



**To:** All Maintenance Department Employees  
**From:** Maintenance Management Team  
**Date:** October 18, 2017  
**Ref:** Job Picking Procedure – Update

The following outline will be followed from the above date forward for Maintenance Employee job picks. This procedure may be altered at any time by Maintenance Management to facilitate operational needs.

**Procedures for Picking a Job in the following scenarios:**

- a) The annual General Pick.
  - b) When an employee has been “Bumped” from a job.
  - c) When an employee’s job has been abolished.
  - d) When a job is posted for the Weekly Job Pick.
- I. Each Job will include the Pick number, Job number, Job classification, Shift times, Off Days, and Pay Rate. Where Management has designated a Job’s work area such as a hoist, pit, or flat area, this will also be listed on the General Pick posting.
  - II. Employees will pick their jobs in accordance with the Memorandum of Agreement, (M.O.A.).
  - III. Each year before Management posts the General Pick, Management will meet with the authorized Officers of the Union to review the Job Posting.
  - IV. Management has the right to determine whether or not to designate a work area for a Job, which area is to be designated, and changing a Job’s designated work area based on an operational need.
  - V. Employees that have either been “Bumped” from their jobs, have had their jobs abolished according to M.O.A., or have had their job posted due to an absence, will be able to “Bump” by seniority, for any job as long as their selection complies with the M.O.A.
  - VI. When an employee working in the Main Shop or Body Shop are awarded a bump pick within the same cost center, the employee awarded the pick will start on the new job the following Sunday regardless of pay period. Any other cost center where a bump occurs will go into effect at the beginning of the following pay period.
  - VII. When an employee is bumped, they will float in the cost center that they have been bumped in, not on the job they previously held. They will still share the same shift, hours, and off days of the job they were bumped from, but are no longer on that specific job.

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**Carlos Rowland, Director of Fleet & Facilities**