

Work description: The purpose of this document is to give guidelines to prepare the duty roster for the O&M personnel. This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).

Scope: Rostering of all staff

References: N/A

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	OCC Manager, Service Manager, Infrastructure Maintenance Manager, Vehicle Maintenance Manager, Power & E&M Maintenance Manager	

Tools and equipment required

Roster	Purpose of the duty roster is to make the optimal shifts allocation of the available skilled personnel. It is used to avoid scheduling more employees than needed on the same shift with the same duties, respecting the labor regulations. It is prepared weekly by the different supervisors, according to the different departments, and it's shared with the employees with a certain advance to allow them to organize their obligations outside of work.																			
Responsibilities	The responsibilities on the preparation and approval of the duty roster, for the different roles and departments are here defined:																			
	<table> <tr> <th>Staff Category</th><th>Roster Preparation</th><th>Roster Approval</th></tr> <tr> <td>OCC staff</td><td>OCC Manager</td><td>Head of Operations</td></tr> <tr> <td>Train/Station Attendants</td><td>Service Manager</td><td>Head of Operations</td></tr> <tr> <td>Infrastructure Maintenance staff</td><td>Infrastructure Maintenance Manager</td><td>Head of Maintenance</td></tr> <tr> <td>Vehicle maintenance staff</td><td>Vehicle Maintenance Manager</td><td>Head of Maintenance</td></tr> <tr> <td>Power and E&M maintenance staff</td><td>Power and E&M Maintenance Manager</td><td>Head of Maintenance</td></tr> </table>	Staff Category	Roster Preparation	Roster Approval	OCC staff	OCC Manager	Head of Operations	Train/Station Attendants	Service Manager	Head of Operations	Infrastructure Maintenance staff	Infrastructure Maintenance Manager	Head of Maintenance	Vehicle maintenance staff	Vehicle Maintenance Manager	Head of Maintenance	Power and E&M maintenance staff	Power and E&M Maintenance Manager	Head of Maintenance	
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Guidelines	<p>Following some general guidelines to be followed in the preparation of the duty roster:</p> <ul style="list-style-type: none"> • Plan the duty Roster weekly • Plan the roster before adding individual names. • Fill busy shifts with the most experienced and skilled staff. • Handle availability and time-off requests. • Make sure everyone receives the right number of days off, according to the labor regulations. • Allow your staff to check their roster. • Give your staff enough time to plan for obligations outside of work. • Assign location to Road Supervisors, trying to implement a turnover between different locations. • Consider the roles and the skills of each employee in assigning the shifts and the locations. • Consider personnel preferences in assigning the night shifts, if it's possible. • Implement a turnover on the night shifts, in order to never assign too many night shifts per week to the same employee, respecting labor regulations.
Shift Swapping	<p>Employees needing to switch a shift between each other shall fill and sign the related form (HNL-09523.00.00-2-Shift swap form), that has to be approved and signed by the supervisor. In the case of approval, the responsible for roster preparation updates the duty roster according to the new shift allocation.</p>

**Note**

Roster records shall be kept for a minimum of 3 years for audit purposes

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