

SECTION 1.6.6: NON-ROUTINE SHIFT CHANGE/CHANGES TO SHIFT ASSIGNMENT SCHEDULES.

(a) Non-Routine Shift Change. Where employees are scheduled in advance for a specific shift and specific days off for any biweekly pay period and it becomes necessary for management to change such a shift or day off with less than fourteen (14) calendar days notice to meet operational needs or cover for unscheduled absences.

(1) Eligibility. Only those employees designated in (c) below shall be eligible for non-routine shift change compensation.

(2) Compensation.

(a) Employees in eligible classes shall receive a thirty dollars (\$30) premium.

Eligible Classes: Classes designated SO and SW; classes designated CE or CEM with a biweekly rate of pay which, at the top step, does not exceed \$992.80.

(b) Employees in eligible classes shall receive a thirty dollars (\$30) premium in addition to the prescribed biweekly salary for such employee's classification. This in no way affects an employee's right to callback or overtime.

Eligible Classes: Classes designated PO. Relief officers are exempt from this provision for non-routine shift change compensation.

(c) Employees in eligible classes shall receive a thirty-five (\$35) premium in addition to the prescribed biweekly salary for such employee's classification. This in no way affects an employee's right to call-back or overtime.

Eligible Classes:

Classes designated AE, CL, CM, CR, FS, HS, MM, PR, PS, RN, and SS.

(b) DS - Changes to Shift Assignment Schedules.

(1) Where Shift Assignment Schedules are regularly and routinely used, changes to such schedules shall be posted at least fourteen (14) calendar days prior to the effective date of the change. A

newly-posted assignment schedule will generally not be changed within fourteen (14) calendar days unless such action becomes necessary to overcome unexpected operational problems. An unanticipated reduction in the number of personnel available for assignment caused by such factors as resignations, terminations, emergency leaves, major illness or serious injury of an officer exemplify unexpected operational problems permitting a change in schedule. An employee's new work week begins at the time the employee commences to work under a shift assignment schedule.

- (2) Whenever an employee commences to work a new shift schedule which includes a day that would otherwise have been one of the employee's two (2) consecutive days of rest under the employee's former schedule, the employee shall receive overtime compensation for all time worked during either of the former schedule's two days of rest.
- (3) Section (b) is not applicable:
 - (a) The first time the employee's shift schedule is changed in a calendar year as a result of the regularly scheduled annual shift change.
 - (b) When an employee begins a new shift schedule as a result of movement made pursuant to an internal affairs investigation where the employee is a subject of the investigation.
 - (c) When a shift schedule change occurs as a result of the employee's request.

(Repealed 01/18/08, Ord. No. 9912)
(Added 01/18/08, Ord. No. 9912)
(Amended 06/27/14, Ord. No. 10326)

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