

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

SHIFT TRADES (AWRs)

MP103.05 04/06 – R

SHIFT TRADES/ABSENCES WITH RELIEF (AWRs)

All AWRs are subject to the approval of the Fire Chief or his designee, and shall be in conformance with Department Procedures.

AWRs are a privilege, designed to allow employees time off when other means are unavailable. An employee's AWR privilege may be suspended or revoked if Department Procedures are violated. Probationary firefighters can start exchanging AWRs six (6) months after graduating from the training academy and satisfactorily working in an operations assignment.

GUIDELINES

Members within the same classification may be granted the opportunity to exchange shifts up to a maximum of twenty-four (24) per employee in a contract year.

Employees who are working out of class must exchange shifts with an employee of the same classification who also has the capability of working out of class.

In the event that an employee who is working out of class has a shift owed to him/her by an employee who does not have the capability to work out of class, then it will be the responsibility of the employee seeking relief to notify the South Shift Commander of the nature of his/her relief so that the proper assignment (regarding rank) can be made.

EMPLOYEE RESPONSIBILITIES

It is the responsibility of the employee requesting an AWR to insure that form 92-17D is properly completed, including the section, which is completed, by the employee who has agreed to provide relief. (See page 3 for Form 92-17D)

The completed form will be submitted to the immediate supervisor of the employee requesting the AWR.

It is the employee's responsibility to insure all AWRs are repaid within a 12-month time frame. It is also the employee's responsibility to ensure that their shift trades do not conflict with the maximum consecutive work shift procedure (M.P. 103.07).

After approval by the immediate supervisor, the employee will forward (via mail if time permits, or hand carry) the completed 92-17D to his/her assigned Battalion Chief for final approval.

Delivery to the Battalion Chief will be completed no less than three consecutive days (1-shift) prior to the effective date of the AWR.

The time limits may be waived by the Battalion Chief/South Shift Commander in cases of emergency, but AWR form 92-17D must be completed prior to the AWR being worked.

When the employee agreeing to work the shift signs the 92-17D, (AWR form) FULL RESPONSIBILITY FOR THAT SHIFT is the responsibility of the employee. If for any reason he/she is unable to work the shift, it is his or her responsibility to find someone qualified to work it instead. If the employee who is to provide relief is on unpaid leave or is no longer employed by the Department, responsibility for the shift returns to the person requesting relief. Proper notifications must be made in such a situation.

FAILURE TO PROVIDE RELIEF WILL RESULT IN A LOSS OF VACATION TIME EQUAL TO THE COST OF FILLING THAT POSITION, AND MAY RESULT IN THE LOSS OF THE EMPLOYEE'S AWR PRIVILEGE.

BATTALION CHIEF RESPONSIBILITIES

It is the responsibility of the Battalion Chief to approve or disapprove AWRs and to file form 92-17D in the employee's District file.

Battalion Chiefs will notify South Deputy of all AWRs, especially in cases affecting employees who are working, or often work, out of class.

TeleStaff will be used to notify the Payroll Section of any employees who are having an AWR worked. This will be accomplished through the daily roll call process.

PARTIAL SHIFT (AWRs)

Partial shift AWRs are subject to the same guidelines as a full 24-hour shift trade without exception. Any AWR of four (4) hours or more must follow the same procedure as outlined above. No paperwork is required for less than four (4) hours, however, any relief time must have prior supervisor's approval.

NOTE: The employee who signs the AWR as "Relief" will mark the type of AWR box at top of form.

DEFINITION: Acquired - To earn or bank relief time hours.
Pay Back - Repayment of time (in hours) that is owed.