
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Shift Transfer
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 4-24-2012
Section: 207.00

207.01 Purpose

To provide a system for approval of a permanent transfer of personnel from one shift to another within the Fire/EMS Division.

207.02 Policy

- A. Written requests for shift transfer shall be accepted on June 1st to be effective October 1st.
- B. Only members of the same job classification and certification may be granted the opportunity to transfer shifts.
- C. If a member wants to transfer from their regular shift to another shift, he/she must find another member who has the same desire to transfer into the same shift.
- D. These two agreeing members will submit, in writing with signatures and dates, a request to transfer outlining the respective shifts.
- E. The members requesting the shift transfer must have the approval, by evidence of signatures, of a Command Officer and the concurrence of the Fire/EMS Division Assistant Chief.
- F. The seniority in years of service is transferred to the member's new shift for vacation and holiday requests. However, the transferring members' vacation/ leave requests will not bump any existing leave requests. When the next rotation starts anew, this new shift member will assert their proper placement of seniority.
- G. If at any time a shift is reduced in personnel, a shift transfer may be requested or enacted, following the list of seniority. Section 207.02. F will remain in place.