

Steam Plant Call In/Overtime Procedure

Based on feedback from the department, a couple of changes have been made. #1 – better described which mate is used in filling a position in the LOP for FE or CRE. #2 – for holdovers, item b, better clarified how the crew is to be asked for holdover when the person working the position refused.

Again, have a look and any feedback is appreciated.

Ben Ruther, Jan 23, 2015

Recently there has been a couple of Steam Plant grievances surrounding shift coverage/overtime application. At Standing Committee, the Union and Company agreed to try and better describe the procedure for this coverage.

Following is my first attempt at “better” language. Any new language is in red, and any deleted language is in red with strikethrough. Look it over and if you have any questions or concerns, please let me know.

We hope to bring this matter back to the next Standing Committee meeting in Jan 2015.

This is the new proposed language:

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Definitions:

1) **Mate:** Your mates are the other crew members who hold the same seniority position according to the company crew list. Crews are arranged according to seniority and ticket requirements.

When there is a need to fill a position in the LOP for FE:

- The mate **to the FE who normally would fill the position** will be asked first, If a second call-in crew is available, then the mate from the second crew will be asked next. Followed by the most senior FE all the way down to the utilities and then up to the most senior CRE's and down the list, with no regard as to which crew.

When there is a need to fill a position in the LOP for CRE:

If a CRE position is needed the mate **to the CRE who normally would fill the position** would be asked first, If a second call-in crew is available, then the mate from the second crew will be asked next. Followed by the most senior CRE down to the bottom qualified FE.

Extra Duties Overtime Shift: (for full shifts, or part shifts of more than 4 hrs)

- When an extra person is called in for FE duties go to the most senior FE down through the utilities then up to the most senior CRE and down.

When an extra person is called for CRE duties go to the most senior CRE down then to the most senior qualified FE down.

Holdover/Early Start: (up to 4hrs) Note: applies to both extra duties and filling vacancies in LOP

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- 1) Holdovers
 - a. The person working the position in which holdover work is required will be asked to stay over. ~~will be required to work over unless another qualified operator off the crew “volunteers” to cover.~~
 - b. Other qualified operators off the crew, “volunteers” asked to cover, by using the same guidelines for “Extra Duties Overtime Shift”.
 - c. Fill position using procedure for “Extra Duties Overtime Shift”.
 - d. In the case of filling a vacancy in the LOP, the person working the position may be forced to stay over.

- 2) Early Starts –
 - a. The person scheduled to work the position (**incumbent**) that requires the early start is called first, if he/she refuses the other qualified members of the crew are called on a seniority basis consistent with the principles set out in proposals one and two. (example: If a early start for a Field Engineer: for that crew, most senior FE fist all the way down to the utilities and then up to the most senior CRE’s and down.)
 - b. Call in as per “Overtime Shift: (for full shifts only)” procedure

First and second call-in crew mates will generally be of equivalent sonority, however the company reserves the right to change mates if circumstances require it. (eg: Training or staffing levels, etc...).

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This was the existing language:

When there is a need to fill a position in the LOP for FE:

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The mate will be asked first, If a second call-in crew is available, then the mate from the second crew will be asked next. Followed by the most senior FE all the way down to the utilities and then up to the most senior CRE's and down the list, with no regard as to which crew.

When there is a need to fill a position in the LOP for CRE:

If a CRE position is needed the mate would be asked first, If a second call-in crew is available, then the mate from the second crew will be asked next. Followed by the most senior CRE down to the bottom qualified FE.

Overtime Shift:

When an extra person is called in for FE duties go to the most senior FE down through the utilities then up to the most senior CRE and down.

When an extra person is called for CRE duties go to the most senior CRE down then to the most senior qualified FE down.

Holdover/Early Start (4hrs)

- 1) Holdovers – the person working the position in which holdover work is required will be required to work over unless another qualified operator off the crew “volunteers” to cover.
- 2) Early Starts – The person scheduled to work the position (incumbent) that requires the early start is called first, if he/she refuses the other qualified members of the crew are called on a seniority basis consistent with the principles set out in

proposals one and two. (example: If a early start for a Field Engineer: for that crew, most senior FE fist all the way down to the utilities and then up to the most senior CRE's and down.)

First and second call-in crew mates will generally be of equivalent sonority, however the company reserves the right to change mates if circumstances require it. (eg: Training or staffing levels, etc...).

Ben Ruether
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