

10.00 SPAREBOARD RULES

These rules apply to all operational depots within the Victoria Regional Transit System.

10.01 SPAREBOARD

Spareboard – a pool of qualified operators who ensure and maintain safe and reliable customer service to cover short term/long term absences and meet unexpected service requirements.

The Employer will endeavor to maintain a number of operators equal to not less than 12% of the number of operators that will be required to sign on the properties for the new sheet, except where agreed by the Employer, the Sheet Committee Chair and the local Union Executive Board, that a lower number is sufficient.

The method of determining the minimum number of spareboard positions will be based on 12% of the following, as required by the new sheet being signed:

- a. Indexes
- b. Day off blocks
- c. Averaged Annual Vacation blocks
- d. Compressed Work Indexes

The spareboard will be filled in seniority order at the quarterly sign-up.

$a + b + c + d = \text{spareboard } 12\% \text{ (not } 12\% \text{ of total drivers)}$

10.01.1 SPAREBOARD OPERATORS - DAYS OFF

Spareboard operators will receive the same number of days off as signed up operators. Spareboard operators will select consecutive days off in order of seniority at the regular sign-up times. When required, new operators will be added to the spareboard until the next sign-up and shall be designated consecutive days off at the discretion of the Employer.

Days off for vacation relief operators who are on the spareboard due to lack of operators on vacation will be determined by the Employer and posted on the operators' sign-up sheets prior to the operator being required to sign such sheets.

Employer decides days off for Holiday Blockers going onto the spareboard and all new hires put onto the spareboard.

10.01.2 DEPOT OF ORIGIN

- a) Index work cannot be moved from one depot to another including shuttle work.

Depot cannot move work including trippers from one depot to another after the spareboard sheet is posted at 1300: paddle 2801 LTC 1200-1400 LTC cannot be moved at 0900 sign-ups to 1801 VTC

1200-1400 VTC

- b) When all options are exhausted pursuant to "O" 10.11.1 and all calls have been made, and "O" 10.07.11 has been invoked, index work including shuttle work can be moved from one depot to another.

Work that cannot be covered at the depot of origin can be moved to other depot at overtime rates. example J-Man at LTC can be used to cover VTC work at overtime rates if all calls have been made and all volunteers exhausted (working day ops and day-off ops) have been called. J-Man at other depot will be paid as follows:

Work is VTC 1730 -2400 VTC

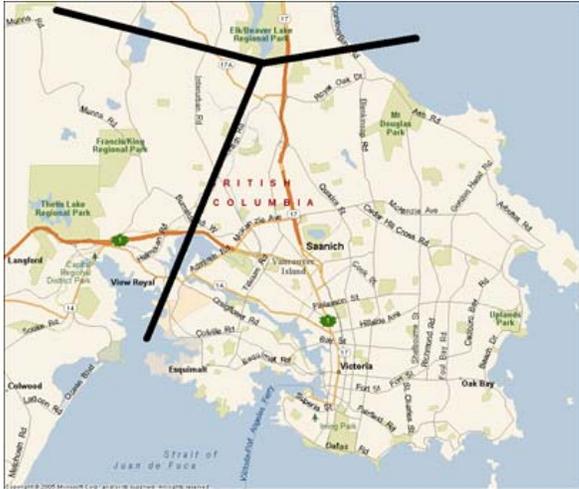
LTC - STANDBY 1600-2400 8.0 hours at straight time followed by overtime 1730 - 2400.
The operator's overtime will be for 6.5 hours.

- c) Work is defined as work that starts or finishes at the depot of origin or has a block number for the depot of origin, including sign-up reliefs, community shuttle work, and sleepers. Prior to the loss of service due to an emergency that requires emergency services or due to a mechanical breakdown or an operator's illness or injury, work from one depot could be assigned to a standby or "K" from another depot. The work will terminate at a terminus or at a relief point not beyond one round trip from the point where the standby or "K" started the trip. Beyond that and in all cases the work will revert to the depot of origin.

Operator on VTC work books-off on the road outbound Route 70 at Douglas/Kings and no VTC standby/or volunteer operator available. Special "K" from LTC can be forced on work and will have to complete round-trip of the route back up to Douglas/Kings. Any work given beyond the round trip will be paid as overtime.

- d) When a spareboard operator is covering a plus, part index, with a relief point across the zone boundary shown below, each part will attract a zone allowance of 30 minutes.

Operator must cross zone boundary. example LTC work done by VTC driver starting Douglas at Burnside and completing a round trip on a 50 Goldstream back to Douglas at Burnside does not attract the 30-minute zone allowance.



- e) Zone allowance will not apply towards the NSC and is considered as a straight time allowance to be exempt from the operator's work day in terms of scheduled time constraints for regular signed up work.

Working day operators who accept overtime at a depot other than their own will be paid a 30-minute zone allowance. An operator working overtime on their day off will be paid a 30-minute zone allowance on their second piece of work at a different depot, provided they cross the zone boundary.

Index 1120 block 1120 VTC 0600-1300 VTC overtime worked by operator 91111

Option #1

Index 2022 block 2022 LTC 1400-1600 LTC overtime worked by operator 91111 route 6 pays zone allowance

Option #2

Index 2105 block 2105 YABR 1400-1600 YABR overtime worked by operator 91111 route 6 no zone allowance

- f) Community Shuttle work will be assigned to the spareboard at its depot of origin VTC to VTC, LTC to LTC.

10.02 SPAREBOARD GUARANTEE

10.02.1 GUARANTEE

The guarantee for all spareboard operators who make themselves available for work shall be 8 hours per day,

including Sunday premiums and Holiday premiums at time and one half (1 ½x). Every day that operators make themselves available at their designated depot for the day and fulfill their obligation under these Spareboard Rules, they will be eligible for the daily guarantee. Any overtime worked cannot be applied towards the guarantee for any other day or any other depot.

10.02.2 FAILURE TO REPORT

On any day operators sign off or fail to report, or cause themselves to lose work, or place themselves in violation of the National Safety Code, those operators shall be paid only for actual time worked.

Operator OTR (Off to Report) called depot after 1300 to book back. This operator would not get their shift however they could volunteer for work. They would receive work prior to overtime volunteers and would receive pay for time worked but not a guarantee. "O" 10.11.1 (d)

10.03 TRIPPERS, SPECIALS AND SPLIT WORK

Depot offices shall not have the right to build up a spareboard operator's work day with allowance time to a full day's work thereby causing the operator to lose seniority.

10.04 SPAREBOARD QUALIFICATIONS

10.04.1 QUALIFICATIONS

Operators exercising their seniority to sign the spareboard or vacation relief involving the spareboard, must be qualified to operate all types of conventional equipment used in the Victoria Regional Transit System Operations. They must be proficient in all variations of work covered by this spareboard. Any community shuttle work assigned to the spareboard will be performed by conventional transit operators using conventional transit buses.

Operators on the spareboard cannot refuse work based on equipment or route assignment. Must have knowledge of routes including shuttle routes and ability to drive all conventional equipment.

10.04.2 NATIONAL SAFETY CODE

All work assignments, signed for or assigned, must comply with the National Safety Code, Section 3, "Hours of Service".

NSC rules must be followed and complied with at all times

10.05 ADDITIONAL WORK

10.05.1 WORK STARTING AFTER 1930

When circumstances are such that all spareboard operators have completed 8.0 hours, then work starting after 19:30 will be voluntary and will be assigned to any operator on a first-come-first-served basis. Any operator starting work prior to 09:00 hours will not be required to work past 19:30 hours.

No spareboard operator will be forced on work ending after 1930 other than voluntary work assigned

under "O" 10.11

10.05.2 NATIONAL SAFETY CODE EXCEPTION

An operator signing work at the quarterly sign up and who is impacted by the NSC on any day during the course of that sign up because he was forced into an NSC violation resulting in him not being able to start his work the following day, will be subject to the following:

- a. The beginning of his shift will be placed on the Spareboard and the operator will be required to take over the remaining part of the index at the relief point closest to his 8-hour rest period required by the NSC or later at the discretion of the depot supervisor.
- b. The operator will be placed in his seniority at the 09:00 signup at his depot of origin for work that may fit with the remaining part of the index subject to the 19:30 qualifying time.
- c. An operator who fulfills (a) and (b) above will be paid the daily guarantee of 8.0 hours or the total hours he obtains for the day, whichever is greater.
- d. A Spareboard Operator who at 13:15 sign up is assigned a full index and is impacted by the NSC, that Operator will then be governed by "O" 10.05.2 (a), (b) & (c).

Spareboard operators on full index use "O" 10.05.2 (a) (b) & (c)

- a) Call after 8 hours' rest (if not eligible for work at 0900 sign-ups due to late finish night before)
- b) Placed after regular spareboard 0900 sign-up operators prior to overtime volunteers for work
- c) Payment of the full index worked or 8.0-hour guarantee

e. A Spareboard Operator who at 13:15 sign-up is forced on an "E" or an "F", and is impacted by the NSC, may leave choices for the 09:00 sign-up at their depot of origin. The Operator will be placed at the 09:00 sign-up in their seniority, and will be required to remain available to 19:30 to maintain the guarantee, or when they have 8.0 hours whichever comes first.

Spareboard Operators impacted by NSC as above do not have to report for 0900 sign-ups unless they have 8 hours' rest.

Spareboard Operator shall call in after 8 hours' rest and must remain available to 1930 to receive guarantee.

1. Operators finishing at 2530 night before cannot start until 0930 and will not be reporting for the 0900 sign-up in person. They can leave choices the night before for the 0900 sign-up.
2. Operators finishing at 2500 or earlier must report for 0900 sign-ups in person

f. A Spareboard Operator who at the 13:15 sign up is forced on a "G" and is impacted by the NSC, may leave choices for the 09:00 sign up at their depot of origin. The beginning of the "G" will be placed on the sheet. "O" 10.06.10 will not apply. The Operator will be required to take over the remaining part of the "G" at the relief point closest to his 8-hour rest period required by the NSC or later at the discretion of the depot supervisor. The Operator will be placed at the 09:00 sign-up in their seniority.

The operator will be put back on the "G" at a relief point and will usually have approximately 1 hour of remaining drive time on the paddle.

Operators who are affected by the National Safety Code may leave work choices on the next day's choice sheet.

10.06 09:00 SIGN-UP

10.06.1 AFTERNOON WORK

Operators will sign their afternoon work at the depot of origin for the day at the 09:00 sign-up in order of seniority. The 09:00 sign-up for operational depots with work assignments on the spareboard will proceed consecutively. The depot with the least amount of work assignments will sign first at 09:00. If there is a tie it will be at the discretion of the depot supervisor or designate.

Third and future depots would go into the mix under this rule 10.06.1.

Operators leaving a selection of work choices must leave a sufficient number of choices to cover their seniority. Operators who fail to leave sufficient work choices will be assigned a piece of work with the earliest finish and each piece of work shall finish by 19:30 hours.

The only operators who are permitted to leave a selection of work choices for the 09:00 sign-up are:

- a) Operators who have been assigned work on the overnight sheet under the letter "G", or
- b) Operators who have been assigned work under the letter "E" when the finish time of such work prevents the operator from reporting for the 09:00 sign-up, or
- c) Operators who have been assigned work under the letter "F" when the finish time of such work prevents the operator from reporting for the 09:00 sign-up or
- d) Operators who have received approval from the depot office supervisor for emergency reasons.

The depot supervisor will assume that all choices imply a 19:30 finish time unless specifically requested by the operator.

Spareboard operators who at 0900 sign-up fail to leave choices will be assigned earliest unblocked work that finish by 1930. They can be assigned to + and or additional work to 1930.

Depot will not consider combinations of work or blocked work if not stated in operator's choices.

10.06.2 FAILURE TO REPORT AT 0900

Spareboard operators who are marked up for the 09:00 sign-up but fail to report or answer to their name being called will be assigned the last piece of work available to 19:30 hours. If two or more operators are involved, then the senior operator will be assigned the earliest finish piece of work. Operators may break into the sign-up after failing to sign in their correct seniority position by declaring their intent to the depot office supervisor. They may only sign work that is available from the time they declare their intent.

10.06.3 WRITTEN CHOICES

Operators leaving their written choices of work must:

- a. Ensure they are marked 1st, 2nd, 3rd choices, etc.,
- b. Ensure their choices are clearly written,
- c. Accept work that is assigned them if (a) and (b) are not followed.

Any clarification as to the written selection will be interpreted by a union spareboard representative or

designate when requested by the depot office supervisor or designate.

10.06.4 SHORTEST PIECE OF WORK

The shortest piece(s) of work will be blocked for assignment to overtime operators and will not be unblocked unless the unblocking process complies with subsections O 10.06.5 & O 10.06.6.

Definition of (+) is defined as a piece of work that is compatible with at least one other piece of work and does not necessarily make an operators day.

If there is no operator for 0900 sign-ups there will be no (+) 's only (x)'s

Definition of (+x) is defined as a piece of work that extends past 1930 hours.

10.06.5 SIGNING BLOCKED WORK

At 09:00: sign-up, operator's may

- a. sign 2 or more blocked pieces of work provided they receive 8 hours or more work for the day (5 hours on Sundays and Statutory Holidays), or
- b. split into a shift for a minimum of 2 hours plus sign one or more blocked, or unblocked, pieces of work provided they receive 8 hours or more work for the day (5h 20 m hours on Sundays and Statutory Holidays), or
- c. sign a blocked piece of work provided it makes their day.

(a) Operators at 0900 sign-ups may choose two pieces of blocked work that makes their day.
Operator has worked STANDBY VTC 0504-0800 VTC = 2.56 h

+ Index 1006 Block 1111 VTC1000 - 1200 VTC = 2.00 h
work available: X Index 1405 Block 1026 VTC 1215 - 1600 VTC = 4.00 h
Index 1112 Block1112 VTC 1300- 1800 VTC = 5.00 h
Operator can take + and the X (blocked) to make day and pass on the unblocked 5.00 h

Listed below are examples of what an operator may or may not be eligible for work.

Operator working VTC 0615-0915 Douglas/Johnson

Work available This operator may take work commencing 0924 VTC and later

This operator may not take work prior to 0924 VTC due to the Travel Time

This operator may take work commencing 0924 DGJO no travel involved

Travel Time matrix must apply for eligibility of work choices

10.06.6 BLOCKED WORK REQUEST

An operator may at 09:00 sign-up request a blocked piece of work providing that the paid time between all

unblocked pieces of work and the blocked piece of work being requested do not exceed 10 minutes.

Example: Index 2801 Block 2801 LTC 1700-1910 LTC pays 2.10 hours
X Index 2803 Block 2803 LTC 1500-1700 LTC pays 2.00 hours
X Index 2802 Block 2802 LTC 1500-1705 LTC pays 2.05 hours
X Index 2804 Block 2804 LTC 1500-1712 LTC pays 2.12 hours (cannot be moved exceeds 10 minutes of the original piece moved)

2803 is "X" blocked as it is the shortest piece of work going to overtime. Spbd operator may Move the X blocked work to 2801 as there is only 10 minutes separating the two pieces. This way the operator can get off work 2 hours earlier with 2 hours pay. The X cannot be moved multiple times (creating domino effect) but can be moved to a second or third piece if it falls within the original 10 minutes.

10.06.7 REMAINING WORK

Any work remaining at the 09:00 sign-up will be assigned to the junior operator who can complete the work without going into overtime. If all operators will go into overtime, it will be assigned to the junior operator who has not made his or her day.

Depot will assign additional / or remaining work after 0900 sign-up from the seniority list starting from the most junior operator upwards. If the mid-way seniority operator can do the work without going into overtime, they will receive the work prior to the forcing of a more junior operator who would be forced on the work and into overtime.

10.06.8 WORK AFTER SCHEDULED FINISH TIME

All time worked after the scheduled finish time of a piece of work assigned to be completed prior to the 09:00 hours, will be applied to the operator's day provided the time is reported to the depot office prior to the start of the 09:00 sign-up.

Operators may submit time slip prior to 0900 sign-up which would be included in the total hours worked in the day.

10.06.9 NOT TO BE BUMPED

An operator may not be bumped off work at the 09:00 sign-up by another operator or by the depot office supervisor or designate.

10.06.10 SPLITTING BLOCKS

Spareboard blocks cannot be split except for sign-up relief or when, for any reason operators are forced into a block that will put them in excess of 8 hours. The block shall be split at the nearest relief point to 8 hours and provided that the leftover piece is a minimum of 2 hours.

Trippers can't be split, however operators can split them if they make their day and two hours is left over from a designated relief point of the tripper. The operator must declare their intentions at the time

they receive the work.

10.06.11 KNOWN WORK

Known work that will continue past 19:30 hours (+X) may be signed pursuant to "O"-10.11.1 over the guarantee. This provision applies to voluntary 3rd pieces of work only.

Example: Operator worked: 0440-0800 standby 3.20 hours
worked 1400-1700 Index 1851 Block 1851 3.00 hours
total = 6.20 hours

Operator can voluntarily take a piece of work 1720 -2020 for 3 .00 hours but cannot be forced on the work as it goes past 1930 hours.

Operator would be paid 8 hours' straight time and 1 hour 20 minutes of overtime.

If at 0900 sign-ups the operator chooses not to take this work and after 1700 depot asks him to do the work operator would be paid the guarantee and then 3 hours' overtime.

10.06.12 STANDBYS 0900

Standbys may be placed on the 09:00 sheet for selection by operators at the 09:00 signup and shall be subject to 19:30 qualifying time. Operators obtaining a standby under 10.06.12 must be available for a minimum of one (1) hour past the end of the standby and cannot bid for blocked work or additional work that starts prior to 19:30, until the completion of the standby. Operators are eligible to bid for additional work only after the standby is finished.

When accepting standby as above, Operators must have one hour of NSC room available.

Example: Operators on standby 1200-1600 cannot put their name down for overtime until 1600 as they don't know if work will come in prior to the finish of their standby.

10.06.13 LONGEST PIECE OF WORK

Spareboard operators, by their turn at the 09:00 signup, who are not able to show that they have signed on, and are safe on 8 hours work on any given day (5hrs 20 min. on Sundays and Statutory Holidays), must take the longest piece of work up to a day's work of 8 hours. In keeping with seniority privileges, an operator may pass down the longest piece of work in favor of taking the second longest or third longest, etc. as long as there are junior spareboard operators available who are not able to show that they have signed on, and are safe on 8 hours' work (5 hours 20 min on Sundays and Statutory Holidays).

Example I:

Operator 91000 can take a smaller piece of work as long as there is a junior operator available to take the longer piece of work

Example of not being able to pass a longer piece:

Operator 91000 am work was 0440-0800 standby
Operator 92000 am work was 0445-0800 standby
Operator 93000 am work was VTC 0700-1140 SNVE

1130-1600 standby 1200-1600 standby 1300-1600 standby

At 0900 sign-up operators 91000 took the 1300 standby and operator 92000 cannot pass signing the 1130 standby. The reason for this is that 92000 cannot show that there is a junior operator available to do the work.

Example 2:

Early Rept		5:45	VTC	8:30	VTC
61066	61067	10:39	VTC	13:51	DGFT
61066~1	61075	14:35	VTC	16:44	JODG
X 61066~2	61075	16:44	JODG	19:38	VTC

- Operator from Early report signing at 09:00 can choose 10:39- 13:51 did not make their day and in addition take 14:35 -16:44. The operator can put in for overtime 16:44- 19:38.
- The operator cannot take 16:44 – 19:38 and then the 10:44- 13:51 to make their day. Operator must take the work in consecutive order.

10.06.14 SPAREBOARD OPERATORS FORCED ONTO WORK

If, at the 09:00 sign-up, operators are forced onto a piece of work that will put them in excess of 8 hours (5hr 20 mins on Sundays and Statutory Holidays), they will be relieved upon request at the relief point closest to the completion of 8 hours provided that the leftover piece is a minimum of 2 hours.

Operator forced on a piece of work 1400-1900 for 5hrs 20 mins but only needs 2 hours to make their day, can request a relief as long as there is 2 hours (not including travel time) left over. This must be declared by the operator at the time the work is assigned.

10.06.15 'S' WORK

At 9:00 sign-up "S" work cannot be moved from one depot to the other.

Block 2801 LTC paddle cannot be moved to run out of VTC after the work has been put onto the spareboard sheet. However, the paddle could be renumbered to 1801 on other days and operated from VTC and shown this way when the spareboard sheet is created prior to 1300.

10.07 13:15 SIGN-UP

10.07.1 13:15 SIGN-UP

The afternoon sign-up will be conducted at 13:15 hours. Daily work sheets from all depots and at all depots will be posted by 15:00 hours in a designated location for viewing with all available work shown, including standbys subject to additions and deletions. The work sheets will be posted from 04:50 hours until 13:00 hours.

At the 13:15 sign-up, spareboard operators will choose the next day's work from any operational depot in order of seniority. The depot chosen will be the depot of origin for the day.

10.07.2 OVERNIGHT SHEET

At 13:00 the official overnight sheet will be made up in preparation for signing at 13:15 hours.

From 1300-1315 the depot completes the final adjustments to the spareboard sheet.

Note: The "official" overnight sheet will include all additions, deletions, and revisions and will be considered binding.

At 13:15 sign up "S" work may be placed at any depot at the discretion of the depot supervisor or designate.

10.07.3 CHOICES

Operators may choose work for the 13:15 sign-up in the following ways:

- a. Show up at 13:15 hours and choose work within seniority;
- b. Leave a choice on sheets provided, based on available information from the worksheet, choices cannot be left by telephone;
- c. by depot phone, fax or e-mail
- d. If options (a), (b) or (c), are not exercised, the operator's permanent letter choice will be used by the depot office supervisor or designate.

For option (a) or (c) depot phone) Operators must remain in the vicinity of sign-up area or phone to pick their work.

Depot is not responsible to find the operator in the building or yard.

If an operator reports to dispatch that he will be present for the sign-up in person or from another depot by phone and is missed when his turn comes up and the omission is discovered during or after the sign-up, the following steps will be followed:

1. If possible, the Depot Supervisor or designate will restart the sign-up from the point of the omission.
2. If the above is not possible, the operator will be asked to choose his work
 - If the work is open, he will be assigned his choice
 - If the work has been assigned to a junior operator, the missed operator will be deemed SIE (signed in error) and stand by as per "O" 10.09.1

10.07.4 LETTER CHOICES AND WORK ALLOCATION

All operators must submit all letter choices. Work on the overnight sheet will be allocated by the depot office supervisor or designate in order of seniority and in accordance with each spareboard operator's written statement of preference using the letter system outlined in O10.07.6.

Example:

Eligible choices: VTC A, LTC B + LTC OT, VTC C + VTC OT, LTC G

Ineligible choices: LTC B + **VTC OT**,
VTC C + **LTC OT**
LTC B + OT (no route 6)
Same finish time as driver ahead of me as we car pool

A separate set of letters may be submitted for Saturday, Sunday and statutory holiday work only.

If operators do not fulfill their obligation for submitting all their letters for weekday, weekends (Saturday and Sunday) and statutory holidays, the depot office supervisor will assign work pursuant to generic letter choices as follows: A, B, F, G, C, E, J, D, H, I, K. Operators will be permitted to submit sufficient letters for the next overnight sign-up.

Identical work with same finish time and no choices left by operator the default depot of choice will be VTC. 1. **VTC 0500-0800** 2. LTC 0500-0800 (default choice 1. bolded)

Note: "K" letter choice will be assigned full index first, see Definitions of "K" "O" 10.07.6

10.07.5 LETTER CHOICE SHEETS

At the beginning of each sign-up, spareboard operators will submit their letter choices to the depot office supervisor, or designate, which will indicate their preferences before going to the spareboard. A spareboard operator on vacation or sick leave may submit a choice of letters on return.

10.07.6 LETTER CHOICE DEFINITIONS

The order of preference for work on the overnight sign-up will be selected from the following letter choice definitions. Longest piece of work to senior operator. Work will be allocated: senior operator - 1st letter choice available, 2nd choice, etc., No. 2 operator - 1st choice, 2nd choice, etc., until the last operator.

- "A" Day Run (earliest finish to senior operator) finishing at or before 15:30.
- "B" Day Run (earliest finish to senior operator) finishing at or before 18:30.
- "C" Early Night Run finishing at or before 20:30.
- "D" Night Run (earliest finish to senior operator)

- "E" Early Report — Early report operators cannot be "bumped" off work signed during their report time. When two or more operators are signed-in on early report, a senior operator may exercise seniority to pass down work to a junior operator providing that the start time of the work to be passed down is within the junior operator's early report time.
- "F" Early Overloads, Specials or Charters finishing at or before 09:00.
- "G" Early Overloads, Specials or Charters finishing after 09:00. (Depot office supervisor or designate must be notified by note or telephone of choice for 09:00 sign-up.)
- "H" Special Event Charter or Specials of six and one-half (6.5) hours or more. (Earliest finish to senior operator).
- "I" 09:00 Report subject to work starting at or after 09:00 hours. This choice to be used by operators affected by the NSC only.

“J” PM Report/Late Night Standbys subject to staffing requirements. The depot office supervisor will endeavor, when possible, to have this work assigned as a straight through piece of work.

An Operator assigned a “J” will only be eligible to obtain work the next day that starts at least 8 hours after the end of the latest finishing index.

“K” i) As Directed work is work that does not involve an “index” or “paddled work” and has a fixed start and an approximate finish time and not to exceed (30) minutes past the posted time on the sheet. (“O”3.03.4c will apply at the end of the thirty (30) minutes).

ii) A “K” that is a full index with the earliest finish shall go to the senior Operator. A “K” of less than a full index shall be assigned with the longest piece going to the senior Operator.

iii) Operators signed onto a “K” are eligible to sign for work starting at the finishing time shown on the sheet.

iv) As Directed work is designed to augment scheduled service. Seniority or pass up provisions do not apply.

“K” work, may be added to the spareboard sheet and made available in seniority to Operator’s PM standby, provided the “K” extends demonstrably past the finish time of the standby;

E.g. 0445-0800 standby K 0500-1100, 0600-1000 or 0700-0900 and meets the criteria 0500-0900 K assigned to standby does not meet the criteria

CWW Compressed Work Week — CWW may be added as a prefix to any of the above compatible letter choices.

LS to be used anywhere to indicate latest start. EF to be used to indicate earliest finish.

LTC or VTC to indicate start location.

AOD-Reference to any potential new depot.

[E- F -G choices will be assigned longest piece first.](#)

10.07.7 ORDER OF PREFERENCE

The order of preference will be in force until changed by the operator and may be changed at the request of the operator on twenty-four (24) hours’ notice not more than once every 7 days.

10.07.8 OVERTIME WORK INDICATION

The depot office supervisor or designate will assume operators do not want overtime unless they indicate on the overnight sheet or by letter choice (e.g. A, B+OT, C+OT, CWW, etc.) It is the responsibility of the operator to ensure overtime assignments are in keeping with the National Safety Code.

[Operators must request overtime in their choices if wanting overtime](#)

10.07.9 OPERATORS’S RESPONSIBILITY

It is the responsibility of operators to ascertain from the overnight sheet the duties that have been assigned to them. For the benefit of operators returning from late duties, when the depot office is closed, the overnight sheet will be posted in the side window of the depot office. Operators who do not finish at their depot of origin for the day will be able to phone the depot for the next day's assignment, start and finish times and start and finish location(s). The depot office supervisor or designate will from time to time post the times during which these operators can call the depot office. An operator may request a repeat of detailed information or to read back detailed information to ensure it is correct.

Overnight assignments are not given over the radio

10.07.10 ALL OTHER WORK

All other work on hand will be selected by seniority at 09:00 sign-up at their depot of origin for that day.

10.07.11 MORE OPERATORS THAN WORK

When there are more operators than work at the overnight assignment, surplus spareboard operators will be assigned either an AM or PM standby at the 13:15 sign up, by seniority choice.

During the standby portion of any assignment, Operators will accept or pass work in order of seniority, the Standby Operator will be assigned work from the sheet and will standby at the depot.

No work will be assigned to a spareboard operator (including standby operator) outside their depot or origin for that day other than voluntary overtime.

EXCEPTION: When standbys are exhausted at one depot and there are standbys available at an alternate depot, the depot supervisor or alternate may run work from one depot out of the alternate depot as overtime. Pass up provisions will apply. When this occurs, the operator will be paid according to the following formula: Total time assigned at depot of origin would be added first including the daily guarantee. At the end of that line, overlapping time from the other depot would be added first following by non-overlapping time at the other depot.

LTC J-Man 1600 - 2400 who is required to work:

VTC paddle 2000-2400 would get paid 8 hours for standby and then 4 hours' overtime
VTC paddle 2100-2200 would get paid 8 hours for standby and 1-hour overtime

There is no two-hour minimum for standbys completing work

Seniority during standby is exercised in the order in which it was obtained.

AM standbys will take their place in seniority for accepting and passing work

Example: 92009 on overtime as E
93333 on E
96666 on E

92009 would take the position of being the junior standby due to being on overtime.

Example of standby eligible for work:

1130 – 1600 standby will be eligible to start work that comes in with a start at 1604 Douglas/Fort as

the work is assigned before the 1600 J-Man because of the travel time involved. The work would be split off for the J-man at the earliest relief point (does not have to be given as a two-hour minimum for the standby.)

For assignment purposes, Operators on AM or PM Standby, will not be eligible to go out on work that starts within one hour after the completion of their standby unless the assignment time falls within the standby time when the Travel Matrix is taken into account (refer to Travel Time Matrix).

Examples of Standby not eligible for assignment:

Example 1: Block 2068 start DGKN 08:45

LTC Stby operator 04:35 to 08:00 is not eligible until 08:00 because Travel Time Matrix requirement is 38 minutes.

Example 2: Block 1073 start FTDG 08:30

VTC Stby operator 04:35 to 08:00 is not eligible until 08:00 because the Travel Time Matrix requirement is 11 minutes.

Examples of Standby eligible for assignment:

Example 1: Block 2075 start FTDG 08:30

LTC Stby operator 04:35 to 08:00 is eligible as the assignment time is 07:49 because the Travel Time Matrix requirement is 41 minutes.

Example 2: Block 1063 start DGFT 08:10

VTC Stby operator 04:35 to 08:00 is eligible as the assignment time is 07:59 because the Travel Time Matrix requirement is 11 minutes.

PM STANDBY:

- a. A PM standby will be a straight shift of 8 hours (5 hours 20 mins on Sundays and Statutory Holidays) and may include a tripper.
- b. During the standby portion of the shift, the operators will complete any work they are assigned that may continue beyond the end of the shift.

Exception:

A junior J-Man called in for overtime prior to the commencing standby and there is an overlap into their standby time. The senior J-Man is forced onto a piece of work prior to the junior J-man returning to depot after completing their overtime assignment. The senior J-Man forced on work may pass work to the junior J-Man and be relieved at the earliest relief point available. This will enable a senior standby to retain their seniority for passing and accepting work.

- c. Overtime will commence after 8 hours of work.
- d. Operators assigned to the PM standby will not be required at the 9:00 sign-up.

When accepting standby work as above Operators must have 1 (one) hour of NSC room available.

PM standbys include those that are obtained at the 0900 sign-up and are less than 8 hours. Operators will insure they have 1 (one) hour NSC room available.

Example: 1130-1600 standby = 4.5 hours NSC room must have 5.5 hours of available time. Standby with 119.1 hours on their NSC cannot obtain the standby. Similarly, 13.1 for the day cannot obtain the standby.

AM STANDBY:

- a. An AM standby is an early report that may be less than 8 hours and may include a tripper.

Example: 3 standbys 0440-0800, 0445-0800, 0504-0800

Work comes in for 0820 Douglas at Fort start time

Work that starts within 1 hour of the end of a stand-by, will be covered by depot as follows:

Assign to Operator when the start time plus the travel time (refer to Travel Matrix) falls within the Operators standby time.

If the Standby Operators are not eligible, the depot can cover the work in the following 2 ways:

1. Depot can hold work until end of standby, when standby becomes eligible
2. Assign to overtime, when there are no standbys or operator finishing "F" work that can do the work. The over-time, can be assigned 1 hour prior to starting.

AM/PM standbys accepting work when there is a sleeper have the option of taking another shift if the sleeper operator reports for their work within 14 minutes of their sign-in time.

Example: Sleeper at 0630 and 0440 early report takes work and commences pre-tripping of bus.

Sleeper arrives at 0642 and gets their shift the 0440 standby can bid on another shift that came in during this 14 minutes.

10.07.12 DEPOT SELECTION

- a. At 13:15 signup, operators who have elected VTC Depot as their depot of origin for that day, and have signed for a standby cannot sign any other work that starts within one hour of their signed for standby finish time. This one-hour availability also applies to VTC Operators who are signed on a regular index and obtains an early standby (E) under O 10.11.1.

When accepting standby work under this clause the Operator must have 1 (one) hour of NSC room available.

- b. At 13:15 sign up, operators who have elected LTC as their depot of origin for that day, and have signed for a standby cannot sign for any other work that starts within one and a half (1 ½) hours of the

signed for standby finish time. This one and a half (1 ½) hour availability also applies to LTC operators who are signed on a regular index and obtains an early standby (E) under O 10.11.1.

When accepting standby work under this clause the Operator must have 1.5 (one and a half) hours of NSC room available.

- c. At 13:15 signup any operator who obtains an early standby (E) under O 10.11.1 at the other depot will be subject to the one and a half (1 ½) hour availability between the end of the standby finish time and the work they have signed for that day.

When accepting standby work under this clause the Operator must have 1.5 (one and a half) hours NSC room available.

- d. Operators on early standby (E) cannot bid for additional work until the completion of the standby.

10.07.13 RECORD OF OPEN WORK

A record of open spareboard work will be available at all depots for operators' inspection. A copy will be faxed on request to Operators at a depot. A record of completed assignments for the day will be made available to the union.

The depot will have the current work available for 1315 sign-up at all operating depots.

10.08 GENERAL RULES

10.08.1 TRAVEL TIME

All travel time will be shown on the sheet and included in the indicated paid time towards the operator's daily guarantee.

10.08.2 PAID STRAIGHT THROUGH

Two pieces of work will be considered as a single piece of work and will be paid straight through when they are separated by 15 minutes or less.

Depot can put 2 pieces together with more than 15 minutes spread-time and pay straight through
Example: Sign-up reliefs that are more than 15 minutes apart however this gets paid straight through for 2 hours.

Ind. 1012 Block 1012 GORB 1000-1040 GRGA
Ind. 1022 Block 1022 BYGV 1100- 1130 DGBY THIS WILL PAY 2 HOURS

The depot will show paid straight through (PST) on the spareboard sheet for the second piece of work which indicates the work will be paid straight through.

Example: Operator finishes an index at 1400 Douglas/Summit and picks up an overtime piece of work starting at 1410 VTC. The depot will put paid straight through (PST) 10 minutes beside the overtime work.

10.08.3 NO EARLY REPORT OPERTORS

Where there are no early report operators left, the first available spareboard operators (within seniority) have the option of taking a longer piece of work, subject to the depot office determining essential run coverage. They may be bumped and should leave a choice for PM work. The above rule is applicable only if an operator has not been called in to start the work.

Example: Spareboard operator on "F" or "G" can go onto a full shift if depot declares the shift essential. The operator would have to leave choices for 0900 sign-ups in case they are bumped off the balance of the shift by a senior spareboard operator at 0900.

10.08.4 NOT TO BE BUMPED

An operator may not be bumped off or cut off work obtained during standby.

Early morning standbys cannot be cutoff/bumped off the work they receive on the E by depot or other operators.

Exception: Work that comes during the early morning standby that goes past 1930 must be split prior to assignment to the standbys. E.g. compressed shift /special cat.

Afternoon and PM STANDBY: All work can be pre-cut by depot prior to going to standbys for their choosing. This includes when there are multiple standbys in the afternoon depot can split the work prior to putting onto the spareboard sheet.

1000-1400 standby 1130-1600 standby 1200-1600 standby

Work comes in after 0900 sign-up starting 1100-1900, depot can split the work for the standbys at the earliest relief point after 1400 and the 1000 standby operator must come off the work. This rule applies for work coming in after 0900 sign-ups. The 1000 standby cannot claim additional work even if they do not have their day 8 hours if there are other standbys available:

2nd

Example: 1200-1600 standby gets work at DSKN 1230 to 1609 DSKN the J-Man 1600-2330 will then take over DSKN 1609 – 1900 VTC.

10.08.5 LESS THAN A FULL DAY

Spareboard operators who do not have 8 hours work for the day must report to the depot office in person or by telephone after completing each duty to find out if further work is available.

10.08.6 COMMITMENT TO WORK

It is understood that once operators accept a piece of work, they are committed to work it.

This includes operators accepting overtime, they are committed to work it as they received this by exercising their seniority.

10.08.7 CANCELLATION OF WORK

All work is subject to cancellation. Should a piece of work be cancelled and the operator signed on that work is contacted prior to the report time, no time will be paid. Should a piece of work be cancelled and the operator is not contacted prior to report time, then 2 hours at the operator's straight time rate will be paid. An operator whose work has been cancelled may be assigned alternate work finishing on or before 19:30 hours.

10.08.8 SICKNESS

In case of sickness or serious illness, the depot office supervisor or designate will use his or her own judgment in allocating work. However, when a shift is started by an operator, he or she may be relieved or bumped off it by a spareboard operator after 2 hours, providing a minimum of 2 hours is left for the spareboard operator to claim.

Exception: Work covered by standby is paid for work done only and not 2-hour min.

10.08.9 WORK OBTAINED FROM EARLY STANDBY

Operators who obtain work from an early standby may request, prior to the 09:00 sign-up to be relieved at the closest relief point to 8 hours (5 hours 20 mins on Sundays and statutory holidays) provided that the leftover piece is a minimum of 2 hours.

Standby Operator assigned work must declare prior to 0900 sign-up or preferably when getting shift that they want to be relieved off the shift after completing 8 hours and as long as 2 hours remains of the shift.

10.08.10 SLEEPER RELIEF

A sleeper can be relieved (bumped) off any work after completing 2 hours either by a spareboard operator or standby operator, if available. This applies to indexes only, not "S" work.

Sleeper assigned "S" work cannot be bumped off this work.

10.08.11 MINIMUM PAY

All work on the spareboard will pay a minimum of 2 hours.

Work that is less than 2 hours must be projected for the full 2 hours.

Definition of projection:

When a piece of work is less than 2 hours it will project the full 2 hours.
An operator signing it is not eligible for additional work until the end of the 2 hours.

Exception: when standbys are doing work there is no 2-hour minimum

10.08.12 OVERTIME

This applies to a) and b)

Seniority during a standby on overtime is exercised the order in which it was obtained at 1315 sign-up or thereafter. EG.

1. 0439 STBY taken working day spareboard operator not on overtime
2. 1315 sign-up 0445 standby picked by volunteer on day off operator. (on OT)
3. Cold calling – working day junior operator volunteers. (on OT)
4. All call made- senior operator working volunteers. (on OT)

This would be the order of assignment for am standbys and work selections regardless of seniority number

a) Regular Working Day – Standby on Overtime

When an operator is working overtime on an AM standby, work will be placed on the sheet as is and the operator may split the work at the natural break or at a relief point provided it leaves a minimum of 2 hours.

When an operator is working overtime on an AM standby and there are operators reporting at the 09:00 sign up that can do work at straight time, the Depot will split the work.

Depot will split the work prior to putting onto the spareboard sheet indicating there is an operator to perform the work at straight time.

- 1 standby not overtime 0440
- 2 standbys on overtime 0445 and 0504

No operators for 0900 sign-up

- 1) 3 full indexes come in all the work will be left whole, operators on overtime will cut work even if the 0440 passes the first two indexes. As the 0440 standby is committed to the last index.
- 2) 2 full indexes and the 0440 standby passes on the first shift, depot will cut that index closest relief after 0900 as there is a person (0440 standby) for 0900 sign-ups.
- 3) 2 full indexes and the 0440 standby passes on both shifts, depot will cut both indexes at the closest relief after 0900 as there is a person (0440 standby) for 0900 sign-ups.

b) Day Off – Standby on Overtime

When the operator is on an AM standby working overtime, the depot will split the work at a relief point at the earliest possible time after 09:00 provided it leaves a minimum of 2 hours.

10.08.11 and 10.08.12 notwithstanding, an operator on standby will not be relieved prior to the end of the original standby time, even if it does not leave 2 hours.

Pass up provision will apply at all times. An exception can be made when there is not a relief point compatible with the Operators later assignment and/or there is a conflict with NSC rules.

10.08.11

10.09 WORK SIGNED IN ERROR

10.09.1 WORK SIGNED IN ERROR

Spareboard operators signed on work which is signed in error must contact the depot office for direction, subject to the following:

- a) Operators signed on a full index in error or left off a full index in error or signed on a full index placed on the sheet in error will be placed on standby for 8 consecutive hours, (10 compressed). They will take their seniority place amongst other standby operators. Operators will not work past 8 hours (10 compressed). If the error is discovered the day prior to the work assignment the start time will be the start time of the time they rated. If the error is discovered the day of the assignment the start time will be the report time.

When operators are assigned in error as above (full index and should have had overtime (E, F, or G) the Operator will standby first for the OT allocation hours, followed by the 8 hours (10 hours CW)

Example of Anomaly:

The above cannot conflict with the NSC EG. Operator cannot receive 1 hours of work etc. This includes the end of service day e.g. Operator cannot go on standby beyond 0130 weekdays. Payment will reflect only the actual standby time.

- b) Operators signed on less than a full index in error (includes overtime work), or left off less than a full index (includes overtime work), or signed on less than a full index (includes overtime work) that was on the sheet in error will be placed on standby. If the error was discovered the day prior to the work assignment the start time will be the start and finish time they rated. If the error was discovered the day of the work assignment the start time will be the report time and they will be assigned for the amount of time they rated.

Example of Anomaly:

Operator given CW shift in error and also should have had overtime and not given (E, F or G) Remedy is operator will standby for overtime plus 10 hours consecutive. If error is reported the next day, the operator will standby from the report time they arrived at that depot.

If error is reported the day prior the operator will standby at the depot they would have rated.

If error is reported the next day, the operator will standby from the report time they arrived at the depot.

When work is placed on the sheet in error, the regular signed up Operator will complete the assignment. The spareboard Operator will go on standby for the applicable hours.

Overtime allocation 0900 or call by depot for Signed in Error (SIE)

If an operator is given overtime incorrectly under "O" 10.11 the depot can contact the driver and advice of this incorrect allocation. If the operator is contacted prior to report time, there will be no pay requirement. If the operator is not contacted, then the allocation of the overtime pay will remain and this operator will standby. (This applies only to overtime allocated through the 0900 sign-up or call-ins at any time) This does not apply to overtime obtained at 1315 sign-up by spareboard operators on overnight assignment.

In all cases they will not be forced to work past the scheduled stand by time they were reassigned to.

Exception: Operator signed in error (SIE) who rated a standby does not have a scheduled finish time.

10.10 DROPPING SENIORITY FOR LEAVES OF ABSENCE (LOA)

10.10.1 SAME DAY LOA REQUEST

Operators requesting to be off part or all of their work assignments must apply to the depot office supervisor for approval prior to the commencement of the 09:00 sign-up.

10.10.2 NEXT DAY LOA REQUEST

Operators requesting to be off part or all of their work assignments must apply to the depot office supervisor for approval prior to 13:00 hours in order that their work can be incorporated into the overnight sign-up process.

All LOA must be approved by employer

10.10.3 DROPPING SENIORITY

Operators dropping their seniority will only be required to work their choice of blocked AM and/or PM overloads and will be paid for time worked only. Operators dropping their seniority shall not work overtime or standby. Dropping seniority will go on a first applied for – first granted basis at the discretion of the depot office supervisor or designate.

Operator dropping seniority can be assigned am and pm blocked work. This operator cannot work overtime or standby.

Spareboard operator on a night shift cannot drop seniority and then sign the afternoon standby.

10.10.4 LOA RESTRICTIONS

No LOA will be granted on Christmas Eve Day, Christmas Day, New Year's Eve Day or New Year's Day, with the exception of Personal Emergency Leaves. Personal Emergency Leaves granted must be supported with proof of the emergency. Personal Emergency Leaves granted but not fully substantiated will be classed as an "Unauthorized Leave".

10.11 ALLOCATION OF OVERTIME

10.11.1 BLOCKED WORK AND OVERTIME

Overtime and/or blocked work is to be assigned in the following order:

- a) Operators on return to work (R.T.W.). Where possible and practicable, the RTW will be scheduled at the operator's depot.
- b) Operators dropping seniority at their depot.
- c) Operators off on union business in seniority (AM and/or PM) at their depot.
- d) Sleepers at their depot. (d. includes Operators who fail to report back to work following illness prior to 1300 and volunteer to work)
- e) Spareboard operator on regular working day at their depot, if available
- f) Operator who takes LOA without pay for medical appointments
- g) Signed-up operator on regular working day; limit two overtime assignments per pay period at their depot.
- h) Signed-up operator on regular working day, with two overtime assignments in the pay period at their depot.
- i) Operators conducting the sign-up at their depot.
- j) Operators on seminar; transit ambassadors and part-time trainers in seniority at their depot.
- k) Operators off full day on union business at their depot.
- l) Spareboard operator on regular working day at the other depot. (The depot office supervisor or designate will assume operators do not want overtime at another depot unless they indicate.)

- m) Signed up operator on regular working day; limit two overtime assignments per pay period at the other depot.
- n) Signed up operator on regular working day, with two overtime assignments in the pay period at the other depot.
- o) Sleepers from another depot.
- p) Any operator on day off in order of seniority at either depot.
- q) Acting transit supervisors (before or after shift) when no other operators available at their depot.
- r) Acting transit supervisors (before or after shift) when no other operators are available at the other depot.

Working day operators who accept overtime at a depot other than their own will be paid a 30-minute zone allowance. An operator working overtime on his day off will be paid a 30-minute zone allowance on his second piece of work at a different depot.

10.11.2 FULL SHIFT TO OVERTIME

When a full shift goes to overtime on a weekend, the depot office supervisor or designate may split the shift pursuant to "O"-10.11.1. The Union recognizes that it is ordinarily impractical to split a night run.

The above rule will be implemented as follows:

Commented [dP1]:

Up to and including 3 night shifts ("D" shift under 0.10.07.6) left over after 1315 sign up for the weekend, the 3 earliest finishing shifts will be made available for overtime to working day operators for assignment at the next days 0900 sign up and the remaining may be assigned as full shifts after 1315 sign up. If at the 0900 sign up, there are not enough volunteers for working day, they can be assigned to Operators on day off as full shifts.

10.12 SPAREBOARD COMMITTEE

Two Spareboard representatives shall be appointed by the Union and two spareboard representatives will be appointed by the Employer. The Local President or designate and the CAW National Staff Representative may attend where required. Two CAW representatives shall be paid straight time by the Employer for all the time spent at such meetings, and this shall not be considered time worked. Meetings shall be held quarterly or as required by the parties.

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