## NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE

SUB	JECT:	SHIFT TRADING	
NUM	BER:	NN-HR-14	Page 1 of 2
ORIGINAL DATE: 12/05/02			
REV	IEW/RE	VISE DATE: 02/02/06, 10/05/06, 9/18/08, 9/15/11	
APPI	ROVAL:	Allan Mandell , Interim Agency Director	~~~~~~
I.	•	OSE  urpose of this policy is to outline the procedure in which employ shifts based on approval by the supervisors.	ees may
II.	POLICY Shift Trade Agreements will be managed and approved in accordance with NAC 284.228 – Shift trading: Agreements; responsibilities.		
II.		RENCES 284.228	

## III. PROCEDURE

1. An employee may enter into a written agreement to trade shifts with another employee in the same job classification. Shift trades can occur outside of the

- normal workweek, but must be completed within a two week period. The shift trade may extend into the next pay period.
- Employees' decisions to substitute for one another shall be made freely
  without coercion, direct or implied. A supervisor may suggest substitution, but
  an employee is free to refuse the shift trade without sanction and without
  being required to explain or justify the decision.
- 3. Employees must sign a shift trade agreement form and receive approval from the shift supervisor or department manager and the appointing authority prior to implementing the shift trade. The Appointing Authority must receive the Shift Trade Agreement form at least three (3) days before the planned trade is to occur
- 4. Employees entering into a shift trade agreement will be paid their normal pay. If both employees fulfill the shift trade agreement, neither participant will receive overtime compensation or be assessed leave usage.
- 5. Paid shift differential will be calculated based on the employees regularly scheduled shift, not for the hours worked during the shift trade agreement. For example, if a day shift employee trades shifts with a graveyard shift employee, the day shift person would not receive shift differential.
- 6. Employees must make a notation in the comments section of the timesheet indicating that they are working pursuant to a shift trade and who was previously scheduled to work the shift. No "exception" entries, i.e. overtime for pay (POT) or overtime for compensation (ACT), need to be made on the timesheet to correspond with the shift trade agreement.
- 7. <u>IMPORTANT:</u> Any employee who twice does not fulfill a shift trade agreement will not be eligible to participate in shift trading for no less than one year.