

Shift Swaps / Tardiness

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POLICY

A shift swap is permissible when two members voluntarily substitute work tours with each other by their mutual agreement and with the Department's prior approval. Employees who desire to swap tours must request approval in accordance with the procedures set forth below, and employees may not swap tours without prior approval by the Department. All swaps must be approved in advance by the Department and recorded on the schedule.

Shift swaps shall be on a time-for-time basis only. Employees may only swap shifts with another employee of equal rank and qualifications. Employees may not work a swap during any period in which they have been suspended without pay or are otherwise not available for regular duty. A swap must be an equal exchange of an entire shift; in no case shall a portion of a shift be allowed. Swaps involving any shift conflict because of overlapping start/end times are not permitted. Boston EMS may regulate and suspend swap privileges for any member as deemed necessary.

SHIFT SWAP REQUESTS

1. Both members requesting a swap must submit their request electronically (email) or in written form to the Shift Captain or Shift Commander at least sixteen (16) hours prior to the start of the scheduled shift. In an emergency, the Shift Commander may give verbal permission for a shift swap. Where verbal permission for an emergency swap is given, a written request shall be completed and filed as soon as possible.
2. Once approved, the swap shall be entered into Telestaff noting which member is "SN" (Swap Not Working) and "SW" (Swap Working). The ID number of the supervisor approving the swap must also be entered.
3. The member who agrees to work another's shift ("SW") is responsible for working the shift. Failure to meet the swap obligation will result in the person who was originally scheduled to work forfeiting pay for the shift.
4. Once a swap is approved, the tour of duty becomes the SW's scheduled work shift and subject to all Department attendance rules and policies. A member who agrees to work another member's shift but becomes sick or injured and cannot report for duty may cancel the swap. The person who was originally scheduled to work will then be responsible for reporting for duty or may find another person to work the swap provided that the swap can be arranged in accordance with Department procedure.

REPORTING FOR DUTY / TARDINESS

Department members must report to work punctually and be ready and able to work at the start of their scheduled shift. As soon as a Department member realizes they will be late to work, they must notify Dispatch Operations and state their estimated time of arrival.

- 1.1. Employees may not arrange for coverage of any absence due to tardiness or other reason without contacting Dispatch Operations. Prior approval of the supervisor must be obtained and recorded on the schedule. Any violation may result in discipline.
 - 1.2. An employee who fails to call-in to the designated person within thirty (30) minutes after the start of his/her scheduled shift shall be considered absent without leave (AWOL) and may not be permitted to work that day. If the employee is not permitted to work that day, he/she will not be paid and his/her absence shall count as a suspension day for the purposes of this paragraph. Discipline for AWOL shall be imposed progressively in accordance with the collective bargaining agreement.
2. An employee may relieve a member of the off-going shift early as a matter of courtesy, provided that such early relief occurs no more than thirty (30) minutes prior to the scheduled start of the employee's shift. Any arrangements made among members which results in a person being relieved more than thirty (30) minutes before the end of their scheduled tour of duty must be approved in advance by a supervisor and noted on the schedule via the "notes" function.
3. For accountability and safety purposes, if one member of the off-going shift has been relieved when the unit is assigned to a response, the dispatcher shall be advised that the crew is "half and half" and the Department ID numbers of the crew responding to the incident shall be noted in the CAD Incident History. Once both members of an off-going crew have been relieved, the oncoming crew shall log onto the CAD system with their roster information and correct shift designator (D/E/N).