SHIFT TRADING
LETTER OF AGREEMENT

I. PARTIES

The parties to this agreement are Marion County and the Marion County Law Enforcement Association (MCLEA, hereinafter, "the Association").

II. AGREEMENT

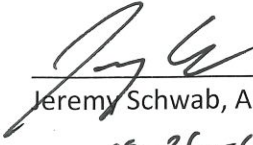The parties agree to allow shift trades on the following terms:

A. All shift trades must occur within the two (2)-week payroll cycle.

B. No overtime will result from a shift trade.

C. All shift trades must be finalized in writing (email is permitted) with the supervisor having final approval or denial authority.

D. An employee may not do more than three (3) shift trades within the two (2)-week payroll cycle.

E. The employee will note their regular work schedule on their time sheet but will note in the narrative section any shift trades that they worked during the two (2)-week payroll cycle covered by that time sheet.

F. Once an employee agrees to cover a shift under a shift trade and it is approved by the supervisor, that employee is obligated to work that shift as if it was their regular shift. In the event that either of the employees scheduled to work the shift trades are in a position that they cannot complete the trade due to unforeseen circumstances or illness, it is first the responsibility of the employee who cannot fulfill the trade to find a suitable replacement or contact their supervisor to fill the shift.

G. This agreement may be cancelled by the discretion of the Sheriff. If cancelled, employees will be obligated to fulfill any outstanding shift trade commitments.

III. CONCLUSION

This agreement shall become effective upon the signature of the parties below and ends upon expiration of the current MCLEA Collective Bargaining Agreement, if not cancelled per Letter G above. This agreement shall not become part of the parties' collective bargaining agreement.

FOR THE ASSOCIATION

_____
Jeremy Schwab, Association President

__10·26-19__
Date

FOR THE COUNTY

_____
Joe Kast, Sheriff

__10/29/19__
Date

_____
Jan Fritz, Chief Administrative Officer

__10/29/19__
Date

_____
Colleen Coons-Chaffins, Business Services Director

__10·29·19__
Date