

Change of Watch Hours Request Guidelines

Step 1

Upon deciding that a change of current watch hours would be beneficial for operational necessity, Commanding Officers within Operations should contact the Office of Operations (OO) through their chain of command for initial approval. After receiving approval, the Field Deployment Unit (FDU) of OO, should be contacted in order to request a work load study for the proposed changes. Other commands, not in OO, should contact ERG for guidance. Since change of watch hours is a "meet and confer" issue, it requires a meeting with the perspective union to discuss the impact on working conditions.

Step 2

Consult with ERG. In many cases the Area Commanding Officer (CO) should conduct a survey of all potentially affected employees to ascertain the possible impact the change in work hours might have on affected employees and their working conditions. **SEE CONNECTED INSTRUCTIONS & SAMPLE SURVEY**

Step 3

The Area considering a change of watch hours should draft a 15.2 from the Area CO to the Employee Relations Administrator (ERA) requesting that Employee Relations Group (ERG) arrange a meet and confer with the concerned employees' union. This 15.2 should include the following information:

- Request for the meet and confer.
- A brief summary of the change of watch hours.
- The rationale for the change.
- Attach the copies of the completed surveys from the affected employees.

This 15.2 should include signature blocks for the Area CO, Bureau CO, and the Director – Office of Operations. The 15.2 should have a Buck-slip attached and should be forwarded through the Chain of Command, with an additional copy sent to FDU for facilitation and evaluation. The routing order is 1) Bureau, 2) OO, OAS or OSS whichever is applicable and 3) ERA.

Step 4

Once the 15.2 and the surveys are complete, the original 15.2 is routed through the Chain of Command, being approved or kicked back if needed. Once the change has been officially approved through the Chain of Command, forward all documents (Signed 15.2, completed surveys and FDU workload study) to the ERA who will then direct ERG to arrange a meet and confer with the concerned union.

Step 4

Once all of the correct documents are in hand, ERG will make arrangements for a meet and confer with the concerned employee union. At the meet and confer, both entities will discuss the changes and the Department will decide if any modifications are necessary. The CO of the requesting Area or a designee shall participate in the meet and confer meetings and will be expected to explain the legitimate business reasons for making the change.

At the direction of the ERA, the concerned Area will distribute a 30 day notice to the affected employees. The notice should explain the legitimate business reasons for changing the watch hours. The Area must record an acknowledgement that the employees were served the notice (e.g., a log initialed by employees, an acknowledgment receipt, etc.). The notice shall include a statement that the proposed change is in the meet and confer process.

Step 5

Upon the Department and the concerned union coming to an agreement, the change of watch hours will be noted in the Deployment Plan and implemented during the following DP.