

SHIFT TRADES/OPERATIONS DIVISION

Purpose:

To allow full-time operational employees flexibility in arranging needed time off duty while maintaining designated staffing levels.

Scope:

This policy applies to all full-time operational employees of the district.

Policy:

It is the policy of the district to allow full-time operational employees to trade shifts. Shift trades are considered a privilege and not an entitlement.

Guidelines:

- A. The employee taking time off will be paid his/her normal time, while the district will not pay the employee working for the other employee. The employee working will be compensated at a later date when the other employee works a shift for him/her.
- B. Shift trades may not affect the operational effectiveness of the district.
- C. The employee who is scheduled to work for the designated trade shift shall be accountable for any tardiness or failure to report of the trading party. For example, if a shift is traded and the person agreeing to the trade fails to report for duty as agreed, the employee originally scheduled for the shift will be charged with the absence or tardiness and their vacation leave bank adjusted appropriately.
- D. Shift trades may be denied by the immediate supervisor.
- E. Should the employee working the traded shift receive overtime, that employee will receive the overtime, not the employee that was originally scheduled to work.

Procedure:

- A. The trader must complete a Shift Trade form and submit to his/her supervisor for approval.
- B. The form must be submitted at least 24 hours prior to the shift trade unless authorized by the supervisor.
- C. The supervisor will verify the shift trade with the other party, send the form to the Chief and/or Assistant Chief and the Administrative Assistant for clarifying payroll.

- D. The supervisor receiving the request will notify any affected supervisor of the shift trade.

Shift Swap Form