



Administrative Policy

Title: "3/12.5" Workweek Schedule for Sworn Police Officers				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.605	02-01-05 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
 Issued: 02-01-05
 Revised: N/A



Administrative Policy

“3 / 12 ½” Workweek Schedule for Sworn Police Employees

POLICY:

The 3/12½ Flexible Workweek Schedule is available for the City of Corona’s sworn Police employees at the discretion of the Chief of Police and the City Manager. Each employee must be formally assigned to a specific work schedule.

The Police Department must ensure that adequate staffing is on hand at all times so that the quality of service to the public is in no way diminished.

The Police Chief will submit to the Human Resources Director a list of employees and work schedules for each. Human Resources will then provide individual employees with an updated Work Week Designation under the Fair Labor Standards Act as needed on a case-by-case basis.

Supervisor’s Responsibility:

A supervisor must receive the approval of the Police Chief if he/she wants to:

- A. Assign any or all employees under his/her supervision to the 3/12½ Plan; or
- B. Re-assign any employee on the 3/12½ Plan back to a 4/10 work schedule.

Resolution of FLSA Issues:

The Human Resources Director shall be responsible for resolving any FLSA issues arising out of implementation of the 3/12½ Plan.

Note to Employees:

Changes in workload, funding, legal mandates, changing legal interpretation, or other needs of the City could result in the cancellation of the Alternative Work Schedule options.

3/12½ PLAN GUIDELINES:

The 3/12½ Plan provides for a compressed work week by allowing officers to work 160 hours in a twenty-eight day payroll cycle.

The work week shall be modified to allow for a 3/12½ workweek schedule in accordance with Section 7(k) of the Fair Labor Standards Act (FLSA). The 3/12½ Plan will be implemented as follows:

- A. Work Schedules: Officers will work three 12½ hour shifts (37½ hours total) during three weeks of the 28-day/160-hour payroll cycle. Officers will work three 12½ hour shifts plus one 10-hour shift (47½ hours total) during the remaining week of the payroll cycle, as outlined in item “C” of this section.
- B. Overtime: Overtime shall be paid for any time worked beyond 37½ hours during three weeks of the 28-day/160-hour payroll cycle and for any time worked beyond 47½ hours during the remaining week of the payroll cycle.
- C. Three 37½ Hour Workweeks & One 47½ Hour Workweek: Officers will be required to work 37½ hours per week during the 28-day/160-hour payroll cycle but will be compensated for 40 hours. This practice will result in the advance of 2½ hours of time “paid, not worked” each week, for a total of 10 hours “paid, not worked” during the entire 28-day/160-hour payroll cycle. The 10 hours owed back to the City during the 28-day/160-hour payroll cycle will be worked on a pre-designated, regularly scheduled day to be worked whenever possible either at the beginning or the end of the workweek. The assignment of a particular officer to a particular 10-hour make up day shall be made at the discretion of the Chief of Police. The 10-hour make up day must in all cases be worked in the same 28-day/160 hour payroll cycle as the three 37½-hour workweeks; it cannot be carried over. If, for any reason, the 10-hour make up day is not worked in the same payroll cycle, it will be charged to Annual Leave.

Implementation:

The new 3/12½ Plan will be implemented for a one-year trial period beginning February 19, 2005. The trial period will end on February 19, 2006.

Enrollment in the 3/12½ Plan:

Supervisors will provide an explanation of the 3/12½ Plan for employees before initiating it.

Employee enrollment in the 3/12½ Plan constitutes an agreement to follow these guidelines and to abide by departmental rules concerning the Plan. Employees will be

asked to sign a written agreement to do so. Failure to abide by the agreement will result in the employee's being returned to a 4/10 work schedule.

Holidays and the 3/12½ Plan:

Holiday time will be paid and accrued at a rate of 10 hours for each holiday according to the terms of the existing Memorandum of Understanding with the City. This means that officers working a 3/12½ Plan who take a holiday off will be short 2½ hours. These shortages may be mitigated in one of the following three ways:

1. An officer on a 3/12½ Plan may take 2½ hours of Annual Leave earned for each holiday that occurs on a regularly scheduled workday that the officer takes off.
2. An officer may work 2½ additional hours on regularly scheduled days if they fall within the same 7-day week.
3. An officer may elect to take 2½ hours of Leave Without Pay for each holiday that occurs on a regularly scheduled workday that the officer takes off.

An officer whose 3/12½ day off falls on a City holiday will accrue 10 hours of Annual Leave in accordance with terms of the Memorandum of Understanding. This must be so noted on the time sheet, and will show up on the officer's pay stub as 10 hours of Annual Leave earned.

Annual Leave and the 3/12½ Plan:

Each officer will use Annual Leave for any hours not worked, including the 10-hour make-up day. If an officer takes a vacation on his or her 37½-hour week, the Annual Leave used will be 37½ hours. Similarly, If he or she takes a vacation on his/her 47½-hour week, the Annual Leave used will be 47½ hours (unless the officer was allowed to modify his/her work schedule and make up the 10 hours during another week in the same payroll cycle).

Changing of Work Schedules:

Changes in work schedules will be permitted only in cases of business necessity. The Chief of Police will determine the appropriate change periods for his operation and will notify the City Manager via the Human Resources Department. In any case, all changes to work schedules must take place at the beginning of the 28-day payroll cycle, and employees will be given a thirty-day advance notice.

Termination of Employment:

If an employee's employment is terminated during a 28-day/160-hour payroll cycle, this may result in either overtime pay or a shortage of paid work hours during the week the change becomes effective. That is, depending on the specifics of a particular situation, a terminating employee may owe hours to the City, which will be deducted from the final paycheck.