

STANDARD OPERATING PROCEDURE
Miami-Dade Aviation Department
Airport Operations and Security and Facilities Management
S.O.P. No. 01-05
Effective: May 7, 2001

SUBJECT: DAY SHIFT SWAP

PURPOSE: To establish policy and procedures to allow shift workers in Airside, General Aviation Airports, Landside, Terminal, and Security and Safety divisions to day-swap their shift with another staff member of the same classification and job function.

I. AUTHORITY:

- A. Operational Directive No. 99-03, Aviation Department Written Directive System.
- B. [Departmental Operating Procedures No. 00-02, Written Procedures for MDAD Units.](#)

II. POLICY:

- A. Airside, General Aviation Airports, Landside, Terminal, and Security and Safety divisions are authorized to, on a case-by-case basis, grant shift employees, in the same classifications and job functions, the privilege to request up to two contiguous days of shift swap within the same forty-hour workweek (Monday-Sunday).
- B. The shift swap *shall not*
 - 1. be used in a manner as to alter a permanently assigned shift or days off or
 - 2. incur overtime hours.
- C. The supervisor or Senior Agent, in conjunction with the Division Manager, will deny future swap privileges to those employees who fail to show up for work after having committed themselves to the swap.

III. PROCEDURE:

- A. Employees initiating the shift swap must complete and submit an [Advanced Day/s Swap Request Form](#) to their supervisor or Senior Agent, as designated by the Division Manager, for approval at least three days in advance. Both employees must sign the Request.

- B. The supervisors or Senior Agents (as designated by the Division Manager) of the employees involved must approve/deny the request and provide copies of the form to employees, the PAR Supervisor, and the affected shift supervisors or Senior Agents.

REVOCATION: None.

CROSS-REFERENCES: None.

(Original signed)

Bruce Drum, Assistant Aviation Director
for Operations

Date: _____

(Original signed)

Nelson Oramas, Assistant Aviation Director
for Security and Facilities Management

Date: May 7, 2001

ANNEX: [Advance Day/s Swap Request Form](#)