

RDO Move-Up Instructions

Thank you for your willingness to conduct an RDO move-up.

If you've never performed an RDO move-up before, it requires a lot of attention to detail. This document is designed to give you step-by-step details on what to do and when to do it. It is suggested you read all the numbered and lettered items if this is the first time you've run a move-up, or if it has been a while since your last one.

If you've performed a move-up before, you can refresh yourself by reading just the numbered items. The numbered items are designed to operate as a checklist to ensure the Move-Up Coordinator doesn't miss any steps. The lettered items are details on how to perform each step.

Prior to Move-Up

- 1) Contact the workforce chief to determine what RDO combinations are available for pick.
 - a. Typically, RDO's only become available as the result of a part-time to full-time class, where new Operators are coming to the base and being added to the bottom of the Day Board. Therefore, there typically should not be any questions or concerns over available RDO combinations.
 - b. Work that is vacant due to an Employee currently in the grievance/arbitration process should not be included in the move-up. If the workforce chief insists on making such work available, contact the Union office for intervention.
 - c. Work that is vacant due to an Employee going from Transit to Link Light Rail/Streetcar can only be included in the move-up if the Operator in question is scheduled to graduate from his/her class prior to the move-up date. Until that Operator receives certification, s/he retains the right to return to his/her picked work.
 - d. Work that is vacant due to a Full-Time Operator going to SIT (Supervisor-in-Training) cannot be included in the move-up. Such work should remain on Long-Term Unavailability.

- 2) Determine when you will have the move-up.
 - a. The move-up must take effect on the first Saturday of a new pay period, and when there are at least 28 days left in the shakeup (i.e., it can't take effect at the start of the last pay period of the shakeup. (Labor Agreement: 15.6.D).
 - b. Extra Board Operators can sign up for vacations, which get assigned one week prior to the start of the vacation. Metro staff will need at least two days to process move-up information, which will also allow the Board Operators to sign up for new vacations if applicable. Therefore, the move-up must take place no less than nine days prior to the date the move-up will take effect, which will typically be the Thursday of that prior week.
 - c. Board Operators should be given at least one week to be notified of the move-up and fill out the *RDO Move-Up Notification* that will be delivered via base mail. It typically takes the Window/Dispatcher one day to process base mail. Therefore, the notifications should be placed in Board Operators' base mail no later than eight days prior to the move-up.
 - d. Choose a move-up date that meets all of the above criteria.

- 3) Get a list of Day Board Operators, including their line numbers, RDO's, ID #'s, and PeopleSoft #'s, from the Schedule Planner. Ask for this list to be in seniority order, if possible.

- 4) Complete and deliver to the Window/Dispatcher an *RDO Move-Up Notification* for each Day Board Operator.
 - a. Get a blank copy of the *RDO Move-Up Notification*. Forms should be available in the Chief Shop Steward locker as part of the *Move-Up Packet*. You can make copies of this form.
 - b. If you don't have a copy of this form, you can download and print one from the Local 587 website: ATU587.com/membership.forms.html.
 - c. If you are still unable to locate a copy of this form, contact the Union office staff.
 - d. Fill out all of the double lines. Make sure to include the upside-down double line at the bottom of the page.
 - e. Make a copy of the form for each Day Board Operator that is eligible for the RDO move-up.
 - f. For each eligible Operator, add their name and ID # to the triple line at the top of one of the copied *RDO Move-Up Notifications*.
 - g. Fold each form so only the "To:" and "Subject:" lines at the top of the page are visible, then deliver the forms to the Window/Dispatcher to sort into the base mail.
- 5) Post the *RDO Move-Up Announcement* on the Union bulletin board.
- 6) Five days prior to the move-up, confirm with the workforce chief that there have been no changes to the available RDO's.
- 7) Consider contacting one or more other Shop Stewards to watch you do the move-up. This is a one-woman job. Having another Steward around is solely for training.
- 8) As you receive returned forms in your base mail, review them to ensure they've been filled out properly. Contact any Operators whose forms appear unclear.

On the Day of the Move-Up

- 1) If you need it, get a copy of the *RDO Move-Up Worksheet*.
- 2) Perform the RDO move-up.
 - a. Arrange the completed and returned *RDO Move-Up Notifications* in seniority order.
 - b. On the *RDO Move-Up Worksheet*, fill in the Move-Up and Effective Dates.
 - c. In the "Available RDO's" row, list each RDO combination available in a column by itself.
 - d. In the "Operator Picks" section, on the row labeled "1" under "Pick #", write the name of the most senior Operator partaking in the move-up. You do not need to write the ID#, PS#, or Board Line # at this time.
 - e. Continue writing the names of Operators in seniority order, each on their own "Pick #" line.
 - f. For the Operator listed in Pick #1, look at his/her *RDO Move-Up Notification* and determine their first preference of new RDO combinations.
 - i. Confirm the Operator was unable to pick the requested RDO at shake-up. You can do this by looking on the list given to you by the Schedule Planner. If any Operators with less seniority have the RDO combination being requested, then the Operator you're picking for could have picked that RDO combination at shake-up and therefore cannot pick it now.
 - ii. If that RDO combination is available, you can proceed to the next step. If it is not available, check their second preference, and so on, until you find an available RDO combination, or until there are no more preferences listed.
 - iii. If you found an available RDO combination, write down the Operator's ID#, PS#, the RDO's that Operator is vacating (under "Old RDO's"), and the RDO's s/he is picking (under "New RDO's"). In the "Available RDO's" section, cross off the RDO

- being picked. On the line immediately under the RDO you just crossed off, write in the RDO combination the Operator is vacating.
- g. Continue this process until you have gone through all of the *Notifications* you have received back.

After the Move-Up

1. Make copies of the *RDO Move-up Worksheet*.
 - a. Place one copy in the mailbox of each of the base chiefs. There are four at most bases, two at Bellevue Base.
 - b. Place one copy in the mailbox for the Schedule Planner. The Window/Dispatcher can help you find this.
 - c. Offer a copy to the Window/Dispatcher. They don't really need it, but some will appreciate getting a copy.
 - d. Fax a copy to the Union Office. The fax number is 206-448-4482.
 - e. Post a copy on the Union bulletin board.
 - f. Make a copy for yourself, if you want one, and any Shop Steward who assisted you, if s/he wants one.
 - g. Place the original in Metro's in-house mail. It should be addressed, "MS-587, Attn: Recording Secretary". Also include all absentee forms in this mail.
2. Congratulate yourself on your fine volunteer effort.