

	<b>SHIFT TRADES</b>		<b>2016 revA</b>
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The purpose of this guideline is to set direction relative to shift trades within Loveland Fire Rescue Authority. Shift trades are a privilege, designed to address time off coverage needs for employees.

### Procedure:

It is the responsibility of both employees to confirm that the individual covering the trade and the individual being covered by the trade are in agreement on the trade date(s) and time(s) before entering the time into Telestaff. Once an agreement has been reached, the person being covered will enter the time in Telestaff and will send an email of trade request to their battalion chief for approval. The employee's direct supervisor will be included in the email for informational purposes.

Trade requests must be submitted into Telestaff and notifications via email at least 24 hours prior to the trade time requested. During the approval process either battalion chief may deny a trade request for any of the following reasons:

- Employee has reached the maximum allowable trade hours.
- The shift trade, if approved, would result in a severe reduction of shift operational capability.
- The individual working the trade does not possess the same qualifications, e.g. DOP, DOA, etc.
- Discretion of the battalion chief with written justification of denial.

It is the responsibility of the employees to track their own shift trades. Trades shall be fulfilled between the employees within the calendar year (January 1 through December 31) and no trades shall carry over to the next calendar year. Also, Telestaff is not designed to track multi-member shift trade agreements and these type of trade agreements will not be documented in Telestaff.

Shift trade privileges may be revoked or suspended in the event that an employee fails to follow departmental procedures, is involved with a disciplinary process, or is on a performance improvement plan.

Shift trades may only take place between personnel of equal rank. Exceptions to this may be approved by the battalion chief on a case-by-case basis.

A member is allowed a maximum of 168 hours of shift trades. This hour maximum may be exceeded, but must be approved by the battalion chiefs of both affected shifts.

Telestaff will be used to track trade hours for personnel, but should not be considered an accurate source of information for tracking.

Based on a ruling from the City Attorney's office, shift trades cannot be approved for outside schooling opportunities, paid for or sanctioned by Loveland Fire Rescue Authority.

Shift trades will not be approved where total consecutive work hours is greater than 48 hours. Work periods involving trades, regular time and overtime cannot create total work hours in excess of 48 hours. A minimum of 12 hours must be documented of non-work time before this consecutive work period time frame can be reset.

Shift trades between employees of less than one hour are not considered shift trades that count towards the 168 maximum trade hours. However, shift trades less than one hour must still be reported and approved by the employee's direct supervisor, a minimum of one hour prior to the shift trade.

Scheduled trades that occur over Loveland Fire Rescue Authority sanctioned wildland or special operations deployments will be covered by overtime and billed to the incident as if it were a normal shift vacancy and the trade shift will be considered completed as previously scheduled. At the request of the Colorado Division of Fire Prevention and Control, any type of "Trade" verbiage will not be included in the re-imbursement paperwork.

If an individual fails to fulfill a shift trade, the regularly assigned member will be required to utilize sick, vacation, holiday, or comp time accruals. Trends in unfulfilled shift trade agreements may result in revocation of shift trade privileges.

## Revision History

12/15/2010, 8/24/2016

## References: