


# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject:		S.O.G # 2.3.4	
	Trade work Between Employees		Page 1 of 2	
	Volume:	Chapter:	Section:	
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	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		10/12/10		
Attachments:	Resources/Cross Reference:			
Purpose: The following procedure is established for employees to use in trade work situations.				

**Procedure:**

- A. Trade Work Request -The Member requesting the trade work will completely fill out an Application for Leave and check Trade Work. The form will be signed by the Member and submitted through the Company Officer.
- B. Approval - Company Officers may approve or disapprove the request:
  - 1. If approved, the Company Officer is to sign the Trade Work Request, keep a record of the date to be worked and the name of the replacement Member and submit the approved request to the shift Duty Chief.
  - 2. If disapproved, the Company Officer will state the reason to the requesting Member.
- C. Qualifications
  - 1. Fire Captains requesting a trade work day shall only trade with other Fire Captains, Engineers, Firefighters or Paramedic Firefighter who are able to fulfill the normal responsibilities of the Member who is requesting the trade of work and are on the "Qualified to Act" list.

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Procedure:

2. Engineers requesting a trade work day shall only trade with other Engineers, Firefighters or Paramedic Firefighters who have a minimum of three years on the Vallejo Fire Department and who have demonstrated the ability to operate fire apparatus safety. Engineers assigned to the Truck Company must ensure that Member who is on the work trade is qualified to drive the aerial apparatus.
3. Paramedic Firefighters requesting a work trade shall only trade with those members who are current in their Paramedic certifications and are able to work as a Paramedic within the Vallejo Fire Department.
4. Members assigned as a tiller operator must ensure that the member who is on the work trade is able to tiller the aerial apparatus.
5. When trade work is paid back, Captains, Engineers, Firefighters and Paramedic Firefighters must meet the criteria outlined above.

D. Responsibility;

1. All trades must be on a voluntary basis only.
2. Reciprocation for trades is a matter strictly between employees involved.
3. Company Officers shall notify the Duty Chiefs at the beginning of their work shift of any changes in personnel assigned.
- 4) Trade work in excess of Four (4) consecutive shifts shall be approved by the Shift's Duty Chief.
- 5) Fire Captains and Chief Officers shall not become involved in disputes between employees regarding trading of work, except to maintain proper conduct and discipline of members within Companies.