

	<b>Standard Operating Guideline: ADMIN 8</b>	
Subject:	Shift Exchange	
Effective Date:	August 1, 2023	
Director:	<i>William Ferguson</i>	

## **PURPOSE:**

To provide an alternative means for uniformed employees to be off duty.

### **I. PREFACE**

An alternative method of satisfying an employee's need for time off and for maintaining minimum staffing is to substitute employees on different work schedules.

The intent of this policy and procedure is to facilitate short term work substitutions. Employees seeking work substitutions, as well as the Shift Management Team (SMT) considering the request, shall evaluate the potential for any negative impact on the training and staffing of the employee or those under their supervision prior to submission or approval of the request.

### **II. PROCEDURES**

The following procedures shall be followed when substitutions are requested. Franklin County Public Safety assumes no responsibility or liability for work substitution paybacks.

A. A scheduled employee may not offer, and a substituting employee may not accept, anything of value, including but not limited to financial compensation, in connection with a work substitution.

The substituting employee shall possess equal or greater qualifications of the regularly scheduled employee and be medically classified for field duties.

B. The shift Captain has final authority for approving work substitutions. This is based on the staffing requirements on the proposed date of the substitution, at the time the work substitution request is made. The SMT shall ensure all frontline units are sufficiently staffed with qualified employees.

C. A scheduled employee may not request approval for a work substitution of shift in lieu of leave for a Family and Medical Leave (FML) qualifying event.

D. At the time the work substitution is requested, a Shift Exchange form shall be completed documenting approval by the respective SMTs.

E. An employee who completes an exchange of shift form and agrees to work for another employee is considered scheduled to work for the period specified and shall be subject to all department regulations.

1. The SMTs of the scheduled and substituting employee ensure employees have sufficient leave balances (sick, annual) to cover the time identified in Shift Exchange form. If the appropriate amount of leave is not maintained, the work substitution is not approved.
2. If the substituting employee reports out on sick leave, he/she shall be debited leave in an amount equal to the substitution period. Sick leave shall be debited unless the substituting employee requests the time be debited from annual leave balance. The substituting employee may be required by the SMT to produce a work status notification document from a treating physician identifying the employee's inability to perform their regular duties.
3. Where tardiness is deemed unacceptable by the on duty SMT, the substituting employee will receive appropriate discipline in accordance with SOG **PERSON 1** Rules of Conduct.
4. The substitution is cancelled if the substituting employee is placed on FML, light/restricted duty, or military leave if the circumstances under which a substituting employee is placed on such leave occurs within 14 calendar days of the substitution. The scheduled employee must report to work, find another work substitution, or secure SMT approval for annual leave. If the circumstances under which a substituting employee is placed on family medical leave, light/restricted duty, or military leave occur more than 14 calendar days prior to the work substitution, it is cancelled and the scheduled employee must report to work, find another work substitution, or request leave through the normal leave request process. If an unauthorized absence occurs, the responsible employee shall receive discipline as outlined in SOG **PERSON 1** Rules of Conduct and the Franklin County Human Resources Policy and Procedures manual.

F. Employees who work an approved substitution immediately prior to their regularly scheduled workday are required to report to their regular work locations at the appropriate starting time, unless extenuating circumstances occur. It is an employee's responsibility to ensure that he/she will have sufficient travel time to reach his/her regular work assignment from the station of the work substitution by the appropriate starting time. Failure to do so shall be considered either tardiness or an unauthorized absence.

### **III. TIME AND ATTENDANCE REPORTING**

- A. The scheduled employee's timesheet report shall reflect regularly scheduled hours. Work substitution time shall not be reflected on the substituting employee's timesheet.
- B. The ESO schedule shall be updated to reflect the shift exchange.