

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: C-21A  
SECTION: Operations Division  
DATE: 11/07/17  
SUPERSEDES: 3/16/00  
TITLE: TRADE TIME

PURPOSE:

To provide a method which will enable members to exchange work shifts.

OBJECTIVE:

To establish a system for approval and control of trade time requests.

DEFINITIONS:

Requestor: The employee that is normally scheduled to work that arranges for another employee to work in their place. In Telestaff, this person gets coded as "Shift Trade Off."

Requestee: The employee that agrees to work in the place of someone else. In Telestaff, this person gets coded as "Shift Trade Working."

4-Day: The 96-hour period when an employee's assigned shift is off-duty.

Shift: 24-hour period when an employee is normally scheduled to work for straight pay compensation. Designated by "A, B, or C shift."

Tour: The 48 hours (two shifts) fulfilled by one designated shift (A, B, or C).

Telestaff: The program utilized by SCFPD for shift, leave, overtime, and trade time scheduling.

SCOPE:

The policy is designed to provide a method whereby a member can trade normally assigned work time. Since it is done for the convenience of the member in no case shall an exchange agreement or repayment of time be considered in computation of overtime or certification to higher rank.

POLICY:

- A. Trade time is permitted between personnel of equal rank or qualified for the duties of the person being relieved.
- B. Each member is allowed to have another member of equal rank or ability to work in their place.

- C. All payback will be of equal time. The Department assumes no responsibility regarding paybacks.
- D. The trade time request shall be filled out as soon as possible. In all cases, Telestaff shall be updated in advance.
- E. All trade time requires Battalion Chief approval via Telestaff.
- Requests for cancellations shall be scheduled by the Battalion Chief in accordance to the SCFPD Overtime Hiring Policy.
  - No trade time changes allowed for the current or next tour after the start of the overtime process.
  - Requestees are required to work the scheduled hours, unless approved by the Battalion Chief.
  - No cancellation of trade time if the Requestor would've been subject to a mandated overtime shift if they didn't have trade time scheduled.
  - Trade time requests made after the normal overtime hiring process has begun or is completed shall only be approved with the condition that the Requestor will not be safeguarded from mandatory overtime during their four-day.
- F. If a member is unable to work as agreed, it is the member's responsibility to do as follows:
1. Have the individual originally scheduled work, thereby canceling the exchange.
  2. Arrange for an acceptable third party to fill the position.
- With the proper trade time entered into Telestaff and approved by the Battalion Chief, the member agreeing to work the shift will be responsible for ensuring the shift is covered. Should the District be compelled to cover the shift or any portion thereof as a result of the failure to execute F1 or F2, an amount equal to the expense incurred by the District in covering the shift shall be deducted from the sick leave bank of the member failing to honor the shift trade. Additionally, the member failing to honor the trade time agreement shall lose their trade time privileges for 30 days.*
- G. Short-term exchanges of less than 24 hours may be permitted.
- H. In the event of a work-related injury, the District will cover all agreed-upon trade time at no cost to either employee. The position will be filled with overtime.
- I. No member will leave their duty station until properly relieved.
- J. In the event that an employee is unable to work a previously-scheduled trade time shift because they have been deployed on a strike team, or the employee that was scheduled to work is no longer able to do so because of an action created by the District, the normally-scheduled employee (recipient) of the trade time request shall still be granted time off.

Compensation Example:

If Employee "X" is working for (or scheduled to work for) Employee "Y" on "A" shift, and Employee "X" goes out on a Strike team, the period for which Employee "X" had agreed to work (e.g. 24 hours on "A" shift) will be for free, as it is "trade time" and Employee "X" would not be paid. Employee "Z" will then be hired through the normal overtime process to fill the vacancy created by employee "X" not being able staff the station assignment on the agreed trade with Employee "Y" (Employee "X" is still on "trade," just on ST). Employee "X," upon completion of the previously-agreed trade time (e.g. 24 hours on "A" shift), will then be back on overtime until their normally scheduled shift would start.

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Approved By: Michael Wapnowski

Date: December 5, 2017

Michael Wapnowski, Acting Chief

