

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 14		DEPARTMENT FIRE-RESCUE
SUBJECT FAILED TRADE POLICY	SECTION 04	PAGE 1 of 3	EFFECTIVE DATE 01/13/2023

I. PURPOSE

The purpose of this policy is to outline the failed trade process.

II. SCOPE

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding lifeguards.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

- A. The City of San Diego allows the practice of employees to trade work schedules, subject to the provisions of the Fair Labor Standards Act (FLSA) as outlined in the current Local 145 Memorandum of Understanding (MOU).
 - 1. Once an employee has accepted the trade, they assume the responsibility for completing the assigned shift.
 - 2. Trades are strictly between two employees and are not the responsibility of the City or Department as no trade balance hours are tracked.
 - 3. For roster accountability reasons, SDFD personnel must record trades in TeleStaff.
- B. When advance notice of a trade fail is communicated to the Staffing Desk prior to the 7-day fill for the shift (i.e., the employee, who is assigned to work the trade, reports their intent to trade-fail):
 - a. The employee who has taken the day off is placed back on the roster in their regular duty assignment
 - b. And, the employee who fails the trade is assigned a trade fail (TF).
- C. When notice of a trade fail is communicated to the Staffing Desk after the 7-day fill for the shift (i.e., the employee, who is assigned to work the trade, provides less than 7-day notice of their intent to trade fail and/or fails to show up):
 - a. The employee who has taken the day off is assigned unscheduled leave (UL);
 - i. Personnel may have this UL removed by notification to the Staffing Desk that the employee elects to work the original assigned shift by 2030 hours the evening before the effective date; or,
 - ii. Personnel may have this UL removed by notification to the Staffing Desk, by 2030 hours the evening before the effective date, that the employee will utilize another approved method of leave in accordance with current staffing policy.
 - b. And, the employee who fails the trade is assigned a trade fail (TF).

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- D. The Staffing Desk will make a reasonable attempt to notify employees of roster changes resulting from trade fails; however, this courtesy notification shall not delay the fill of the vacancy in accordance with the rules. As a reminder, all personnel are responsible to monitor their Telestaff profile for changes.
- E. Failed Trades
1. **Two** failed trades in a running one-year period will result in the following:
 - a. The employee will be prohibited from initiating any new trades for one year from the date of the second failed trade.
 - 1) The Staffing Desk will place a block on the account of the employee to disable the initiation of new trades.
 2. Employee will be required to fulfill commitments to all future trades already scheduled in Telestaff. **Three** failed trades in a rolling three-year period will result in the following:
 - a. The employee will be prohibited from initiating any new trades for three years from the date of the third failed trade.
 - 1) The Staffing Desk will place a block on the account of the employee to disable the initiation of new trades.
 - 2) Employee will be required to fulfill commitments to all future trades already scheduled in Telestaff.
 3. **Four** failed trades in a rolling five-year period will result in the following:
 - a. The employee will be prohibited from initiating any new trades indefinitely.
 - 1) The Staffing Desk will place a block on the account of the employee to disable the initiation of new trades.
 - 2) Employee will be required to fulfill commitments to all future trades already scheduled in Telestaff.
 4. A failed trade on a blocked day will equal two failed trades.
- F. Request for Excuse of Failed Trade
1. Employees who desire to have their failed trade excused due to extenuating circumstances are required to submit an email and supporting documentation to the Deputy Chief of Employee Services at SDFDProfessionalStandards@sandiego.gov, cc'ing their immediate supervisor.
 2. This email request must be received by the Deputy Chief of Employee Services within **five calendar days** after the failed trade to be considered by the Department for an excuse.
 3. The Deputy Chief of Employee Services will review and may approve an excuse due to:

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- a. Deployments or other compulsory department business.
- b. Injury or illness
 - 1) Requires medical provider documentation identifying the dates that the employee was unable to work due to an injury or illness.
- c. Birth/Adoption or death
 - 1) Birth/Adoption of employee's Child – requires birth certification or confirmation of adoption for the employee's child.
 - 2) Death – requires death certificate or other relevant documentation. Deaths must be consistent with eligible relationships specified in the City's bereavement leave policy.
- d. Other reasons for extraordinary situations will be considered, and may be excused, on a case-by-case basis, if sufficient cause and evidence are submitted in accordance with this policy. If an excuse has not been requested within the required timeframe, the failed trade will be recorded as "unexcused."