



Virginia Beach Department of Emergency Medical Services



OPERATIONS

SHIFT TRADE/SUBSTITUTIONS

PURPOSE: The purpose of this policy is to provide guidelines for career personnel shift trades/substitutions.

APPLICABILITY: All career operational members of the Department of Emergency Medical Services.

POLICY STATEMENT:

1. Trades/substitutions shall be considered a privilege and as such may be suspended on an individual basis upon receipt of written notification from a supervisor.
2. A trade is defined as the initial time and its payback shift. Barring special circumstances, members will be limited to three (3) shift trades per two week payroll cycle. This will ensure that the member spends adequate time working with their designated shift. The Division Chief of Field Services may approve additional trades on a case-by-case basis to meet unique temporary needs of an individual member.
3. Probationary employees may not participate in the trade process during their first six months of employment. After that point trades may be considered at the discretion of their supervisors based on the member's performance.
4. Personnel must comply with the Maximum Shift Length and Medic Expectations Policies.
5. For purposes of this policy, EMT-Intermediates, Paramedics, and Senior Paramedics are all considered medics in the same classification and may exchange shifts among each other.
6. Members who are/or will be working out of class or title must exchange shifts with a member of the same classification who also has the required qualifications for that position. For example, a

medic assigned in a supervisor position must trade with another supervisor qualified at the same level.

7. Shift trades between career and volunteer personnel are not authorized. However, a career medic may have a qualified volunteer EMT-Intermediate or Paramedic substitute to cover his/her shift to enable leave as outlined in this document.
8. All time worked as a result of a trade shall be excluded from computation of overtime and holiday pay. Both employees will receive their normal compensation.
9. Brigade Chiefs and Captains are not required to complete trade forms. Officers may arrange for coverage individually with the expectation that minimum staffing of supervisors will be maintained. The Division Chief of Field Services will be notified of supervisor trades.

MEMBER RESPONSIBILITIES:

1. It is the responsibility of the member requesting a trade to ensure that the trade form is properly completed, including the section, which is completed, by the member who has agreed to provide relief.
2. The completed form will be submitted to the immediate supervisor of the member requesting the trade. The form will then be submitted to the other member's immediate supervisor for his/her approval.
3. Completed forms will be forwarded to the requesting member's Shift Captain for submission to their Division Chief for final approval no later than the conclusion of the member's last shift of the cycle prior to the anticipated trade shift. Early submissions are encouraged. Concurrence of both Shift Captains and the Division Chief is required before the trade can be considered approved.
4. It is the requesting member's responsibility to insure all trades are repaid within a 45-day period. Tracking of trades/substitutions will be the responsibility of the employees involved. It is not the responsibility of the members' Shift Captains to monitor or mediate trade paybacks.

5. When the provider agreeing to work the shift signs the trade form, they have taken full responsibility for that shift. If for any reason he/she is unable to work the shift, it is his/her responsibility to find someone qualified to work. If the member who is to provide relief is on unpaid leave or is no longer employed by the Department, responsibility for the shift returns to the person requesting relief proper notifications must be made in such a situation.
6. Failure to provide relief will result in loss of leave time equal to the cost of filling that position, and may result in loss of the member's trade privilege and be subject to corrective action.

CAPTAIN RESPONSIBILITIES:

1. Supervisors are responsible for their subordinates; therefore, they have the authority to approve or reject trade/substitution requests.
2. It is the responsibility of the Shift Captain to initially approve or disapprove trade requests and forward to the Brigade Chief for that shift. The Division Chief should be clear with the Captains when there are concerns about individuals under their command trading too often.
3. Shift Captains will ensure continuous coverage is maintained for specialty position or certifications (i.e. RSI trained personnel) across the City. While trade limits are expected to be rare, the needs of the system will have priority.

COVERAGE BY VOLUNTEER MEDICS

1. In the event a career member is unable to take leave due to staffing levels and/or is unable to arrange for a trade with another career medic, he may arrange for a qualified volunteer medic to substitute for that shift.
2. The duty exchange forms will be completed in the same manner as a standard shift. This includes obtaining appropriate supervisory approval as outlined above.
3. The volunteer medic must be an active member released to function under general supervision of the Virginia Beach Operational Medical Director for at least eighteen (18) months.

4. The volunteer shall be obligated to meet all work-shift requirements of the career member. Failure to report to duty or meet performance requirements will result in a loss of eligibility to cover a career medic shift.
5. Career members who have approved coverage by a volunteer medic must submit a leave form for that shift.

PARTIAL SHIFT TRADES

Partial shift trades are subject to the same pre-approval guidelines outlined above. However, no paperwork is required for trades/substitutions less than two (2) hours.

ORDERED:



01/24/2017

EMS Chief

Date