

## PERMANENT SHIFT BID ON FILE

If you do not have a permanent bid on file with your station, it is time to utilize this protection. It is there for you in case you forget to bid or unable to bid your shift (though it will not correct any mistakes that you make when turning in a bid). If you have already filled one out, it does not expire, but you can make changes to it at any time.

Article 6.1.D of your collective bargaining agreement states, "An employee may file a permanent shift and day off bid in triplicate. The copies will be distributed to the Company and the shop steward, and the Employee will retain one copy. Once on file with the Company, the permanent bid will stand as the Employee's official bid in the event an employee fails or is unable to file a bid during the location's regular bid process."

### A PERMANENT SHIFT BID WILL FOLLOW YOU...

Your permanent bid will also follow you when you transfer to another station and/or move to a new job title under our collective bargaining agreement (i.e. between ramp, operations, provisioning, and freight). It is the company's responsibility to ensure this happens. If you find yourself in a situation where your permanent bid did not follow you to a new station or department (under the same contract) and you are assigned a leftover shift because the supervisor did not have your permanent bid, get with your TWU 555 station rep immediately.

### TURNING DOWN A TRANSFER

Most of us are aware that if you turn down a transfer for which you have a bid on file, you are not eligible to participate in another

transfer until six months have passed. What many are not aware of, though, are the two exceptions to this rule...

- ✈ If you turn it down within 24 hours of being informed you were awarded the position, or
- ✈ If a new station opens up within the six months after you refused the transfer.



Article 11.A states, "Vacancies in all Ramp, Provisioning, Operations and Operations (Air Freight) positions shall be filled from the permanent bid file [not to be confused with a permanent shift bid, as mentioned in the previous sections] in the office of the appropriate department head. When a vacancy occurs, the senior Employee in that classification who has a bid on file shall be offered the opportunity to transfer. All permanent bids shall be in writing. An Employee who accepts a lateral transfer as the result of his bid or who, more than 24 hours after being notified of an award, refuses to accept a transfer for which he bid, shall not

be eligible for a vacancy, other than a new station vacancy, for a period of six (6) months from the time of his assignment or refusal and shall have all other bids on file at the time voided. If any Employee elects to have their bid removed they must submit their request."

### What does this mean to you?

If you are awarded a transfer, you can still talk it over with your family before being locked in. If you decide to change your mind and it's within 24 hours of the time you were awarded the transfer, immediately call a supervisor or manager and inform him/her of your decision not to accept the transfer. By doing so, you retain your eligibility to accept another transfer opportunity within the next six months and your permanent bid (to transfer) will remain on file.