



# *City of Winter Park Fire-Rescue*

## *Standard Operating Guideline*

# 130.02

**Title: Authorized System of Trading Time**

**Original Date of Issue: December 6<sup>th</sup>, 2005**  
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**Purpose:** To establish an authorized policy for trading time between employees.

**Scope:** This procedure is in place to allow those employees the option of securing another employee of similar rank to work in their position. The following guidelines must be strictly adhered to in all cases of time trading among all employees.

**General:** All employees who enter the Fire Department as a Firefighter / EMT or Firefighter / Paramedic shall comply with the following requirements.

### **130.02.01. Authorized Procedures:**

- The trading of time is done voluntarily by the employees and not at the request of the City.
- The time trade is not made for reasons related to the department's business operations.
- The department maintains records of all hours traded by employees to include which person actually worked and which person received compensation.
- The time traded is paid back within a 12-month period.
- The employees trading time must be of the same rank.
- The request form is received and approved by both Battalion Chiefs one duty day prior to the trading of time. Special circumstances may override this receipt time at the discretion and approval of both Battalion Chiefs.
- Under no circumstances will the City compensate an employee for excessive amounts (over the threshold) of unused vacation time as a result of trading time.
- Each employee signs form 130.02A which states that they have read, understand and agree that the City of Winter Park will not be required to pay for lost time due to death, illness or termination of a person owing traded time.

**130.02.02. Documentation:**

Each employee involved in either loaning time or requesting time must have completed form 130.02A prior to the time-trade taking place

**Winter Park Fire & Rescue Department  
Duty Exchange Request**

I, \_\_\_\_\_, Shift \_\_\_\_\_, agree to work for \_\_\_\_\_,  
(Loaner print name) (Requester print name)

\_\_\_\_\_ Shift on \_\_\_\_/\_\_\_\_/\_\_\_\_ from \_\_\_\_:\_\_\_\_ hrs to \_\_\_\_:\_\_\_\_ hrs.

The requester understands that they remain responsible for the coverage of the duty assignment and will be required to report to duty should the loaner be unable to fulfill the obligation. The requester further understands that if they are unable to be contacted, they will be charged vacation leave for the time of the agreement.

The loaner understands that they have obligated themselves to be present for the duty time indicated and that they could lose their time-exchange privileges for failure to report.

The requester further understands that while they are away from the job during the above stated time period, they will receive their regular salary, but will not be eligible for worker's compensation and certain other benefits to which they would ordinarily be entitled while being physically present.

The loaner further understands that they will be entitled to the above-inferred benefits for the period in which they are performing the duty assignment without salary.

Both the requester and the loaner agree that this exchange of duty assignments is being voluntarily sought by us, as employees participating in the program, and not at the behest of the City of Winter Park Fire Department. We further represent and agree that the reason for this request for exchange of duty time is due to our desire and/or need to attend to personal matters and is in no way motivated or requested because of our employer's business operations.

Battalion Chief of Requester  
APPROVED / DISAPPROVED: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

Battalion Chief of Loaner  
APPROVED / DISAPPROVED: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

Loaner: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Requester: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

  
\_\_\_\_\_  
James E. White  
Chief of Department