

The policy concerning changes of schedule for the Aurora, Colorado Local APWU was adopted at a General Membership Meeting on September 12, 2000. The intent of the policy is to allow employees to change their days off up to a maximum of 3 weeks per year and change their hours up to 40 days per year.

**ELM 434.622** *Eligible employees are not entitled to "out of schedule premium" under the following conditions:*

- i. When a request for a schedule change is made by the employee for personal reasons and is agreed to by the employee's supervisor and shop steward or other collective bargaining representative.*

## **Aurora, Colorado Local APWU**

### **GUIDELINES:**

#### **Employee Requests for Schedule Changes**

##### **Preamble**

**The Union does not approve or disapprove changes in employees' schedules.** The union steward only signs the request form as an assent to a waiver of any overtime claim for hours worked outside of the employees' normal work schedule. Management approves or disapproves the request.

The local union is responsible for determining if a request for a temporary schedule change is legitimate for the convenience of the employee rather than for the convenience of management.

Management is prohibited, by law, from asking any employee to sign a temporary schedule change in order to prevent payment of out-of-schedule overtime.

#### **1. Conditions of Refusal**

The Union may refuse to sign a temporary change of schedule under, but not limited to, the following conditions:

- A.** When the request for a schedule change was initiated by management and, in effect, constitutes an attempt to avoid payment of out-of-schedule overtime, or in lieu of overtime, for work performed outside the employee's regular schedule.
- B.** When change or schedule requests are for such frequency or duration that the employee has, in effect, assumed a schedule that he/she could not obtain by a seniority bid.
- C.** When signing the request would result in undue hardship on other employees (eg. Mandatory overtime).
- D.** When the request for change of schedule is for an indefinite period. A change of schedule shall not exceed fourteen (14) days. Any requests for a change of schedule exceeding 14 days must be approved by an officer. Any request for change of schedule exceeding 28 days must be submitted to the Change of Schedule Committee in writing two weeks prior to the requested change.
- E.** When accumulative changes will exceed 56 days in a calendar year (changing of a non-scheduled day counts as 7 calendar days).
- F.** When the request for change of schedule circumvents the provisions of the National Agreement.
- G.** Normally, schedule changes must be approved in advance.

#### **2. Guidelines for stewards in condoning the change in schedule**

- A.** All requests must be for the employees' personal convenience.
- B.** Each request for change of schedule shall not exceed fourteen (14) days. Any request for a change of schedule exceeding 14 days must be approved by an officer. Any change of schedule exceeding 28 days must be submitted to the Change of Schedule Committee in writing two weeks prior to the requested change.
- C.** All requests for change of schedule must meet the criteria set forth in "**1. Conditions of Refusal**" above.
- D.** All requests for change of schedule should be submitted to the steward designated for the employee's work location. Stewards should not sign changes for employees outside of their assigned area unless the steward is unavailable (in a leave status).