

AGENDA RESERVATION REQUEST

CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

Date Submitted:	12/17/19	Meeting Date:	01/06/20
Contact Information:			
Requested by:	Chief Matt Culp		
On Behalf of Organization or Individual: Fire Department			
Telephone:	346-1220 or 736-3650		
Email address:	mculp@franklin.in.gov		
Mailing Address:	1800 Thornburg Lane		
Describe Request:			
Request to amend Article I, Section 10 Leave Policy – Time Trade			
List Supporting Documentation Provided:			
Amended Article I, Section 10 Leave Policy – Time Trade			
Who will present the request?			
Name:	Chief Matt Culp	Telephone:	346-1220 or 736-3650

The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.

CITY OF FRANKLIN FIRE DEPARTMENT
RULES AND REGULATIONS

ARTICLE: I

PAGES: 1 Page

Leave Policy – Time Trade

SECTION: 10

DATE: _____

PURPOSE:

The purpose of this policy will be to develop a standard for employees to follow when time trade is desired. A time trade is when one employee works for another employee for a specific amount of time. The officer in charge of the shifts involved must approve this time and time trade is not to cause overtime to the Department in any fashion. When a time trade is desired, a time trade form will be completely filled out and submitted with the requestor and stand-in signatures. This is an agreement between firefighters and they will be held responsible to carry out this action. The officer in charge has the ability to deny or approve any time trade request.

POLICY:

Time trade requests will be filled out completely, including all signatures, at least one shift (72 hours) in advance and submitted to the officer in charge. Time will be paid back to the stand-in on the specific date submitted on the appropriate scheduling system and will be paid back in equal time within the twenty-eight (28) day pay period.

Time trades shall be in half (1/2) hour increments with a minimum trade time of one (1) hour.

The stand-in will report to work at the time specified and in departmental approved uniform. The stand-in is accepting the responsibility for the time to be worked. The requestor will be responsible for returning the time with the same stipulations.

Any firefighter, paramedic and/or officer can trade with any other firefighter, paramedic and/or officer as long as there is one (1) merit officer and one (1) paramedic on duty at all times.

The administration staff of the Franklin Fire Department, due to manpower situation or problems, can cancel time trade requests at any time.