

Campbell County Fire Department Policy		
General/Administration	Shift Trades	<i>103.01</i>

I. PURPOSE:

To allow 7K exempt employees flexibility in arranging needed time off duty while maintaining designated staffing levels.

II. SCOPE:

This policy applies to 7K exempt employees

III. POLICY:

1. 7K Exempt Employees defined – Hourly employees assigned to operational shift coverage on an 86 hour pay period.
2. It is the policy of the Department to allow 7K exempt employees to trade shifts. Shift trades are considered a privilege and not an entitlement.
3. Guidelines:
 - 3.1. The employee taking time off will be paid their normal time, while the Department 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.
 - 3.2. Shift trades may not affect the operational effectiveness of the Department
 - 3.3. If an employee fails to report for duty for an approved shift trade, that person is responsible and will be charged vacation time for the shift missed.
 - 3.4. Shift trades may be denied by the immediate supervisor.
 - 3.5. Shift trades must be repaid within twelve (12) months. Employees are encouraged to determine trade dates at the time the initial trade request is submitted.
4. Procedures:
 - 4.1. The trader must complete a Shift Trade Request form and submit to their supervisor for approval.
 - 4.2. The form must be submitted at least 24 hours prior to the shift trade unless authorized by the Assistant Chief of Operations.
 - 4.3. The supervisor will verify the shift trade with the other party; send the form on to the Assistant Chief of Operations and Administration
 - 4.4. The supervisor receiving the request will notify any affected supervisor.

Initial Approval Date: April 2008	Page 1 of 1	Sam Saunders, Chairman ORIGINAL SIGNED
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