

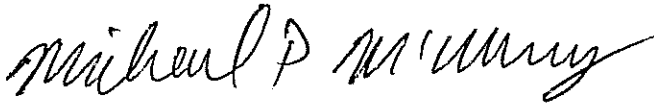
<b>SCOTTS VALLEY FIRE PROTECTION DISTRICT</b>		
<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: I</b>	<b>SOP: 1104</b>
	<b>SECTION: 1100 PERSONNEL</b>	
	<b>SUBJECT: PERSONNEL "TRADES"</b>	

**Purpose:** To provide a means of providing adequate district staffing and allowing personnel to trade scheduled hours of work for mutual benefits.

**Scope:** To be used by shift personnel when engaging in shift or time trades.

**Procedure:**

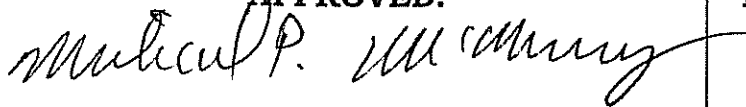
1. The shift captains shall have the authority to authorize trades among the shift personnel of their respective shifts as long as they are consistent with the following guidelines: (*Exception:* Trades involving shift captains shall only be authorized by the duty chief).
  - A. Fire captains shall trade only with other fire captains.
  - B. Apparatus Operators (Engineers and Firefighter II's shall trade time only with District certified Apparatus Operators (Engineers and Firefighter II's)
  - C. Paramedics shall trade time only with other certified paramedics.
  - D. After the first six (6) months of probation, probationary firefighters may trade with other firefighters.
  - E. Probationary firefighters shall NOT be allowed trades during the first six (6) months of their probationary period. Exceptions may be granted for unforeseen and/or unusual circumstances only after authorization of the duty chief.
  - F. All trades will be the discretion of the fire captain or, in cases involving the fire captain, the duty chief.

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- G. It will be the responsibility of the fire captain to ensure that shift trades do not impair the overall efficiency of any of the shifts involved, including training, special programs, and projects.
- H. As required under Fair Labor Standards Act (FSLA) provisions, all shift trades shall be "paid back" within a twelve (12) month period from its first inception.
- I. Once a trade is authorized, the ultimate responsibility to see that the trade commitment is fulfilled rests with the individual originating the trade. (For example, if the individual who is to fill the trade fails to show up, the person originally "scheduled to work" will be held responsible, which may mean loss of pay.)
- J. Trades will begin and terminate when the employee involved actually relieves the other of duty.
- K. At no time will a trade arrangement create either a logistical or financial burden to the district.
- L. It is the responsibility of the duty chief to assure that trades do not impair adequate staffing.
- M. It is the responsibility of the individuals involved in trading to track hours owed to individuals. The district assumes no responsibility for these hours.
- N. The duty chief may authorize trades when staffing permits on short notice. The intent is to provide for maintenance of staffing levels, minimization of operational impacts and flexibility for employees in a collaborative manner.

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