


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "LEAVE TIME TO CONDUCT FOP BUSINESS"		ORDER NUMBER: 28-13
		PLEAC STANDARD: NONE		PAGE 1 OF 1
ISSUE DATE: 06/09/2024	EFFECTIVE DATE: 9/1/2015	ANNUAL REVIEW DATE: MAY	RESCINDS: ALL PREVIOUS; COP #23-383	AMENDS: NONE

1.0 POLICY OR PURPOSE

- 1.1 The current Working Agreement between the Fraternal Order of Police and the City of Pittsburgh permits officers to be excused from duty to conduct union business, providing certain procedures are followed.
- 1.2 The purpose of this policy is to outline the procedures that members of the Bureau of Police must follow to use leave time to conduct union business.

2.0 PROCEDURES

- 2.1 At the beginning of every calendar year and as necessary, the President of the FOP will notify the Bureau's Department Business Administrator (DBA) of which FOP members are authorized to draw time for the Union Bank.
- 2.2 Should a change or addition of these FOP members be requested, then the FOP President will notify the DBA at least twenty-four (24) hours in advance via email.
 - 2.2.1 If an unauthorized member attempts to use union time, their pay may be docked for hours not worked.
- 2.3 The DBA will ensure that the President and their designees have access to this bank within the InTime Scheduling Program.
- 2.4 Once access to the Union Bank has been granted, the designated member may draw from the bank via Leave Request.
- 2.5 It shall be the responsibility of the DBA to track the usage of the Time Bank, providing auditing reports to both the City and Union as requested.

3.0 UNION BUSINESS NOT REQUIRING UNION TIME BANK DEBTS

- 3.1 Members of the FOP who act as representatives for other FOP members are not required to use the union time for the following while on duty:
 - 3.1.1 Discipline Hearings
 - 3.1.2 Step I and Step II Grievances
 - 3.1.3 Labor Management Meetings
 - 3.1.4 Interviews Relative to Internal Investigations
 - 3.1.5 Investigations relative to Critical Incidents as described in General Order 12-10
- 3.2 Supervisory personnel responsible for the day-to-day scheduling of FOP members performing representative functions shall indicate this on the member's work schedule. *Refer to General Order 29-02, "InTime Scheduling Program."*

Approved By:



Larry R. Sciroto
Chief of Police