
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Shift Trade
Revised: 7-08-2013
Effective: 7-08-2013
Approved:
Section: 205.00

205.01 Purpose

To provide a system for approval and control of shift trade requests within the Fire-EMS Division.

205.02 Policy

- A. The change of duty request will be entered into the computerized scheduling system by the individual scheduled and by the individual who will be the replacement.
- B. Until otherwise directed, a paper form will also be submitted. The change of duty form to be used will be the Fire-EMS Division "Schedule Change Request Form" completed as outlined in this policy.
- C. The Schedule Change Request Form must be completed and then returned to the on-duty OIC for approval no less than seventy-two (72) hours prior to the time of the change.
- D. Employees (including New Employees) may exchange scheduled shifts of work with Employees provided that the Employer has advance notice of the exchange and approves the exchange and where in the sole judgment of the Employer such exchange does not interfere with the operations of the Employer and such exchange does not cause payment of premium overtime.
- E. An approved schedule change shall be considered to be a normally scheduled work assignment or part thereof.
- F. A schedule change request will not be required when a change will be less than three (3) hours. However, it will be required that the on duty Fire-EMS OIC be notified of the change.
- G. Any member who accepts the change via the computerized scheduling system and signs a schedule change request form agreeing to work for another individual, but fails to report for duty at the time specified, will be marked AWOL and will forfeit all pay for the time they were absent from duty.

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- H. If the schedule change occurs on a holiday, the individual working during the holiday period will receive the holiday pay for the period worked.
- I. Failure to submit a schedule change request as outlined will result in the schedule change privilege being denied for a period to be specified by the Fire Chief or his designate.
- J. Any member who changes their schedule with another individual and fails to submit a change of schedule request prior to making the change will be marked as Absent Without Leave (AWOL) and may be subject to disciplinary action.

205.03 Scope

This policy is designed to provide a method whereby an individual can take off a normally assigned work shift, or part thereof. It is not intended to be used by personnel as a means of continuous relief from their normally assigned shifts.

205.04 Procedure

- A. The schedule change request will be submitted at least seventy-two (72) hours in advance of the day the schedule change is to occur.
- B. The schedule change request will be reviewed by a Command Officer, and subsequently reflected on the computerized schedule.

205.05 Responsibility

When a schedule change is approved, it will be the responsibility of the Commanding Officer to amend the current schedule as needed with the appropriate changes.