

**PURPOSE:**

This policy is to establish guidelines and set responsibility for time trades between shift employees. Trade time is a privilege that must not be abused.

**SCOPE:**

This procedure applies to all trades occurring during forty-eight (48) hour tours.

**RESPONSIBILITY:**

Shift Commanders are responsible to monitor trade time use.

**POLICY:**

Time trades must not create an adverse financial impact upon the Department. Trade times shall not incur overtime.

The following rules are to be used as guidelines for time trades:

1. All time trades of over four (4) hours must be approved by the affected shift commander. Trades between Shift Commanders must be approved by a chief officer at least twenty (20) shift hours in advance (by 1200 hours the shift before the trade). Although the affected officer may grant exceptions, deviations from this requirement will be the exception rather than the rule. Trades of less than four (4) hours may be approved by the affected company officer, but still must be entered properly on the shift trade form.
2. For a time trade to be approved, the person accepting the trade must be qualified to work the position assigned at the time of the request. If a trade requires a move-up of other personnel to work in a higher classification, this move-up will be voluntary by the affected parties and there will be no AIC compensation as a result. Trades involving a move-up must additionally be cleared with the affected personnel.
3. Probationary employees within their first six (6) months of employment will be allowed to trade time only in the event of an emergency, or other extraordinary circumstances. After their first six (6) months, and during the remainder of their probationary period, they will be allowed to trade with other nonprobationary employees.
4. Time trades initiated for the purpose of generating "outside income" will not be granted.

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"OUTSIDE INCOME" DEFINED: Employment, activities, or transactions of any kind (other than real estate sales involving an individual's private dwelling), that generate direct or indirect compensation.

When questions arise regarding definition, they should be directed to an individual's supervisor, who in turn may seek clarification from the Deputy Chief of Operations. This should help ensure consistency in enforcing the rule.

EXCEPTION: Time trades will be granted for personnel who have agreed to teach fire service related classes (EMS, HAZMAT, WATER RESCUE, etc.).

5. These rules do not apply to personal leave time (vacation).
6. Extended trade time for fire science courses or courses beneficial to the District may be allowed after the request is made to, and approved by, the individual's assigned supervisor. It is the responsibility of the person initiating the trade to insure that it is properly entered and approved on the trade form.
7. In the event of an emergency or extraordinary circumstance, these rules may be waived by a Chief Officer.
8. It will be the responsibility of the person initiating the trade to insure the following:
  - A. The person working the trade has agreed to do so.
  - B. That all requests have been made, and approved.
9. An approved trade is the responsibility of the party working the trade. They are the sole responsible party, and it is up to that person to make the necessary contacts to meet the needs of the trade. If for some reason the person is unable to work the trade and has notified the appropriate supervisor, the following will result:
  - A. For changes that occur after 1200 hours of the shift before the day of the scheduled trade: The employee working the trade who is unable to work will be charged for the number of hours the trade was scheduled for from the appropriate leave balance.
  - B. For changes that occur with trades twenty (20) shift hours or more from the time the trade is to occur: It will be the responsibility of the person working the trade, to cover the trade, and provide the proper coverage for his/her work obligation.

10. If the trade fails to report for duty and other trade arrangements cannot be made, personal leave balances of the person that failed to report will be charged the number of hours the trade was scheduled for. Additionally, the person may be subject to discipline.
  
11. Trades which are not covered due to illness or other absence shall not incur additional cost to the department.