

# 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

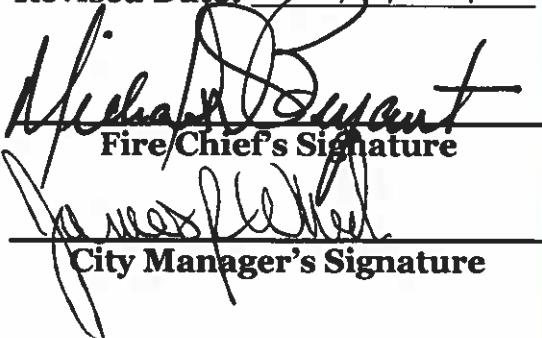
### **GENERAL ADMINISTRATION**

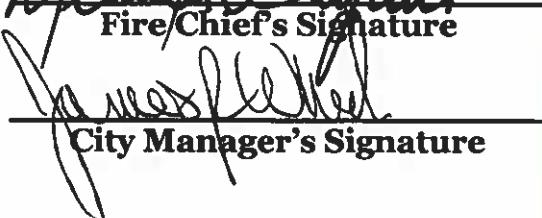
**SOP#:** GA 6.00

**Title:** Shift Trades

**Effective Date:** 01/01/2009

**Revised Date:** 12/01/2024

  
Michael Bryant  
Fire Chief's Signature

  
[Redacted]  
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. 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 approving Battalion Chiefs must ensure the minimum required positions are staffed when considering shift trades.  
Examples:
  - An EMT may trade with a Medic if ALS coverage is adequate.
  - An Acting Officer may trade with a Lieutenant if they will not be acting in a Battalion Chief capacity.
- There will be no third-party involvement.

#### **IV. PROCEDURES**

The individual requesting the shift trade shall submit the request through the Department's scheduling program. The second party agreeing to the shift trade must then accept the request. The request is then available for approval by the Battalion Chiefs. These requests shall be maintained in the scheduling software until the trade time has been repaid.