TOLEDO FIRE & RESCUE DEPARTMENT

B-30 Trade Of Time

Non-Emergency Manual

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Purpose

To provide a process for submission, approval, and documentation of Trade of Time.

Policy/Procedure

Per the Local 92 Collective Bargaining Agreement (CBA) Section 2125.51, Trade of Time states:

> "Unlimited trades will be approved for each member involved in the trade, by their immediate supervisor. Trades within the Operations Bureaus may be consummated between members of like rank, one rank above or below the requesting party's current rank. The Battalion Chief should be made aware of such trade and all members must be able to perform the duties of the member they trade with."

There are two types of trades in Vector Scheduling:

- Shift Trade is used when doing a work day for a work day, example A/B trade
- Time Off swap is used for trading days off, example trading Kelly or Vacation Days, with members on the same shift. **This module is not available on the mobile app, it can only be accessed on a computer.**

Approval Process:

1. Firefighters requesting to trade a work shift with another member shall:

1. Member will use Vector Scheduling, go to "Trade Board" and select "request Shift Trade." Select the member to trade and request the date the member will work for you. Select swap shift and

enter the date you will work. This is done for work day trades only.

2. The trade request will be sent to member for approval.

Once both members have accepted the trade it will be auto approved in Vector Scheduling.

2. Firefighters requesting to trade days off, example Kelly days or Vacation days, shall:

1. Member will access Vector Scheduling from a computer. Go to “Time Offs” and “request Time Off swap.” Select your Battalion Chief or Administrator to send the request. Choose your Time Off to trade (KD or V), search the date to trade and choose the member you trade with. Both members should have a check mark. Enter notes regarding trade and select initiate trade.

2. The trade request will be sent to member for approval. Once member accepts trade, the Battalion Chief or administrator you selected must approve the trade.

3. Time Off trades with members not on the same shift must be emailed to Battalion Chief or Administrator to be manually entered.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b30

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