
Seniority Guidelines

1030.1 PURPOSE AND SCOPE

The Oakley Police Department shall follow these guidelines when addressing an employee's seniority and its relevance to operations, scheduling, and assignments within the police department. For these purposes Seniority will be defined as "time-in-grade" which is synonymous with the term "time-in-rank" and is not synonymous with "time-in-assignment."

1030.2 AUTHORIZED USE OF SENIORITY

Seniority will be the determining factor in scheduling vacations, except for voluntary shift transfer by employees.

Seniority will be the primary criteria in determining holiday and compensatory time off, but will be subject to the needs of the Department. "Bumping" of previously scheduled time off will not be permitted. Denial can be informally appealed to the Chief of Police.

1030.2.1 CLARIFICATION

Overall agency seniority will not apply in special assignments and or promotions. Time spent within a special assignment such as Detectives or Traffic will create its own unit seniority, with the officer with the most time in the unit having seniority. For example, an officer assigned as the newest detective may have overall seniority within the department, but they would be the junior (least senior) detective and at the bottom of seniority within the unit. The same applies to promotions.

Management reserves the right to assign, appoint, schedule, and promote. Therefore, seniority is not the sole deciding factor in temporary, special, and full-time assignments.

Seniority will not be used to fill overtime assignments, nor will those spots be reserved for one particular assignment. In other words, patrol overtime will not be limited to patrol personnel, but available to all officers working other shifts or assignments on a first come, first sign-up basis. Overtime will be available to all members of that rank regardless of shift assignment, or special assignment. However, Management reserves the right to restrict overtime eligibility in cases where it impacts a special assignment.

Seniority bumping of previously sign-up overtime spots will not be permitted.

Shift bids will be based on seniority, but may not be the deciding factor. Deviation examples include unique needs of the department such as Spanish speakers, or special training and experience (For example, probationary officers may be assigned as a means of balancing the Patrol Unit's staffing on each shift, which may impact senior officer's ability to select their desired shift).

Under special and or emergency situations where staffing of essential services is necessary, every effort will be made to adhere to these seniority guidelines for both time in grade/rank and time in assignment. However, based on the needs of the Department, it may not be adhered to.