



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.12	Shift Swaps	PAGE: 1 OF 2
EFFECTIVE: 01/2001	Authorized: John Filer, Chief	
REVISED: 09/2016	Authorized: William Stephens, Director	

101.12.01 Purpose

To establish procedures for shift swaps.

101.12.02 Policy

1. Shift Swaps are permissible so long as:
 - a. They are performed within a sixty (60) day time period
 - b. They do not result in overtime
 - c. All swaps are hour for hour
 - d. They are approved by the EMS Operations Captain
 - e. Swaps do not result in an employee exceeding the permissible number of consecutive hours worked
2. Unless held-over by emergency situations, personnel of the EMS Division are not permitted to work in excess of 36 hours in a row. These hours are inclusive of scheduled shifts, shift swaps, collateral duty assignments (TEMS, Hazmat, Marine Unit, etc) and special event standbys.
3. Shift swaps cannot be performed during the two (2) week timeframe leading to an employee’s official date of resignation.

101.12.03 Procedure

1. Shift swaps are to be documented on a Shift Adjustment Request.
2. Shift Adjustment Requests must include original signatures by all parties involved.
3. Shift Adjustment Requests must be signed, submitted and approved prior to being posted on the e-Scheduler.
4. All Shift Adjustment Requests are to be submitted to the EMS Operations Captain for approval prior to the swap occurring.
5. Once the swap is posted on the e-Scheduler it is final.
6. Employees submitting a shift adjustment form will not be permitted to swap hours in which they are already responsible due to a previous shift adjustment. (i.e., you can't swap a swap).
7. Shift Adjustment Requests must be received at least 48 hours in advance and will ONLY be accepted Monday - Friday. Approval for Shift Adjustment Requests submitted



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on weekends that are for immediately occurring shifts are at the discretion of the on-duty Medical Duty Officer.