

**ESCAMBIA COUNTY FIRE-RESCUE**

*Rules, Policies, and Guidelines*

**1205.045**

**Shift Swaps**

Implemented: 12/08/2022

Revised:

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Jason Catrambone, Fire Chief

***PURPOSE:***

To establish guidelines and standards for the department's voluntary shift swap policy

***OBJECTIVE:***

To maintain a fair and consistent shift swap program

***SCOPE:***

Career Personnel

**PROCEDURE**

Employees may exchange time in accordance with provisions outlined in the Fair Labor Standards Act (substitution of work scheduled) when the exchange does not interfere with ECFR operations and with the approval of the Employee's supervisor. An exchange may be denied if the proposed exchange would impair one of the Employee's training and proficiency responsibilities.