

Purpose: This policy establishes guidelines for trading of duty shift coverage after the monthly duty schedule has been finalized and distributed in the event shifts cannot be staffed by scheduled personnel due to unforeseen or emerging circumstances beyond their control. Acceptable circumstances include:

- Primary/secondary employment schedule changes
- Illness or injury
- Family emergencies
- Similar situations, as approved by the Fire Chief or Assistant Fire Chief

Administration: The Fire Chief and Assistant Fire Chief will have primary responsibility for administration of this policy within the scope of their job descriptions.

Policy and Procedures:

- Officers scheduled for duty hours shall make every effort to be available for response during scheduled duty shifts.
- Officers who, due to circumstances such as those listed above, cannot be available for scheduled duty shifts shall take the following steps, in order:
 1. Notify the Assistant Fire Chief of the circumstances preventing response to emergencies during all or part of a scheduled duty shift. The Assistant Fire Chief will attempt to provide assistance in identifying possible shift trades.
 2. The officer who cannot cover his/her scheduled shift will contact officers who may be able to trade duty shifts and arrange for such a trade.
 3. When a trade has been arranged, the officer who cannot cover his/her scheduled shift will contact the Assistant Fire Chief and inform him/her of the trade which has been arranged.
 4. If circumstances prevent the officer who cannot cover his/her scheduled shift from arranging the trade, the Assistant Fire Chief shall do so in his/her place.
- Every reasonable effort shall be made to trade duty shifts within the same seven-day (Sunday through Saturday) period. If this is not possible, trades may be made within the same schedule month, subject to prior approval from the Assistant Fire Chief.
- Trades of duty shifts may be made in partial shift increments when necessary, but trades shall always be made in equal numbers of hours (5 hours for 5 hours, 2 hours for 2 hours, etc.).
- If the Assistant Fire Chief is not available when notifications of trade information must be made, notifications shall be made to the Fire Chief.