

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Emergency Services Division	
	Title: Shift Trades (Substitutions)	
	Number: 400 – 110	
	Approved: 9/30/2025	By: Fire Chief Dominic Burchett
Last Reviewed: 9/17/2025	By: Captain Chad Simons	

REFERENCES:

[29 CFR §553.31 - Substitution.](#)

[UFA Policy and Procedure – Overtime and Compensatory Time](#)

PURPOSE:

To provide a policy under which 24-hour firefighter employees may trade shift time with one another and be in compliance with the [U.S. Department of Labor – Fair Labor Standards Act \(FLSA\)](#).

“Section 7(p)(3) of the FLSA provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours in performance of work in the same capacity. The hours worked will be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Act.

PROCEDURE:

Exchange of time is a privilege. The extent of the privilege will depend upon each employee’s compliance with these regulations. Exchange of time (trades) between full-time Unified Fire Authority (UFA) 24-hour firefighter employees will be permitted, subject to the following provisions:

- 1.0 All requests for trades will be made on the department computer staffing system and approved by the Staffing Office, except as noted in paragraph 1.2.
 - 1.1 Requests for exchange of time should be made no later than 1 (one) hour prior to the beginning of the scheduled shift.
 - 1.2 If the trade has not been entered prior to the one hour before shift, the staffing number must be called to have the trade entered.
 - 1.3 In the event that a trade is no longer needed, employees must contact the staffing office or BC for trade removals.
- 2.0 Shift trades should be rank for rank.
 - 2.1 If the trade involves employees of different specialties or rank, the trade must be approved by the Staffing Office, or the Operations Chief or designee.

- 2.2 If the trade request falls on a weekend, holiday or the Staffing Office is unavailable to approve the trade; the request must be made by calling the designated staffing number.
- 3.0 Coverage for a trade should be limited to:
- No more than two persons for 24 hours
 - No more than 4 persons for 48 hours
- 4.0 Trades occurring on weekends or holidays, and not previously recorded by the Staffing Office, will be recorded in TeleStaff ® by the Operations Chief or Battalion Chief approving the trade.
- 5.0 In the event that the employee who has agreed to work the trade fails to report to work, for any reason, the employee who requested the trade will be charged vacation for the shift (or the number of hours the employee traded, if the trade was less than 24 hours). In addition, the employee who fails to report for a scheduled trade may be subject to having trade privileges revoked for a period of time by the Staffing Office.
- 6.0 Time paid back should occur within one year of initial trade.
- 7.0 It is the responsibility of the individuals involved in the shift trade to track and manage their own trades. UFA will not get involved in disputes over hours owed, or other related issues. This is a matter for the employees to resolve.
- 8.0 No other form of compensation, other than trading hours worked, between employees is allowed, refer to UFA Policy and Procedure – Overtime and Compensatory Time.

Replaces policy dated June 10, 2020