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**Ocean City Fire Department  
Standard Operating Guidelines**

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## General Policies

Subject: Shift Transfer  
Revised: 11-08-2022  
Effective: 02-03-2023  
Approved: 12-21-2022  
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 1<sup>st</sup> to be effective October 1<sup>st</sup>.
- 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.~~ **If this is done, approved time off requests for the member being transferred will not be impacted. All attempts will be made to transfer personnel of equal qualification and seniority in order to minimize any impact to those personnel.**
- H. **Members may be transferred between shifts secondary to promotions. If this is the case, all attempts will be made to transfer personnel of equal qualification and seniority in order to minimize any impact to those personnel.**
- I. **Members may be transferred between shifts if it is determined that there are irreconcilable differences between shift members and/or officers. All means to resolve these issues will be utilized prior to**

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initiating a transfer. If this is the case, all attempts will be made to transfer personnel of equal qualification and seniority in order to minimize any impact to those personnel