CODE TRADES

Effective:	March 6, 2026
Scheduled Review:	March 6, 2029
Approved:	Fire Chief Mike Kennedy

I. PURPOSE
Per the collective bargaining agreement with IAFF Local 693, operations employees are permitted to trade code days with each other or "trade" (move) their own code day within the FLSA code cycle. This SOP outlines the process for code trades.

II. TELESTAFF / APPROVAL
Telestaff does not automatically approve code trades. An on-duty battalion chief must verify the process outlined in this SOP has been followed by the employee(s). The code trade is **not** guaranteed until an on-duty battalion chief approves it. This approval can come from any on-duty battalion chief; this does not need to be the assigned shift battalion chief.

The employee loses the ability to code trade out if the max number of people off for vacation, comp time or code has been reached. Any requests beyond the max number allowed off rule (regardless of vacation, comp or code days) will be approved in the order the request was made and only if an opening becomes available.

III. CODE TRADE OUT (SINGLE EMPLOYEE)
When an employee desires to trade their official code day with another shift within the FLSA cycle, the following needs to occur to gain approval:
  A. The employee shall enter the code trade out (CTO) request in Telestaff on the day they want to be off on code.
  B. The employee shall enter in the notes the day they are "trading in" to work (CTI).
  C. The employee shall contact the on-duty battalion chief to review the request and approve if there are openings.
  D. The on-duty battalion chief will deny the request if there are no available openings or if request is outside of the FLSA period.
  E. It is the employee's responsibility to verify approval.

Failure to verify approval is the fault of the employee, and no accommodation will be granted to allow the code trade out.

If additional vacation / comp time is submitted by another employee between the employee's submission and on-duty battalion chief review / approval eliminating available openings, approval will be based on the timestamp created when the on-duty battalion chief acknowledges the trade request.

Example 1:
Firefighter A submits a code trade out at 0800 in Telestaff but does not communicate with the on-duty battalion chief until 1600. Firefighter B submits a vacation request at 0900. Firefighter B's vacation request is approved. Firefighter A's code trade out is denied.

Example 2:
Firefighter A submits a code trade out at 0800 in Telestaff and communicates with the on-duty battalion chief at 0805. Firefighter A receives a text acknowledgement from the on-duty battalion chief at 0810. However, the on-duty battalion chief was unable to immediately approve in Telestaff. Firefighter B submits a vacation request at 0900, which is automatically approved by Telestaff. Firefighter B's vacation request will be denied Firefighter A's code trade out will be approved.

IV.   **PERSONAL CODE TRADE (TWO EMPLOYEES)**
Employees are eligible to trade code days with other employees on their shift (same FLSA cycle).

   A. The employee initiating the trade with another employee shall enter the code trade request in Telestaff on the day they want to trade out (PCTO) and enter the name of the person who will be trading in that date (PCTI).
   B. The employee shall enter in the notes the day they are working (PCTI) for the employee they are trading code days with.
   C. For both employees, the notes field must include the day and name of other employee that is opposite part of this trade.
   D. The requesting employee shall contact the on-duty battalion chief to review the request and approve if acceptable.
   E. The on-duty battalion chief shall deny any code trade that does not include required information in the notes field.
   F. It is the employee's responsibility to verify approval.

Failure to verify approval is the fault of the employee, and no accommodations will be granted to allow the code trade with another employee.