



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

To establish policy and guidance by uniformed members of the department assigned to platoon duty when requesting and receiving approval for the trading of shift hours. The policy includes eligibility, procedure, special conditions, and the recording of shift trades. Members must agree to fulfill and be accountable for their part of a trade as described within this policy.

POLICY

Approved trades may not under any circumstances impact the administration and operations of the department, its programs or services, nor cause the payment of overtime or other forms of compensation. Approved trades shall not impair, impact, or interfere with the work schedule or benefits of department members not participating in the shift trade. Trades shall not cause a reassigning of non-trade members from one station or company to another. Trades shall not cause a reconfiguration of members assigned to the shift on the date of the trade without prior consent of other affected members.

It is the responsibility of eligible members to request a trade in a good faith and courteous manner. Members who are granted a trade by their supervising officer shall ensure their portion of the exchange is fulfilled according to the following policy. Responsibility, liability, and accountability for voluntary trades including paybacks shall be the sole responsibility of the members involved in the actual work time exchange. When the member who has agreed to work for another member fails to report for duty, the member normally scheduled to work will be required to report for duty or forfeit pay equivalent to all costs incurred due to their absence.

The practice of shift trading is a conditional arrangement and is a managerial discretion policy that is granted to members of the department and is subject to revision or rescindment. It is not the intent of this policy to replace, duplicate or circumvent any municipal, state, or federal policy or law. If it is found to do so, the policy shall be immediately repealed in its entirety.

A shift trade is a preapproved formal and scheduled arrangement. A shift trade shall be exchanged time for time; the transaction of money, services, or goods is strictly prohibited.

The maximum number of trades granted to any member within one calendar year shall be no more than ten (10) shifts. A time frame greater than two hours would constitute a shift trade. No more than two shift trades will be allowed consecutively.

Approved

Fire Chief



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Procedures

1. All shift trades are subject to the approval of the On Duty Battalion Chief on the date of the trade, and must be submitted and approved in ESO Scheduling 96 hours prior to the date of the trade.
2. Uniformed members assigned to shift (48 on/96 off) shall be eligible to participate in a shift trade. Requests will be reviewed and subject for approval between members of the following rank assigned to platoon duty:
 - a. Firefighter Firefighter, Engineer
 - b. Engineer Firefighter, Engineer, Captain
 - c. Captain Engineer, Captain, Battalion Chief
 - d. Battalion Chief Captain, Battalion Chief
3. Newly promoted Engineers and Captains who are on a six (6) month probation under civil service regulations may only be granted a shift trade with a member of their own or the next lower rank.
4. Paramedics must ensure paramedic staffing is maintained on assigned units on both sides of the trade.
5. A trade shall consist of two parts, initial and payback, and shall be granted to no more than two members assigned on two separate platoons. The only exception is when a member becomes sick during exchange and requires someone to finish the remainder of the shift.
6. Trades may not be allowed to interfere with the work of the department including daily activities of emergency response, training, and maintenance or cause undue inconvenience to other on-duty members, such as relocation to another station after reporting for duty, unless agreed to by affected members prior to trade.
7. Shift trades can be denied or limited at any time by the Battalion Chief due to the qualifications of the trader, job performance, training issues or any other issue that may compromise the operations of the Fire Department.
8. Officers shall not grant trade requests for members who are on long term sick leave, are not assigned to platoon duty or are suspended for disciplinary reasons.
9. Trades shall be completed by both parties prior to being reassigned to another shift, day staff position, promotion, resignation, or retirement.
10. Every effort should be made to ensure that members are not working more than 72 hours in a row.
11. Trades shall not cause a member to work more than 96 hours in a row except when a holdover by the department is necessary due to a major disaster or other rare and unforeseen circumstances as approved by the Fire Chief or his designee.

Approved

Fire Chief