

Tempe Fire Department Policies and Procedures
Time Trading
105.11
Rev 10-07-09

PURPOSE

To provide a policy governing time trading, which is designed to allow employees time off to attend matters of a personal nature.

POLICY

Time trades shall be in conformance with both the Fire Department and City Rules and Regulations (Section 203-C). An employee's time trading privilege may be suspended or revoked if these procedures are violated.

Supervisors are responsible for closely monitoring time trades and must consider:

- Number of employees trading on a company, station and shift.
- Experience and qualification of relief personnel.
- Planned company activities, i.e., training.
- Rank and specialties (PM, TRT, HazMat, etc.)

Specific time trade regulations include:

- The person requesting a time trade must have approval from his/her immediate supervisor. The member requesting the time trade is responsible for entering the time trade into TeleStaff at least one shift in advance.
- All time trades, both partial and full shift must be entered into TeleStaff and identified on the daily assignment sheet.
- Once a member has been entered into TeleStaff as working a time trade, it is their responsibility to fulfill the shift.
- Time trades shall not be approved for performing outside employment.
- Payment of any kind including money for one member to work for another is expressly prohibited. Repayment can be made with equal amounts of time only.
- To minimize the effect on their companies, members must time trade with personnel of the same rank and certification. Exceptions to this rule may only be approved by the District Managers.
 - Proposed time trades which cause there to be less than two paramedics on ALS companies are not permitted.
 - Proposed time trades which cause there to be less than three techs on TRT or HazMat companies are not permitted.
 - Proposed time trades which cause there to be less than three dual trained techs on the Squad are not permitted.
- Members may take a maximum of 18 twenty-four hour shift trades during a calendar year.
- Requests for cancellations or changes of a time trade must have approval of the District Managers, by e-mail and copied to the company officers and FIT's.
- All members time trading shall conform with all other department policies and procedures regarding leave.

- A member may not work longer than 56 consecutive hours and not more than 60 hours in a 72 hour period after which a break of at least 10 hours must be taken before working again. Individuals are responsible for insuring their own ability to safely work a time trade.
- If an individual fails to show up for a time trade, that person will be considered AWOL and will be docked vacation hours for the duration of the time trade and may receive disciplinary action. If that absence results in the need to constant staff that position then the AWOL individual will be charged vacation hours at the rate of 1.5 to every 1 hour of constant staffing.