Changes, Maximum Hours Worked and Trade of Compensatory Time		Page 1 of 4
	Issued By: Chief Michael Cox	CALEA Standards 	
Effective: 02/01/2002	Updated: 03/03/2021		
Last Reviewed: 05/05/2023			

I. Purpose

This order will define the different ways to change schedules and leave days, trade compensatory time, and guidelines for approval.

II. Policy



It is the policy of the Ann Arbor Police Department to permit schedule changes when doing so will not necessitate paying overtime and will be in the best interest of the department and employees involved, such as working too soon after a previous work schedule. Except in emergency situations, employees will not be allowed to work more than 16 consecutive hours. **Employees will not be allowed to work for more than 16 hours in any rolling 24-hour period.**

Schedule changes and transfer of compensatory time as described in this procedure are subject to employer approval and will be monitored for their impact on operations, effectiveness, and employee safety.

III. Procedure

A. Short Term: Leave Day/Schedule Changes within a Pay Period.

1. Personnel who change one of their leave days for another leave day will only be allowed to do so where the trade is beneficial to the department. In other words, an officer in Patrol would not be allowed to switch his Monday leave day for a Saturday where the switch created a greater potential for overtime than previously existed.
2. Approval will be sought at the shift level.
3. When one employee is requesting a change in hours/leave days, he/she will submit his/her request in writing to his/her section commander for approval.
4. At the request of the employee and with the approval of the section commander, an employee's hours of work or work days may be changed to attend departmentally sponsored training programs.
5. Management is permitted to change an employee's scheduled hours and leave days for training assignments of two days or longer. Changes for some training assignments of one day may also be permitted according to the collective bargaining agreement.



	POLICY AND PROCEDURAL ORDER		022-019
	Schedule Changes, Maximum Hours Worked and Trade of Compensatory Time		Page 2 of 4
	Issued By: Chief Michael Cox	CALEA Standards 	
Effective: 02/01/2002	Updated: 03/03/2021		
Last Reviewed: 05/05/2023			

B. Long Term - Schedule Changes Longer than One Pay Period (same shift).

1. A written request (email) will be submitted to the employee's section commander(s) at least ten days in advance of the effective date. The section commander(s) will review the request for final approval.
2. If approved, the section commander will notify the employee and forward a copy of the change to Chief's management assistant prior to the first day of the change.
3. The effective date of such a request must be a Sunday.

C. Transfer of Compensatory Time

1. May be approved at the shift level when all guaranteed slots are full and approved.
2. Employees allowed by contract to transfer compensatory time will enter a **Trade of Comp Time** in Telestaff. The officer off is responsible for the entry and ensuring that the officer working is aware and accepting the trade of comp.
3. Requests will be submitted to the shift supervisor or section commander, through Telestaff, no earlier than ten (10) days and no later than twenty-four (24) hours prior to the shift.
4. Personnel may only transfer compensatory time to employees qualified to handle the position and are within the same bargaining unit. Command officers are only permitted to trade compensatory time with other command officers of the same rank.
5. Transfer of compensatory time allows one employee to work for another. It will not be used to circumvent restrictions or approval required in **section A and B**.
6. Transfer of compensatory time on a holiday will not be permitted.
7. If the transfer of compensatory time causes the employee working to accrue a greater number of hours than the maximum allowed per that employees collective bargaining agreement those hours above that limit will be paid in cash according to the collective bargaining agreement.
8. Telestaff approvals will be forwarded to Budget and Payroll where the

	POLICY AND PROCEDURAL ORDER		022-019
	Schedule Changes, Maximum Hours Worked and Trade of Compensatory Time		Page 3 of 4
	Issued By: Chief Michael Cox	CALEA Standards 	
Effective: 02/01/2002	Updated: 03/03/2021		
Last Reviewed: 05/05/2023			



appropriate hours will be transferred, and records of these transfers maintained.

9. It is the transferring employee's responsibility to be sure there is enough compensatory time in their bank.
10. If an employee calls in sick for a shift, they were to work for comp, they will not be charged sick time. The employee originally scheduled to work will be charged comp time against their bank.
11. It is the receiving employee's responsibility to show up for work in place of the transferring employee once the trade of comp is approved. **Failure to show up for work could result in disciplinary action against the employee.**
12. When trading compensatory time for coverage of a period of more than 4 hours, the officer will make a concerted attempt to find an officer or multiple officers who will not then individually be placed in a position of working more than 12 consecutive hours.

D. Maximum Hours allowed

Absent an exigent situation, employees are **prohibited** from working more than 16 hours in any 24-hour period.

1. Because of the many ways that an employee has the potential to be scheduled to work, the responsibility lies with the employee to ensure they are not in violation of this policy.
2. Unless exigencies exist, employees working more than 12 hours in any 24-hour period will be assigned to the front desk, or as part of a double unit and will not operate a motor vehicle. It is the responsibility of the employee working to inform Duty Command if they will be over the total allowed hours in a 24-hour period or the total allowed hours to operate a patrol vehicle.
3. In the event a court appearance will put an employee over the maximum allowed hours worked, the employee will advise duty command.
4. The affected employee may choose to flex their scheduled hours, use banked time off or change their leave day to ensure that the employee is

	POLICY AND PROCEDURAL ORDER		022-019
	Schedule Changes, Maximum Hours Worked and Trade of Compensatory Time		Page 4 of 4
	Issued By: Chief Michael Cox		CALEA Standards 
Effective: 02/01/2002	Updated: 03/03/2021		
Last Reviewed: 05/05/2023			

not put in a situation where they are required to work. Duty Command will make accommodations to the affected employee if it does not require additional overtime.

5. Employees are prohibited from signing up for overtime assignments and or trade of comp assignments if the assignment will put the employee over the maximum allowed hours.
6. Temporary modifications to an employee's schedule will be approved by the section commander if there is a shift change related to a scheduled shift change that will put an employee in violation of this policy. Example: an employee works the last Saturday on the night shift and is scheduled to work the first Sunday of the dayshift. Employees in this situation will also be approved for time off as necessary if they do not wish to modify their schedule.