EMPLOYEE RELATIONS ADMINISTRATOR
OFFICE OF THE CHIEF OF STAFF

NOTICE December 16, 2011
2.2.3

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: ELIGIBILITY FOR STANDBY COMPENSATION AND HOLIDAY PREMIUM COMPENSATION-REMINDER

This notice will serve to clarify the rules of eligibility for holiday premium compensation and clarification of what constitutes "standby time". According to Article 7.3 (B) of the Memorandum of Understanding (MOU) No. 24, Lieutenants and Below, officers who are eligible to receive holiday premium compensation must ***work*** on the holiday. An employee designated to be on "standby" is not considered working. If the employee on "standby" is called out and responds to an incident on a holiday, they will receive the holiday premium compensation. To receive compensation, the employee must be working. Holidays begin at 0001 hours on the day of the holiday and end at midnight that day.

Weekend standby means that the employee must be reachable by cell phone, landline, or paging device and must, upon contact, respond to a work location within a designated period of time. To receive compensation, employees must have been explicitly placed on "standby" by their respective commands. A sworn employee's standby time starts at their end of watch on Friday and ends at their start of watch on the following Monday morning. Employees, specifically designated in the MOU to receive seven day per week stand by, must also be physically working on a holiday in order to receive the holiday premium compensation.

If you have any questions, I can be reached at (213) 486-7600.

APPROVED:

JERI WEINSTEIN, Commander
Employee Relations Administrator

STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

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