

SCOTTS VALLEY FIRE PROTECTION DISTRICT



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| STANDARD OPERATING PROCEDURES | ARTICLE: I | SOP: 1104 |
| | SECTION: 1100 PERSONNEL | |
| | SUBJECT: Personnel "Trades" | |
| | DATE APPROVED: November 24, 2020 | |
| APPROVED: | | |

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. All trade requests shall be submitted to the immediate supervisor via Crew Sense Staffing program.
2. 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 only trade with other fire captains.
 - b. Apparatus operators shall only trade with District certified apparatus operators with identical driving qualifications/capabilities.
 - c. Paramedics shall trade time only with other certified paramedics.
 - d. 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.
 - e. All trades will be the discretion of the fire captain or, in cases involving the fire captain, the duty chief.
 - f. 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.

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- g. At no time will a trade arrangement create either a logistical or financial burden to the district.
- h. It is the responsibility of the duty chief to assure that trades do not impair adequate staffing.
- i. It is the responsibility of the individuals involved in trading to track hours owed to individuals. The district assumes no responsibility for these hours.
- j. 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.
- k. If after a trade has been approved, other circumstances occur that cause the trade to negatively impact District staffing or finances, the trade may be cancelled after all other options have been exhausted.
- l. Once the shift trade documentation is completed and approved by the employees' immediate supervisor, the shift then becomes the responsibility of the employee accepting the trade.
- m. An employee who agrees to a shift trade and subsequently fails to complete the trade shall be held responsible for the hours agreed to, as follows:
 - i. An employee who *fails to report* for an agreed upon shift trade shall be charged for the hours missed out of their vacation bank.
 - ii. An employee who calls in sick prior to an agreed upon shift trade, or becomes sick or disabled while in the performance of a shift trade obligation and leaves work, sick leave will be charged to that individual as described in Policy 1100 Sick Leave. An employee without sufficient sick leave to cover the equivalent cost shall have the commensurate hours taken from their vacation bank.
- n. An employee responsible to cover a shift trade that is out on a disability or approved FMLA less than 30 days prior to the agreed upon trade and is unable to complete the trade, shall maintain the option to cover the agreed upon trade with another trade, or be charged the equivalent cost out of vacation bank hours. The trade may also be cancelled if agreed upon by both parties