

# **Trains Functional Council**

## **Key Principles for Management and Trade Unions Representatives on Olympic and Paralympic Duty Schedules**

Duty allocation is a joint responsibility of local representatives and management who should work together to ensure the process is carried out in a fair, transparent and consistent manner.

Sufficient release will be granted to TU representatives to enable them to do this in as timely and expeditious manner as possible. Release arrangements should be agreed locally in advance and should be arranged so that there is ample time for TU representatives to populate the duty sheets for both the Olympic and Paralympic working in collaboration with local management based on the amount of work to be undertaken

Where problems with release arise they should be referred to the Trains Functional Council for resolution immediately.

### **Roster Scrutiny**

- No separate rotas will be issued over this period.
- Trains Functional Council Staff Side Representatives will scrutinise the Olympic and Paralympic Duty Schedules to ensure that the duty schedules issued by Scheduling Services comply with all relevant agreements contained within the PTOA, the Framework Agreement and the Olympic and Paralympic Agreements prior to their being distributed.
- Managers responsible for duty schedules should ensure that duty schedules are distributed in sufficient time to the level 1 representatives and that release arrangements are put in place to enable them to be posted in accordance with the Agreements.

### **Key Principles**

#### **Local Allocation of Duty Schedules**

- As a first step, every effort should be made to allocate train operators\* duties that they want to work.
- Volunteers should be sought for duties that exceed normal rostering parameters and working hours. As all duties must be covered, it will not always be possible to allocate people to the turns they prefer.
- Train operators who normally work the roster should be allocated to duties that match as closely as possible their original rostered duty.
- When allocating duties of a high monetary value, they should be distributed as evenly as possible within the relevant shift pattern: e.g. duties that finish after 01:30 should be spread amongst all those working lates that week to avoid some individuals working 5 of these duties and others working none.

## **Additional Key principles**

- Changeovers through the syndicates will still be permitted.
- Train operators who normally work a particular shift should be given priority for duty allocations on that shift.
- It is expected that train operators who volunteer for enhanced working would not be expected to undertake mutual duty change-overs; one-to-one or via syndicates. However if a change-over is done for a logical reason e.g. a rest day changeover or one enhanced duty for another then they will be permitted but may be subject to level 1 committee review.
- Where there is a changeover – the person who works the duty gets the associated payments / overtime.
- Level 1 Committees will monitor the Syndicate process to ensure that the changeover process is managed / allocated fairly. If necessary the level 1 representatives will meet the syndicate leaders to review the duty allocation.
- Syndicate sheets will not be posted until they have been reviewed and accepted by the local representatives that were responsible for the initial duty allocations.
- Any evidence where some train operators have been shown to be favoured for shifts of a high monetary value may have those shifts changed by the local Level 1 Committee and reallocated another duty.
- All train operators\* will be included in the duty allocation process.
- Ad hoc level 1 meetings will be held when requested by either management or Staff Side, in accordance with the Collective Bargaining machinery, if issues arise over the Olympics.

## **Additional Factors when dealing with Fixed Links**

- At depots with fixed link systems, train operators should be allocated to duties on their preferred shift.
- It should be noted that to ensure duties are distributed fairly, it will be necessary to work outside currently agreed fixed link times.

## **Opening ceremony**

- For the Olympic Opening Ceremony volunteers will be sought in a similar way to New Year's Eve. Once duties have been allocated to volunteers then those duties cannot be changed either through a mutual changeover or by the syndicate.

\*Train operators above include train operators, instructor operators, SSTOs, pool operators and Olympic / Upgrade pool operators.