

## TRADING / DROPPING SHIFTS

**Purpose:** To outline the scheduling policies for Facility Operations Staff

**Scope:** Facility Operations Staff

**Policy:**

- I. TRADING/DROPPING SHIFTS
  - a. All shifts on When To Work are considered mandatory. This includes staff trainings, meetings, etc. If the shift is on your schedule, you are expected to be there.
  - b. Employees have the option to “trade” or “drop” a shift on When To Work. “Trading” a shift means you agree to trade your shift for a coworker’s (i.e., having someone work your opening shift while you work their closing). “Dropping” a shift means a coworker will cover your shift without any trade agreements.
  - c. Placing a shift on “trade” or “drop” request does NOT relieve you from the shift. Unless you confirm a trade agreement with another coworker, or someone picks up your shift, you are still responsible.
  - d. Under no circumstances should money, or other forms of payment be offered to another coworker in exchange for taking your shift.
  - e. Should an emergency arise, contact your direct supervisor. Not all situations will warrant excusal from a shift.
  - f. Employees that miss shifts and fail to obtain proper coverage will be held responsible by the Professional Staff.

**Procedure:**

- I. TRADING/DROPPING SHIFTS IN WHEN TO WORK
  - a. Visit [www.whentowork.com](http://www.whentowork.com).
  - b. Login using your username and password.
  - c. Go to “My Schedule” Weekly tab.
  - d. Click on the shift you would like to drop.
  - e. Click “Add Shift to Trade Board”.
  - f. Choose “Drop” or “Trade”