



Fitchburg State University Police Department

Subject: ANNUAL SHIFT BID	
Reference: IACLEA: N/A MPAC: N/A	
Rescinds: Section 7	
Effective Date: May 11, 2021	Review Date:
By Order of: Michael J Cloutier, Chief of Police	

General Order

3.2.1

PURPOSE:

The General Order outlines the Shift Bid process for the Fitchburg State University Police Department. This General Order has been taken from an agreement entered into by and between the parties of Fitchburg State University (hereinafter known as "the University") and AFSCME Local 1067 (hereinafter known as "the Union") in August of 2010. Minimum modification has been made to reflect current practice as well as restructuring and technical changes of the department.

POLICY:

It is the policy of the Fitchburg State University Police Department to provide a fair and equitable process for determining shift assignments, to ensure that patrol coverage as described in General Order 9.1 Patrol Operations are met, and to provide department members an opportunity to achieve a work-life balance.

PROCEDURE:

- A. Annual Shift Bid: The University and the Union agree that an annual shift bid process will occur and be effective for July 1st of each year. The following information outlines the bid process.
1. The Operation Lieutenant, or designee, will meet individually with officers by seniority during the annual bid process. This will allow for the Lieutenant or designee to answer questions and provide feedback and expectations of the shift.
 2. The officers have forty-eight hours to make their selection. This will allow for the officers to contemplate the new shift with family and against personal needs. If an officer does not provide their selection within the designated time frame, the officer will lose their

opportunity to bid and will receive whatever shift remains at the conclusion of the bid process.

3. The officer will be notified via email of their turn to bid and must respond within forty-eight hours of meeting with the Operation Lieutenant, or designee. A copy of the current shift bid schedule will be attached to the email, and will include:
 - a. The current bids
 - b. The available shifts/ lines to bid
 4. Once an officer has selected their new shift, they will not be allowed to change their decision until the next annual bid cycle. Their decision is binding.
 5. The Operation Lieutenant will post the shift bid schedule as it is updated. The schedule will be placed on the officer's bulletin board in the Patrol office. It is the responsibility of the officers to review the schedule for information pertaining to selected shifts. The schedule will not be written on nor will selections for shifts be made on the schedule. The schedule is for informational purposes only.
 6. The Chief maintains the right to instruct the Operation Lieutenant to implement a shift bid in addition to the Annual Shift bid for the following reason(s):
 - a. Staffing level has been changed due to leaves or multiple separation causing excessive overtime for the department;
 - b. New hires being cleared for patrol, causing the need for new shifts to be created;
 - c. Change in operations which current scheduling cannot adequately address;
 - d. A majority request from officers (more than half of patrol) that a shift bid be implemented to meet change in work life balance.
 - 1) Officers may request a shift bid, however the Chief maintains the right to determine how shifts are arranged to best meet the operational needs of the department. (e.g. days off, number of officers per shift, etc.)
- B. Once the shift bid has been completed, the Operation Lieutenant will update the virtual scheduling software (When to Work) of the new assignments.
- C. The department will be emailed indicating:
1. The final shift bid / assignments;
 2. The Date in which the new shifts will take affect (two weeks from the date of the email);
 3. Any updated cruiser assignment based on shift seniority.

Approval:



Chief of Police

5/11/21

Date