16.112 MANDATORY OFF DAY DEVIATION & VOLUNTARY SHIFT DEVIATION

Reference:
FOP/City Labor Agreement

Information:
The City of Cincinnati has the right to annually change four of the officer’s regularly scheduled off days, upon 72 hours notice to the member, without the payment of overtime compensation. Overtime shall be paid to the member in the event any change in regularly scheduled off days occur on the day(s) on which the events currently known as “Riverfest” or “Ujima” take place, whether or not those events shall continue to bear those designations. All mandatory off day deviations must be pre-approved by a Captain or above.

Training scheduled more than five (5) days in advance, regularly scheduled shift changes, transfers and promotions shall not apply to the consecutive off day provision. Off Day group 8 (Saturday/Sunday) will be considered two consecutive off days.

Procedure:
A. Mandatory Off Day Change (Form 443)
   1. When changing an officer’s scheduled off day, a supervisor will:
      a. Obtain pre-approval from a Captain or above with signature on Form 443 prior to giving the required 72 hour notice to the officer.
      b. Give 72 hours notice to the officer prior to the change of a regularly scheduled off day.
      c. Complete the required portion of Form 443 indicating the mandatory regularly scheduled off day change.
      d. Substitute another off day for the officer within the same work week.
         1) Every reasonable effort will be made to allow the officer the opportunity to choose a substitute off day, at the officer’s choice, within the same work week.
      e. Document the off day change in the district/section/unit time book.
      f. Forward the Form 443 through the chain of command to the district/section/unit timekeeper.
   2. District/section/unit timekeeper will:
      a. Fax a copy of Form 443 to Personnel Management.
      b. Send the original to Personnel Management on the third Thursday of each month along with the Assignment Reports. Refer to the current Assignment Report Schedule for monthly due dates.
c. Keep the copy in the district/section/unit files

3. Personnel Management will:
   a. Enter the information from the Forms 443 into a computer database programmed for tracking all Department personnel’s changed off days.
   b. Complete a report indicating the amount of mandatory off day changes for each Department member on the fourth Monday of each month.
   c. Immediately notify the affected officer’s Bureau Commander after the officer has received four mandatory off day changes within the same year.

4. District/section/unit commanders will:
   a. Immediately notify the affected officer’s supervisor(s) when the four annually changed off day limit, without the payment of overtime compensation, has been reached.
   b. Ensure that every reasonable effort is made to limit an officer’s mandatory changed off days to four occurrences annually.
   c. When officers are transferred out of a district/section/unit, ensure documentation (Forms 443) of officer’s mandatory off day changes are forwarded to officer’s new unit of assignment.

B. Voluntary Off Day Change (Form 443)
   1. With the mutual consent of the officer and supervisor for changing a scheduled off day, the supervisor will:
      a. Complete the required portion of Form 443 indicating the date of the voluntarily scheduled off day change.
      b. Substitute another off day for the officer within the same work week.
      c. Document off day change in the district/section/unit time book.
      d. Forward Form 443 through the chain of command to the district/section/unit timekeeper.

C. Voluntary Shift Deviation (Form 440)
   1. With mutual consent of the officer and supervisor for changing a scheduled tour of duty (shift) by more than two hours, the supervisor will:
      a. Complete Form 440 indicating the date of the voluntary shift deviation.
      b. Document the shift change in the district/section/unit time book.
      c. District/section/unit will retain the original Form 440.