



RAIL OPERATING MANUAL

Subject: **Rostering Yard Operating Workers**

Section No: **9**

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Overview

1.0 Introduction

This document is to be read in conjunction with the hours of work provisions (clause 23) of the KiwiRail and RMTU MECA.

The purpose of this document is to ensure fit for purpose rosters to deliver safe, efficient and life balance rosters for yard operating workers using current fatigue risk management principles. Rosters will be constructed on the basis of work being performed in a shunting yard and adjacent sidings. They will be based on timetable services, and shunting services, plus other necessary yard work.

2.0 Definitions

As Required Shift	A shift where a worker has no duties allotted. 8 hours is to be shown on the Mini Roster for fortnightly hours (and payment) purposes. The worker will attend work for these hours. In Terminals where shifts are generally greater than 8 hours, As Required Shifts will be for the same duration.
Extra Work Period	Any Work Period which is additional to those shown on the Master Roster.
Master Roster	Confirmed depot work plan and activity compiled into fortnightly patterns of work (shifts and duties).
Mini Roster	Individual assignment of fortnightly patterns of work with specific shifts and duties.
Relief Shifts	Provided in master rosters to cover annual leave, recertification, training, sickness, special trains and other special arrangements.
To Ask	When the hours of a rostered shift need to change, the rostered worker will be asked if they agree to the roster change. This request may be communicated via the posted mini roster, email or telephone. When a 'To Ask' is on the mini roster, it is the rostered workers' responsibility to advise whether they accept or decline the request.
To Advise	When a task in a shift on the master or mini roster needs to change (without a change to the hours), the rostered worker will be advised of the change. The 'To Advise' may be communicated via the posted mini roster, email or telephone. When the 'To Advise' is on the posted mini roster, it will be signed off as being advised. Note – worker agreement or consent is not required for a task change within a shift.

Roster Development

3.0 Preparation of Rosters

The company may propose a new roster if:

- i) Ferry/Train timetables alter
- ii) There are variations in shunting yard work loads
- iii) There are variations in work practices

Managers will consult with union representatives on proposed roster changes according to the following procedures.

Five days prior to initial posting of a Level B or Level C roster proposal, the company will provide union representatives with notification of the impending roster change to allow planning for local union membership discussions.

3.1 Level A Variations

Level A variations include changes to the commencement/finishing times of shifts, and changes to the content of shifts.

Level A variations are restricted to those that can be practically and reasonably incorporated into the existing roster without effectively changing the construction (i.e. shift patterns, days of work) of that roster. Level A variations will be discussed informally with union representatives prior to posting.

Proposals for Level A variations will be posted not less than 14 days prior to implementation along with a list of those shifts which are varied from the previously operative rosters.

Where required, changes will be made by consultation on a daily alteration basis where there is a need to introduce the changes within the two week notification period.

3.2 Level B Variations

Level B variations include changes that alter the construction of the existing roster, and may involve variation to shift patterns, days of work and the redistribution of shifts within a roster to equalise hours. Not more than 25% of the roster will be varied using this method. The intent of level B roster changes is to preserve as much as possible the existing shape of the roster.

Proposals for Level B variations will be advised to union representatives not less than four weeks prior to the proposed implementation date. A period of not greater than 7 days is available for union representatives to consider the proposal and provide feedback and a further 7 day period for the union and the company to consult on any further changes necessary to the proposal. RMTU roster delegates will be provided a total of 8 hours paid time to undertake this work (note - no more than 2 delegates to be released at any one time).

The final revised roster will be posted not less than 14 days prior to implementation along with a list of those shifts which are varied from the previously operative roster.

Where required, changes will be made by consultation on a daily alteration basis where there is a need to introduce the changes within the two week notification period.

3.3 Level C Variations

Level C variations include changes that:

- alter the staff establishment
- introduce substantial changed work practices at a location and can include level A and B changes

Proposals for Level C variations will be advised to union representatives not less than six weeks prior to the proposed implementation date.

The union representative will respond to the company roster proposal within two weeks after receipt with the worker's views and any counter proposal. Paid time off will be given to RMTU roster delegates to complete and submit a counter proposed roster using the following matrix (note - no more than 2 delegates to be released at any one time);

Rostered Links	0 – 30	31 and over
Hours off	8 hours	16 hours

The company will subsequently consult with union representatives to resolve any issues.

The final revised roster will be posted not less than 14 days prior to implementation.

3.4 Information for Consideration

Proposals submitted to union representatives will contain (as appropriate):

- i) A copy of the proposed roster and where applicable supporting information
- ii) A summary of the numbers of positions affected
- iii) A copy of the revised timetable and Work of Trains where applicable
- iv) A revised list of duties e.g. Shunt Plan
- v) The implementation date for the roster

4.0 Failure to Reach Agreement

Where notice given by the Company pursuant to clauses 3.1, 3.2 and 3.3 has expired, and the Company considers it has allowed sufficient opportunity for consultation then the roster will be referred to a Committee comprising one Company representative and one representative nominated by the General Secretary of the Union to adjudicate, with the objective to facilitate the successful implementation of the roster.

If the parties still fail to agree the Company will advise the national/local union representatives of this and may proceed in whole or in part with its intentions.

5.0 Posting of Rosters

When proposed rosters are delivered to union representatives the proposal will also be posted to inform all workers.

The final roster will be posted at least 14 days before implementation commencing on the Sunday of "A week" unless a shorter period is agreed because of delays during the consultation process.

Copies of the Master Rosters will be made available to workers.

6.0 Holiday Rosters

To allow for a reduced timetable to operate over the Christmas/New Year holiday period the Master Roster may be suspended.

The normal six week consultation period will not apply. Instead rosters will be developed and forwarded to union representatives with as much notice as circumstances allow. This will be not less than three weeks before implementation, including one week to enable workers to comment.

The final roster will be posted at least two weeks before implementation and Mini Rosters posted 10 days prior to implementation. Notwithstanding the forgoing paragraphs the annual leave provisions of the Collective Agreement will apply.

Rosters will be constructed on the basis of normal rostering practice and will wherever possible conform to the ratios that apply in the Master Roster.

Relief Coverage

7.0 Management of Relief Shifts

Relief shifts will be used to cover any authorised absences as arranged by Manager/Supervisor.

7.1 Relief Shifts

Relief Shifts are provided as separate links in terminal Master Rosters to cover absences due to annual leave, alternative days, sickness, bereavement leave, ACC, training etc. In the normal course one Relief link is provided for every seven working links (7 + 1) on the roster but the number should be sufficient to cover all forecasted absences throughout the year and so reduce the requirement for workers to work overtime. Relief Links should consist of 10 fortnightly work periods supplemented by specified rostered days off.

The placement of relief links within the Master Roster will be subject to local consultation but due regard should be given to appropriate shift rotation and wherever possible avoid the necessity for workers to work repeat links of the same pattern. Working and rostered days off should be specified in accordance with local requirements and leave patterns.

Workers assigned to Relief links will be utilised for any work on the roster for which they hold the necessary certification.

7.2 Assignment of Work

Where workers assigned to a Relief link are used to relieve a full fortnight of a working link, the rostered days off shown in the working link will apply.

Where workers assigned to a relief link are used to relieve less than a full fortnight link, a full link will be prepared and will consist of the working shifts to be relieved supplemented by As Required Shifts. The rostered days off will be those shown on the Master Roster for the relief link unless otherwise agreed.

In each case the links will be confined to at or about 80 hours for the fortnight on up to 10 shifts. Where there are less than 10 shifts additional rostered days off will be shown on the Mini Roster.

Where workers are approaching a Relief link and desire that consideration be given to determining certain days in the link as rostered days off to enable them to plan for specific events, they are to make application with the Regional Roster Co-ordinator at least 3 weeks in advance of the Relief link.

7.3 Allocation of Shift Coverage

After Mini Rosters have been posted vacant shifts will be assigned using the following priority order:

1. Available As Required Worker,
2. Worker on rostered day off (extra work period),
3. Worker currently on duty (tack on).

Public Holidays

8.0 Opting Out

When a worker wishes to opt out of working on a public holiday they will give KiwiRail 14 days' advance notice prior to the commencement of the fortnight that the public holiday will occur in.

8.1 Job Cancelled

Where a rostered shift is cancelled due to a public holiday and a portion of the shift falls outside the actual public holiday, KiwiRail will pay the worker for the full cancelled shift. Where there are two shifts cancelled for one public holiday then the hours for the largest shift will be paid for the public holiday while the smaller shift hours will be treated as part of the 80 hour guaranteed fortnight payment.

Where a job is cancelled after fortnightly Mini Rosters are posted and;

- it is more than 72 hours prior to the commencement of the public holiday shift, the worker will be booked off work and paid the hours of the shift as a public holiday as per clause 25.3 of the Collective Agreement, or
- it is within 72 hours of the public holiday shift commencing, the worker will be booked As Required for the shift (As Required provisions apply) unless the worker elects to be booked off work and paid the hours of the shift as a public holiday as per clause 25.3 of the Collective Agreement.

When a job is cancelled on a day when a worker is working an "Off Duty" day – they will revert to Off Duty unless the shift is cancelled on the actual day of the shift in which case they will revert to "As Required Shift" unless the worker elects to be booked Off Duty.

Leave Management

9.0 Annual Leave

The Terminal Operations Manager will prepare, manage and provide a Terminal Leave Plan. The Leave Plan will show the availability of leave periods within the Terminal. Other requirements such as seasonal operational requirements need to be taken into consideration when these will affect the availability of leave - this will be endorsed on the Leave Plan.

Workers should plan leave applications taking into account the information recorded on the Terminal Leave Plan. However, should there be a genuine desire to take leave in a "full" period applications can be made however these applications will be subject to the Company being able to provide additional relief.

9.1 Application Procedures

Terminal workers apply for planned leave using the "Staff Leave Notification" form. Once fully completed each form is to be presented to the Terminal Operations Manager for consideration. The Terminal Operations Manager will normally action the application within 48 hours, after which the individual concerned will be advised whether the leave has been approved, not approved, or held for later decision. The Terminal Operations Manager may consult with the Regional Roster Co-ordinator in making a decision on the application.

Workers are encouraged, or rostered, to take annual leave in periods of not less than 2 weeks at a time coinciding with pay fortnights. It is recognised that this may not always be practical and that "off weeks" and shifts off during the week may be requested and granted.

When workers apply for a NZR Staff Welfare Trust house they should also submit a proforma application for annual leave subject to being allocated a house. Workers must ensure the leave programme can cater for the period sought before applying for the Welfare Trust house.

A stand down system will operate for terminals where too many applications are received for "popular" leave periods. These can vary from terminal to terminal. Outside the popular periods preference will be based on the date the application is received.