

Vacation, Holiday and Overtime Scheduling

The contract language that governs how these items are scheduled has changed. Make sure your supervisors are using the new contract's language! The new language allows work units to develop a different scheduling system from that in the contract if consensus can be reached.

Consensus applies to scheduling for overtime, holidays, and vacations. The exact language can be found in Articles 5.3, 9, 11, and 12 of our 2009-2012 contract found under the Contract tab on our website <http://www.afscmelocal328.com>

A work unit reaches consensus when at least 80% of the group members, including management representatives, reach agreement on a solution.

Consensus agreements developed during the last Contract period are no longer valid. To continue an existing agreement, a copy must be provided to every member of a work unit. Each individual must either affirm that they want to continue with the current agreement, or indicate that they do NOT want to continue with the existing agreement. A reasonable deadline must be provided for workers to respond.

If 80% of **respondents** wish to continue an existing consensus agreement, notify the Union at info@afscmelocal328.com. Please attach the consensus agreement or fax it to Local 328 Staff at 503-239-9441. Supervisors should send a copy to their HR Business Partner.

If less than 80% of **those responding** want to use the previous consensus agreement, the contract language must be followed to develop a new consensus agreement.

A detailed guide on developing consensus is available on our website under the Local 328 Resources tab.

Scheduling deadlines exist in the new contract for:

Thanksgiving:

- Healthcare Unit schedules must be completed by Nov. 12
- Schedules for all others must be completed by Oct. 27

Vacations:

- Vacation opportunities must be posted by Jan. 10
- Employees bid for "round 1" by Jan. 31

Scheduling Flow Chart

