



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

26-080

May 11, 2026

TO: All Personnel

FROM: Captain Chad Simons

SUBJECT: Shift Trades Procedure Fixed

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Shift Trades in Telestaff have been corrected for all ranks. All personnel can once again enter their trades working. By way of policy reminder, the person who is working the trade must enter the trade in Telestaff. The trade working will start from their personal calendar. To enter a trade, follow this procedure:

Person Working Trade goes to personal calendar  
Select the date you are working the trade  
Select "Add"  
Select "Shift Trade Working"  
Add note: "Lastname for Lastname"  
Select Cover Person (meaning the person you are covering) from the drop-down  
Ensure that the work code "Shift Trade Not Working" auto-populates  
Add Note # 2 "Lastname for Lastname"  
Highlight the box in the warnings section at the bottom  
Select Save

The correct notes are crucial for staffing purposes. Nothing more than who is working for whom is needed. For example, if Captain Ryan Jensen is working a trade for Captain Chad Simons, the note should read "Jensen for Simons" in both note boxes.

If there are any issues, please let the Staffing Office or your BC know immediately. We have worked with Telestaff for the past month to get this corrected, so any issues need to be captured immediately. By way of reminder, trades can be entered up until 6 a.m. the day of the shift. If outside of that window, you must call staffing. Trades are rank-for-rank unless otherwise approved. Thanks for your patience while we worked through this.