

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-011
	Subject Educational Requests, Schedule Changes	
	Special Instructions Replaces HMR-011 dated January 6, 2010	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for granting necessary work schedule changes for Department personnel wishing to enroll in institutions of higher education.

II. POLICY

The Department encourages and supports employee self-improvement, through continued education, by authorizing certain work schedules necessary to accommodate attendance at colleges and universities. Schedule change requests for educational purposes must be submitted, through channels, to the applicable commander and be compatible with the operational needs of the Department.

III. PROCEDURE

A. All division, section, zone, area, or district commanders may authorize work schedule changes for enforcement personnel in their command in order to accommodate those wishing to attend a college or university. All schedule change requests shall:

1. Provide the Department with the employee’s most effective work schedule compatible with school attendance;
2. Must be submitted to the appropriate commander for evaluation and approval;
3. Include the name of institution, course of study, proposed class schedule, and projected completion date;
4. Require the employee to obtain a minimum rating of Baseline Performance in all categories at the time of the request and during the effective period of the request; and
5. Shall be compatible with the Department’s operational needs. Exceptions may be authorized by the Superintendent.

B. A commander’s consideration of requested schedule changes should be based on, but not limited to:

1. Date of request;
2. Job performance;
3. Attendance;
4. Overall contribution to the Department’s goals and mission; and

5. Recommendations from the employee's immediate supervisor and applicable subordinate commanders.

C. When a request for schedule change is denied, the commander shall notify the employee in writing and shall include the reasons justifying the denial.

D. An employee must submit a new request for future educational schedule changes prior to the beginning of a new session of classes.

E. Those employees attending colleges and/or universities not requiring work schedule changes are not required to submit a request to attend school.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.