



STANDARDS DEPARTMENT PROCEDURES

SUBJECT:	UNIFOR Sign-up Procedures		
PROCEDURE:	To Be Determined (XTBD) Status at Sign-up		
PROCEDURE NO.:	SD17-11	ISSUE DATE:	June 19, 2017
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PURPOSE: To clarify all procedures pertaining to UNIFOR Operators electing to stand aside at their turn of signing at the work sign-ups once the Spareboard is full.

PROCEDURE:

- At an Operator's turn to sign, if all Spareboard positions are full, the Operator may elect to not sign work, 'gambling' that there will be Safety Code non-compliant work at the end of sign-up.
- This would require the creation of additional Spareboard positions with days off corresponding with the non-compliant work's days off.
- This procedure was created in order to allow the senior Operators (who did not have the opportunity to sign the Spareboard) to be placed on the Spareboard, if additional positions are created over the most junior operators.
- Operators with this 'to be determined' status (XTBD) understand that if all work is Safety Code compliant at the end of the sign-up they will be placed on legal remaining work after all other Operators have signed.

1.	At an Operator's turn to sign, if all available Spareboard positions have been signed, the Operator may elect to NOT sign work and wait until the end of sign-up, 'gambling' that there will be uncovered work as a result of safety code non-compliant work. This is a gamble, as the Operator(s) will be forced (in seniority order) to any legal unsigned work at the end of sign-up.
2.	<p>If an Operator has notified the Sign-up Representative that they have elected not to sign work at this time, their status will be 'to be determined (XTBD)'. The Operator will then wait until all other Operators have signed and will then be forced onto legal work or will be assigned to the Spareboard.</p> <p>Depot staff will:</p> <ul style="list-style-type: none"> • Enter a work choic in DOMS of XTBD (To Be Determined) • Choose a work selection of EX (Spareboard) for all Statutory Holidays • Retain the original copy of the Operator's choice slip in a separate folder <p>UNIFOR Representatives will:</p> <ul style="list-style-type: none"> • Advise the Operator of the risks associated with being XTBD • Add the Operator's name and seniority number to the Master Extra List (below all regular positions) • Advise the Operator that they are responsible for contacting the sign-up room staff and picking up their confirmation slip at the end of the sign-up • If requested by the Operator, record the Operator's preferred days off on the preferred days off list
3.	Operators electing not to sign work will be placed on the Spareboard in their own seniority for all statutory holidays in the sheet, unless they are definitely off in the 'draw'. This will ensure that

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Operators are forced onto unsigned Statutory holiday work in the correct seniority order if required.
Note: It is possible that the junior Operators on the Spareboard would be forced on unsigned work on the Statutory Holiday.

4. After all Operators have signed, if there are Operators who have a status of XTBD, depot staff will:

- Clear all 'blind' vacation relief weeks on the holiday blocks and run the safety code checks in DOMS.
- Print the 'Unsigned Work' report from DOMS so the legal work combinations can be determined .

Working with the UNIFOR Representatives, the following would be completed:

- Status the weekday work, based on finish times of the first Run of the week. If there is work with the same finish time, the 'senior' work would be the one with the latest start.
- Once all of the weekday work has been statused, staff would start with the earliest finishing work and confirm that there is work on Sunday that would be safety code compliant with the start time of the work on Monday.
- If there is no Sunday to Monday work that is compliant, the weekday work would be deemed to be non-compliant and removed from the status list.
- If there are safety code compliant Runs on Sunday, the earliest finishing work on Sunday would be combined with the earliest finishing weekday work.
- Once all compliant weekday and Sunday work has been combined, staff will add compliant Saturday work if available. If there is no Saturday work, the work would be deemed to be non-compliant and removed from the list.
- If there are safety code compliant Runs on Saturday, the earliest finishing work on Saturday would be combined with the earliest finishing weekday work.
- Staff would continue to package compliant work until all work has been combined or removed.

Note: if applicable, the same process would be used to package unsigned Compressed Work Week {CWW} Runs.

5. The sign-up staff will also determine the number of vacant Holiday Block positions that must be signed. This is done based on the 2/3 line (total number of Holiday Blockers required) that was determined prior to the start of sign-up minus the number of current blockers.

For example: if the 2/3 line was set at 40 Operators and only 38 Operators have elected to Holiday block, there would be two holiday block positions to be filled.

6. Once all safety code compliant work has been packaged, a count will be conducted to determine how many (if any) of the XTBD Operators will be placed on work and how many will be placed on the Spareboard.
 Operators will be placed on work in the following order: (junior to senior)

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1. Holiday Block positions
2. Compressed Work Week Runs
3. Regular work (including Special Category Runs if applicable)
4. Spareboard position

Operators will be assigned to work based strictly on seniority. Operators are NOT entitled to select work. Senior Operators will be assigned earliest finishing work.

7. Assigning Holiday Blocks:

1. The process starts with the most senior Operator who will be assigned as Holiday blocker.
2. The sign-up representatives would start with the first week of the sheet and select the work of the most senior vacationing Operator who does not have a blocker.
3. They would move to the second week and select the most senior Operator's work that is unsigned and is **safety code compliant** with the first week assigned. This would continue until weeks for the entire sheet have been selected.
4. If there is no safety code compliant work from the Sunday of one week to the Monday of the next week, the sign-up Representatives would put the Operator on a Spareboard position that has the days off of the senior Operator's unsigned work.
5. Once all weeks are selected, the depot staff would enter the information in DOMS confirming safety code compliance.
6. This process would be repeated until all Holiday Blockers are assigned.

Assigning CWW Work:

1. Once the number of legal packaged CWW work is determined, the senior Operator would be assigned to the work with the earliest finish time (weekdays).
2. If work has the same finish time, the latest start will be the senior work.

Assigning Regular Work:

1. Once the number of legal packaged regular work is determined, the senior Operator would be assigned to the work with the earliest finish time (weekdays).
2. If work has the same finish time, the latest start will be the senior work.

Assigning Spareboard Positions:

1. The remaining XTBD Operator(s) will be assigned to a Spareboard position. The days off of the Spareboard positions are determined by using the days off of the unsigned non-compliant safety code work.
2. Once the days off of the additional Spareboard positions have been determined, the sign-up room staff would refer to the 'Preferred Days Off' list and process all preferred days off requests of the senior Operators on the Spareboard.

NOTE: Changes to the days off of the regular Spareboard Operators must NOT be entered into DOMS until after the BID has been accepted. Entering the information prior to the Bid being

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	<p><i>accepted would change the work assignments of the Holiday Blockers.</i></p> <ol style="list-style-type: none"> 3. Once the days off of the Spareboard positions for the XTBD Operators have been resolved, depot staff would create the new spareboard positions in DOMS. 4. The UNIFOR sign-up Representatives would start with the most senior XTBD and assign them to a position with the days off the Operator indicated on the preferred days off list. If the Operator did not indicate preferred days off OR if the day off pair they want is not available, work will be assigned in the following order based on the days off: <ul style="list-style-type: none"> • Friday/ Saturday • Saturday/Sunday • Sunday/ Monday • Thursday/ Friday • Tuesday/ Wednesday • Wednesday/ Thursday • Monday/ Tuesday <p>All assigned work will be recorded on the Operator's choice slip by the sign-up Representative and filed with the other choice slips.</p>
s.	Once all Operators have been assigned to work, if there is remaining open work on a Statutory Holiday, the junior operator(s) on the Spareboard would be placed on the open work if it is safety code compliant.
9.	<p>The depot staff will enter all of the work in DOMS and put the confirmation slips in a folder for Operators to pick up.</p> <p>The sign-up Representatives will adjust the sign-up sheets with the updated information. Once Safety code checks are completed, all other DOMS processing is completed. Copies of the unsigned work sheets that were used to status and assign the XTBD Operators should be scanned with the regular sign-up sheets and saved in OWL.</p>