

## **Unit Order: 2021-01 FSB REQUEST FOR CHANGE OF WORK LOCATIONS OR SHIFT MOU STAFF**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish uniform procedures for employees working in the Power Plant, Engineering Group, to submit individual requests for re-assignment of work locations (geographic) and or requests for assignment to alternate work schedules.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel currently working under MOU 401 Plant Operating Engineers and is inclusive of all related classifications under this agreement.

7193 – Stationary Engineer Helper

7198 – Stationary Engineer II

7200 – Stationary Engineer Controls Specialist

### **ORDER:**

FSB Power Plant staff members wishing to submit a request for a change in their work location or shift assignment shall complete such requests in writing on FSB's "Request for Assignment Change" (RAC) form and submit to their immediate supervisor.

RAC requests will be accepted beginning January 1 – January 31 of the current calendar year and additionally throughout the year per the needs of the Bureau. All requests submitted during the January period will be considered as received on the same date.

RAC's shall be submitted for required signatures and once obtained will remain valid until December 31, of the calendar in which it was received and shall expire thereafter. A new RAC form must be submitted each calendar year. A completed RAC form with authorized signatures, when returned to the employee, does not guarantee the granting of the vacancy, only that the request has been received for consideration.

A list of personnel with pending RAC requests will be made available to all Plant personnel and posted in each plant CRDF, MCJ, NCCF, TTCF, during the month of February. Requests received after January will not be shown on the provided list.

Requests for Assignment Change (Work Location) will be prioritized and determined utilizing the following criteria:

- For requests received after the initial annual request period in January, all subsequent requests will be considered by the earliest RAC submittal date received.
- If a tie in submittal information exists between two employees the additional criteria below will also be taken into consideration.

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- Department hire date.
- Department item appointment date.
- Special qualifications, does requester possess any specialized skills or craft knowledge related to the plant's equipment, functions and operation for the location being considered.

In the event an employee's RAC has been approved, the employee will be notified by their immediate supervisor of the approval. The employee will be provided a timeframe in accordance with existing MOU 401 requirements of the effective change and reporting date to the alternate work location.

An employee who elects to not accept an approved RAC request, will be removed from the pending list and the next employee will be contacted. The non-accepting employee will be required to resubmit any future requests for the current year and will receive a new date of request. All requests to cancel an existing RAC request shall be submitted by the employee via e-mail or in writing on the Department's Office Correspondence Memorandum form.

Requests for changes in work shift (day, afternoon, early morning, relief) either at their existing assigned site or an alternate location will be determined using the same criteria defined above for 'Request For Assignment Change'

If a shift vacancy becomes available in any plant location, and no prior RAC form has been submitted for that vacancy, all plant employees will be notified via e-mail and additionally written notice shall be posted in each plant for a 10 day notification period. All requests received during this timeframe shall be considered as received at the same time and date. This procedure shall not prevent FSB management from providing temporary assignment of staff to any vacant position until a permanent assignment is determined.

In the event there is no employee willing to accept the shift vacancy, it will be filled with the plant employee with the lowest Department item appointment date seniority, provided they meet all shift requirements.

Probationary employees may submit a RAC request at any time during their probationary period. However, the effective date of their request, will be recorded and listed as the date of satisfactory completion of their probationary period.

An employee once granted a RAC request, will not be eligible to submit any additional request for a period of (12) month's duration. Any exceptions to said timeframe will be based upon the needs of the Department and or Bureau.

### **NEW EMPLOYEE ASSIGNMENT:**

Newly hired engineers will be assigned to a day shift (relief engineer) position for a minimum period of two months duration (60 calendar days). This is done for purpose of training the employee to gain familiarity with Department expectations (MAXIMO, MPP, Time I and other Sheriff protocols). At the end of this time frame, the relief engineer position will become available. This vacancy remain open for a 10 day notification period, once the period has completed, there will be no bumping. All plant personnel will be notified via email of the pending open shift. If there is an existing RAC in place that was submitted during the open period, that engineer will have first option. If the tenured engineer requests and receives the position, the newly hired engineer will be assigned the vacated position.

**SUPERVISOR AND MANAGER:**

Plant Supervisors and Managers shall have responsibility to ensure when a vacancy occurs in a particular plant location or work shift, the noted procedures above are both communicated and followed when making decisions regarding employee work location and or shift assignments. Plant staff members will be provided with an adequate timeframe per management's discretion to communicate their interest and consideration for available vacancies within the Department.

Upon completion of the request submittal period, collection of the received "Request for Assignment Change" forms from all interested parties will be reviewed and discussed by the appointed FSB Manager(s) and Chief Engineer(s) and prioritized in accordance with the established criteria of this Unit Order.

Upon conclusion of the processes detailed in this Unit Order, FSB Management may at their discretion, select a staff member(s) to be placed at the vacant work location or shift. Notification to the individual employee and the effective date of the change will be made in accordance with MOU 401, Article 18, Paragraph D.

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