

# Washington Township Fire Department Standard Operating Procedure

Division 100: Administration  
 Section 105: Personnel Policies  
 Subject 105.07: Work Hours Trade Process & Substitutions  
 Supersedes: Procedure 105.07 - 9/24/09



Approved By: 

Date: April 22, 2010

Date Last Reviewed:

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## PURPOSE:

This trading work hours procedure spells out the process for you to skillfully address task and people oriented issues that enable the Department to operate more effectively. Also, this procedure describes the process to accurately reconcile work hours within the electronic payroll system (EPS).

## RESPONSIBILITY:

All members who wish to trade work hours or accept someone else's work hours are responsible for adhering to the process contained in this procedure. Approving authorities are also expected to fulfill their responsibilities found in this procedure.

## PROCEDURES:

There is some latitude in enabling the Department to achieve full staffing capacity when you trade work hours. When unable to fulfill your assigned work hours/duty as scheduled, the Department allows you to pursue one of the following options:

### Trading Time

You may request another employee to fulfill your scheduled work hours, in whole or part. You must submit your request **at least 24 hours in advance** to the designated supervisor and follow the process in Chart 1.

Chart 1

### TRADE REQUEST PROCESS

When trading or waiving hours, involved employees must have similar qualifications.

When qualifications are dissimilar, contact the **affected** supervisor beforehand.

**Prior to the trade, a *Work Hours Adjustment Request* (Form #107) must be completed including three signatures - both employees and the supervisor**

MEMBER CLASSIFICATION	APPROVING AUTHORITY	ROUTING	SUPERVISOR RECEIPT
Full Time	Chief Officer	Use outgoing mailbox at any station; no inter office envelope	At least 24 hours prior to the trade
Part-Time In-House	Captain or higher		
Part-Paid On Call	Company Commander or designee	Company Commander or designee <sup>1</sup>	

<sup>1</sup> The Company Commander will notify the Fire Alarms Office of the trade.  
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Hours traded must be the same between the two employees and the hours worked must be exactly as they appear on the *Work Hours Adjustment Request* (Form 107). If the hours on the form do not correspond with the hours worked, the electronic payroll system (EPS) may reduce an employee's pay.

Traded work hours, and their repayment thereof **must occur within the same pay period** (14 days), unless granted supervisory permission to extend beyond that period. Failure to work an agreed upon trade will result in a disciplinary occurrence.

No "Double Trades" are allowed. For example, if employee "A" and employee "B" have a *Work Hours Adjustment Request* form approved, neither one can trade with employee "C" for one of the dates.

If you are a Part-Time member and request a work hours trade with **less than 24 hours** notification, the request may be denied. Members are encouraged to follow the **substitution** process described below.

### Officer Procedures after Approval

Upon approving a *Work Hours Adjustment Request*, the approving Officer:

- Enters the "Tradeoff Dates" in the EPS for both parties involved in the trade.
- Initials the top right side of the *Work Hours Adjustment Request* form.
- Notifies the requesting parties that the trade was approved.
- Transmits approved copies of the *Work Hours Adjustment Request* form to:
  - The Chief's secretary
  - The FAO
  - The BATTALION 40 "Trade Book."

### EPS Process When Working Traded Hours

You need to complete two steps. First, **before you swipe your card**, press the "Trade Worked" button on the EPS screen. Second, you need to fill out a *Payroll-Time Adjustment* form.<sup>2</sup> Check the "Other" box on the form and write "Trade worked" and the last name of the person whose shift you are working.<sup>3</sup> While working a trade, should an overtime situation arise, **do not swipe in or out of the EPS**. Simply submit a completed *Payroll-Time Adjustment* form (Form #16).

### Substitution

Part-Time members have the option of turning over or otherwise "giving up" some of their scheduled hours to another member. To transfer hours, you must complete the "SUBSTITUTING HOURS" section of the *Work Hours Adjustment Request* (Form #107) and submit it to your supervisor. If less than 24 hours of advance notice exist, you must call or text message your supervisor **and** the on-duty shift commander. The member receiving the time is not allowed to exceed the 60-hours-in-a-pay-period rule.

If you are receiving hours, when you report for duty:

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<sup>2</sup> If you are off on a trade, you do not need to fill out a *Payroll-Time Adjustment Form* (Form #16).

<sup>3</sup> Remember, you will be paid by your **scheduled** day, not the trade worked day.

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- Swipe in and out on the EPS as usual. (Do **not** press the “Trade Worked” button.)
- Fill out a *Payroll-Time Adjustment Form* (Form #16) because you are working unscheduled hours. Check the “Other” box on the form and write “Working for John Doe, not a trade.”

### **EPS Process When Receiving Hours Without Expectation of Repayment**

Swipe in and out on the EPS system as usual. Do not press the “Trade Worked” button. Additionally, you need to fill out a *Payroll-Time Adjustment Form* (Form #16) because you are working unscheduled hours. Check the “Other” box on the form and write “Working for John Doe, not a trade.”

### **Waiving Hours if You Can’t Find a Replacement** (not available to Full Time members)

When an attempt to find a replacement is unsuccessful<sup>4</sup>, with the approval of the on-duty shift commander, you may request to withdraw from all or part of your shift, **so long as minimum staffing is maintained**. The only paperwork that must be completed at this point is a *Payroll-Time Adjustment Form* (Form #16).

### **Canceling a Trade**

If you cancel or change a trade, it is your responsibility to contact the supervisor who approved the trade. If it is a last minute cancellation, contact the on-duty shift commander.

### **References**

Washington Township Fire Department

Form 16 – *Payroll-Time Adjustment Form*

Form 107 – *Work Hours Adjustment Request*

Procedure 103.05 – *Part-Time On Call Employee Utilization*

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<sup>4</sup> The two justifiable reasons for waiving work hours are contained in Procedure 103.05, *Part-Time On Call Employee Utilization*: a part-time on call employee 1) suffers a personal or family illness or injury, or 2) is required to report or remain at work by his/her regular employer.