

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

830 Poquoson Ave.
Poquoson, VA 23662
757-868-3510
F757-868-3514

GENERAL ADMINISTRATION

SOP#: GA 6.00

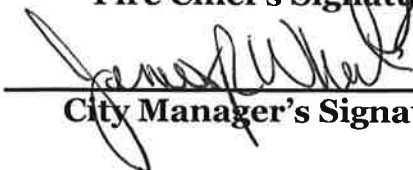
Title: Shift Trades

Effective Date: 01/01/2009

Revised Date: 10/01/2018



Fire Chief's Signature



City Manager's Signature

SHIFT TRADES

I. PURPOSE

To establish guidelines for shift trading between career Fire/Rescue personnel.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. POLICY/POSITION

Because of staffing requirements and personnel shortages, this Department recognizes the need/merit for shift trading.

It is up to the individuals trading shifts to honor these agreements and to protect this privilege.

III. RESPONSIBILITIES

- Personnel are responsible for following the procedures as contained within this directive.
- Shift trading shall not impair the operational effectiveness, nor create a logistical or financial burden to the department.

- Shift trading is an agreement solely between the trading individuals and is allowed for their convenience.
- The employee agreeing to work shall accept all responsibilities and obligations of the employee who is scheduled to work.
- The trading individuals are responsible for tracking traded time. The department assumes no responsibility for tracking hours owed to individuals.
- As required under Fair Labor Standards Act (FLSA) provisions, shift/time trades shall be “paid back” within 12 months of the traded time.
- The trading of shifts may result in a work period that exceeds that which is allowed by FLSA. For your convenience, however, the City of Poquoson will be relieved of any and all overtime payment for on-duty time in excess of the allowed work period.
- The shift will be supervised by either one of the two officers or the next senior person assigned to the shift. Shift trades cannot and will not be allowed to disrupt this chain of command.
- The trade shall be limited to individuals of equivalent positions and competency (i.e. Firefighter/medic – Firefighter/medic, Officer – Officer, etc).
- Any employee with an approved exchange of duty (shift trade) shall not be relieved from duty until his/her replacement has reported to duty.
- There will be no third party involvement.

IV. PROCEDURES

The individuals requesting the shift trade shall complete the departments Shift Trade Request form and have it signed by the second party agreeing to be part of the shift trade. The individual requesting the shift trade shall then have this form signed by their shift commander. All forms shall be maintained in the Battalion Chief's office and are available for copy upon request. Once the trade time has been repaid, the official form may be destroyed.



City of Poquoson Fire/Rescue Shift Request Form

830 Poquoson Avenue, Poquoson, Virginia 23662
(757) 868-3510 Fax (757) 868-3514

I, _____, request to trade shifts with
_____ on (DATE) _____.

Hours involved will be (Military Time) _____ to _____.

Payback time will be on (DATE) _____. Hours involved will
be (Military Time) _____ to _____, or will be determined at a
later date.

I understand this shift trade may cause a work week of more than the
allowable hours under the Federal Wage and Hour Law. For the convenience of the
personnel involved, however, the City of Poquoson will be relieved of any and all
overtime payment for on-duty time in excess of overtime hours per week.

Signature of Personnel Involved:

_____ Shift _____ Date _____

_____ Shift _____ Date _____

Signature of Shift Commanders:

_____ Shift _____ Date _____

_____ Shift _____ Date _____

Approved _____ Disapproved _____

Comments: _____

**EACH PERSON INVOLVED IN THE SHIFT TRADE IS ENTITLED TO A COPY OF THIS
FORM UPON REQUEST. THE OFFICIAL AND RECOGNIZED COPY WILL BE KEPT IN THE
BATTALION CHIEF'S OFFICE AND MAY BE DESTROYED AFTER THE OWED TIME IS
ZERO.**

The personnel, who agree to work the shift trade, will be held responsible for
arriving at work, on time and will be AWOL if her/she doesn't show. Shift trades
ARE NOT considered approved until all parties have signed the form and it has
been submitted to a Battalion Chief for filing.

