

## CASUALS IN LIEU OF PTF'S:

- \_\_\_\_\_ Clock rings/ EAR's – Casuals and PTF's.
- \_\_\_\_\_ 3971's/3972's.
- \_\_\_\_\_ Seniority list. (PTF's)
- \_\_\_\_\_ Charting of hours. (BT, ET, SDO by week.)
- \_\_\_\_\_ Supervisor statement of use of casuals.
- \_\_\_\_\_ 2608
- \_\_\_\_\_ Cite Article 7, 3, & 19.
- \_\_\_\_\_ Cumulative hour reports.
- \_\_\_\_\_ File grievance by service week, by pay period.
- \_\_\_\_\_ Include any posted schedules of PTF's, casuals.
- \_\_\_\_\_ Witness statements/interview.
- \_\_\_\_\_ Work Schedules.
- \_\_\_\_\_ Form 50's of casuals.
- \_\_\_\_\_ Chart/Graph work hours over 6-month period.
- \_\_\_\_\_ Explain operation numbers employees are clocked on.
- \_\_\_\_\_ PTF training records (if necessary).
- \_\_\_\_\_ Management justification to hire casuals.
- \_\_\_\_\_ Exhibit form. Number all Documents.