

GENERAL ORDER

August 2017

Immediately

II-28

Distribution: All Employees

Subject: **EXCHANGE OF DUTY TIME**

Index as: Duty Time, Exchange of
Exchange of Duty Time

Recipient
Substitute

Accreditation Standards:

Cross Reference:

Replaces: G.O. II-28, Exchange of Duty (September 6, 1994)

This order establishes the Department policy regarding exchange of duty. It consists of the following sections:

- I. Policy
- II. Definitions
- III. Procedures

I. POLICY

Employees who are within the same classification and have the same qualifications may be permitted to exchange duty assignments with other employees.

II. DEFINITIONS

- A. Recipient – an employee who is being replaced on a duty assignment.
- B. Substitute – an employee who agrees to fill the duty assignment.

III. PROCEDURES

- A. The exchange will be strictly a voluntary/mutual agreement between affected employees.
- B. The exchange of duty must be at no additional cost to the City of St. Petersburg or the Police Department.
- C. The exchange shall be limited to a minimum of one (1) complete shift.

D. The exchange must be with the approval of both employees' immediate supervisors, and classification for classification exchanges will be determined by these supervisors. If applicable, other specific requirements may be imposed by the supervisor to meet operational needs.

E. An Exchange of Duty Request forms must be submitted as far in advance as possible, but no later than forty-eight (48) hours before the affected shift. The approved Exchange of Duty Request forms must be on file with both immediate supervisors prior to exchange.

F. The supervisor or personnel clerk will record the exchange of duty in the comment section of both employees' pay cards, e.g. Smith in for Jones 1700 - 1500, 10/02/2017.

G. The overtime pay for the exchange of an overtime assignment will be paid to the substitute. If, while substituting on an exchange of duty, an individual needs to be held over, the resulting overtime will be paid to the substitute.

H. Any shift differential earned during the time period of the exchange will be paid to the recipient. The "regular" hours associated with the exchange will be credited to the recipient.

I. If the recipient fails to report for duty, the recipient will be charged with the "appropriate leave." If the substitute fails to report for duty when scheduled, the substitute will be charged with the "appropriate leave." Failure by either party to report to work as scheduled may result in disciplinary action. The supervisor will adjust the appropriate employee's pay by entering a Pay Code 920 (Vacation) or Pay Code 974 (Unscheduled Personal Leave) in the "adjustments" section of the pay computer screen.

J. If the first party to the agreement fails to report for duty, the exchange of duty agreement is considered null and void.

K. The recipient/substitute is responsible for prompt attendance and proper conduct. The same rules would apply as a normal scheduled shift.

L. Abuse of **this Order** may result in withdrawal of privileges. This abuse shall be determined by the employee's supervisor.

M. The work periods involved in an exchange of duty do not have to occur in the same pay period.

N. An exchange of duty requiring the substitute to work for sixteen (16) hours in one twenty-four (24) hour period may be approved; however, an exchange that would require a substitute to work sixteen (16) hours per day for more than one (1) day will not be approved.

Anthony Holloway
Chief of Police