

Grass Valley Fire Department Shift Trade Request Form

1. All personnel using Shift Trades must have a completely filled out form at least 24 hours in advance of the first trade date. Known shift trades for the next month must be submitted by the 15th, along with regular leave requests. Additional shift trades for the next month will only be approved after the new shift schedule is completed and distributed.
2. Shift Trades will be authorized between personnel authorized to work within the same class or comply with the current M.O.U.
Exception: The Duty Chief may approve a shift trade between an Engineer from Station 1 and a Firefighter providing there is an Engineer scheduled to work the day the Firefighter is scheduled to work and it does not create a cost increase to the City.
3. All Shift Trades are the responsibility of the original employee scheduled to work the shift or comply with the current M.O.U.
4. Persons covering the Shift Trades shall not be placed in a position to work 72 hours straight without authorization from the Duty Chief.
5. Approval must be received from the Scheduling Officer, on-duty Duty Captain, or Duty Chief.
6. The Fire Chief or his designee must approve any emergency or unplanned events requiring a shift trade outside the required time frame.

Date: _____

Employee Requesting Trade: _____ Signature: _____

Date Off: _____ Date Working: _____

Employee Accepting Trade: _____ Signature: _____

Date Off: _____ Date Working: _____

Approving Supervisor: _____ Approved per telephone: _____

Standard Operating Procedure

Number: 110

Subject: Shift Trades

Purpose: To provide a clear understanding of the policies for doing Shift Trades

Scope: Pertains to career Station Shift personnel.

Procedure: To insure the Grass Valley Fire Department maintains the minimum qualified staffing and to provide equal opportunity for career staff to do Shift Trades, all personnel will understand and adhere to the following procedures:

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Date Approved: 9-5-02

Approved By: Hank Weston, Fire Chief