

**Attachment 1 to Article 13 “Hours of Work”
Shift Hours Implementation Plan**

Timeline

1. A 6-month timeline is estimated to implement the patrol schedules that include both eight (8) hour and ten (10) hour workdays.

Information Distribution & Assignments

1. Within 30 days after the effective date of the CBA, Patrol Supervisors and all Patrol Shifts will be provided with an overview of the implementation plan and an opportunity to ask questions.
2. Patrol Officers will be given at least 30 calendar days of notice prior to starting the 8-hour and 10-hour workday schedule for each patrol shift. Information on Relief Days (RDs) will be provided on the day of notice.
3. The Chief shall allocate slots between the 8-hour and the 10-hour schedules based on the Chief’s determination of workload and operational needs of the Department.
4. Police Officers on the 8-hour schedule for A, B, and C Shifts will continue to be assigned to their current shift schedule.
5. The initial assignment into 10-hour workday schedules will be based on seniority in rank, for those on the patrol shifts, at the time of the transfer.
6. The opportunity to transfer into any 8-hour schedules that are vacated by officers transferring to a 10-hour schedule will be afforded to officers based on seniority in the shift.
7. After the initial transfer, the 8-hour and 10-hour workday schedules that start at the same time will be identified as the same shift for future transfers, and assignment will be based on seniority in shift as outlined in Article 12.
8. After the initial transfer, any officers remaining on the T-Shift, whether they chose not to request other schedules or did not have seniority for their preferred schedules, will be assigned to a shift and schedule based on departmental needs. This completes implementation.
9. After implementation is completed, the current T-Shift is eliminated.

Preparation

Under the Chief's direction, the following shall occur:

1. Chief's Technology Team creates and/or adds Duty Codes of the 10-Hour shift options for each applicable rank to SCHARDS.
2. Sworn Personnel Deployment Detail identifies and adds the 10-Hour Relief Days (RD) sets for each station/shift.
3. Sworn Personnel Deployment Detail identifies and notates in SCHARDS the 8-Hour RD sets that will be converted.
4. CTT creates logic in SCHARDS that will recognize seniority in rank, on patrol, for the new schedule options.
5. Advise personnel to update their SCHARDS for their desired combinations of schedule and RD sets.
6. Provide the projected transfer list at least 14 calendar days in advance for discrepancies to be identified.
7. Initiate transfer. Officers will flow into new and remaining RD sets based on their preference and seniority, and any vacancies on either schedule will be backfilled with any remaining T-Shift and Probationary Officers.
8. Remaining overages in RD sets will be handled through attrition.
9. Upon completion, SCHARDS logic will revert to seniority on shift for all schedules as outlined in Article 12.