

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: April 1, 2007
Subject: 15. Shift Exchanges	
Policy No. G.4.15.	Page 1 of 1

PURPOSE

To provide staff with the opportunity to make arrangements for days or time off as required.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

- 1) Staff are to request shift changes through our scheduling software
- 2) Shift exchanges are considered agreements between staff will be considered contracts between the individuals to maintain the approved staffing pattern with both parties holding equal responsibility for coverage.
- 3) Shift exchanges will not result in any premium payment
- 4) Shift exchanges must be requested well enough in advance to allow for the appropriate changes to the schedule.
- 5) Additional guidelines for shift exchanges are listed in the collective agreement
- 6) Shift changes are subject to approval by management.

REFERENCE