



**EMPLOYEE SHIFTS AND ASSIGNMENTS
STANFORD
GENERAL ORDER #8.00**

Adopted: 08/04/2006
Replaces: New Order

POLICY

The Stanford University Department of Public Safety recognizes the needs of the department, as well as the needs of the community and the individual employee when considering the assignments of badge personnel. In making assignment decisions, the SUDPS shall consider employees' performance and productivity, career development, technical skills, and seniority. Employee preferences may be considered as well. Assignment to and continued retention in any specialized assignment or team as identified in this policy shall be merit based and performance driven. This policy applies to Sergeants, Deputy Sheriffs, and Community Service Officers only. The Director of Public Safety must approve any exceptions to this policy and reserves the right of final approval on all assignments.

PROCEDURE

A. SHIFT SCHEDULING

1. When the Department is at a normal staffing level, defined as eighty percent (80%) or more of the patrol staff, the Department will provide a shift selection for Deputy Sheriffs of a one (1) year rotation with two separate consecutive six (6) month components, normally each September 1st. When the Department is below a normal staffing level, shift selection and rotation will be provided every six (6) months.
2. Deputy Sheriffs shall be allowed to state a preference for their work shifts in an order prescribed by seniority as defined in the current Memorandum of Understanding between the Stanford Deputy Sheriffs' Association and University, but the Department may elect to alter an employee's choice of work shift to suit specific staffing and training needs. The Department may elect to alter an

employee's choice of work shift based on operational needs including its assessment of an employee's qualifications, skills and abilities, career development, training, special assignments, or because of documented performance issues. The Department will not elect to alter the choice of work shift of employees who are among the thirty (30) percent highest on the seniority list if it determines that alteration of a less senior employee's choice will meet its needs. A sign-up sheet shall be posted at least six (6) weeks before a schedule change. Employees will be given a seniority list and a date to make their shift selection. Slots may be reserved for field training officer duty.

3. Employees must rotate to a different shift after they work two (2) consecutive schedule rotations by preference on the same shift.
4. Employees who mutually desire to exchange slots, at any time prior to or during the schedule, must submit a written request to the Department. The Department shall have sole discretion to decide whether to allow the exchange. For the purpose of Section A.3 above, an employee who is assigned to his/her preferred shift is deemed to have worked on that shift even when he/she subsequently requests and is permitted to exchange shifts.
5. The Department shall make a good faith effort to rotate days off for night CSOs every three (3) months and to provide two weeks notice of such rotations.
6. The Department shall make every effort to schedule at least ten (10) hours between the end of one regularly scheduled shift and the beginning of the next for each employee, except in the cases of a shift or rotation change or scheduled training day, in which cases the Department shall make every effort to schedule an interval of at least eight (8) hours.
7. Except in the case of a regular shift rotation, the Department shall make a good faith effort to minimize schedule changes which result in any employee working more than seven (7) consecutive days. Any employee scheduled to work more than seven (7) consecutive days may request vacation, or his/her floating holiday, and such a request shall be given preference over other vacation or holiday request not already approved.
8. The Department will make a good faith effort to provide employees with ten (10) working days notice of shift adjustments, provided, however, that the Deputy Sheriffs' Association acknowledges that in the event of unexpected, uncontrollable, and/or unpredictable exigencies the Department may be unable to give such notice.
9. In the event the Department determines that employees absent from regularly scheduled shifts must be replaced and if the Department determines such replacements should be provided by holding one or more employees over from

the preceding shift, the department will, before directing a specific employee or employees to hold over, request volunteers from all such on-duty personnel who possess the requisite skill, ability and performance capabilities if the number of such potential volunteers exceeds the number of personnel required.

B. SHIFT DIFFERENTIAL

1. In accordance with the current Memorandum of Understanding between the Stanford Deputy Sheriffs' Association and University, Community Service Officers and Deputy Sheriffs who work regularly scheduled shifts (including contiguous overtime) that include at least 4 continuous hours worked between the hours of 7:00 p.m. and 7:00 a.m. (the premium period) will receive a shift differential added to their basic hourly rate for each hour of work during the premium period, including any hours worked which are paid at the rate for overtime.
2. Deputy Sheriffs who for their own convenience work a shift for which a shift differential would otherwise be paid shall not receive any shift differential premium.

C. SPECIALIZED ASSIGNMENTS AND TEAMS

1. Selection of Personnel for Specialized Divisions, Units, Assignments, and Teams: It is recognized that experience in a number of organizational units and specialized assignments is necessary for a Deputy Sheriff's career development. It is intended that Deputy Sheriffs have the opportunity to apply and be selected for such specialized assignments. However, the Department retains all rights, powers, and authority granted to it by Memorandum of Understanding or which it has pursuant to law or other provisions of the University's administrative policies and personnel rules. These rights include, but are not limited to: the needs of the Department; the right to direct the work force; the right to increase, decrease, or reassign the work force; the right to hire, promote, demote, discharge or discipline for cause; the right to reclassify employees; the right to provide merit increases; the right to assign employees overtime and special work requirements; and the right to determine the necessary merits, mission, and organization of any service or activity of the Department.
2. Specialized Assignments and Teams Defined: Specialized assignments are full-time assignments not available through the normal shift scheduling process, the primary responsibility for which are outside basic patrol function. Specialized teams are ancillary duties in addition to the employee's primary assignment.

- a. Specialized Assignments:
 - 1. Investigative Services Division
 - 2. Special Events Coordinator
 - 3. Field Training Officer
 - 4. Any other assignment as designated by the Director

- b. Specialized Teams:
 - 1. Motorcycle Officer
 - 2. Bicycle Officer
 - 3. Any other assignment as designated by the Director

- 3. The Department will inform employees of its intention to select an employee for a specialized long-term (defined as one (1) year or more) assignment. Selection for long-term assignments will be made from qualified volunteers, qualifications to be determined in the Department's sole judgment.
- 4. If no qualified employee volunteers, the Department retains the right to determine which employee will be assigned.
- 5. Upon his/her request, the Department will inform an employee who applied but is not selected for a long-term assignment the reason for his/her non-selection.
- 6. No list shall be established for future assignments. When the long-term assignment again becomes available, the Department will again follow the procedure set forth in this general order.
- 7. Eligibility Requirements: Assignment to any specialized assignment or team shall be performance based. The standards set forth shall be the minimum performance levels expected of the applicant. These standards may include, but are not limited to, quality of work, quantity of work, adaptability, work habits, and personal relations or any other circumstance or condition that is pertinent to the performance of the assignment. In addition, to be eligible for a specialized assignment or team, the applicant must:
 - a. Meet the specialized assignment or team entry criteria as described on the job announcement. Entry criteria may specify formal and/or informal training, experience, prior documented performance, requisite physical agility skills or any other job-related objectives determined to be pertinent to the assignment.
 - b. Have successfully completed the Field Training Program.

- c. Have a minimum of one year of patrol experience at the time of appointment. The Director must approve any exceptions to the level of patrol experience required.

A handwritten signature in black ink that reads "Laura Wilson". The signature is written in a cursive, flowing style.

**LAURA WILSON
DIRECTOR**