


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

PURPOSE:

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

SCOPE:

This policy applies to 7K Exempt Employees.

POLICY:

- A. 7K Exempt Employees defined: Hourly employees assigned to operational shift coverage on an 80-hour pay period.
- B. 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.
- C. Guidelines:
 - a. Employee X accepts a shift trade and works one of Employee Y's shifts. Employee Y will be paid his/her normal time, and the Department will not pay the Employee X who worked the shift. Employee X will be compensated at a later date when Employee Y covers one of Employee X's shifts.
 - b. Shift trades will be granted only when they do not negatively affect the operational effectiveness of the Department.
 - c. 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 and is subject to a reprimand.
 - d. Shift trades may be denied by an immediate supervisor.
- D. Procedures:
 - a. The employee originating the request (Employee Y) must complete a Leave request with the Shift Trade information and submit to their supervisor for approval.
 - b. Leave Request forms must be submitted at least two weeks prior to the shift trade unless authorized by the Chief of Operations.
 - c. The supervisor will verify the shift trade with the other party and forward the form to the Chief of Operations and Administration.
 - d. The supervisor receiving the request will notify any other affected supervisor.

Initial Approval Date: April 2008 Revision Date: 12/21/11	Page 1 of 1	Sherwin Cater, Chairman ORIGINAL SIGNED
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