



**SAN DIEGO METRO  
NAVY FIRE & EMERGENCY SERVICES  
937 NORTH HARBOR DRIVE BOX 74  
SAN DIEGO CA 92132-0058**

**To: F-33 President / MOU Chair Michael Massone**

**Date: 05/17/2018**

**From: Regional Fire Chief Christopher Connelly**

**Cc: All NRSW N30 Employees**

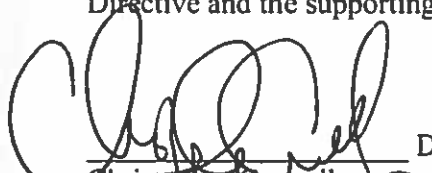
**Cc: Mr. Mark Rembert, Navy Region Southwest Labor Relations Supervisory Specialist**

**Subject: Fire & Emergency Services Timekeeping Policy Update (5000 Ser N3/17U196 Dated 6 Oct 17)**

The memo is memorialize the unified agreement for the corporative members aligned under the MOU 99 and the management to team to adhere to the CNIC Directive regarding Fire & Emergency Services Timekeeping Policy Update (5000 Ser N3/17U196 Dated 6 Oct 17).

It is further agreed that in section (c.) of the directive there is an opportunity for firefighters to use and earn compensatory time as an optional method to trade hours with their respective shifts. In lieu of this section, L/M has agreed to the enclosure titled: CHANGING OR EXCHANGING TOURS OF DUTY/COMP TIME EARNED/ COMP TIME TAKEN SHIFT SWAPS.

Implementation effected June 1<sup>st</sup> 2018. This will allow all staff members to become familiar with the Directive and the supporting agreements.

  
Christopher Connelly  
Regional Fire Chief  
Navy Region Southwest  
Fire & Emergency Services

Date

5/30/2018



Date

5/30/18

Michael Massone  
F33 President / MOU 99 Chair

CHRISTOPHER CONNELLY, NRSW FIRE CHIEF

**TITLE: CHANGING OR  
EXCHANGING TOURS OF  
DUTY/COMP TIME  
EARNED/ COMP TIME  
TAKEN SHIFT SWAPS**

1. **Purpose:** This Instruction sets the guidelines for changing and/or exchanging tours of duty by trading of time.
2. **Scope:** This Instruction applies to all Navy Region Southwest Fire and Emergency Services (NRSW F&ES) personnel.
3. **Responsibility:**

**Fire Chief:** The Fire Chief is responsible for the implementation of this instruction.

**Fire Department Personnel:** It will be the responsibility of all personnel to be familiar with, and abide by, this instruction.

**Assistant Chiefs and Battalion Chiefs:** It is the responsibility of the Chief(s) to ensure that the instruction identified is carried out.

4. **Procedure:** All NRSW F&ES Personnel shall abide by this instruction when changing and/or exchanging tours of duty.

**Trading of Time:** It is understood and mutually agreed to by the parties that the common practice of "Trading Time" between employees be permitted. The following criteria are to be met for trading time.

The trading of time is voluntarily arranged by the employees participating in the program and subject to prior approval of the employer.

The reason for trading time is due, not to the employer's business operations, but to the employee's desire to attend to personal matters.

The trading of time must be completed within a **90** day period.

Employees who wish to trade time will submit written requests on a mutually agreed upon local "Trading of Time" form to the appropriate on-duty supervisor prior to the exchange. The request will specify the exact dates and time of the trade. The supervisor will approve/disapprove the request and maintain a record of all time traded. All approved requests must be completed in SLDCDA and placed on the work schedule. Disapproval of request will be provided in writing and forwarded to the employee via email and a hard copy filed with the supervisor.

It is understood that the exchange of time is voluntary between the employees who trade. If the employee(s) disagree with each other regarding the terms of the exchange, then it is their responsibility to resolve the disagreement.

NAVY REGION SOUTHWEST  
FIRE & EMERGENCY SERVICES

CHRISTOPHER CONNELLY, NRSW FIRE CHIEF

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The employee who agrees to work for another employee will be held accountable to report to work by their supervisor, just as if it was their own shift and failure to do so may cause a loss of the "trading of time" privilege and further administrative action.

The employee working CE must report to the normal duty station of the individual they made the trade with, unless directed otherwise. Once reporting, they are treated as if it is their normal shift.

The employee shall earn Compensatory Time Earned (CE) for the day worked and Compensatory Time Taken (CT) for the day taken. If the employee does not have CE prior to taking CT, annual leave or LWOP may be charged.

  
Christopher Connelly

NRSW Regional Fire Chief

Date

4/3/2018

  
Michael Massone

Date

5/30/18

F-33 President, MOU 99 Chair