

TITLE: 2009 WORK DAY SCHEDULE PILOT PROGRAMS

ISSUE DATE: 20 October 2008

EFFECTIVE DATE:

EXPIRATION DATE: 06 January 2010

DISTRIBUTION: C

RESCINDS:

I. PURPOSE

This notice:

- A. informs Department members of the pilot programs implementing new work schedules in designated districts and units.
- B. identifies which members are eligible for the pilot programs.
- C. establishes watch hours for each of the pilot programs.
- D. announces basic payroll guidelines for those participating in the pilot programs.

II. GENERAL INFORMATION

- A. The Fraternal Order of Police, Chicago Lodge 7 (FOP), Police Benevolent & Protective Association (PBPA) Sergeants' Association and PBPA Captains' Association along with the Department have entered into an agreement to pilot compressed work schedules.
- B. The pilot program will become operational effective the 1st period of 2009 : 08 January 2009.
- C. The following programs will be implemented in the following units:
 - 1. 10 hour shifts: **Districts 005 and 020.**
 - 2. 8.5 hour shifts, working 6 days on/3 days off: **Districts 008 and 013.**
 - 3. 8.5 hour shifts, working 4 days on/2 days off: **Districts 014 and 018.**
 - 4. 10 hour shifts, 5th Watch Rapid Response Officers only: **Districts 003, 007, 010, and 015.**
 - 5. 10 hour shifts: **Targeted Response Unit (Unit 253), Area 2 Detective Center (Unit 620) and the Juvenile Intervention and Support Center (JISC, Unit 384).**

- D. All members assigned to pilot programs will continue to receive a one half hour lunch period. If the member is required to perform work during this one half hour lunch period, the officer may request overtime compensation.
- E. The existing bargaining agreements, under the "Change of Schedule" section, allows the employer the right to adjust the starting time plus or minus two hours from the designated starting times.
- F. Hours in excess of the scheduled workday will be compensated at the overtime rate as outlined in the existing collective bargaining agreements with the Department.
- G. A personal day, if used, will be worth a tour of duty. All unused personal days will be worth 8 hours if sold back.
- H. Pilot program personnel working the 8.5 or 10 hour shifts will receive either 8.5 or 10 hours, respectively, of holiday compensation for a holiday occurring on their day off. Personnel working on a designated holiday will receive 8.5 or 10 hours of compensation and 4.25 or 5 hours of holiday compensation with the option of pay or compensatory time.
- I. Baby furlough days for FOP members are worth 8 hours. Officers electing to use a baby furlough day will be required to supplement the baby furlough day with an additional one-half or two (2) hours of compensatory time to account for a tour of duty. Any unused baby furlough days are worth 8 hours if sold back.
- J. Baby furlough days for sergeants and captains will be considered a tour of duty. Unused baby furlough days will be worth 8 hours if sold back.

III. 10 HOUR WORK SCHEDULE: DISTRICTS 005 AND 020

- A. The tour of duty for the ten hour work shift will be 10.5 hours with a half hour uncompensated lunch period.
- B. The 10-hour work schedule **WILL NOT** apply to the following personnel, who will continue to work the current 8-hour schedule:
 - 1. District Commander's Administrative Staff
 - 2. Personnel assigned to the Community Policing (CAPS) Office
 - 3. Personnel assigned as School Officers
 - 4. Designated/Authorized Foot Posts
 - 5. Lieutenants
 - 6. Civilians.
- C. The designated starting times for the 10 hour shifts are: 0700, 1600 and 2130 hours.

1.	2nd Watch:	0700 hours	Desk/Lock Up	0530 hours
			Early Cars	0600 hours
			Late Cars	0700 hours
2.	3rd Watch:	1600 hours	Desk/Lock Up	1530 hours
			Early Cars	1600 hours
			Late Cars	1700 hours

3.	1st Watch:	2130 hours	Desk/Lock UP	1930 hours**
			Early Cars	2000 hours
			Late Cars	2100 hours

**1st Watch desk and lockup personnel will be assigned to field duties from 1930 hours until 0130 hours; at 0130 hours they will relieve the 3rd Watch desk and lock up personnel.

- D. Personnel will utilize the 1 thru 7 day-off group rotation. Personnel will be assigned to a specific day-off group and will not be scheduled to work more than 40 hours in any given week. Personnel will work four 10.5 hour days with three days off. Personnel will have four days off on designated weekends.
- E. Furloughs - personnel assigned to the 10-hour work shift with:
 - 1. twenty or twenty-four straight day furloughs will continue to receive the same number of straight furlough days.
 - 2. twenty-two or twenty-five working day furloughs will have those days converted to hours.
 - a. twenty-two working days will receive 176 hours of furlough. (Members must supplement the last day with 4 hours compensatory time).
 - b. twenty-five working days will receive 200 hours of furlough.
- F. Tactical teams and gang teams will be assigned to the below identified day-off group rotations. Hours of operations will be at the direction of the District Commander and Area Deputy Chief. All teams will continue to follow the directed watch rotation as outlined by the Bureau of Patrol.
 - 1. 61 Teams: DOG 1
 - 2. 62 Teams: DOG 3
 - 3. 63 Teams: DOG 5
 - 4. 68 Teams: DOG 4
 - 5. 69 Teams: DOG 7

IV. 8.5 HOUR WORK SCHEDULE, 6/3 ROTATION CYCLE: DISTRICTS 008 AND 013

- A. The normal tour of duty for the 8.5 hour work shift will be 9 hours with a half hour uncompensated lunch period.
- B. The 8.5 hours work schedule **WILL NOT** apply to the following personnel, who will continue to work the current 8-hour schedule:
 - 1. District Commander's Administrative Staff
 - 2. Personnel assigned to the Community Policing (CAPS) Office
 - 3. Personnel assigned as School Officers
 - 4. Officers with successful bids to desk, lockup, relief and review positions
 - 5. Captains and Lieutenants
 - 6. Civilians.

C. The designated starting times for the 8.5 hour shifts are: 0700, 1500 and 2200 hours.

1.	2nd Watch:	0700 hours	Early cars	0530 hours
			Late cars	0700 hours
2.	3rd Watch:	1500 hours	Early cars	1400 hours
			Late cars	1530 hours
3.	1st Watch:	2200 hours	Early cars	2100 hours
			Late cars	2230 hours

D. The reporting time for the watch commanders and officers assigned to the desk and lockup are:

1.	2nd Watch:	0500 hours
2.	3rd Watch:	1300 hours
3.	1st Watch:	2100 hours

E. Personnel will be assigned to one of nine day-off-groups; they will be expressed in two digit day off group identifiers ranging from 91 thru 99. Personnel assigned will work six days on with three consecutive days off.

F. Furloughs - personnel assigned to the 8.5 hour work shift with:

1. twenty or twenty-four straight day furloughs will continue to receive the same number of straight furlough days.
2. twenty-two or twenty-five working day furloughs will have those days converted to hours.
 - a. twenty-two working days will receive 176 hours of furlough (Members must supplement the last day with 2.5 hours compensatory time).
 - b. twenty-five working days will receive 200 hours of furlough (supplement the last with 4.5 hours compensatory time).

G. The tactical and gang teams will be assigned to the day-off groups identified below. Hours of operations will be at the direction of the District Commander and Area Deputy Chief. All teams will continue to follow the directed watch rotation as outlined by the Bureau of Patrol.

1.	61 Teams:	DOG 91
2.	62 Teams:	DOG 94
3.	63 Teams:	DOG 97
4.	68 Teams:	DOG 93
5.	69 Teams:	DOG 98

V. 8.5 HOUR WORK SCHEDULE, 4/2 ROTATION CYCLE: DISTRICTS 014 AND 018

A. The normal tour of duty for the 8.5 hour work shift will be 9 hours with one half hour uncompensated lunch period.

B. The 8.5 hours work schedule WILL NOT apply to the following personnel, who will continue to work the current 8 hour schedule:

1. District Commander's Administrative Staff
2. Personnel assigned to the Community Policing (CAPS) Office
3. Personnel assigned as School Officers
4. Officers with successful bids to desk, lockup, relief and review positions
5. Officers assigned to fixed posts (e.g. Jardine Water Filtration Plant)
6. Captains and Lieutenants
7. Civilians.

C. The designated starting times for the 8.5 hour shifts are: 0700, 1500 and 2200 hours.

1.	2nd Watch:	0700 hours	Early Cars	0530 hours
			Late Cars	0700 hours
2.	3rd Watch:	1500 hours	Early Cars	1400 hours
			Late Cars	1530 hours
3.	1st Watch:	2200 hours	Early Cars	2100 hours
			Late Cars	2230 hours

D. The reporting time for the watch commanders and officers assigned to the desk and lockup are:

1. 2nd Watch: 0500 hours
2. 3rd Watch: 1300 hours
3. 1st Watch: 2100 hours

E. Personnel will be assigned to one of six day off groups. The designated units will utilize the 61 thru 66 day off group rotation. These new day off groups will be designated on the department operational calendar. Personnel assigned will work four days on with two consecutive days off.

F. Furloughs - personnel assigned to the 8.5 hour work shift with:

1. twenty or twenty-four straight day furloughs will continue to receive the same number of straight furlough days.
2. twenty-two or twenty-five working day furloughs will have those days converted to hours.
 - a. twenty-two working days will receive 176 hours of furlough (Members must supplement the last day with 2.5 hours of compensatory time).

- b. twenty-five working days will receive 200 hours of furlough (Members must supplement the last day with 4.5 hours compensatory time).
- G. The tactical and gang teams will be assigned to the following day-off groups. Hours of operations will be at the direction of the District Commander and Area Deputy Chief. All teams will continue to follow the watch rotation as outlined by the Bureau of Patrol.
 - 1. 61 Teams: DOG 61
 - 2. 62 Teams: DOG 63
 - 3. 63 Teams: DOG 65
 - 4. 68 Teams: DOG 62
 - 5. 69 Teams: DOG 64

VI. 10 HOUR WORK SCHEDULE: 5th WATCH RAPID RESPONSE ONLY: DISTRICTS 003,007,010, AND 015

- A. The normal tour of duty for the ten hour 5th Watch rapid response work shift will be 10.5 hours with a one half hour uncompensated lunch period.
- B. The 10 hours work schedule **WILL NOT** apply to any other district personnel except those officers and Sergeants that are successful bidders to the 5th watch Rapid Response 10 hour program.
- C. A minimum of 15 positions for rapid response car assignments will be put up in each of the four identified districts.

NOTE: Field Training Officers will be allowed to bid for rapid response car assignments.

- D. The designated start time for the 10 hour 5th Watch Rapid Response program is 1600 hours.
- E. Pilot Program personnel assigned will utilize the 1 thru 7 day-off group rotation. Personnel will be assigned to a specific day off group and are not be scheduled to work more than 40 hours in any given week. Personnel will work four 10 hour days with three days off. Personnel will have four days off on designated weekends.
- F. Furloughs - personnel assigned to the 10 hour work shift with:
 - 1. twenty or twenty-four straight day furloughs will continue to receive the same number of straight furlough days.
 - 2. twenty-two or twenty-five working day furloughs will have those days converted to hours.
 - a. twenty-two working days will receive 176 hours of furlough (supplement with 4 hours compensatory time required).
 - b. twenty-five working days will receive 200 hours of furlough.

VII. 10 HOUR WORK SCHEDULE: TARGETED RESPONSE UNIT (UNIT 253)

- A. The normal tour of duty for the ten hour Targeted Response Unit work shift will be 10.5 hours with a one half hour uncompensated lunch period.
- B. Personnel assigned to TRU may be assigned to either rotating days off or consecutive fixed days off including a Saturday or Sunday. Day-off groups will be posted prior to the beginning of each police period.
- C. The following members of TRU will not participate in the pilot program:
 - 1. Non-field duty sworn members
 - 2. Lieutenants
 - 3. Civilians.
- D. Furloughs - personnel assigned to the 10 hour work shift with:
 - 1. twenty or twenty-four straight day furloughs will be given the same number of straight furlough days.
 - 2. twenty-two or twenty-five working day furloughs will have those days converted to hours.
 - a. twenty-two working days will receive 176 hours of furlough (Members must supplement the last day with 4 hours compensatory time).
 - b. twenty-five working days will receive 200 hours of furlough.

VIII. 10 HOUR WORK SCHEDULE: AREA 2 DETECTIVE CENTER (UNIT 620)

- A. The normal tour of duty for the ten (10) hour work shift will be 10.5 hours with a one half hour uncompensated lunch period.
- B. The following Area 2 members are not eligible to participate in the pilot program:
 - 1. Administrative staff
 - 2. Case Management Office (CMO) personnel
 - 3. Summary Investigation personnel
 - 4. Review Investigation personnel
 - 5. Supervisory Sergeants for CMO, Summary and Review
 - 6. Civilians
 - 7. Lieutenants.
- C. Field Detectives will be assigned to a rotating day - off group from 1-7.
- D. Designated starting times are:
 - 2nd watch: 0800 hours
 - 3rd watch: 1800 hours
 - 1st watch: 2200 hours

- E. Furloughs - - personnel assigned to the 10 hour work shift with:
 - 1. twenty or twenty-four straight day furloughs will continue to receive the same number of straight furlough days.
 - 2. twenty-two or twenty-five working day furloughs will have those days converted to hours.
 - a. twenty-two working days will receive 176 hours of furlough. (Members must supplement the last day with 4 hours compensatory time).
 - b. twenty-five working days will receive 200 hours of furlough.

IX. 10 HOUR WORK SCHEDULE: THE JUVENILE INTERVENTION AND SUPPORT CENTER (UNIT 384)

- A. The normal tour of duty for the ten (10) hour work shift will be 10.5 hours with a one half hour uncompensated lunch period.
- B. The following members will not participate in the pilot program:
 - 1. Civilians
 - 2. Lieutenant.
- C. JISC members will be assigned to rotating day-off groups from 1-7.
- D. Designated starting hours will be as follows:
 - 2nd watch: 0800 hours
 - 3rd watch: 1800 hours
 - 1st watch: 2200 hours
- E. Furloughs - personnel assigned to the 10 hour work shift with:
 - 1. twenty or twenty-four straight day furloughs will continue to receive the same number of straight furlough days.
 - 2. twenty-two or twenty-five working day furloughs will have those days converted to hours.
 - a. twenty-two working days will receive 176 hours of furlough. (Members must supplement the last day with 4 hours compensatory time).
 - b. twenty-five working days will receive 200 hours of furlough.

X. DEPARTMENT EVALUATION OF PILOT PROGRAMS

- A. The Department Work Day Schedule Pilot Program evaluation committee will consist of the following personnel:
 - 1. Director, Research and Development Division, Chairman;
 - 2. A designee selected by each of the bureau deputy superintendents;

3. Commander, Management and Labor Affairs Section.
- B. The evaluation committee's work will include, but not be limited to, evaluating the following topics in both the pilot units and non-pilot units:
1. Crime statistics
 2. Radio assignments pending
 3. Manning of primary beat cars
 4. Manning of rapid response cars
 5. Medical absence
 6. Injured on duty absence
 7. Overtime earned
 8. Employee stress
 9. Department motor vehicle accidents
 10. Citizen complaints
 11. Awards / complimentary letters
 12. Employee productivity
 13. Employee morale
 14. Service to the community
 15. Management reviews

Authenticated by:

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