



**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b> 2051	Date Issued:	August 13, 1997
Section: 2000 – Personnel Procedures	Date Revised:	May 3, 2023
Accreditation Standards: None		
<b>SUBJECT: SHIFT TRADE AND SUBSTITUTION PROCEDURE</b>		
APPROVED: <u>&lt;signed copy on file&gt;</u> Amethyst Uchida, General Manager		

- 1.0 Purpose  
This procedure defines Shift Trade and Substitution and establishes a procedure for completing a Trade or Substitution.
- 2.0 Definitions  
Shift Trade is when two dispatchers of equal skills agree to swap shifts within a pay period.  
Substitution is when two dispatchers of equal skills agree to swap shifts in two different pay periods.
- 3.0 Rules for Shift Trade and Substitution  
Requests for shift trades and substitution will be submitted electronically through the scheduling software.
  - 3.1 Requests can be made at any time within the current bidded schedule.
- 4.0 Shift trade and substitution requests will be considered on a first come, first served basis.
- 5.0 Shift trades and substitutions must be approved by an operations supervisor or scheduling supervisor.
- 6.0 Supervisors will attempt to check the scheduling software twice a day during business days, at the beginning and end of their shifts.

- 6.1 Supervisors will attempt to approve or deny shift trade and substitution requests within three (3) days from the day it is received.
- 7.0 Shift Trade Specific Rules.  
Shift trades must be made and reciprocated within the same fourteen (14) day pay period.
- 8.0 Once a shift trade is approved, the involved dispatchers' schedules are effectively changed to accommodate the traded shifts; the traded shifts become the involved dispatchers' scheduled shifts. If a shift trade partner is ill or unable to work his/her traded shift for any reason, the other trade partner is not affected (the trade is not canceled).
- 9.0 Substitution Specific Rules.  
In accordance with the Fair Labor Standards Act (Section 207(p)(3)), it is the policy of the Authority to allow eligible employees to exchange shifts outside of the pay period, working for one another to enable employees to facilitate unscheduled time off and avoid losing paid leave hours. Exchanges outside of the pay period are not otherwise permitted, except with the advance approval of the General Manager.
- 9.1 The employee taking time off shall be paid for normal hours worked, while the employee working for the other employee shall not be paid by the Authority. The employee working shall be compensated at a later date when the other employee works the substituted shift. The Authority will not reconcile substitution hours owed.
- 9.2 Substitutions require prior supervisory approval and shall not affect the operational effectiveness of the Authority nor create a financial burden on the Authority.
- 9.3 If the dispatcher seeking the day off has found coverage with a dispatcher who has a different skill set, and the skill set of the seeker is needed, the substitution request will be denied.
- 9.4 The person working the substitution shall not use any leave time, except sick leave, during the time swapped.
- 9.5 Substitutions shall be processed via the scheduling program.
- 9.6 The Scheduling Supervisor will verify the substitution with both employees then approve the request.

The offering, accepting and/or the payment of money or any other valuable item to entice and/or secure the cooperation necessary to complete a shift trade is neither condoned nor allowed.