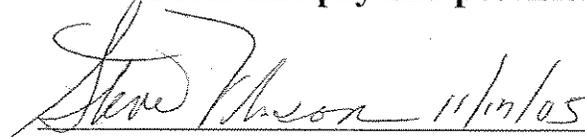


## Guidelines for staffing DMU's

1. For periods of 5 days or more, the relief and pool should be used.
2. Relief and pool employees should be utilized to cover vacancies in their section and on their tour first, and then relief and pools from the section on other tours shall be utilized, by seniority by availability. (Relief will be based on their bid award)
3. Coverage of vacancies of less than 5 days (including less than 8 hours a day) shall be offered, by seniority, to all the clerks on the tour of the vacancy. By section first
4. If there are no volunteers to cover the vacancies addressed in #3, the employee with the hours closest to the vacancy may be sent. Employees forced to go will be done by juniority. If forced to go and the work hours are outside the employees normal bid work hours, they are entitled to out of schedule pay and provisions.
5. Coverage at a DMU or another section, for other than a bid (a specific duration). Shall be offered to all BMEU employees, by seniority, as a detail opportunity, and will be done on an assignment order form (1723).
6. If there are no volunteers for the detail, an available relief and pool employees will utilize first. If there are no relief and pools available, then the junior available employee, with the hour's closest to the detail hours, will be forced into this detail. Again anyone forced to work out side their bid hours are entitled to out of schedule pay and provisions.

  
Supervisor                      Date

  
Union Steward                      Date

This will close the following union grievances: 0519936; 0519959; and 0520052.