

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 22.4

SHIFT TRADES

ISSUED APRIL 2006

22.4.1 Shift Trade Procedures

Advance Requests

All proposed shift trades shall be submitted in writing (Form 153) to the involved shift supervisor at least ten (10) days in advance of the anticipated initial trade date. In the case of an emergency requiring an officer to trade shifts, the requirement of a ten-day advance notice may be waived at the discretion of the Watch Commander or with the concurrence of the Division Commander.

Approval

All shift trades shall be approved by the respective shift supervisors involved, and have the concurrence of the Watch Commander and the Division Commander before the trade occurs.

Personnel Involved

A shift trade shall not involve more than one person as a replacement.

Full/Partial Shift

A shift trade consists of one full shift or portion thereof.

Time Constraints

All shift trades shall be resolved within sixty (60) calendar days of the initial shift change. After this time the original shift trade request is rescinded.

Maximum Consecutive Hours

No shift trade shall be allowed which results in an employee working more than fifteen consecutive hours. Employees involved in shift trades shall attempt to arrange "pay backs" on their normally scheduled days off.

CTO Priority

Shift trades shall not be allowed if CTO is available to an officer and there is no bar to its use on the requested date.

22.4

Separation from City

In the event an officer separates from City service for any reason and has a shift trade "pay back" pending, it shall be the responsibility of the officers involved in the shift trade to resolve the situation. The City shall not be held financially responsible for any shift trade "pay backs", nor shall the City be liable for any forms of compensation associated with "pay backs" when an employee terminates employment with the City.

Payroll/Time Sheet Posting

The regularly scheduled employee who has arranged for a shift trade replacement shall be marked present on the payroll/time sheet for that day, providing that the replacement employee works as agreed. The name of the employee working the shift trade should be noted under "Remarks" on the payroll/time sheet.

If for any reason the replacement employee fails to fill the designated work commitment (pursuant to the shift trade agreement), then the regularly scheduled employee shall be docked for the time (CTO or vacation) or pay (personal absence), whichever is appropriate for the circumstances.

Premium Pay/Nighttime Differential

If a replacement employee works for an employee who normally receives premium pay (ie: motors), and the replacement employee does not qualify for premium pay, then the regularly scheduled employee will not receive premium pay for the time that the replacement employee works.

If the replacement employee qualifies for premium pay, then the regularly scheduled employee will receive premium pay.

If a replacement employee works during the times that nighttime differential applies, then the regularly scheduled employee will receive the premium pay and the replacement employee will not receive the nighttime differential pay.

Permanent Record

"Shift trade" Form 153 will be attached to each effected Departmental time sheet to reflect actual employees working a given shift, as well as a notation in the "Remarks" column of the time sheet.

Restitution Parameters

Shift trades will be on a one shift only basis. No trades will be initiated on a shift trade - money pay back system.

Overtime

If the replacing officer works overtime, either required or voluntary, the replacing officer will receive overtime compensation. There will be no "two hour minimum" callback.