



Memo

January 18, 2012

PLEASE POST

TO: **Vehicle Maintenance Local 587 Employees**

FROM: **Brent Bertsch**

SUBJECT: **Service Change - Effective February 18, 2012 – June 8, 2012**

The VM **Regular Pick** will be held **Tuesday, Wednesday & Thursday January 31, February 1 & 2**

PICK LOCATIONS:

The Regular Pick will be held in the following locations:

<u>East Base</u>	<u>Central Base</u>	<u>North Base</u>	<u>South Base</u>
1975 124 th NE	640 S Massachusetts	North 165th & I-5	12100 East Marginal Wy S
VM Classroom	Elevator lobby near VM	Classroom #2	New Conference Room
Upper Level	Lunchroom, Upper Level	Upper Level	Upper Level

PICK TIME:

The *“official” pick time is obtained from the Transit Control Center (TCC)* and the clock on the pick computer is synchronized to it. That time will remain the *“official”* pick time throughout the pick.

Check the seniority list for your date and time to pick. Pick times occur in two-minute increments. Picking in person is the preferred pick method. Please arrive at the pick location at least 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, recorded and verified, please leave the pick area immediately to keep congestion and noise to a minimum.

PHONE for EMERGENCY or EXTENUATING CIRCUMSTANCES:

Employees must make every effort to show up in person for the pick. If bona fide emergency causes you to use the phone to pick, remember that your time is limited just like when picking in person. Have your choices ready when you call. There will be one phone line open at Central Base. The phone number is **263-5173**.

NO SHOWS:

Anyone who does not pick in person, does not submit an Absentee Pick Form or call in with a bona fide emergency, 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 8:00 a.m. on January 26, but definitely before 8:00 a.m. on January 30. If you must file the form sooner than January 26, 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 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	Bruce Lillquist	MS-CBM-TR-0200
East Base	Jeff Sattler	MS-EBM-TR-0100
Bellevue Base	Jeff Sattler	MS-BBM-TR-0100
North Base	Elie Kourdahi	MS-NBM-TR-0100
Ryerson Base	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 17, 2012.***

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