

<p><b>PAYROLL AND ASSIGNMENT</b></p> <p><b>Shift Change</b></p>	<p><b>UNION COLONY FIRE/RESCUE AUTHORITY</b></p> <p><b>ADMINISTRATIVE REGULATIONS</b></p> <p>104.03 <b>01/10</b> (R) Page 1 of 1</p>
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**PURPOSE**

This regulation sets standards for shift personnel reporting for duty and being relieved of duty.

**SCOPE**

This regulation applies to all Authority shift personnel; except shift supervisors. (See current labor contract for definition of “shift personnel”.)

**REGULATION**

It shall be the regulation of the Union Colony Fire/Rescue Authority that a twenty-four (24) hour work shift shall start promptly at 0700 hours and shall run consecutively until 0700 hours the following day. **A rotation will consist of two consecutive 24 hour shifts.** Each firefighter, engineer, or lieutenant assigned for duty on a given shift shall be appropriately dressed and ready for duty by 0700 hours.

It is the intent of the Authority administration to discourage personnel from reporting to work early or staying after the appointed duty time except when requested to do so by a superior officer, such as in the case of a major incident. Personnel not ready for assignment at 0700 hours are considered late and may be subject to disciplinary action. Personnel leaving work shall not do so until relieved by their replacement or directed to do so by an Officer.