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|  | Policy and Procedure – West Fargo Fire Department | |
| | Subject: Shift Trades | |
| | Series: Staffing | |
| | Date Authorized: 1/1/2019 | Authorized by: |
| Date Reviewed: 12/1/2019 | Chief Daniel Fuller | WFAP 11.007 |

Intent

The intent of this policy is to outline procedure for the management of shift trade requests and authorization.

Definitions


Shift Trade – when one member voluntarily works for another by their mutual agreement

Reference

Policy

1. The ability to trade shifts is a privilege to help employees manage their time. Abuse of the privilege will result in the denial of all future trades. All trades shall conform to the following process:
2. Trades shall be approved through the chain of command. Employees who wish to enter into a shift trade shall utilize the shift trade form and have both company officers approve the trade. Both agreed days of work shall be noted on the trade form. No banking shifts to be owed. Traded shifts shall be worked within 60 days.
3. Part time employees cannot trade in station days, but can trade on call shifts
4. A trade is then forwarded to the Battalion Chiefs of each employee involved. The Battalion Chiefs shall ensure that each employee trading shifts have the job skills that will be needed for each shift. If not, the trade shall be denied.
5. All trades shall be approved no later than 1900 hours on the day prior to the trade. A Battalion Chief shall have the latitude to approve late trades for emergency situations only.
6. Trades that have been approved through both company officers and Battalion Chiefs shall be recorded with the Deputy Chief of Operations.
7. The hours worked shall be excluded in the calculation of hours for which the substituting employee would otherwise be entitled to overtime. Where one employee substitutes for another, each employee shall be credited as if they had worked their normal shift.
8. If the employee who agrees to work another’s shift is legitimately unable to work (ie: illness or injury) the employee who was originally scheduled to work shall be fully liable for that scheduled shift and will be charged for sick time. If the employee who agrees to work the shift does not have a legitimate reason for not reporting to work, the employee who was originally scheduled to work shall be charged vacation.

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- 9. The maximum consecutive time an employee can work is 48 hours consecutively
- 10. Failure to comply with these procedures shall constitute an unexcused absence

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