



MASON COUNTY FIRE DISTRICT #4

TITLE: Shift Trade (Swap) Policy

CHAPTER: 2000 NUMBER: 2326 APPROVED: 05-12-2016

APPROVED: _____ Bob Burbridge, Chief

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. Any shift swaps which do not identify a pay-back date will not be approved. Personnel may only trade with other personnel of the same job type or level of certification. Traders may not take vacation to fulfill their part of a shift swap. However, traders who become sick or injured and who know 48 hours or more in advance of the trade that they will be unable to fulfill their required time, will need to find a replacement. If the injury or illness occurs less than 48 hours of the trade date and the employee cannot report for duty, he/she may use sick leave when necessary and approved by each Shift CO for each day affected. Sick leave will be charged to the trader who is originally scheduled to work. The scheduled worker is on the payroll therefore the individual who is scheduled to work will be charged with the sick leave if the trader cannot work due to illness or injury and has to take sick leave. If a trader fails to report for duty (due to negligence) on their respective shift swap, the absent trader shall be subject to any disciplinary action.

PROCEDURE

- When personnel agree to trade a shift or shifts they shall complete the request using the District Action Form.
- Requesting and agreeing traders and their supervisors must sign the Shift Trade (Action Form) prior to the swap date. The individual requesting the trade shall then forward (a copy) the completed Shift Trade (Action Form) to the Chief's office at least one shift prior to the first day of the swap date. Company Officers shall record shift swaps on the ERS (Emergency Reporting System) calendar, and Daily Roster accordingly.
- Company Officers (of the shift on which a violation occurs) shall report traders who fail to report for duty to the Chief. Traders who fail to honor an agreed shift swap shall be banned from shift swaps for 12 months and subject to disciplinary action.
- 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.
- Everyone who participates in the shift swap practice takes full responsibility for the time owed and what the individual is owed.



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- The trades are a mutual agreement between two employees.