



Columbia Fire - Rescue

Swap Time Agreement

We, the undersigned, both being employees of equal rank with the Columbia Fire Department, understand that this agreement constitutes a contract solely between two CFD employees. We agree that the repayment of swap time must be completed within 180 days of the original swap time worked and, that the CFD, although aware of and approving this request, shall not be held liable in case of failure to perform by either party. We understand that failure to meet this commitment, besides resulting in possible salary reimbursement to the City by the employee failing to perform, may also result in future loss of the privilege.

I, _____, _____, _____, _____, request that
 (Requesting Employee) (Rank) (Station) (Shift)

_____ , _____ , _____ , _____ , be allowed to
 (Consenting employee) (Rank) (Station) (Shift)

work the following hours of my regularly scheduled duty assignment(s):

SWAP DATE(s)*

TIME PERIOD

_____	from ____ to ____
_____	from ____ to ____
_____	from ____ to ____
_____	from ____ to ____

and, in return, I will work the following consenting employee's regularly scheduled duty assignment:

PAYBACK DATE

TIME PERIOD

STAFFING OFFICER INITIAL **

_____	from ____ to ____	_____
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SIGNATURES:

APPROVALS:

(Requesting Shift)

(Consenting Shift)

Requesting Employee

Immediate Supervisor

Immediate Supervisor

Consenting Employee

General Supervisor

General Supervisor

Multiple educational swaps may be taken and paid back when 24 hours is reached

** Shift Staffing Officer shall initial each line to verify that time is actually taken.