



Memo

December 20, 2010

PLEASE POST

TO: **Vehicle Maintenance Local 587 Employees**

FROM: **Brent Bertsch**

SUBJECT: **Service Change - Effective February 4, 2010 – June 10, 2011**

The VM **Lead Pick** will be held **Friday, January 7.**

NOTE: NEW LOCATION!

The Lead Pick will be held in the following location:

Central Base
640 S Massachusetts
Elevator lobby near VM
Lunchroom, Upper Level

PICK TIME:

Check the seniority list for your date and time to pick. The majority of the job classes will pick in one-minute increments. Exceptions are the lower seniority mechanics and equipment service workers and all utility service workers, who will pick in two-minute increments. Please arrive at the pick location about ten minutes before your designated pick time. If you are not available at your pick time and you have not made other arrangements, an E-board member will choose a work assignment for you.

PICK CHOICES:

Please have at least three pick choices selected prior to your designated time to pick. Once your work assignment has been picked and recorded, please leave the pick area immediately to keep noise and congestion to a minimum.

PHONE for EMERGENCY or EXTENUATING CIRCUMSTANCES:

Employees must make every effort to show up in person for the pick. If emergency or extenuating circumstances cause you to use the phone to pick, remember that your time is limited just like when picking in person. Please have several choices in mind when you call. There will be one phone line open at the Central Base. The phone number is **263-5173**.

NO SHOWS:

Anyone who does not pick in person, does not call or does not submit an Absentee Pick Form will be considered a "NO SHOW". In that event, the Executive Board Officer/designee in the pick room will choose a work assignment as close as possible to the employee's existing work assignment. Work assignments will only be chosen from the last **system wide pick** - the results of any move-ups which occurred during the previous pick will not be considered. The E-board member's selections are final and are not grievable per 587 contract, Article 17, Section 6, Paragraph F.

ABSENTEE PICK FORMS:

Contract language states that no changes may occur to the pick sheets within the 5 days before the pick and Absentee forms must be received by the Manager's office no less than 24 hours before the start of the first day of the pick. Therefore, we strongly recommend that you file your absentee form after 9:00 a.m. on January 2, but definitely before 9:00 a.m. on January 6. If you must file the form sooner than January 2, the Executive Board Officer/designees will do their best to make sure any changes to the sheets (as notified by management per labor contract) are taken into account when assigning your pick spot.

Faxing an Absentee Pick Form to the Manager's office (206 684-1852) is the only acceptable method for submitting an absentee pick. The fax transmittal sheet is verification of your pick choice. If the prioritized positions you have listed on the Absentee Pick Form are not available, an Executive Board Officer/designee will choose a work assignment as close as possible to those you have submitted. The E-board member's selections are final and are not grievable per 587 contract, Article 17, Section 6, Paragraph F.

If you file an Absentee Pick Form but decide to pick in person, notify the Union representative at your pick site **prior to your pick time.**

PICKING A "ROVER" ASSIGNMENT

If you are planning to pick a rover assignment, please take time to read the contract language regarding rover and volunteer assignments Article 17, Section 4, Paragraphs A through H.

WEEKEND & RELIEF LEAD

If you are interested in a relief lead position, submit a Letter of Interest to your *new base chief no later than 5 days prior to the effective date of the Service Change (See Lead Personnel Procedure #31 Page 2, Section III, Paragraph B)*. The Letter of Interest form is available at all pick sites and is also posted on your base bulletin board. Mail your Letter of Interest to:

Atlantic Base	Mike Eeds	MS-ABM-TR-0200
Central Base	Elie Kourdahi	MS-CBM-TR-0200
East Base	Bruce Lillquist	MS-EBM-TR-0100
Bellevue Base	Jeff Sattler	MS-BBM-TR-0100
North Base	Chu Nornang	MS-NBM-TR-0100
Ryerson Base/WFSC	Larry Ward	MS-RBM-TR-0200
South Base	Dennis Pigeon	MS-SBM-TR-0100
Component Supply Center	Heather Kilborn	MS-CSM-TR-0200

GRAVEYARD ASSIGNMENTS:

If you pick a graveyard assignment, your new pick assignment will start on Friday evening, **February 4, 2010.**

If you are moving from a swing shift to a graveyard shift, you must make prior arrangements with both your current and new chiefs.