

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "VOLUNTARY BANK OF LEAVE TIME FOR UNION RELATED ACTIVITY"		ORDER NUMBER: 28-15	
		PLEAC STANDARD: NONE		PAGE 1 OF 2	
ISSUE DATE: 03/06/2014	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 "the Bank". Only the Fraternal Order of Police President shall have access to the time donated to the Bank for his/her own use or to be distributed to Fraternal Order of Police Members for reimbursement of time while engaged in union-related activities.
- 1.2 Participation in the Bank is voluntary.

2.0 DEFINITIONS

- 2.1 Voluntary Bank of Leave Time for Union Related Activities- A bank of time, where members of the bargaining unit may voluntarily donate time to be used by the Union President, or at his/her discretion for other members of the bargaining unit, to carry out Union-related business/activities. Also referred to as "the Bank".

3.0 CONTRIBUTING TO THE BANK

- 3.1 Between December 1 and December 31 of each year, any member of the bargaining unit of police officers represented by the Union may complete the form titled "Time Donation, Catastrophic Leave Bank and/or Bank of Leave Time for Union Related Activity", (herein referred to as the "Time Donation Form"). The form can be located in the Police Officers Toolkit, in the "Catastrophic & FOP Time Donation Forms" folder.
- 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 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, and/or deferred holiday time) to the Bank.
- 3.4 Donations shall be made in eight (8) 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 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 Bank can only be accessed by the Union President for his/her own use or it may be assigned to members who are current, active, sworn members of the Pittsburgh Bureau of Police.
- 4.2 The Union President may assign time to from the Bank to any eligible officer in increments of one hour, when he/she is engaged in union-related activities. In order to do so, the Union President shall complete the appropriate paperwork to

perform the transfer of hours to the respective officer's payroll.

- 4.3 Time assigned from the Bank to any officer, to include the Union President, will be paid at the individual officer's current hourly base rate.
- 4.5 Assigned time will not be considered hours worked for the 40- hour work week rule, nor for any contractual or statutory purpose.
- 4.6 Any assignment of time from the Bank shall not exceed that of which is available in the Bank.

5.0 RECORDKEEPING

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

Approved By:

Regina McDonald
Acting Chief of Police

Date