



SHIFT ASSIGNMENTS

PM-62-02

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

Employees will be assigned to shifts according to seniority in classification with the person having the highest seniority being given first choice as to shift assignment, provided such employee is capable of performing the work and the operation is not adversely affected. If two or more employees have the same date of hire for purposes of determining seniority, the employee, whose last name is near the beginning of the alphabet, will be considered as the senior employee. Under no circumstances, may an employee exercise shift preference more than two (2) times within a 12-month period. Moreover, in order for shift preference to be exercised, an opening must exist.

This policy excludes supervisory and management personnel. All reasonable efforts will be made to arrange shift work in accordance with individual desires of supervisory and management personnel. Shift assignments for all supervisory and management personnel within a given Division will be determined by the respective Division Director.

Note: Where differences exist between the Personnel Manual Policies and Procedures, and the Memoranda of Understanding, the Memoranda of Understanding will supersede.