


| | | | | |
|--|---|---|---------------------------------|--------------------------------------|
| PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"... honor, integrity, courage, respect, and compassion."</i> | | SUBJECT: "VOLUNTARY BANK OF LEAVE TIME FOR UNION RELATED ACTIVITY" | | ORDER NUMBER: 28-15 |
| | | PLEAC STANDARD: NONE | | PAGE 1 OF 2 |
| ISSUE DATE: 06/09/2024 | EFFECTIVE DATE: 03/06/2014 | ANNUAL REVIEW DATE: APRIL | RESCINDS: NONE | AMENDS: NONE |

1.0 POLICY OR PURPOSE

- 1.1 The purpose of this General Order is to outline the procedures that must be followed by members of the Pittsburgh Bureau of Police in donating days to the Voluntary Bank of Leave Time for Union-Related Activities, herein referred to as "FOP Bank."
- 1.2 Only the Fraternal Order of Police President shall have access to the time donated to the FOP Bank for their use or to be distributed to Fraternal Order of Police Members for reimbursement of time while engaged in union-related activities.
- 1.3 Participation in the FOP Bank is voluntary.

2.0 DEFINITIONS

- 2.1 Voluntary Bank of Leave Time for Union Related Activities (FOP Bank)- A bank of time, where members of the bargaining unit may voluntarily donate time to be used by the Union President or at their discretion for other members of the bargaining unit, to carry out Union-related business or activities.

3.0 CONTRIBUTING TO THE BANK

- 3.1 Between December 1 and December 31 of each year or upon resignation or retirement, any member of the bargaining unit of police officers represented by the Union may complete the form titled "Time Donation, and/or Bank of Leave Time for Union Related Activity", (herein referred to as the "Time Donation Form"). The form can be located on the Bureau of Police SharePoint or FOP office manager.
- 3.2 The form is to be completed and submitted to the Fraternal Order of Police, Lodge 1, and the form will then be forwarded (by the FOP) to central payroll at the Department of Personnel, Payroll Office located in the City-County Building.
- 3.3 Members may donate any form of accrued time (vacation, personal days, compensatory time, or deferred holiday time) to the FOP Bank.
- 3.4 Donations shall be made in eight (8) or (10) hour increments.
- 3.4 Members may donate from one (1) to five (5) days of accrued time to the Bank.
- 3.5 Once the Time Donation Form is submitted and processed, the donating officer's designated time will be reduced from his/her respective accrued time (vacation, personal days, compensatory time, and/or deferred holiday time), and the FOP Bank will be increased by the designated amount of time. All banked time will be maintained in hours and fractions of hours.
- 3.6 The transfer of any time donated to the bank is an irrevocable transfer.

4.0 DISTRIBUTION OF TIME FROM THE BANK

- 4.1 Time from the FOP Bank can only be accessed by the Union President for their own use, or it may be assigned to other active, sworn members of the Bureau of Police holding membership in the FOP for union-related business as directed by the FOP President.

- 4.2 The Union President or authorized designee(s) may assign time from the FOP Bank to any eligible officer in one-hour increments when engaged in union-related activities. To do so, the Union President shall complete the appropriate paperwork to transfer hours to the respective officer's payroll time bank balances.
- 4.2.1 The time assignment mentioned above will be done in writing and provided to the Department Business Administrator.
- 4.3 Time assigned from the Bank to any officer, including the Union President, will be paid at the individual officer's current hourly base rate applicable to the member(s) using the time.
- 4.5 Assigned time will not be considered hours worked as it concerns the traditional 40-hour work week rule or for any contractual or statutory purpose.
- 4.6 Any time assignment from the FOP Bank shall not exceed that available in the Bank.

5.0 RECORDKEEPING

- 5.1 The Department of Personnel Payroll Supervisor, or their designee, shall maintain records for the Time Donation Forms and time available in the Bank.
- 5.2 The Department Business Administrator, or their designee, will regularly provide the Union President and the Chief of Police with a statement of available hours.
- 5.3 The Chief of Police, or their designee, shall have oversight authority over the FOP Bank and may suspend any time assignment from the FOP Bank if it appears that any time transaction is in violation of this policy.
- 5.4 Any dispute in recordkeeping or oversight under this policy shall be subject to the contractual grievance procedure.

Approved By:



Larry R. Scirotto
Chief of Police