

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 110

Work Substitution

Effective Date: May 30, 2017

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Revision Date:

Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief



PURPOSE

To provide an alternative means for personnel to be off duty.

SCOPE

This procedure pertains to Fauquier County Fire Rescue career operational members.

I. PREFACE

An alternative method of satisfying the employee and maintaining minimum staffing is to substitute employees on different work schedules. The following guidelines shall be used when substitutions are requested. Fauquier County Department of Fire Rescue assumes no responsibility or liability for work substitution paybacks.

II. PROCEDURES

- A. Work substitution (commonly known as shift swap) by employees is authorized, provided the substituting employee possesses at least equal specific qualifications for the roster position that the employee they are replacing and is in accordance with the following provisions:
 - 1. Example: Medic 1107 is minimally staffed with one ALS provider and one BLS provider. The ALS provider cannot have a BLS provider substitute for them under normal staffing. An exception would be if another ALS provider is assigned to Medic 1107.
- B. Work substitutions shall be entered into the ePro system by the regularly scheduled employee at least 48 hours prior to the actual reporting time. Work substitution arranged with less than 48 hours of notice must be entered into ePro system by the regularly scheduled employee's supervisor or on-duty battalion chief if it is deemed to be an appropriate substitution.
- C. Personnel shall not be permitted to work in excess of 48 hours, except for unforeseen emergencies.

Desire to Serve

Ability to Perform

Courage to Act

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- D. An employee who accepts the substitution in ePro and agrees to work for another is considered scheduled to work for the period specified and shall be subject to all departmental regulations. Any member receiving a notification they believe is in error shall immediately contact the on-duty battalion chief and report the error. The battalion chief shall determine who entered the work substitution in ePro and notify that person of the error immediately.

- E. The employee who has agreed to substitute and who does not show up for work shall be debited leave for the amount of time he/she is absent. If an unauthorized absence occurs, normal disciplinary procedures shall be followed as for any unauthorized absence, i.e., leave without pay, suspension, or termination.

- F. Situations may exist where an employee scheduled to substitute for another employee is placed on restricted duty or extended sick leave after the agreement to work has been made and entered in ePro.
 - 1. Within 7 days:
 - a. If the agreed upon substitution day will occur within 7 days of the restricted duty status change, the scheduled substitute employee will be charged sick leave for that work period.
 - b. The scheduled substitute employee shall notify the on-duty battalion chief of their inability to fulfill the substitution agreement.
 - c. The charged leave will satisfy the time debt, or payback, to the regularly scheduled employee.

 - 2. Beyond 7 days:
 - a. If the agreed upon substitution day will occur beyond 7 days, the scheduled substitute employee shall notify the normally scheduled employee and advise them they are unavailable to work the previously agreed upon substitution.
 - b. Any outstanding time debt, or payback, remains unchanged between the two substituting employees.
 - c. The regularly scheduled employee must immediately notify the on-duty battalion chief to have the work substitution removed from ePro.
 - d. The normally scheduled employee shall then pursue the process of securing time off through existing procedures (e.g. annual leave or another substitution)
 - e. If there are no available annual leave slots and the employee cannot arrange for another substitution, the employee may petition the Department's leave manager/ePro administrator to authorize additional annual leave slots to cover previously arranged substitution.

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- G. If a situation arises where the substituted employee needs to have the substitution extended, an extension may be allowed under the following conditions:
1. The employees shall mutually agree to the extended time.
 2. The extension shall be approved by the on-duty supervisor and the agreement confirmed. This may be done by telephone.
 3. The extension shall not cause any unnecessary burden to the Department or it's on- duty employees. Examples include:
 - a. Creating the need for an employee to be detailed,
 - b. Creating the need for overtime, except for unforeseen fire department emergencies, or
 - c. Creating the need for holdover or call back of employees.
 4. The extension shall not alter any provision of this or any other Operating Procedure or Rule and Regulation.
 5. The supervisor approving the extension shall update ePro indicating the employees involved and the time to which the substitution was extended.
 6. If the substituted employee fails to report for work at the agreed-upon time, then the procedures in Section II, E of this Rule and Regulation shall be followed.
- H. Work location logs and ePro shall indicate which employees are actually on duty.

III. RESTRICTIONS

- A. It shall be the responsibility of the employee and the approving authority for work substitution to ensure compliance with these restrictions.
- B. The fire chief, or his/her designee may, at his/her discretion, grant exceptions to these restrictions for unusual circumstances.
- C. Non-compliance with the work substitution policy by an employee may result in the fire chief, or his/her designee, denying work substitution privileges for that employee.