Process: Notice of Intent to Change Working Conditions

1. Complete Notice of Intent to Change Working Conditions

* Coordinate proposed notice through HRO-Labor Relations Specialist
* This notice must be given to the Union Steward for the section of the shop concerned (or Union President in the absence of a steward)
* If the Union wishes to bargain the impact and implementation of the changes, they will have (7) calendar days to respond
* Agreed changes must be posted in advance and discussed with affected employees
* Suggestion: Hard copy notice for each employee so they can initial and or read & delivered receipt for e-mail

2. Document notice and awareness of change in employee’s folder

3. All employees need to be held to the same standard