

Grand Forks Fire Department

Standard Operating Procedures

SOP# 100.12	Section Rules and Regulations	Title Shift Swaps or Trading Time
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1. The department expressly allows employees to trade time or swap shifts, as long as the criteria of this SOP is followed.
2. A shift swap is defined as that shift when one employee voluntarily works for another by their mutual agreement. Shift swaps shall be on a time-for-time basis only. Trading time is defined as that time (less than a full shift) when one employee voluntarily works for another by their mutual agreement. Trading time shall also be on a time-for-time basis only.
3. The department does not assume any responsibility for compensating an employee who voluntarily agrees to work for another. Nor shall the extra hours worked by an employee during an exchange be used to determine payments for overtime or any other benefit.
4. An employee may swap shifts only with another of equal rank and may not work in a higher or lower classification without approval of the Battalion Chief on duty.
5. When employees agree to a shift swap:
 - a. Each employee's Captain and Battalion Chief is aware of, and approves of the trade; after considering the needs of the department and to any personnel redeployment that the trade may require.
 - b. No employee will be scheduled to work more than 48 consecutive hours.
 - c. Any unplanned vacancies caused by any substitutes' non-appearance shall be charged to the employee originally scheduled to work, except that the substituting employee may take sick leave subject to civil service rules.