

Article 21(b) of the Basic Agreement provides for the selection of rotation, fixed or bid shifts in accordance with the preference of a majority of the employees. It states:

“Subject to the requirements of the service, shifts may be rotated, fixed or bid in accordance with the preference of a majority of the employees at a particular station, shop, or work unit. When fixed or bid shifts are selected, seniority will determine shift work.”

Where the rotation of shifts exist, employees will be rotated in the following order:

1. Normal rotation shall be defined as midnight to afternoons to days (MAD). In areas that have more than one set of days off, shift (MAD) rotation will be performed prior day off selection.
  - A. An employee may bid by seniority within his work unit for a five-day work schedule that includes both Saturday and Sunday or one that includes a Saturday or a Sunday.
  - B. If insufficient number of employees bid, the Company may assign employees to such a work schedule on the basis of inverse seniority within a work unit.
  - C. Employees who work a schedule that includes just Saturday (one-seventh) or Sunday (one-seventh) will rotate so as to share being off on a Saturday or a Sunday during the week; unless fixed days off have been established pursuant to Article 3(f) of this Agreement.
2. Volunteers will be accepted for “undesirable shifts,” i.e., afternoon and midnight.
  - A. Select those employees, currently on the afternoon or the midnight shift, who have requested to remain on that shift, via written request, to their supervisor. Once an employee has elected to remain on an undesirable shift they may remain on that shift until such time as they request to be placed back into the rotation. Request for placement back into the rotation will be via written request to their supervisor.
  - B. Select those volunteers from other shifts who request to volunteer for either the midnight or the afternoon shift. If more employees volunteer than are required for the shift, selection will be by occupational seniority within the skill required.
  - C. In no case will volunteers be accepted in excess of the number required by skills for that shift. Management will determine manning requirements.
3. If insufficient employees request either the afternoon or the midnight shift, then assign the employee(s) by skill, who was off that shift the longest.
  - A. First, assign employees to the midnight shift. Select the employee(s) on day shift who has been off the midnight shift for the longest period.

- B. Second, assign employees to the afternoon shift. Select the employee(s) on the day shift who has been off the afternoon shift for the longest period.
  - 1. If there is a tie in the length of time two or more employees have been off of the afternoon or the midnight shifts, the tie would be broken by the number of times the employee has been assigned to the afternoon shift or the midnight shift, as the case may be, within the past 2 years, using a rolling 2 year period.
    - a. Copies of crew rotations will be posted seven (7) days prior to the scheduled crew change. The supervisor will maintain crew changes for his/her work unit for a two (2) year rolling period. Copies will be made available for review to employees concerned.
  - 2. If a tie still exists, then final selection will be made in accordance with the AA/TWU Agreement.
  - 3. In assigning shifts to those who are not volunteers, assign to both the midnight and afternoon shift from day shift. Midnight shift assignments, if needed, will be made before afternoon shift assignments.
  - 4. If the “undesirable shift” is reduced in numbers, the Company will solicit volunteers by skill. If there are insufficient volunteers, employees will be selected in inverse seniority by skill.
  - 5. To receive credit for any crew rotation, employees must work 50% of the actual assigned rotation schedule.
    - a. 50% of the actual rotation schedule will be defined as working any portion of the schedule as defined under Article 5(a)(2):
    - b.
 

12:00 noon	4:59 p.m.	Aft
5:00 p.m.	5:59 a.m.	Mids
6:00 a.m.	11:50 a.m.	Days
    - c. Employees assigned to a rotation schedule which include a Holiday, scheduled Vacation (VC), scheduled Flex Vacation (FV) or Base Closure will receive credit for these periods as time actually worked on their assigned shift for that rotation period. Examples of hours not considered for purposes of calculating time spent on an undesirable shift are:

Sick	(SK)	Family Medical Leave	(FML)
Sick Unpaid	(SKU)	Sick Family Leave	(SKF)
Injury on Duty	(ID)	Personal Vacation*	(PV)
Injury Family Leave	(IDF)	(*Unless utilized during Base Closure)	

6. When changing shops or docks through transfers or reassignments, the employee will not carry their rotation history. Employees history will be zero in the new work unit.
7. To solicit for shift days off preference, a whole shop must present a signed petition with 50% +1 of the whole shop total. This petition must be presented to and approved by the local union and local management.
8. Following petition, a vote will be held in the shop. Only those present will vote but approval requires 50% + 1 of the whole shop total (all three shifts). In the event an employee will not be present at the time of the vote, he/she may submit an AOI indicating their preference. Such votes will only be held once per year commencing from the date of the original shop vote.

(END)

Ballot For Shift/Days Off

Rotation / Bid / Fixed

**Issue #1 Day Off Selection**

I vote to have days off in my shop/dock subject to the following procedure:

- \_\_\_\_\_ I Request a Bid Days Off by Occupational Seniority
- \_\_\_\_\_ I Request a Rotating Days Off per the AA/TWU Agreement
- \_\_\_\_\_ I Request a Fixed Days Off per the AA/TWU Agreement  
***(Fixed Shifts are for a period of 1 year/ 365 days)***

**Issue #2 Shift Selection**

I vote to have shifts in my shop/dock subject to the following procedure:

- \_\_\_\_\_ I Request a Bid Shift by Occupational Seniority
- \_\_\_\_\_ I Request a Rotating Shift per the AA/TWU Agreement
- \_\_\_\_\_ I Request a Fixed Shift per the AA/TWU Agreement  
***(Fixed Shifts are for a period of 1 year/ 365 days)***

**Issue #3 Shift Duration**

IF THE RESULT OF THIS VOTE IS THAT MY SHOP/DOCK ELECTS TO BID DAYS OFF AND/OR SHIFT I ELECT THE BID PERIOD FOR THE LENGTH INDICATED BELOW:

- 28 Days / 4 Weeks \_\_\_\_\_
- 56 Days / 8 Weeks \_\_\_\_\_
- 112 Days / 16 Weeks \_\_\_\_\_
- 168 Days / 24 Weeks \_\_\_\_\_

**FIXED SHIFTS ARE FOR A PERIOD OF 365 DAYS / 52 WEEKS**

**PLEASE NOTE: ANOTHER ELECTION CANNOT BE CONDUCTED FOR A TWELVE (12) MONTH PERIOD.**