



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 week payroll cycle. This will ensure that the member spends adequate time working with their designated shift. The Operations Division Chief 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 six months, trades may be considered at the discretion of the supervisor 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 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 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 noted on the employee's timesheet. Each employee will be compensated for actual time worked per pay week.
9. Shift trades will not generate more overtime for an employee than what was originally scheduled for the employee during the pay week.
10. 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 Operations Division Chief 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 Brigade 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 Brigade 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 the work week.
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. Failure to provide relief will result in loss of leave time equal to the cost of filling that position, may result in loss of the member's trade privilege and be subject to corrective action.

CAPTAIN RESPONSIBILITIES:

1. Shift Captains are responsible for their subordinates and have the authority to approve or reject trade/substitution requests.
2. Shift Captain will initially approve or disapprove trade requests and forward to the Brigade Chief for that shift. The Brigade 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 medic is unable to take leave due to staffing levels and/or is unable to arrange for a trade with another career medic, he/she 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 for at least eighteen (18) months and shall be obligated to meet all shift requirements of the career medic. Failure to report to duty or meet performance requirements will result in a loss of eligibility to cover a career medic shift.
4. 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 lasting less than two (2) hours.

ORDERED:



12/5/2019

EMS Chief

Date

Originated: 09/13/2004

Revised/Reviewed: 12/2/2019