

# MISSOULA POLICE DEPARTMENT POLICY MANUAL



<i>Subject:</i> <b>SHIFT TRADING</b>		
<i>Effective Date:</i> <b>6/8/2017</b>	<i>Original Date:</i> <b>01/01/2008</b>	<i>Next Review:</i> <b>6/8/2020</b>
<i>Chapter</i> <b>13</b>	<i>Policy #</i> <b>13.80</b>	<i>Distribution:</i>
<i>References:</i> <b>Hours of Work Rule; Collective Bargaining Agreement; FLSA</b>		

## I. Purpose

It is recognized that departmental personnel requirements may occasionally interfere with officer's abilities to be granted leave from their scheduled shift. It is the purpose of this policy to facilitate effective scheduling allowances through the use of trade time.

## II. Definition

**Shift Trade:** The exchange of one or more consecutive shifts with the same individual.

## III. Policy

To establish an orderly and efficient method of enabling members of comparable positions (rank and assignment) to trade shifts. The policy includes the following criteria:

- A. Trade time will be mutually agreed upon between both the department and the member.
- B. Trade time will be limited to two (2) trades per calendar month, not to exceed four (4) consecutive days.
- C. Trade time will be approved through both the affected shift supervisors.
- D. Trade time off will be paid back (worked) within 30 days and the specific dates must be shown on the form for the time to be approved.
- E. Trade time will not be approved if any member would ultimately work more than 15 consecutive hours.
- F. Trade time will not be approved if any member would ultimately work more than seven (7) consecutive days.
- G. Trade time will not be approved when vacation or holiday time in excess of the annual accrual is available to the member initiating the trade and there is sufficient personnel on the shift (i.e., minimum shift strength).
- H. Trade time will not result in additional pay or overtime liability to the City, including court overtime, except if the result of shift holdover in excess of regular duty hours.

- I. Trade time will not be approved when either member is scheduled for in-service training, mandatory overtime or any other scheduled division activity for which the member's presence is required.
- J. The Chief of Police may suspend a member's participation in the shift trade program for abuse of or failing to abide by these guidelines.

#### **IV. Procedures**

##### **A. Employee's Responsibilities**

- 1. It will be the responsibility of the member(s) involved to obtain proper authorization for trade time and to document the time accordingly.
- 2. The member agreeing to work the time in question is responsible for working, making arrangements for appropriate substitute, or, when approved, using accumulated leave.
- 3. Failure to abide by this policy or fulfill a member's agreement may result in disciplinary action.

##### **B. Supervisors' Responsibilities**

Supervisors will ensure that authorized trade time that meets the specific criteria as outlined in the policy (III).

##### **C. Form Distribution**

Upon approval of the "Trade Time Authorization Form", it will be distributed by the affected members as follows when trading with another member:

White copy - - Attach to time sheet showing initial trade (1st member).  
Yellow copy -- Attach to time sheet showing trade back (2nd member).

##### **D. Accounting of Trade Time**

- 1. Members will obtain written approval of trade time at least 24 hours in advance of the actual date of the trade, except in bona fide emergencies. Trades will not be approved any sooner than 90 days before the trade is to take place.
- 2. Members will utilize the "Trade Time Authorization Form" (See Forms) to document the trade time.
- 3. Members will account for time worked by another on their timesheet as if it were a normal day worked showing appropriate programs, sub-programs and activities.