

# UW Whitewater Police



## Shift Preference

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Special Instructions:

Approved By: Chief Kiederlen	Effective Date: 9/24/2014	Revised Date: 9/27/2017	Revision number: 2
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### I. Purpose

The purpose of this General Order is to provide guidance on UW-Whitewater Police Department Shift Assignment.

### II. Definitions

**Shift:** One of two or more recurring periods in which different groups of workers do the same jobs in relay. Examples: first shift, second shift, third shift, power shift.

**Rotation:** Shifts change according to a set schedule to allow for different days off each month. There is generally a weekend off rotation and a weekend work rotation and this switches every other month.

### III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that Management will assign officers to Shifts/Rotations, that Management determines Operational Levels, and that Management will allow officers to indicate their respective preference for the Shift that they are assigned, however the indicated preference is not a guarantee of placement on a particular Shift.

### IV. Procedure

- A. In January of each year, officers will indicate their respective preference of all Shifts. Officers will indicate their most desired Shift by placing a "1" alongside their most desired Shift. Officers will then proceed through all Shifts and place a numerical preference alongside each Shift, until they have a numerical preference alongside every Shift. Management will assign officers to each Shift/Rotation, by the end of February each year, and the Shift/Rotation assignment will be effective the 1<sup>st</sup> Sunday following July 1<sup>st</sup> of that current year. The Shift/Rotation assignment will remain effective until the 1<sup>st</sup> Sunday following July 1<sup>st</sup> of the following year. Officers are only allowed to change their rotation from the previous year if they choose to change their shift from the previous year. Officers do not choose their rotation. Every effort will be made to keep officers on the same rotation as the previous year if they choose the same shift.

# UW Whitewater Police

- B. Officers may also be allowed to pick a new shift by seniority should a vacancy in shift occur mid-year. (i.e.: retirement, promotion, resignation, etc.).
- C. Shift Assignments will be made by Management. Management will consider the following in determining Shift/Rotation assignments.
  - 1. Operational Need: Management will determine if there is any specialized training that an officer possesses that is advantageous to a particular Shift/Rotation assignment.
  - 2. Employee Needs: The respective officer's Shift preference.
  - 3. Fairness: The same employees should not always get a certain Shift/Rotation at the expense of others being able to be assigned that Shift/Rotation.
  - 4. Seniority: If all other considerations are 'equal,' then assigning Shift/Rotation preferences by seniority is a valid means to decide who is assigned a particular Shift/Rotation.
- D. The Detective Position, the Residence Hall Officer (RHO) positions, and the Academic Officer (AO) position are assigned positions and are exempt from this process.