



CHANGE TO HOURS OF WORK PROCESS POLICY

1. A Local may initiate the Change to Hours of Work (CHoW) process by simple motion at a Local meeting. If passed, the Local President shall notify their designated Labour Relations Officer and copy the Provincial President.
2. LRO Assessment/Recommendation Criteria:

The LRO(s) responsible for the Local(s) impacted by a proposed HoW change will conduct an assessment in consultation with the applicable Local President(s) or designate(s).

LRO(s) will produce a report of findings and recommendations for information and/or debate at the PE and SOC Executives. The report will cover, but not be limited to, the following considerations:

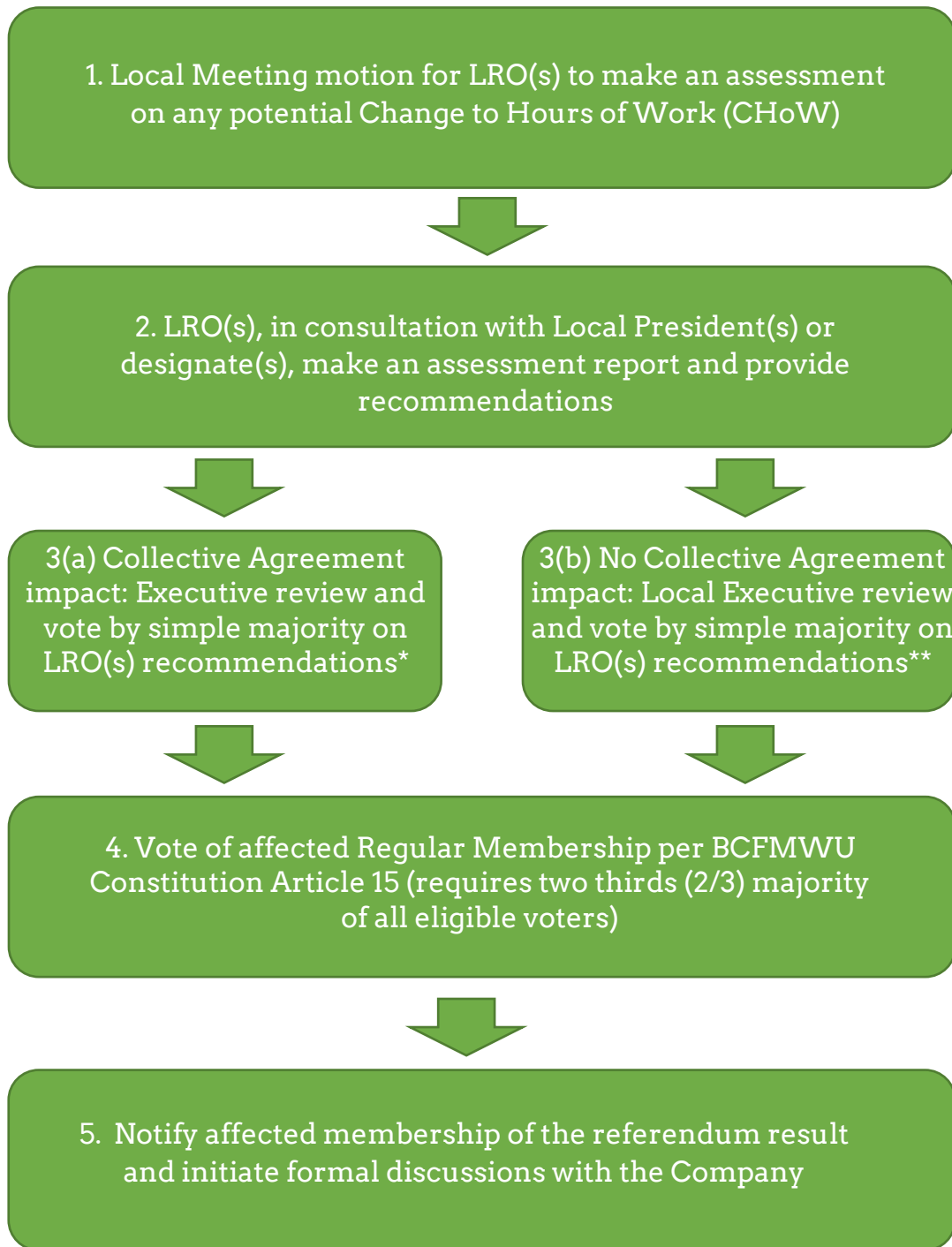
- i. Any impact on the membership as far as an increase or loss of job(s).
- ii. Monetary impact – should include either benefit or loss to members.
- iii. Collective Agreement language – impact to, or changes/parties agreement required, and with consideration to BCFMWU Constitution Article 15 Section 6(g).
- iv. Fatigue issues.
- v. Review existing Hours of Work schedules for comparison.
- vi. Management input (crewing, scheduling, vacation, etc.) – as LRO(s) deem appropriate.

To assist in the review, LRO(s) will seek the following information from the impacted Local(s):

- i. The identity of the POA/work unit/watch/Local, etc. submitting the proposal.
- ii. The current hours of work/shift/cycle being worked.
- iii. The proposed new hours of work/shift cycle sought.

- iv. If management has been consulted, has any knowledge, and is opposed or approves in concept.
 - v. Reasons for the request (i.e. better rest pattern, quality of life, etc.).
 - vi. Other information the LRO(s) determine necessary for the review.
3. a) If the report of findings determines there may be a Collective Agreement impact and/or the proposed change requires broader consideration, the matter will be presented to the Provincial Executive, and the SOC and/or Deas Executives if applicable, who will vote on proceeding with the CHoW process and/or any other recommendations made.
- b) If the report of findings determines there is not a potential Collective Agreement impact and/or the matter does not require broader consideration, the matter may be presented to the affected Local Executive who will vote on proceeding with the CHoW process and/or any other recommendations made.
4. If the Executive(s) vote to proceed with the CHoW process, the designated Labour Relations Officer(s) shall create an information package and draft a clear, unambiguously stated referendum question. The referendum package shall be presented per the process outlined in Article 15. Eligibility shall be limited to the affected regular and staffing pool membership normally required to work in the POA and/or route impacted;* unless determined otherwise per Article 15 Section 6(g). Any such referendum shall require a two thirds (2/3) majority vote of all eligible voters.
- * Or as otherwise determined by the Provincial Executive.*
5. The affected membership will be notified of the result of the referendum and the Union will attempt to realize the proposed change by initiating formal discussions with the Company.

Change to Hours of Work Process



**Provincial Executive, and SOC and Deas Executive as required*

***If report of findings determine that the proposed change requires broader consideration, (a) will be used.*