

Steps to Better Scheduling for part-time workers at GCFS, RCSS & Fortinos

This document has been developed to assist representatives and stewards in understanding the amendments to the collective agreements regarding scheduling of part-time workers and to help ensure members get the hours to which they are entitled.

Please refer to your collective agreement for exact language regarding scheduling.



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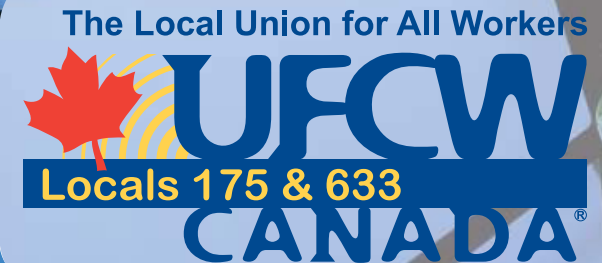
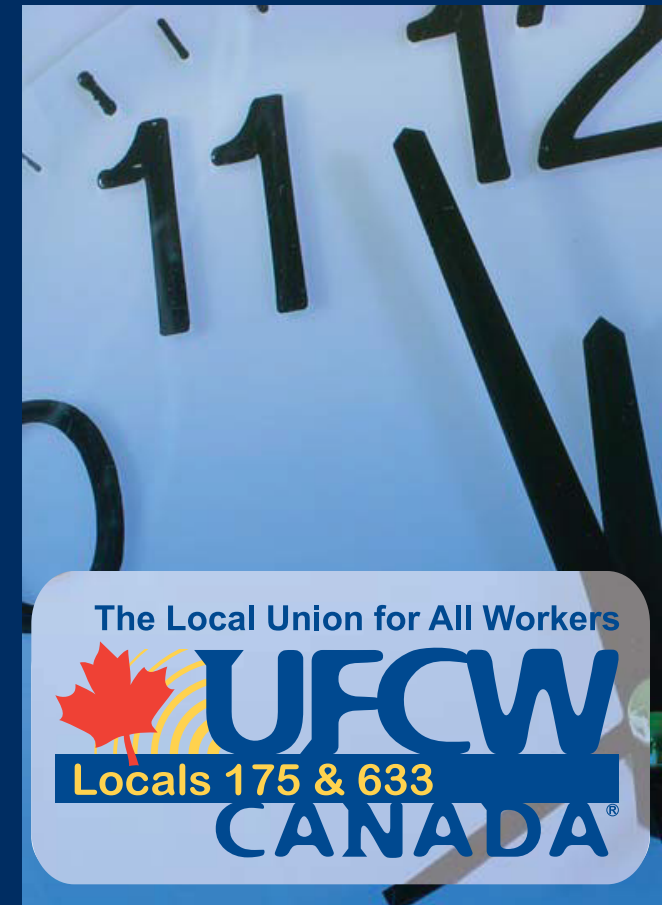
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STEPS TO BETTER SCHEDULING

Information on scheduling for part-time workers at GCFS, RCSS and Fortinos.



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- 1 (a) The senior worker(s) who are available and who possess the skills and ability must be scheduled 28 hours of work weekly, where practical;
- (b) An employee who is scheduled in excess of 28 hours in a week shall be scheduled to 40 hours for that week.

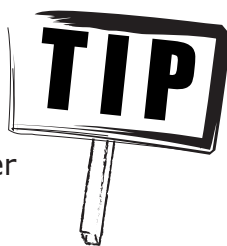
** For clarity – this means the employer may only schedule a part-time worker either 28 hours or 40 hours in a week, excluding call-ins.

2 Hours will be allotted by the step-down method by department.

3 Schedules should not reflect any major or arbitrary gaps in the number of hours people are scheduled from one person to the next.

4 *Tip to maximize hours per week by seniority:*

If a part-time member is scheduled less than 28 hours: to maximize the number of hours scheduled, review the junior



employees shifts to determine if there is a way to capture more hours.

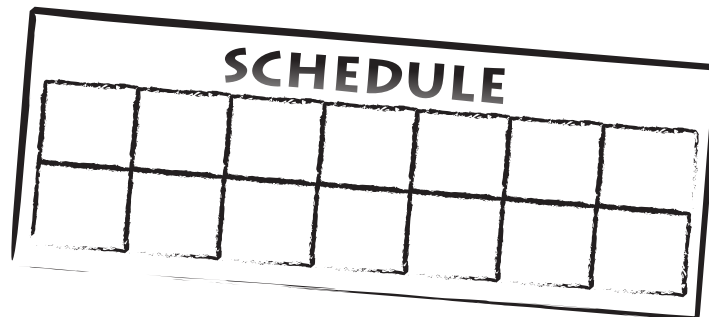
5 Workers may limit the number of hours they wish to be scheduled provided they meet one of the two options on availability.

6 (a) Workers may change their availability by notifying the employer two (2) weeks in advance of such change. Two (2) weeks notice will be required prior to the schedule being posted of any changes to an employee's availability.

(b) Employees who meet either as described above may request a limit of hours to be scheduled on a weekly basis. The employee will notify the employer if they are making such a request.

7 *Request for time off:*

An employee that on a temporary basis requests a specific day and time that they require to be off and this request results in the employee continuing to work but with an availability less than the minimum availability, the company will consider such request having regard to the reasons for the request, the duration of the request and the reasonable scheduling needs of the business. Such requests will not be unreasonably denied.



8 *Schedules*

For a 6-month test period, the company agrees to post schedules on a two (2) week rolling period. The company and the union will meet by the end of the test period to determine if the two-week schedule is implemented on a permanent basis. If agreement is not reached the scheduling will revert back to one (1) week scheduling.

9 *Weekend rotation:*

Any employee with five (5) or more years of service in departments of six (6) or more part-time employees may request by notifying their department manager to not be scheduled to work more than four (4) Saturdays or Sundays in five (5) consecutive weeks. The employer will attempt where requested and possible to schedule Saturday and Sunday off consecutively.

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