



# Carroll County Department of Fire & EMS

<b>Standard Operating Procedure: 2.15</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Work Shift Exchanges</b>	<b>Section: Human Resources</b>
<b>Authorized: Chief Michael Robinson</b>	<b>Revision Date: N/A</b>

## I. PURPOSE

The purpose of this policy is to outline work shift exchanges.

## II. DEFINITIONS

None

## III. PROCEDURES

- A. An employee of the Department of Fire & EMS (DFEMS) “may agree, solely at their option and with the approval of the employer, to substitute for one another during scheduled work hours in performance of work in the same capacity.”
- B. The hours worked shall be excluded by DFEMS in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation.
- C. An employees' decision to substitute for one another must be made freely and without coercion, direct or implied on the part of the employer (DFEMS). It is also clear that while the employer has no responsibility for tracking substitutions; the employer must approve all substitutions in advance. An agreement between the employees, approved by the employer is also necessary to enable substitutions.
- D. Employees shall not exchange off (EO) and then work another assignment during the same hours.
- E. Shift exchanges may be requested at any time so long as the employee’s supervisor approves them.
- F. Employees who are working an exchange (EW), with the approval of the Station Officer, shall not have the option to claim extra hours within the Fair Labor Standards Act. Employees shall be compensated as if they have worked their normal shift assignment when they exchange off (EO). Should the employee be held over on an incident, the exchange work employee will be compensated SOT or FOT, if applicable.
- G. Shift exchanges shall meet the specific operational needs of the stations affected. Under extenuating circumstances, a shift exchange can be approved outside these

limits with the approval of the Shift Commander Lieutenant, or the EMS Officer or designee.

- H. Shift exchanges are an agreement between two employees. DFEMS shall assume no responsibility or liabilities for paybacks of shift exchanges. If disputes between employees develop, DFEMS may deny use of this program to specific employees or end the program. An employee who has agreed to perform a shift exchange and who does not report for work shall be considered absent without leave (AWOL).
- I. The exchanged off (EO) employee shall be charged his/her accrued leave when the employee who has agreed to the exchange (EW) does not fulfill the agreement; otherwise, the employee requesting the exchange (EO) may be required to work his/her normally scheduled shift.
- J. Procedure for requesting a work shift exchange:
  1. The employee desiring a shift exchange must enter the request into VTI for the supervisor's approval.
  2. The employee's supervisor who is exchanging off shall determine if the proposed substitute employee meets the qualifications needed to maintain minimum staffing for the station on the date requested.
  3. A shift exchange is not finally approved until approved by the affected shift's supervisor.
  4. In the event a shift is not covered or a gap in coverage is caused, both employees may be subject to disciplinary action.
  5. On the day of the trade, the station logbook should indicate that the employee exchanging off used the payroll code (EO) in the "Comments" section. The employee exchanging off shall be compensated for those hours, and have those hours credited towards their FLSA total.
  6. The employee working the exchange shift shall sign in the station logbook using the payroll code (EW) in the "Comments" section. Employees are not compensated for the payback (working) part of the exchange.
  7. Example of Official Station Logbook

Name	Time In	Time Out	Pos	Signature	Comments
FF (EO Name)	0600	1800	E1		(EW Name)
FF (EW Name)	0600	1800			for (EO Name)

K. Employees shall not enter into a shift exchange or callback if total hours worked exceed 48 hours, unless approved by Management Level Officer.

#### IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Work Shift Exchange policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.