

HEU Local Guide



ACCESSING ROTATION SUPPORT FOR FBA EMPLOYEE-INITIATED ROTATION PROPOSALS

The role of the rotation specialist (RS) is to assist in building rotations where a large portion of FBA members in a single unit/department want to change their rotation including rotations that require extended hours. The goal is to build optimized rotations balancing the priorities of our members, the Union and the Employer.

DOCUMENTS TO BE SUBMITTED TO YOUR HEU REPRESENTATIVE

Connect with your Local Executive and your HEU Representative, and work with them to obtain the following information:

- ☐ Current unit/department staffing levels including job classifications
- ☐ Current rotation including FTE, names, and vacancies (permanent and temporary)
- ☐ Hours and days of operation
- ☐ Seniority list
- ☐ Member preferences for rotation (i.e.: reduction of sets of 6 consecutive shifts, equity of shift distribution, etc.)
- ☐ Employer contact information (Name/phone/email for HR, Unit Manager)
- ☐ If members have already drafted a rotation proposal, please include a copy

*Once all applicable information above is gathered, please submit to your HEU Representative by email, and copy your local.

Note:

- Requests may *only* proceed where rotation changes have not occurred in the past 12 months
- This process will typically take 4-8 weeks after the RS has received the above information

ROTATION DESIGN PROCESS

The rotation specialist, in collaboration with the representative, may request to meet with the members and/or the Employer to review information throughout the rotation planning and build process. Once a rotation is finalized, it will be submitted to the Employer for approval. If approved by the Employer, the voting process can proceed. The rotation specialist's role is concluded.