**Section 100 – Management & Administration**

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| Human Resources – 101 | | | |
| S.O.P # 101.11 | **Shift Trades** | | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**101.11.01 Purpose**

To establish procedures for shift trades.

**101.11.02 Policy**

1. Shift trades are permissible so long as:
   1. They are performed within a thirty (30) day time period
   2. They do not result in overtime
   3. All shift trades are hour for hour
   4. They are approved by a Duty Officer
   5. They do not result in an employee exceeding the permissible number of consecutive hours worked
2. A shift trade cannot be performed on an employee’s last scheduled shift prior to their official date of resignation.
3. Employees submitting a shift trade will not be permitted to swap hours in which they are already responsible due to a previous shift trade. (i.e., you can't swap a shift trade).

**101.11.03 Procedure**

1. All shift trades must be submitted for approval prior to the swap occurring. The trade must be approved by a Duty Officer.
2. Shift trades may be performed with part time employees as long as the shift trade is completed in its entirety within the same pay period.