



Fort Dodge Fire Rescue – EMS Division



Shift Change Form

Shift changes shall only occur between employees of the same job title. Changes must occur in such a way as to not incur undue overtime. The EMS Supervisor reserves the right to refuse any requests for schedule changes. In the event a current employee is unable to find another individual to trade shifts with them, the employee has the option to move to another shift should an opening become available. If more than one employee is interested in moving, shift changes will be determined in order of seniority.

I, _____, REQUEST TO TRADE ASSIGNED
(INITIATING EMPLOYEE)

SHIFTS WITH _____ ON AN ONGOING BASIS.
(TRADING EMPLOYEE)

INITIATING EMPLOYEE CURRENT ASSIGNED SHIFT

- | | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | TEAM A (7 AM TO 7 PM) |
| <input type="checkbox"/> | TEAM B (11 AM TO 11 PM) |
| <input type="checkbox"/> | TEAM C (7 AM TO 7 PM) |
| <input type="checkbox"/> | TEAM D (11 AM TO 11 PM) |

TRADING EMPLOYEE CURRENT ASSIGNED SHIFT

- | | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | TEAM A (7 AM TO 7 PM) |
| <input type="checkbox"/> | TEAM B (11 AM TO 11 PM) |
| <input type="checkbox"/> | TEAM C (7 AM TO 7 PM) |
| <input type="checkbox"/> | TEAM D (11 AM TO 11 PM) |

EFFECTIVE DATE OF TRADE: _____

By signing this request form, both employees agree to trade assigned shifts on an ongoing basis.

INITIATING EMPLOYEE: _____

DATE: _____

TRADING EMPLOYEE: _____

DATE: _____

APPROVED BY: _____

DATE: _____