

**PHOENIX FIRE DEPARTMENT**  
**Volume 1 – Management Procedures**  
**SHIFT TRADES (AWRs)**

<b>M.P. 103.05</b>	<b>Date Revised: 05/24</b>
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, may form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: 103.07	

**PURPOSE**

All AWRs are subject to the approval of the Fire Chief or their 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 in conformance with the approval to work overtime and satisfactorily working in an operations assignment.

**PROCEDURE**

**Guidelines**

Members may be granted the opportunity to exchange shifts up to a maximum of forty-five (45) per employee in a contract year. All employees seeking shift exchanges (AWRs) must be current with all certifications and required training before being approved for the exchange. Shift exchanges shall not qualify an employee for premium overtime payment and cannot be repaid in any other form of compensation.

Shifts will be exchanged having the same EMS classification and rank. An AWR will not be approved if either the acquired or payback cannot be worked due to a conflict in EMS classification and/or rank that would not allow one member to work for the other. There may be instances where AWRs can be entered and qualifications to work an assignment do not depend on EMS classification such as a FIT, Investigations or RM position and will also be subject to Command Officer approval. Members assigned on Special Operations units (TRT, Haz Mat, ARFF etc.) should make every effort to exchange shifts with members with like qualifications. A member with a Team Certification working an AWR may be required to do a SMO based on staffing needs and will get credit for the move over.

In the event that an employee who is working out of class has a shift owed to them by an employee who does not have the capability to payback, due to circumstances such as a promotion or EMS certification change during the AWR payback period, 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 providing relief for an AWR to ensure that Telestaff entry is properly completed prior to 10pm the day prior to the AWR occurring. The entry must include information regarding both the members requesting and providing relief.

Members that enter an AWR after the 10pm time frame must communicate with SSC staff between 0500 and 0600 hours on the day of the shift informing them of the late AWR entry. Approval is at the discretion of the on duty South Shift Commander or SSC staff.

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).

Members must obtain verbal AWR approval from their immediate supervisor and notate this in their Telestaff AWR entry.

AWR's will be approved by the members Command Officer in Telestaff.

When the employee agreeing to work the shift completes the Telestaff AWR entry, 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.

Failure to follow this Shift Trade (AWR) MP may result in suspension of AWR privileges.

## **Battalion Chief Responsibilities**

It is the responsibility of the Command Officer to approve or disapprove AWRs in Telestaff the shift prior to the AWR occurring whenever possible.

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 Telestaff entry is required for less than four (4) hours, however, any relief time must have prior supervisor's approval.

NOTE: The employee who enters the AWR as "Relief" will enter the type of AWR on Telestaff..

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