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# COMMUNICATIONS DIVISION SHIFT TRADE AND SHIFT SUBSTITUTION

## 8002.1 PURPOSE

This procedure establishes criteria for scheduling shift trades and substitutions.

## 8002.2 SHIFT TRADES

1. Trading of shifts between employees may be allowed within the 7-day FLSA period with the approval of the affected supervisors.
2. Trades shall be submitted and approved by the affected Police Communications Supervisors in advance of any trades. The usual and customary time required for the approval process is three (3) days. Any trades submitted with less than three (3) days' notice may be denied. Trades will be considered on a case-by-case basis. Trades must meet like job responsibilities. For example, a radio-qualified dispatcher for a radio-qualified dispatcher (when required by staffing).
3. A trade form shall be filled out by one of the employees involved in the trade, which shall be accompanied by a completed chit with the schedule change information for both employees involved in the trade.
  - (a) The supervisor accepting the trade request form will indicate his/her approval by signing the shift trade request form and the chit of his/her employee and forward the form to the other affected supervisor.
  - (b) The second supervisor will indicate approval likewise (signing the form and his/her employee's chit).
  - (c) The completed form and both chits will be returned to, or retained by, the supervisor who is first affected by the trade. That supervisor will make the proper entries into the Department's computerized scheduling program, and send an e-mail to both employees involved in the trade informing them the trade has been approved.
  - (d) On the first day of the trade, both chits will be forwarded to the Communications Manager with the daily for processing.
4. Trade requests can be canceled by Supervision after they have been approved **if** there is a change in staffing needs (i.e., Radio qualified levels have changed).
5. Any employee scheduled to work a shift trade who fails to report for his/her scheduled shift trade may have his/her shift trade privileges suspended and may be subject to disciplinary action.

## 8002.3 SHIFT SUBSTITUTIONS

1. Substitutions shall be submitted and approved by the affected Police Communications Supervisors or Communications Manager in advance of any workday trades. The usual and customary time required for the approval process is three (3) days.

# Santa Ana Police Department

Santa Ana PD Procedures Manual

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Any substitutions submitted with less than three (3) days' notice may be denied. Substitutions will be considered on a case-by-case basis.

2. Substitutions must meet like job responsibilities. For example, a radio-qualified dispatcher for a radio-qualified dispatcher (when required by staffing).
3. The employee requesting the substitution shall complete a Shift Trade Request form when requesting a substitution of a full or partial shift with another employee. The maximum length of time between the initial substitution and the payback is four (4) weeks. As no chit is required, both employees will need to sign somewhere on the Shift Trade Request form as an indication they consent to the substitution.
4. Substitutions must meet the same requirements of overtime restrictions (i.e., cannot work more than 16 hours with an 8-hour break).
5. Substitution requests may be permitted for employees on probationary status at the discretion of the employee's training officer **and** the Communications Manager.

### 8002.3.1 REQUIREMENTS

1. Responsibility for record keeping and monitoring to ensure all provisions of this policy are met shall be the responsibility of the Communications Manager.
2. No employee shall have more than 48 total hours of outstanding substitution time at any time.
3. The employee who is regularly scheduled to work, and utilizing a substitution-off, retains the payroll responsibility for those work hours. This means that if an employee scheduled to work a substitution fails to report for duty or complete the substitution, the on-duty supervisor will try to reach the employee who is regularly scheduled to work. The employee who is regularly scheduled to work shall be required to report for duty if minimum staffing levels are not met.
4. If the employee who is regularly scheduled to work is not needed to meet staffing levels, he/she will have the option of taking the day off using paid leave.
5. If the employee regularly scheduled to work is not available or cannot be reached, the on-duty supervisor shall fill out a chit for time-off, enter the time in the Department's computerized scheduling program, and fill the vacancy according to the Communication Division's Overtime Procedure.
6. When an employee who was scheduled to work a substitution fails to report for duty on the agreed upon payback day, he/she must arrange an alternate payback day that falls within the time limit stated.
7. Any employee scheduled to work a substitution that fails to report for duty by calling out may have their substitution privileges suspended and may be subject to disciplinary action..
8. Substitution requests can be canceled by Supervision after they have been approved **if** there is a change in staffing needs (i.e., Radio qualified levels have changed).