



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.5
Subject: Trading of Work Time	Executed: January 1, 2006 February 1, 2011 Revised: December 31, 2011 January 12, 2013 July 7, 2014
Approved: +  Scott Cullers, Fire Chief	Revised:  Allen W. Baldwin, Fire Chief

PURPOSE

To define a procedure for personnel to request the trade of work time with other personnel.

PROCEDURE

The trading of work time is a privilege to field personnel allowing flexibility for un-scheduled leave. The Department’s work schedule is based on a twenty-one (21) day work cycle beginning on a Saturday and concluding on a Friday. All requests for trades of work time must fall within this twenty-one (21) day work cycle. The trading of time will ensure that the provisions of the City of Winchester CEMS are complied with, the budget is maintained, and all personnel are treated fairly. The following procedure shall be followed:

1. Shift trade requests shall be completed in the departments scheduling system and will be granted or denied by your assigned Battalion Chief or Administrative Officer.
2. Shift trade requests will be granted or denied based on the operational needs of the Department and will not be honored if submitted less than three (3) days prior to the date being requested. **NO EXCEPTIONS**
3. The trading of time must be with another individual of similar qualifications. The trading of time must take place within the prescribed twenty-one (21) day work cycle.
4. Trading of work time will be for no less than a **one (1)** hour period.
5. Time sheets will reflect the actual date and time that each individual works and not what was previously scheduled.