Write-up of Interview 6/20/17 w/Steve Truesdell

Reviewed columns of the book.

## Known Vacancies

These vacancies are caused typically by vacations, but can be by medical leave.

Vacations for the new year are signed up in the 2nd week of December

Vacations are awarded based on seniority. Most senior person chooses vacation week(s), then the next most senior person selects week(s).

The vacations are taken in week increments.

Vacations not selected during this period in December must be requested at least 3 days in advance.

The request for a vacation and its approval are printed, signed and placed into employee’s record.

The awarded vacation is posted on the shift vacation calendar that is in the supervisor’s (SS) office.

There is a number of positions per job code/shift that are able to be on vacation. For instance, with so many WIO’s there can be 3 or more scheduled for vacation on a shift, but for other jobs, only one can be on vacation.

## Overtime Opportunity

The number of hours available for overtime can be 4 or 8. If employee chooses 8, they can choose what position they want to work; they can choose to be the ‘relief’ person for their 8 hour overtime.

For an opportunity, the person who can be awarded the overtime follows this priority:

1. Person with the lowest number of eligible hours that is on the off-going shift
2. Person with the lowest number of eligible hours that is on the on-coming shift

A person can elect to NEVER be considered for overtime. They have to state this in writing.

If a person that is offered the opportunity declines it, they are ‘charged’ 8 hours to record the fact they were eligible but declined.

The opportunity hours are at zero at the beginning of the contract, and are accumulated throughout the years of the contract.

The employee who wants to be considered for overtime can write their name in the book. If the SS awards the overtime to the employee, the SS initials and dates this in the book.

The employee can cross out his name in the book, removing him, from consideration.

Once the overtime is rewarded, the employee must work that overtime. If they fail to work, that is considered an absence.

SS typically award the overtime 48 hours in advance.

## Unknown Vacancies

These vacancies are typically due to call-off’s. A call-off can be turned in up to one hour before the shift.

The SS now has to fill the opportunity within the existing rules.

## Opportunities for Improvement

**Problem**: Filling the unwanted vacancies can be chaotic, as there are many other issues the SS is dealing with. SS has to approach the off-going shift people first and record their response.

**Problem**: Notifying the employee that they have been awarded (or not) is inconsistent and causes frustration for both SS and employee.

**Problem**: The book can be manipulated by other employee’s. Since the removal of an employee from the list is done by crossing out, another employee can cross out someone else, thereby giving him the award.

**Problem**: The record keeping of the hours is inconsistent and exposes the company to contract issues.