TOLEDO FIRE & RESCUE DEPARTMENT

B-46 Self Trade Procedure

Non-Emergency Manual

Date Revised: 08/07/2023

Last Modified: 08/29/2024 09:13

Export B46 to PDF
Export -Entire B Manual- to PDF

Purpose

To provide a process for submission, approval, and documentation of self-trades.

Policy/Procedure

Per the Local 92 Collective Bargaining Agreement (CBA) Section 2125.51, (B) Self Trades states:

> "Members shall also be permitted to trade with themselves. Effective January 1, 2022 members are limited to two (2) self-trades per year. The Toledo Fire and Rescue Department shall approve at least three (3) members off on any given tour. The request shall be submitted no more than sixty (60) days, but no later than 1900 hours of the member's tour before (3 calendar days) unless an unforeseen emergency makes it impossible for the employee to give such notice. Where sufficient notice is given, the request will be approved or denied within two (2) tours of submission. If the request is made within two (2) tours, the request will be approved or denied before the end of the tour that the request is made.
>
> If the member is working on a holiday as defined in 2125.65 on the working tour of their self-trade, they are exempt from holiday premium as defined in 2125.65. The parties agree that once a request for a self-trade is granted, the approval cannot be rescinded by either party. Further, a self-trade must conform to the twenty-one (21) day FLSA schedule in that it does not create FLSA overtime. Self-trades must be complete 24–hour tours. The Company Officer shall be responsible for the documentation involved in the trades and shall make the Battalion Chief aware at least 1 tour (3 calendar days) in advance of the trade. Any trade with less than 1 tour (3 calendar days) of notice must have the approval of the Battalion Chief."

Approval Process

1. Firefighters seeking a self-trade shall:

1. Member will verify that the request conforms to one day off during 21-day FLSA schedule and there are not three (3) self-trades already granted on that date. Member will use Vector Scheduling, go to “Time Off Requests” and select “Self-Trade Off” and request the date they would like off and the time off type you are trading. In the comments the member will indicate which vacation or Kelly day they will work. One of the dates requested must be within 60 days of the request.

2. Self-trades will be granted on a first come, first serve basis. If more than three (3) people request the same day off, the time in which the request was submitted will determine who the self-trade is granted to.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b46

Last update: **08/29/2024 09:13**