

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 9.34	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: 2-CO-1C-01	
CHAPTER: 9 HUMAN RESOURCES & EMPLOYEE MANAGEMENT RELATIONS	SUBJECT: SHIFT TRADE	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 7/21/2016		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6517, §6565; 29 *Del. C.* §8903; Department of Correction Policy 9.23

II. PURPOSE: To establish policy and procedure that ensures accountability in shift trade situations.

III. APPLICABILITY: All Department employees.

IV. DEFINITIONS: None

V. POLICY: It is the policy of the Department of Correction to allow the trading of shifts between employees in the same institution within the budget unit with the proper approvals in order to assist employees in obtaining specific time off from work. The operational needs of the facility must be taken into consideration in the approval process.

VI. PROCEDURES

- A. Employees desiring to trade shifts must make the request using the approved Shift Trade Form (Attachment #1).
- B. Employees must be in the same bargaining unit, no more than one rank above or below the requesting employee, and meet the minimum job requirements and any specialized training required for the position.
 1. Food Service Specialist series I-III, Physical Plant Maintenance Trades Mechanic series I-III, and the Trades Instructor series I-III for the purpose of this policy will be considered within the same classification.
 2. Special exceptions may be granted by mutual agreement between both supervising authorities.
- C. The completed form is submitted to the appropriate shift commander(s) for approval at least seven (7) days in advance.
- D. If two shift commanders are involved, both must approve the request.
- E. Distribution of the approved form will be in accordance with institutional procedures. Shift commander(s) must forward a copy of the approved Shift Trade Form to the institution's scheduler. The scheduler will update the employees' schedules in Advanced Scheduler or Time and Attendance.

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- F. The employee signing the shift trade agreement will be held accountable in case of absenteeism for the shift they agreed to work.
- G. Shift trades must be accomplished within the same week (Sunday through Saturday), beginning at 0000 hour Midnight on Sunday and ending at 2359 hour on Saturday.
- H. Shift trades will never carry over between two separate pay periods.
- I. Employees will not accept or work shift trades that will conflict with the ability to work their regular scheduled hours.
- J. Shift trades do count towards the limits set on maximum allowable work hours (refer to DOC Policy 9.23).
- K. Shift trades must be worked as approved; employees may not compensate each other in lieu of working the shift.

(Attachment #1)

SHIFT TRADE FORM

TO: Shift Commander(s)

_____ Shift _____
(Shift) (Name)

_____ Shift _____
(Shift) (Name)

FROM: _____ Shift _____
(Rank) (Full Name)

_____ Shift _____
(Rank) (Full Name)

DATE: _____

SUBJ: Shift Trade(s) Request

1. It is hereby requested that we, the undersigned, be permitted to shift trade on the dates/shifts indicated:

a. _____ will work on _____ / _____
(Name) (Shift) (Date)

for _____.

b. _____ will work on _____ / _____
(Name) (Shift) (Date)

for _____.

2. We, the undersigned, fully understand that it is our individual responsibility (person scheduled for the given shift/date) for absenteeism and/or case of no show.

Approved/Disapproved

(Signature)

(Signature)

(Printed Name)

(Printed Name-Assigned Shift Comm)

(Signature)

(Signature)

(Printed Name)

(Printed Name-Assigned Shift Comm)

cc: Original to Payroll
Scheduler
Each Shift Commander

