



SUBJECT: **SHIFT TRADES**

POLICY: The District permits trades between members as long as doing so, as determined by the Battalion Chief, still allows the District to provide an appropriate level of service.

PURPOSE: To establish a policy for trading shifts.

DEFINITION: A “trade” occurs when FF-A allows FF-B to work the shift originally assigned to FF-A and FF-A “repays” the traded shift, in the future, a shift assigned to FF-B. The District pays FF-A as though FF-A worked the shift. In each case, the District pays the firefighter who was *scheduled* to work the shift, rather than the firefighter who actually worked the shift.

SCOPE: All Clark County Fire & Rescue firefighters.

PROCEDURE: Trades will be a no-cost item to the District and be permitted on the basis of the Fair Labor Standards Act. Trades are a privilege, however, not a right, and should be used only when necessary. When a trade is made between two members, each member will be paid for his or her originally assigned shift as though no trade occurred. Trades are allowed between full-time and part-time firefighters, provided that the member actually working any shift must meet the qualifications for the position worked. Normally, trades shall be made with like positions, i.e., Full-Timer with Full-Timer, Driver with Driver, Qualified Part-Timer with Qualified Part-Timer, with the exception of the paramedic position.

Except in an emergency, trade requests must be made on a Schedule Change Request Form (procedures and form are located on the CCF&R website). This must be done at least three days (one shift for full-time members) before the trade would occur, by 1700 hours on the originator’s regularly scheduled shift. Trades between full-time members may be open—the repayment shift need not be scheduled when the request is submitted. Once a trade has been made and approved, the trade may not be re-traded, i.e., FF-A trades with FF-B; this cannot be traded to FF-C. Trades may not be scheduled more than 120 days in advance.



The member accepting the trade request will be responsible to work the shift. Failure to complete this shift may result in future denials of trades for part-time members or loss of vacation or compensatory time for full-time members. All trades **MUST** be pre-approved by the Battalion Chief. Except in the case of an emergency, a trade may be approved with less than the required length of time by a shift Battalion Chief. If not available, the Deputy Chief may approve the trade; if not available the Chief may approve the trade. Once approved, it is the responsibility of the person working the trade to assure the shift is filled, and trades will not be canceled by the working employee later than twelve (12) hours prior to the canceled trade start time.

Full-timers: Full-time firefighters must trade only with a person who is qualified to act as a company officer. Upon agreement to a trade, the initiator of the trade cannot take vacation, comp time, or sick leave, or make further trades during that time period.