

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.

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.

Written By: Engineer Shawn Ehrenberg

Date: November 7, 2017

Approved By: 

Date: December 5, 2017

Michael Wapnowski, Acting Chief