

SIGN-UP REGULATIONS

- 1.00 The Planning Department establishes schedules for the various routes operated according to service requirements. Crew Guides, Special Crew Guides and Reports are made up from these schedules, balancing the work available for selection with the available workforce at each Division. Planning Department makes up the Operators' Boards and off-day Swing Boards showing the work available and the off-days.
- 1.01 The information is posted at the Division one week prior to the start of the sign-up along with the Spareboard and Vacation Swing Boards, which are made up by the Division. The Spareboard only lists the position number and off-days. The Vacation Swing Boards list, by week and seniority, the names of Operators on vacation and, as these Operators are signed-up, their work and off-days are listed for selection.
- 1.02 Once the Operators' Boards are posted, no changes should be made without the Local 113 Board Member's approval, except where resignations, retirements, or transfers upset the balance between work and workforce, resulting in the cancellation of Spareboard positions, Special Crews or Reports or the addition of Spareboard positions. Cancellations will be governed by the last open position(s).
- 1.03 Work is selected in order of seniority from lists provided.
- 1.04 The initial selection will be conducted according to the yearly Board Period calendar, (or as mutually agreed upon). Each subsequent selection will commence at 10:00 A.M. on the following weekday mornings (or as mutually agreed upon). Five selections will be permitted for work locations with a workforce strength of up to approximately 450. Additional selections may be necessary for those with a greater number of Operators. Operators may submit a request to be relieved to attend a sign-up and leave will be granted if sufficient Reportpersons or volunteers are available. Unless Reportpersons are available, the ten most Senior Operators for each selection will be given last consideration to be relieved to attend a sign-up. Payment for such leave shall not exceed one hour and 30 minutes and in no case shall the time allowed increase the normal value of a crew. Sign-up relief will be arranged between the Local 113 Board Member and the Divisional Superintendent.

1.05 It is the personal responsibility of every Operator to attend the sign-up or submit a selection slip. Failing to do so, the Operator will be signed on the basis of work and location the previous period, as set out below in (a), (b) and (c). The maximum time allowed to sign-up is 3 minutes, following which Operator will be by-passed until prepared to select from the work remaining at that time.

- (a) If signed on a crew, the Operator will be signed on a comparable crew if open with consideration for off-days or the nearest possible type of work, with same off days, if possible.
- (b) If signed on Spareboard or Signed Reports, the Operator will be signed on comparable work if open with consideration for off-days, or the nearest similar work, with same off-days, if possible. If Spareboard or Signed Reports are not available, the Operator will be signed on the earliest finished crew (at the location previously worked at, or first report of the day), with consideration for off-days and type of work.
- (c) If signed as a Vacation Swingperson, the Operator is considered a Boardperson and will be signed on work similar to the majority of the vacation swing work, with consideration for off-days.

1.06 Spareboard, Special Crews or Signed Reports (in that order) are used to correct the weekly imbalance (if any) of the Vacation Swing Boards. The Operator is not obliged to sign on the same piece of work for more than one week, being free to select any other open work on the Vacation Swing Boards for the remaining weeks. Operators signing one or more weeks "Blind", i.e. choosing to swing another Operator's vacation before that Operator has selected, will be dropped to the next Operator on the Vacation List who has signed on the same type of equipment, if that Operator also selects vacation swinging.

1.07 When signing-up, it is the Operator's responsibility to ensure that their name is entered on the crew they have selected before leaving the sign-up.

1.08 Work signed on by Operators will be at times shown on Schedules posted for operation. The times shown on the Sign-Up Boards are a courtesy only and not guaranteed as correct.

- 1.09 Operators selecting Night Crews, Race Crews or Reports, with week days off, must select corresponding work on Sundays and Holidays.
- 1.10 Operators wishing to sign on Spareboard or Reports are required to hold a Class "B" License. This applies to both Subway and Surface Reports.
- 1.11 Operating Personnel, who elect to sign on Subway work are required to take the annual "Subway Refresher" provided by the O.T.C. when it is scheduled for the Operator's Division, nominally once each calendar year. When an Operator does not take this Refresher when provided at their Division, their subway qualification is deemed to have lapsed and they will be required to receive Subway retraining at their own expense before being allowed to once again operate in the Subway. It is to be understood that Subway qualifications lapse as stated unless initial Subway training has been received in the current year, i.e. during a given calendar year only one training is required, be it initial training or refresher training.
- 1.12 Operators, who have not previously been Subway trained and who are signing on Subway work for the first time, are obligated to sign on Subway work for three consecutive Board Periods providing that such work is available.

MEMORANDUM OF SETTLEMENT REFERENCE

- 2.00 It should be noted when "forcing" Operators for the Christmas Holiday, the "work status" is taken from the previous Christmas, and for New Year's Day, it is taken from the current Christmas. For Boxing Day it is taken from the Thanksgiving Day Holiday.
- 2.01 Holiday Sign-ups are primarily governed by different regulations. When Operators do not attend the sign-up and do not leave a selection slip, they will be signed on the earliest finished crew if a Boardperson and on the earliest finished report if a signed Reportperson (at the location they are working from). For Holiday selection purposes, Spareboard Operators will be considered Boardpersons.
- 2.02 If there are insufficient Boardpersons to fill all the crews, vacancies will be filled by qualified Reportpersons from the seniority list in their turn. Reportpersons will be given the opportunity of selecting a crew or a report in order of their seniority until only sufficient crews are left for Boardpersons. In the case of all crews not being filled, the vacancies will be filled by Reportpersons from the bottom of the seniority list.

- 2.03 If there are insufficient Reportpersons to cover all reports, the vacancies can be filled by Boardpersons from the seniority list in their turn, if qualified to work reports. Boardpersons will be given the opportunity of selecting until only sufficient reports are left for Reportpersons. In the case of all reports not being filled, the vacancies will be filled by qualified Boardpersons from the bottom of the seniority list.
- 2.04 For holiday selection purposes, Operators who have selected "Vacation Swinging" for the Board Period will be classified according to the work signed on for the week in which the Holiday falls.
- 2.05 Operators on a Blue Night Service for the Board Period must select from the Night Crews available on the Holiday Crew Guides.
- 2.06 Operators swinging off-days, whose swing group includes Night Crews, will be governed for Holiday selection purposes by the type of crew they would have worked on the day the Holiday falls. That is, if the Operator has a Night Crew on the day the Holiday falls, the Operator will select from Holiday Night Crews available in order of his seniority.
- 2.07 Special Day Selections, such as for Christmas Eve or New Year's Eve are actually just another day of a given Board Period, where certain adjustments have been made to the schedule in keeping with the traffic to be handled. Such selections are carried out in a manner similar to Holiday selections, described above.

Boardpersons

- 3.00 An Operator, who has signed on a bus crew for the Board Period in which the Statutory Holiday falls, may sign on a Subway crew, if qualified. Subway Boardpersons likewise may sign on a bus crew, if qualified. All Subway qualified Boardpersons must be numbered from the bottom of the seniority list in the event that it becomes necessary to force Operators onto Subway work, including Reportpersons when the point has been reached that all available reports have been signed.
- 3.01 Operators must be qualified for the type of work on which they sign for Holiday and Special Day selections.