



---

---

**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

---

---

## General Policies

Subject: Shift Trade  
Revised: 8-21-02  
Section: 205.00

### 205.01 Purpose

To provide a system for approval and control of shift trade requests within the Fire-EMS Division.

### 205.02 Policy

- A. The change of duty request will be processed in writing and will be signed by the individual scheduled and by the individual who will be the replacement.
- B. The change of duty form to be used will be the Fire-EMS Division "Schedule Change Request Form" completed as outlined in this policy.
- C. The Schedule Change Request Form must be completed and then returned to the on-duty Fire-EMS Lieutenant or acting supervisor for approval no less than 48 hours prior to the time of the change.
- D. Personnel may not change duty with another member of the division that may lower the level of care of the Paramedic Unit, per SOP 203.
- E. Personnel may not change duty with another member of the division if that individual cannot perform the same job and/or job functions.
  1. Exception: The Fire-EMS Captain or Shift Lieutenant may at their discretion, wave item E, but at no time will the required number of Paramedic-Firefighters be allowed to fall below minimum requirements in order to accommodate a change of duty request.
- F. An approved schedule change shall be considered to be a normally scheduled work assignment or part thereof.
- G. A written schedule change request will not be required when a change will be less than three (3) hours. However, it will be required that the Shift Lieutenant on duty be notified of the change.
- H. A schedule change form will be required if the change is for three (3) hours or more.
- I. Any member who signs a schedule change request form agreeing to work for another individual, but fails to report for duty at the time specified, will be marked AWOL and will forfeit all pay for the time they were absent from duty.

- J. If the schedule change occurs on a holiday, the individual working during the holiday period will receive the holiday pay for the period worked.
- K. Failure to submit a schedule change form as outlined will result in the schedule change privilege being denied for a period to be specified by the Emergency Services Director or the Fire-EMS Captain.
- L. Any member who changes their schedule with another individual and fails to submit a change of schedule form prior to making the change will be marked as Absent Without Leave (AWOL) and may be subject to disciplinary action.

### 205.03 Scope

This policy is designed to provide a method whereby a member can take a normally assigned work shift, or part thereof, off. It is not intended to be used by members as a means of continuous relief from their normally assigned shifts.

### 205.04 Procedure

- A. The schedule change request will be submitted at least forty eight (48) hours in advance of the day the schedule change is to occur.
- B. The schedule change request form contains the following information:
  - 1. Name of member making request.
  - 2. From – To dates completed.
  - 3. Hours of change.
  - 4. Signature of member or electronic ID number requesting schedule change.
  - 5. Date of request.
  - 6. Name of member who will be the replacement and signature of the replacing individual.
  - 7. Forward the form to the on duty Fire-EMS Lieutenant.

### 205.05 Responsibility

When a schedule change is approved, it will be the responsibility of the Fire-EMS Captain or designee to amend the current schedule as needed with the appropriate changes.