

February 8, 2013

FILLING CREW VACANCIES GUIDELINES

FIBRELINE DEPARTMENT

1. Move the crew up if possible (this includes taking someone off training either in the same line of progression or another line to facilitate this).
2. Call in the regular operator (carded operator) in the same position on his days off according to the OVERTIME CALL SCHEDULE usually posted on the Shift Supervisor's wall. The only time an employee is not available for calls is on the days of their earned time off (ie. vac, etc).
3. If the regular operator in the same position is not available, call in the operator from the next lower job position, according to the procedure in (2) above (assuming he is trained in the position).
4. If (3) is not successful, call in the operator from the next two jobs down (if trained in the position) according to the procedure in (2) above.
5. If (3) and (4) are not successful, move part of the crew up and call in to fill the vacancy according to the procedure in (2). This could mean attempting to cover the overtime by moving several steps down even as far as the most junior position in the line if necessary.
6. If (5) is not successful, call in the operator from the next senior position if the crew can be moved back according to the procedure in (2) above (this is only the case where the next senior position is a moveup operator that can move back to the lower job).
7. If (6) is not successful, consider moving an operator from another line of progression and then filling the overtime in that position according to the procedure in (2). This would normally mean moving a Production Labourer from the other line of progression who is also trained in the original line of progression where the vacancy originated.
8. If (7) is not successful, consider calling an operator absent from crew that would normally not be eligible to work. One example would be to call an operator who is already covering a vacancy on another shift. A second example would be to call an operator who would normally be working on the shift preceding or following the overtime shift but is currently off on vacation.
9. If (8) is not successful, use the current practice of holding over the incumbent operator and calling in the carded operator to come in early to relieve the operator staying over.
10. If (9) early call in operator is unsuccessful, proceed to call the next junior operator until all possibilities are exhausted.
11. If (10) is not successful, call in an operator who is on that crew but is off on vacation.
12. If (11) is not successful, consider moving operators within the crew leaving a position such as Utility or Warehouse Forklift Operator vacant, for the hours not covered.

Tony Christy
Fibreline/Technical Manager