

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 3. Operations Directives	Replaces: May 30, 2017
Subject: 7. Shift Exchanges	
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PURPOSE

To provide Paramedic Services personnel with the opportunity to alter their schedules by way of a shift change with other staff holding the same qualification and designation.

APPLICATION

Paramedics, Paramedic Superintendents

PROCEDURE

- 1) Paramedics shall utilize the scheduling software to request shift exchanges.
- 2) Such shift exchanges are considered an agreement between the specific staff members, and as such, the service holds both parties responsible to ensure deployment coverage.
- 3) Shift exchanges shall not result in any premium payment.
- 4) Shift exchanges must be requested with suitable advanced notice to allow for the appropriate approval and amendments to the schedule.
- 5) Additional guidelines for shift exchanges are listed in the collective agreement.
- 6) Shift exchanges between staff are a privilege, and while they will not be unreasonably denied, they are subject to negative operational impact, and will only be managed/approved during business hours.

REFERENCE

- Collective Agreement