


East Lake Tarpon Special Fire Control District

	<i>SOG 220 Shift Transfer</i>	
	Implementation Date: 11/2000	Revision Date(s): 03/26/2019
		Reviewed Date(s): 03/02/2019

220.1 Shift Transfer

- A. When an employee is reassigned to another shift, a grace period of one shift will be granted, and a minimum of five (5) calendar days notice of such change will be given, in writing, to the employee. In the event of an emergency, the requirement of notice under this part shall be waived; however, such authority shall not be exercised in an arbitrary or capricious manner.
- B. When Employer must transfer an employee to another shift to maintain staffing levels or as a result of new program start-up, it will be done at the discretion of the Division Chief, however seniority shall be considered.
- C. The Fire District shall honor any previously scheduled vacation time for the employee's new scheduled work days.