

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Shift Work Schedule

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APPROVED BY: 

Board Chair

REVIEWED: _____

BY: _____

POLICY: SHIFT WORK SCHEDULE

Work Schedule

Subject to the Management Rights Clause Article 3, under the FLSA 29 CFR, the Employer has adopted the 7(k) exemption and a 27-day work period. Employees shall be scheduled to work 24-hour shifts. The District reserves the right to adjust work shift start times.

Shift Trades

Employees shall have the right to voluntarily trade shifts with prior written request and approval of the Fire Chief or designee, and when the trade does not interfere with the operational needs of the District. Shift trades shall not be open-ended and shall be the responsibility of the Employee to track. Per FLSA 29 CFR 553.31 Section 207 (p)(3) the trades shall not cause overtime situations where the regular schedule did not. Please reference Standard Operating Guidelines Shift Trades on East County Fire & Rescue's shared server.