

	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	Shift Trades
	<b>Section:</b>	Administration
	<b>Guideline Number:</b>	226
	<b>Effective Date:</b>	August 3, 2009
	<b>Revised Date:</b>	October 1, 2024
<b>Signature of Approval:</b>	Charles R. Pruitt Director of Public Safety 	

**PURPOSE**

To establish standards for personal to schedule shift trades within the Department of Public Safety.

**SCOPE**

This applies to all uniformed members of the Department.

**CONTENT**

The purpose of allowing DPS Personnel to trade shifts is to work with any/all departmental personnel to accommodate difficult leave requests. Trades are considered leave, but each employee must communicate effectively to ensure that all responsibilities and daily assigned duties are completed during the shift. Each request is subject to review and approved based on adequate staffing, personnel performance, and frequency of use. It is not the purpose of the shift trade process to allow personnel to use this process to avoid coming to work or to avoid specific functions or required tasks assigned.

**PROCEDURE**

All personnel will use the following process/procedure when requesting work shift trades:

1. An electronic request will be completed by both parties requesting the shift trade — specifying who they are trading with and on what date and times: Example: A. Jones trading on “date and time” with D. Smith.
2. The shift trade is submitted for approval prior to trade date. (Approval is at the discretion of the Battalion Chief or his designee).
4. If the shift trade is not approved, the trade is considered invalid and cannot be completed.
5. Abuse or noncompliance of this process will result in being removed from the process.

**TRADE APPROVAL**

When a trade has been approved; the responsibility for the trade shift is that of the non-regular scheduled employee. If the trade employee fails to report for duty, he or she will be responsible for the time missed, and may be restricted from future trades and subject to additional disciplinary action in accordance with County policy. The purpose of this clause is to provide accountability for ALL scheduled hours.

*Note: The regular scheduled employee shall continue to receive any Holiday and/or Special pay associated with traded shifts.*

Examples:

If the trade employee has an unpredicted event, or an approved absence such as a death in the family or an illness or injury and makes the appropriate notification to the Department, then leave shall be subtracted from the Trade employee.

If the trade employee fails or forgets to show for work, the trade employee shall receive the appropriate disciplinary action for failure to show for duty.

If a trade employee works on a Holiday, the regular scheduled employee shall receive holiday pay.

Persons requesting a shift trade must have a balance of Annual Leave equal to or more than the number of hours requested when trading. (i.e. if you request to trade with M. Smith for 24 hours you must have at least 24 hours of Annual Leave on the books.)

If you trade with someone it is your responsibility to pay it back within a reasonable time period. Please use discretion with this opportunity.

Most importantly, this is not an entitlement, benefit, or County policy. It is an attempt to assist personnel with leave opportunities that otherwise cannot be granted. This program can be cancelled at any time if misused.