

Article 4.B.10 (Passenger Service)

Work Schedule Bids

1. Work schedules are posted for bid, as far in advance as practical, or a minimum of 7 calendar days. The posting will contain the scheduled start times, shift lengths, scheduled days off, work areas, and effective date. No bid line may contain more than 2 start times per week. Employees will bid under this section using Bid Seniority. Once the bidding process is completed, schedule bid awards will be posted at least 7 days prior to the effective date of the new work schedule. Employees unavailable to bid at their appointed bidding time, may bid by proxy, or by other means established locally. Active employees, who report late for bidding, but while the bidding process is ongoing, will be permitted to bid on the remaining available lines at the time they report. Active employees who fail to bid will be assigned an available work schedule after completion of the bid. When there is a need to move employees between bid line work areas, it will be done in reverse bid seniority from the available employees in the work area the Company identifies providing that: (a) the employee is qualified to do the work in question, (b) the employee has enough time remaining within their scheduled shift to complete the assignment.

2. The Company will designate certain work areas within a job classification that require specialization or performance skills. Shifts within these work areas will be available and will be listed as qualifications required on the shift bid. Interested employees may request training for these work areas, which will be awarded in Bid Seniority order based on the size and needs of the operation and, if successful, such qualified employees may participate in overtime, day trades and outage relief in these work areas. Except for the Station Operations Representative work area, interested, qualified employees will be given the opportunity to option into or out of these work areas a minimum of 1 time per year.

3. The shift bid process for RSSRs and RRAs is as follows:

- a. The Customer Contact Division will include ten-hour shifts on all future shift bids.
- b. Shift bids will allow for four-hour and/or five-hour back-to-back part-time schedules as shift bid options.
- c. The Union and the Company will meet annually to review the status change requests on file for all RSSR/RRAs with the intent to convert all requests for which the employee is not requesting a change of location in conjunction with a status change. The assumption is that the annual conversion requests will be minimal since they will be processed on an annual basis. At such time that the lists of RSSR/RRAs with status change bids on file exceed the Division's capability to absorb all conversion bids at the employee's current place of work, the Union and the Company will meet to discuss options.

4. An employee on occupational injury, sick or medical leave who desires to participate in a shift bid must provide a physician's statement verifying a return to work date that is prior to the effective date of the shift bid.

5. Employees returning to active duty from any authorized leave of absence will be assigned to a shift and days off consistent with their Bid Seniority.

6. Employees transferring into a classification may express a preference for a work schedule. If they cannot be accommodated, they will be assigned an available work schedule until the next bid.

7. At the discretion of the Company, when a bid line(s) becomes available between shift bids, the Company may: (a) post and award the bid line to the senior interested employee in the classification and status; (b) conduct a limited one-time open line bid; or (c) staff or not staff the bid line(s) in accordance with the needs of the operation.

8. Work Schedules will be bid based on the needs of the service, or a minimum of 1 time and a maximum of 4 times per calendar year, unless locally agreed to otherwise between the Union and the Company. The Company may deviate from the foregoing guidelines where warranted by unforeseen circumstances (including but not limited to schedule changes, scheduling errors, or events beyond the Company's control).

9. Local Management and Local Committee representatives will meet to discuss work schedules and work areas a minimum of 5 days in advance of posting such schedules for bid, allowing for consideration of Union input.

10. Any permanent change of ~~1 hour or more~~ than 1 hour in the length or starting or stopping time of a shift will require a rebid.

11. If it becomes necessary to temporarily adjust employees' work schedules they will be given a minimum of 7 calendar days' notice of such change. In the event these adjustments are expected to exceed 30 days in duration, the Company will post for rebid.