



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-046

March 25, 2026

TO: UFA Firefighters
FROM: Captain Simons
SUBJECT: Shift Trade Procedure Change

Recent updates have necessitated a procedural change when entering trades in Telestaff. This does not affect the trade policy but does affect the way we have become used to entering trades. To enter a trade in Telestaff, please follow this procedure effective immediately:

- 1- The person working the trade makes the entry.
- 2- To make the entry, the person must go to the roster (no longer individual calendars)
- 3- Find the person on the roster.
- 4- Select the work code box to the right of their name on the roster. (most often it is a gray box with a small black dot in the middle)
- 5- Select Add
- 6- Use the drop-down box to select "Shift Trade not working" (Part Time EMS select EMS Exchange not working)
- 7- Ensure that the correct times are in the from and through boxes. It defaults to 24 hours.
- 8- In the cover person box, select your own name as the cover person and ensure the work code below that box updates to "Shift Trade Working". (Part-time EMS will say EMS Exchange working)
- 9- Add notes in both note boxes in this format: "LASTNAME for LASTNAME"
- 10- Click Save.
- 11- Double-check the roster to ensure that you have been placed in that position.

The main change is that we can no longer make this selection from our calendars, and the order has changed inside the trade dialogue box. We are essentially going to the roster and telling the program who is not working, and who is working for that person. I am working on a video that will hopefully be out next week in LMS to demonstrate this.