Purpose:
This policy outlines the process and guidelines for crew members who are trading shifts.

Policy:
It is generally accepted that crew members are allowed to trade shifts.

The following guidelines will apply to the trading of shifts.

1. Shift trades cannot create overtime without approval of the Assistant Chief of Operations or their designee.
2. Full and ¾ time staff trading shifts must follow the guidelines outlined in the Union Contract.
3. Shift trades must ensure adequately qualified personnel are staffing the ambulance.
4. All shift trades must be submitted through EMS Manager.
5. Once a shift is traded, the person who accepted the trade is now responsible for filling the shift or finding a replacement if they are unable to work it.