

## Time Exchange

### 106.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of Time Exchanges by North Tooele Fire District employees and to establish a time exchange request process.

### 106.2 POLICY

It is the policy of the North Tooele Fire District to maintain a degree of flexibility concerning the time exchange policy due to the nature of fire service work and the needs of the District.

### 106.3 ELIGIBILITY

1. Section 207(k) full-time employees are allowed to substitute for one another in the form of a time exchange.
2. To be eligible for the time exchange, the employee must be able to make the decision to substitute for another employee without coercion.
3. Each employee is allowed to decline to substitute without being required to justify the decision.

### 106.4 ACCOUNTING FOR THE TIME EXCHANGE

1. When the time exchange occurs, the hours worked substituting for another employee are excluded from the overtime calculation.
2. Time exchange hours are not required to be recorded on the employee's time card.
3. Hours should be logged as PAID for the employee that was originally scheduled, and ON DUTY for the employee that is working.
4. Trades are a privilege and can be revoked at the discretion of the Fire Chief.