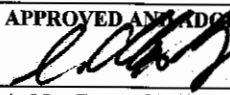

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b>  SWAP TIME (Fire Department Only)
	<b>NUMBER:</b>  LVE 9-0	<b>REVISIONS:</b>	<b>EFFECTIVE DATE:</b>  October 18, 2010
	<b>SUPERCEDES:</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>  	
	A. Max Bacon, Mayor	Date	Eric Taylor, City Administrator

**PURPOSE:** To establish guidelines for exchanging work time between employees of the Fire Department.

### STATEMENT OF POLICY

In accordance with the Fair Labor Standards Act, employees may agree to substitute, during scheduled hours, for another employee. Employees may substitute for one another where the substitution is voluntarily undertaken and agreed to solely by the employees, and approved by the employer. The hours worked by the substituting employee shall be excluded from any overtime calculation.

Swap-time is permitted as an agreement between individuals of equal rank and capabilities as it provides no liability to the City or to the Fire Department and results in no impact on staffing levels.

### ELIGIBILITY

Employees must be currently assigned to and actively working a 24 / 48 hour shift. Employees working any other shift schedule, whether regular or temporary, or who have been absent for 30 or more days in a six (6) month period, will not be eligible for swap time.

### LIMITATIONS

- 1) Time swaps shall be made between employees of the same rank. The substituting employee shall possess the necessary qualifications and ability to do the job as the employee for which he/she is substituting. (Ex.: Firefighter I/Paramedic can only swap with a Firefighter I/Paramedic, not with a Firefighter I/EMT.)
- 2) Both Battalion Chiefs affected and the Fire Chief or Deputy Fire Chief MUST approve ALL swaps. All time swaps must be submitted on the approved "swap-time form" at least 72 hours prior to the beginning of the swap period. The Fire Chief or Deputy Fire Chief may, at his/her discretion, approve a time swap with less than 72 hours notice.
- 3) When deciding whether to approve swap time, the primary considerations will be (1) whether adequate personnel are on duty to cover all fire stations' staffing requirements including any extraordinary staffing requirements that may arise; (2) that all duty assignments are filled by fully qualified personnel; and 3) attendance records of employees involved.

- 4) Personnel are limited to a maximum of 12 swaps per calendar year (January 2-January 1), and a maximum of 3 swaps per month when the swaps are taken in increments greater than 4 hours (i.e., more than four hours equals one swap). Swap time taken in increments less than 4 hours (i.e., 3 hours 59 minutes or less) is exempt from the maximum limits of 12 swaps per calendar year and a maximum of 3 swaps per month. However, the total number of swaps permitted during a year, regardless of length, shall not exceed 18.

Note: The maximum swap total includes ALL swaps: 1) those initiated by the employee and 2) those for which he/she agreed to be a substitute.

- 5) When the swap is approved according to guidelines, the employee who accepts the responsibility of working for a scheduled employee becomes responsible for reporting for duty at the time and place agreed upon. If he/she fails to report for duty as scheduled without a valid reason, swap privileges may be denied in the future, and/or other disciplinary action may be considered. If no one reports for duty, the employee who is permanently assigned to the position will have the corresponding number of annual leave hours deducted from his/her pay. If an inadequate amount of annual leave is on the books to cover the leave, the employee will receive no pay for the missing time, and/or disciplinary action may be considered.
- 6) Swaps will not be approved if it causes an employee to exceed 48 consecutive hours on duty.
- 7) Swaps may be cancelled prior to the start of the shift for any reason without explanation by the Chief or Deputy Chief only. If, on the day of the swap the swap is cancelled and the employee is called to report for duty, that employee will be given up to 2 hours to report without being deemed tardy. If notified prior to the day of the swap, the employee is expected to report for duty as normally scheduled.