

CVS POLICY & PROCEDURE MANUAL

Policy Area: **Operational Policies - Human Resources**

Policy # & Name: **6.16 Exchange of Shifts**

Group: All Staff

Purpose:

To ensure that the exchange of shifts is managed in a consistent, fair and equitable manner.

Policy Statement:

Employees who are requested to exchange shifts will be asked to do so according to the requirements of the Collective Agreement and according to the guidelines for exchange of shifts.

Practice Standards:

Policy Audit: March Annually

Date Issued: March 22, 2004

Date Revised:

Position

Responsible: Executive Director or designate

References:

- ☒ Collective Agreement
 - ☒ Guidelines for Shift Exchange (attached)
 - ☒ HR 6.16.A - Exchange of Shift Form
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Guidelines for Shift Exchange

1. Shift exchanges will only be considered where the exchange meets the operational requirements of the organization as determined by a Program Manager or the Executive Director. Operational requirements include the following:
 - ? The health and well being of the consumers.
 - ? Familiarity and consistency of service will be a prime consideration.
 - ? They must be within the same pay period.
 - ? Excessive or recently approved shift exchanges causing disruption to the service delivery and client care may be denied.
 - ? No overtime or other additional costs are incurred.
 - ? Shift exchanges must be agreed to by all parties.
 - ? To be considered, request must be made 7 days in advance of trade.
 - ? Exchanges are limited to a 2 hour difference in shifts being exchanged.