

CONTRACT INTERPRETATION

NBA ROTATION CHANGE CHECKLIST

This checklist is meant to assist members and stewards who are leading a rotation change process. Before you start the process:

1. Review the [rotations online module](#) found in the Steward Resource Toolkit under Learning and Development on the BCNU webpage.
 - > Review the Six Steps of Mutuality, to ensure the change is fair and necessary.
2. Review HEABC/BCNU joint rotation manual. You can obtain a copy from a BCNU rotation support representative.

EMPLOYEE DRIVEN	EMPLOYER DRIVEN
<p>Connect with a steward to help you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify what needs changing in the rotation and why <input type="checkbox"/> Check that there has not been a rotation change within three months of this change <input type="checkbox"/> Ensure a manager is agreeable to a rotation process starting if start/end times or number of people per shift change <input type="checkbox"/> Ask a steward to organize a confidential vote for the change <input type="checkbox"/> Arrange for the unit to nominate a member representative <input type="checkbox"/> Inform staff who the member representative is and encourage all communication to funnel through this person 	<p>Employer meets with unit staff, and a steward, to share the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rationale for change <input type="checkbox"/> Current rotation <input type="checkbox"/> Calculation sheets <input type="checkbox"/> People on long-term leave <input type="checkbox"/> Duty to accommodate lines, and criteria, in rotation <input type="checkbox"/> Total FTE for unit <input type="checkbox"/> Part time FTE to three decimal points <input type="checkbox"/> Baseline staffing <input type="checkbox"/> Number, and FTE, of lines vacancies <input type="checkbox"/> Shift start and stop times <input type="checkbox"/> Paid hours <input type="checkbox"/> On-call shifts <input type="checkbox"/> Employer created proposed rotation
<p>Members meet with Employer (recommend inviting steward)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Present rationale and issues that support the proposed rotation change <input type="checkbox"/> Invite employer to create their own rotation, if they are interested, and identify a date. Employer proposed rotation will be available to review. 	<ul style="list-style-type: none"> <input type="checkbox"/> Steward to consult labour relations officer (LRO) regarding the data, and to determine if change needs LRO involvement for a 'Section 54' (ask employer if they have filed) <input type="checkbox"/> Steward/Member connects with BCNU rotation support as soon as possible <input type="checkbox"/> Steward to assess 'Six Steps of Mutuality'

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NBA ROTATION CHANGE CHECKLIST *continued*

EMPLOYEE DRIVEN Continued	EMPLOYER DRIVEN Continued
<p>Obtain all information needed for change</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current rotation <input type="checkbox"/> Calculation sheets <input type="checkbox"/> Baseline staffing <input type="checkbox"/> People on long-term leave <input type="checkbox"/> Staff with a duty to accommodate (DTA) in rotation (for schedule and/or specific unit) <input type="checkbox"/> Total FTE for unit <input type="checkbox"/> Part-time FTE to three decimal points <input type="checkbox"/> Number of lines vacant (and FTE) <input type="checkbox"/> Shift start and stop times <input type="checkbox"/> Paid hours <input type="checkbox"/> On-call shifts 	<ul style="list-style-type: none"> <input type="checkbox"/> Using the HEABC – BCNU Rotation Manual, review 7.5-hour employer-created rotation for compliance and discrepancies. Consult BCNU rotation support for guidance if unsure. Extended day rotations are sent to BCNU Head Office for review for compliance and discrepancies. <input type="checkbox"/> Steward to consult LRO and involve them if 'Six Steps of Mutuality' are not being met.

Next steps for both employee and employer driven changes

1. Connect with BCNU rotation support representatives for
 - Pro-tips
 - Templates
 - Development of a rotation for the unit
 - Guidance on any staff-lead created proposed rotation
 - Checking the proposed employer rotations against the collective agreement.
2. Review draft rotation provided by BCNU rotation support representative. If BCNU rotation support representative did not review the alternative staff-created rotation, a steward should review it for compliance.
3. If more than one staff-proposed rotation is developed, a steward holds a confidential vote to identify the preferred option. The steward shares the rotation option that met the successful vote threshold with the employer.
4. An additional vote is conducted between only one staff-proposed rotation and only one employer-proposed rotation (if they created one). The rotation that meets the vote threshold will be the one that is implemented.
5. Implementation to follow current collective agreement parameters, so that staff can view their upcoming schedule based on the rotation.
 - Ensure collective agreement language is reviewed (versus any verbal instructions or direction).
 - Selected rotation is sent to BCNU rotation support.
6. Employer sends the final extended day rotation, OT waiver, and line selection list to the BCNU head office for final approval.