

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: Shift/Medic Unit Change Requests
Policy: 404.01
Purpose: Okaloosa County Emergency Medical Services strives to provide a positive and productive work environment for each of its employees. Recognizing that it is sometimes necessary, due to personal or professional reasons, to change shifts or unit assignments, this policy offers guidelines and the process to accomplish this request.

Policy:

1. Unit assignment and shift change requests will be accepted on a quarterly basis. All requests should be submitted on a shift/unit assignment bid form. The form should be completed and submitted to the operations commander one (1) week before the date of the quarterly staff meetings.
2. The leadership team will review the document and consider the following factors:
 - a. Availability of the shift requested
 - b. Seniority of the employee making the request
 - c. Compelling need for the change request
 - d. Operational integrity of the system
3. If the request for change is approved the effective date will be the first day of the next pay period.
4. If the request is denied the employee will be spoken with and given the reason for the denial and an approximate timeframe when approval could be granted.

Accountability and Compliance:

- 1: It is the responsibility of the Okaloosa County Emergency Medical Services employee to reflect on and submit to the operations commander the change request by the appointed date.
2. It is the responsibility of the leadership team to evaluate, make approval decisions and notify the employee by the appointed date.

Policy #: 404.01
CAAS: N/A
Author: Welborn
Reviewed: Leadership
Approved: Leadership
Status: Active
Effective Date: 12/20/17
Revision Date: 12/20/17