



#107

CITY OF CHARLOTTETOWN FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE: **EXCHANGE OF SHIFTS**

ORIGINATING DATE: **2009**

EFFECTIVE DATE: **JUNE 1, 2009**

REVISION DATE: **FEBRUARY 21, 2013**

REVISION DATE: **JUNE 4, 2015**

APPROVED BY: **FIRE DEPARTMENT MANAGEMENT TEAM**

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General:

An exchange of shift or portion thereof is a trade of the work time schedule between two (2) employees. The employee accepting the exchange of shift (ES) assumes the responsibility of working the other employee's work time. The work time exchanged is a mutual agreed upon conversion of hour-for-hour work with no monetary or overtime compensation.

- 1.** The Department provides this privilege to all employees to offer limited flexibility to their scheduled shift to tend to unforeseen circumstances such as a family or personal commitment, emergency or medical appointment.
- 2.** Approval for an (ES) shall be granted by the Deputy Chief or District Chief if in relation to Station duty crews.
- 3.** Department operational needs will take priority when consideration for approval of an (ES) is being made.
- 4.** Employees wishing to trade a shift will complete the "Exchange of Shift Form" and submit it to the Deputy Chief or District Chief if in relation to Station duty crews for approval.

5. The form must be completed and signed by both parties at least 48 hrs. before the date requested for the (ES). (*Exception to the 48-hour notice may be authorized when extenuating circumstances dictate.*)
6. Only staff with equivalent classification/qualifications can exchange shifts.
7. Time period for exchange of shift shall only be for the anticipated time required to attend to the situation prompting the request.