

HEU Local Guide



EXTENDED HOURS OF WORK – ADMINISTRATIVE LOGISTICS AND VOTE PROCESS LOCAL GUIDE

PRIOR TO THE VOTE OBTAIN/COMPLETE THE FOLLOWING:

1. The current rotation from the employer, including incumbents name and FTE.
2. The proposed rotation produced by the employer or the rotation support person. This rotation should include calculation sheets and built in stats.
3. A list of all regular employees from the employer.
4. Ensure regular employees on all shifts, including those on leave, have an opportunity to vote, either in-person or electronically.
5. Ensure all regular incumbents sign a release of overtime and return it to the designated person conducting the vote. (release of overtime waiver attached)
6. Provide copies of the current and proposed rotations to the HEU representative for review to ensure compliance with the collective agreement.

Notes

- If 75% of regular employees in the department do not sign the waiver form, the process to vary hours of work cannot proceed.
- Casual staff do not sign overtime waivers, however, casuals called in to work the extended hour shift will be given an opportunity to accept or decline. If they accept, they accept the extended hours concept.

VOTE PROCESS

1. Post a notice of poll in the department for a minimum of seven (7) days.
2. The union and employer will jointly conduct the vote (unless otherwise agreed to by the parties). (sample ballot attached)
3. The employer will provide leave without loss of pay or pay straight time wages to a shop steward to assist in conducting the vote.
4. Ensure the eligible voters' sheet is signed by each eligible voter and verify the release of overtime form has been signed. (voter sheet attached)
5. Keep a record of the vote and provide a copy of the vote results to the HEU servicing representative.

DOCUMENTS TO BE SUBMITTED TO THE HEU REPRESENTATIVE

- Current and proposed rotations
- List of regular employees
- Overtime waivers
- Eligible voters sheet
- Vote results

Notes

HEU representative will send confirmation via letter to the employer representative verifying the acceptance of the extended hours and will copy local.