

SURFACE SLIP REGULATIONS

1. GENERAL

- 1.1 These regulations are to be posted in all locations in a prominent place.
- 1.2 The Slip will be non-rotating and will be in three parts;
 1. Signed Reports-Reportspersons
 2. Spareboard
 3. New Operators-Assigned work
- 1.3 The Planning Department will arrange all possible crews including special crews for selection.
- 1.4 All work shall have a ten minute report (plus travel time if applicable) excluding the second part of,
 - (a) Swing crews paid only one reporting allowance.
 - (b) Special Crews which shall have a five minute report.
- 1.5 If there is a change in manpower available for sign-up before the posting of the crew guides, work will be cancelled in the following order, Spareboard, Special Crews or Signed Reports (in that order). After posting, work will be cancelled by Operator signing only the required number of Spareboard, Special Crews, or Signed Reports to maintain sign-up balance. An operator returning to his/her home division from the Collectors' Group will be allowed to exercise his/her seniority provided the sign-up has not progressed past the point of his/her selection, otherwise he/she will be assigned work by his/her division.
- 1.6 For detailing purposes only, the out time and estimated finishing time of Charters will determine who is assigned the work.
- 1.7 The Slip shall be posted in all locations daily by approximately 5:00 p.m. showing all known open work pre-detailed for the following day.

- 2 -

- 1.8 (a) NEW OPERATORS - Receiving their badge after the sign-up starts shall be "pre-detailed work left open after Spareboards have been assigned and prior to volunteers". They will be assigned two consecutive off-days according to Divisional requirements and keep same for the balance of the board period.
- (b) New Operators shall be assigned work in order of seniority.
- (c) If detailed on late crews, they will receive eight hours off before reporting for work next day.
- (d) Unsigned operators returning from long term illness or granted leave will be assigned off days and work comparable with their seniority.
- (e) A new operator assigned work will be governed by the regulations covering the type of work he/she has been assigned.

2. SPAREBOARD

- 2.1 At each division a Spareboard will be established. The number of signed positions will be determined by considering divisional requirements and the available manpower.
- 2.2 All known open work, with the exception of reliefs for sign-up, will be pre-detailed on the Spareboard and the same shall be posted by 5:00 p.m. the preceding day.
- 2.3 Spareboard positions will be numbered in sequence beginning with number 1 and will have off days shown at time of selection.
- 2.4 All known open work will be pre-detailed to spareboard operators in order of finishing time. For detailing purposes, crews will be assigned and then portions earliest finish to first spareboard position and so on.

- e.g. 1. 1:50 p.m. finishing
- 2. 2:12 p.m. finishing
- 3. 2:30 p.m. finishing

Reporting and finishing times will be provided on the posted slip.

- (a) If a one-piece Special comes open, it reverts to a unmanned piece of work and may be coupled to another piece of work subject to spread regulations.
- (b) The only exception to the above will be the detailing of Night Crews which will be detailed to the bottom Spareboard positions.
- (c) Blue Night Crews will be detailed to the most junior New Operator (Operators who receive their badge following the sign-up) and if there are no New Operators, the night crew will be detailed to the bottom spareboard position.

For example if you had 10 spareboard persons and 12 open crew. The crews must be pre-detailed to the spareboard operators in order of finishing time and the 2 latest crews left over detailed to sign-slip or volunteers with the only exception being blue night service which will be assigned as noted in 2.4 (a). Night Crew finishing after 5:00 a.m.

2.5 The assignment of the second or more pieces of work to Spareboard operators will be pre-detailed according to the following regulations:

- (a) A second piece of work will be detailed in order of decreasing value from the bottom up, provided it can be fitted prior to the starting time of the p.m. portion.
- (b) A third piece of work will be detailed in order of decreasing value from the bottom up, provided it can be fitted prior to the starting time of the second piece of work.

2.6 Spareboard Operators, who have been misdetalled to a crew which is already filled, will be allowed the value of the crew and will be held on report until finishing time of that crew. They will not be detailed beyond the original finishing time. Spareboard Operators who have worked six and one-half hours or more, will be considered to have completed a full crew.

2.7 If there is no work available for Spareboard Operators when the slip is prepared for the following day, they will be placed on report and subject to the Reportpersons Regulations.

3. REPORTPERSONS

3.1 At each Division times for reporting will be established that best suit the work to be done. The number of signed reports will be determined by Divisional requirements.

3.2 Reportpersons will report at scheduled report on their working day and be detailed as work comes open in order of time out within their spread. After 5:30 p.m., open work will be detailed from the bottom up. All reportpersons not assigned will either be detailed or released, after the five hour waiting period.

(a) Two or more Open Crews - When there are two or more crews and two or more reportpersons who can perform the work, these crews will be detailed in the following manner: Latest finishing crew will be assigned to the last reporting person of the group; the second latest finishing crew will be assigned to second last reporting person of the group; and so on, e.g.,

REPORTPERSONS AT OPEN CREW FINISH TIME
CREW BEGINS

	6:16	
6:00		1:30
6:02		1:33
6:04		1:36
6:06		6:15

(b) TWO OR MORE OPEN CREWS - ON PERSON WHO CAN PERFORM - The person will be detailed the open crew he/she can work in least spread.

- 3.3 Reportpersons detailed from an a.m. run into Charter Work from Charter Work into a p.m. run will be paid full time for the layover during the Charter and will be included in the spread calculations for detailing purposes. Operators who are responsible for a bus equipped with a vault and who are assigned to a Charter or Special Service run which is coupled with a regular service run shall be paid full time for layover during the Charter.
- 3.4 A minimum of 10 minutes (plus travel time if applicable) will be allowed between details.
- 3.5 No operator will be retained on report longer than five hours at which time he/she will be detailed or released. Operators already on a detail which operates beyond the five hour limit will be detailed or released on returning to the Division. A reportperson must return and report to the Division within the established travel time after completion of the detail.
- 3.6 If a crew and unmanned run reported at the same time, the first reportperson will be detailed the crew.
- 3.7 Reportpersons detailed from an a.m. run into Charter Work or from Charter Work into a p.m. run will be paid full time for the layover during the Charter and will be included in the spread calculation for detailing purposes.
- 3.8 All items under section 3 apply for all days including Saturdays, Sundays, Holidays and Special Sign-Up days.

4. MISSES

- 4.1 Operators who do not report in person at their work location by their reporting time are considered to have "Missed".

- 4.2 (a) Boardpersons who miss and can take over their crew within one hour and 15 minutes or (1) trip, whichever is greater, at the recognized relief point, shall be allowed to do so after reporting in person to their reporting location.
- b) In such cases, the platform value of the crew will be reduced by the amount of work missed and spread and overtime allowances adjusted accordingly.
- (c) The reportperson so replaced will return to his/her reporting location within the established travel time and will be placed on report at the time he/she returns.
- 4.3 Boardpersons and Spareboard Operators who miss and cannot take over their crew within the time limits set out in 4.2 above, will be placed on report and will drop as each Reportperson reports and will not be eligible for the daily guarantee.
- 4.4 A Reportperson who misses but reports within thirty minutes of his/her first report time of the day will be put on report at the time he/she arrives with no daily guarantee. If the arrival time is the same as a regular Reportperson, he/she shall be placed immediately behind the regular Reportperson.
- 4.5 A Reportperson who fails to report within thirty minutes of his/her first report time on the day shall be considered absent and will be placed on report at the time he/she reports and will drop as each Reportperson reports, and will not be eligible for the daily guarantee.
- 4.6 A miss on the second or subsequent assignment of the day will also result in loss of daily guarantee. In such cases the Operator will be placed on report at the time he/she reports and will drop as each Reportperson reports.
- 4.7 If a Spareboard Operator who has been pre-detailed a crew misses, he/she will be covered by the regulations for Boardpersons (4.2 and 4.3).

4.8 If a new person misses, he/she will be covered by the regulations covering the type of work he/she has been assigned.

4.9 Persons reporting for 5:00 a.m. or earlier report, if on account of delay to a night car or for any other unforeseen circumstance should be a few minutes late, may be reinstated on the judgement of management or designate and provided this does not interfere in the detailing process.

5. HOLIDAY WORK

5.1 The holiday schedule usually requires less Operators than would normally be working. Therefore, Operators normally working may request leave by submitting the "APPLICATION FOR LEAVE" form.

5.2 If after all leave requests have been received there is an imbalance of Operators willing to work and the work available, the selection of Operators working the Holiday will be in accordance with established regulations.

- 5.3
- (1) Although there is a balance between the requirements and the manpower selecting work, there may not be a balance between the number of Reportpersons and the number of reports available. Therefore, it is necessary to establish guidelines for selection of holiday work.
 - (2) For holiday selection purposes, Spareboard Operators will be classified as boardpersons.
 - (3) If there are insufficient Reportpersons to cover the required reports, the vacancies can be filled by Boardpersons from the seniority list in their turn if qualified to work reports (Regulation 1.3). Boardpersons will be given the opportunity of selecting a report or crew in order of their seniority until only sufficient Reports are left for Reportpersons. In the case of the required reports not being filled, the vacancies will be filled by qualified Boardpersons from the bottom of the seniority list.

- 5.4 For Holiday selection purposes, Operators who have selected "Vacation Swinging" for the Board Period, will be classified according to the work signed on (reports, night crews, other crew) for the week in which the Holiday falls.
- 5.5 Operators on night crews for the Board Period must select from the night crews available on the holiday crew guide after 5:00 a.m.
- 5.6 Persons swinging off-days whose swing group includes night crews, will be governed for holiday selection purposes by the type of crew he/she would have worked on the day the holiday falls. That is, if he/she has a night crew on the day the holiday falls he/she selects from the holiday night crew available in order of his/her seniority.
- 5.7 Special Day Selections such as for the day before Christmas, or the day before New Years, 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 in 5.3 to 5.6.

6. WAITING TIME WITH VEHICLE

- 6.1 An Operator assigned to wait with his/her vehicle between work assignments, whether away from or at the garage or in the Division yard, shall be allowed full time for the first half hour and half time at his/her basic rate for any additional time thereafter.

7. WAITING TIME AT RACE TRACK

- 7.1 Operators assigned to race crews with a layover at the race track shall be paid half-time from the time they arrive at the track until required to place their vehicle in service in readiness to leave.

7.2 LEAVE AFTER WORKING LATE RUN

Normally, there will be no a.m. leave for Operators in the Transportation Department, however, those who are forced to sign late crews or late reports on Statutory Holidays, Sundays, or Special Day sign-ups, upon request before 3:00 p.m. the preceding day will be granted a.m. leave and will be pre-detailed prior to spareboard operators for the following day eight hours after completion of the work. Such detail will enable them to resume their normal working hours the following day.

7.3 STATUS OF BOARDPERSONS - SCHEDULE SERVICE CHANGES

A Boardperson whose crew is removed from the crew guide after sign-up has been held, shall be detailed similar crew, if available, for the remainder of the Board Period or placed as Spareboard Operator, or placed on Report.

7.4 VOLUNTEER WORK

Volunteer work shall be divided as evenly as possible among the operators who wish it "within the Employment Standards Overtime Regulations". Reportpersons shall be the same as Boardpersons, i.e. they may volunteer for not more than one piece of work (excluding relief for sign-up) on any day in addition to their regular assignments, such extra work shall not be in excess of six hours platform time. Volunteers and off-day persons used shall have names typed on Slip, not badge numbers.

7.5 REPORTING FOR DUTY AFTER BEING OFF SICK OR ON LEAVE

- (1) Spareboard Operators or Reportpersons, who have been off duty sick or on indefinite leave, will report by telephone to the Division Office before 3:00 p.m. on the preceding day and becomes subject to the eight hour guarantee on that day, if otherwise eligible.

- 10 -

(2) ALL OPERATING PERSONNEL WORKING RELIEF CREWS

- (a) The Operator of a relief crew, who books sick for one day only, will have the privilege of taking his work the next day, provided he/she reports by 8:00 a.m. by telephone, notifying the Divisional Office that he/she will be resuming work.
- (b) If he/she does not report at 8:00 a.m. the second day of his/her illness, the crew shall be filled in the usual manner on the slip, and he/she will be required to report by telephone to the Divisional Office by 3:00 p.m. the day previous to his/her returning to work.

(c) ALL OTHER OPERATING PERSONNEL

All Operating Personnel except as (2) above must notify the Divisional Office before 3:00 p.m. on the day preceding his/her return to work. Failure to do so will result in the crew being pre-detailed on the slip. In such case, the operator returning will be placed on report according to Divisional requirements, will drop as each Reportperson reports and will not be entitled to the eight hour daily guarantee.

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