

SUBJECT: Trading Tours of Duty**SECTION:** 103.05**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To familiarize all members with the procedures applying to trading tours of duty.

AUTHORITY AND RESPONSIBILITY

- A. The Fire Chief has the authority to approve or deny any full time or part-time member's request for a trade.
- B. The unit Lieutenant has the authority to approve or deny any member of his unit request for trade.
- C. It is the responsibility of full time and part-time members who wish to trade to fill out and submit a Reading Fire Department Trade Request form to unit Lieutenants and the Fire Chief, 48 hours in advance of any such trade, for their approval. Under exigent circumstances, a trade may be made less than 48 hours in advance, please note reason on form.
- D. It is the responsibility of EMS members to find their own replacement when trading scheduled squad time.
- E. Members may not trade overtime days.
- F. When a member has traded with another member and agreed to work and the member who agreed to work fails to report and is not otherwise on approved leave, that member is absent without leave.
- G. When a member agrees to work for another member and for any reason fails to do so, the member who agreed to work will owe the City the time. Such owed time may supplant overtime, especially if missed shift caused overtime to be paid

PROCEDURE

Full time and part-time members shall fill out and submit a Reading Fire Department Trade Request form for approval before any time is traded, following the guidelines established herein. EMS personnel shall secure a replacement if they are not able to cover scheduled times.