

Springdale Fire Department

Policy & Procedures Manual

Volume 1 – Administration

Section 102 – Personnel Policy

102.8 – Trading of Shifts (Shift Swaps)

Trading (Swapping) of shifts is permitted as long as both individual's immediate supervisors approve the trade and neither of the parties are banned from Shift Swaps under this procedure.

Shift swaps covering twelve (12) hours or more require a SFD Shift Swap Form to be submitted to the Shift Commanders whose shifts are affected by the swap. Shift Swaps with a duration of less than twelve (12) hours must have the approval of the individual's involved supervisor(s). The Shift Commander whose shift the swap is occurring on must also be notified as soon as practical and supervisors who have short notice Shift Swaps occur on their shift shall immediately notify their Shift Commander so that the Shift Commander is aware of personnel on duty for accountability purposes.

Personnel may only trade with other personnel of the same rank or level of certification. Requests to trade with personnel of a lesser rank or certification must first be approved by the Shift Commander.

Traders may not take vacation to fulfill their part of a shift swap. However, traders who become sick or injured and cannot report for duty may use sick leave when necessary and approved by the each Shift Commander for each day affected. Sick leave will be charged to the trader who has agreed to work, not the trader who would normally be on duty. If a trader fails to report for duty (due to negligence) on their respective end of a shift swap and the absence causes overtime to be incurred, the absent trader shall be liable for the overtime expense. This overtime expense shall be recovered by the City of Springdale either through direct payment by the personnel or through a payroll deduction agreement.

Personnel desiring to trade (swap) shifts with members of other shifts shall follow the below described procedure.

- When personnel agree to trade a shift or shifts they shall complete the SFD Shift Swap Form and receive written approval (on the shift swap form) of the trade(s) from each individual's immediate supervisor.
- Requesting and agreeing traders and their supervisors must sign the Shift Swap Form prior to the swap date.
- The individual requesting the trade shall then forward the completed Shift Swap Form to the Shift Commander's office at least one shift prior to the first day of the swap date.
- Requesting traders may repay the shift by working for agreeing traders on an agreed date and time or by paying cash.

Shift Commanders shall record shift swaps on the department roster (schedule).

Shift Commanders (of the shift on which the violation occurs) shall report traders who fail to report for duty on their respective end of the shift swap to the Division Chief. Traders who fail to honor an agreed shift swap shall be banned from shift swaps for 6 months.

Shift swaps shall not be permitted to occur if the swap creates a situation causing either individual to work more than 96 hours consecutively. Personnel may not knowingly enter into any agreement to work (regular shift, overtime shift, shift swapped shift) that will result in their working more than 96 consecutive hours.