



Posted at Alderney, BTC, Bridge Terminal, Duke, Highfield, Lacewood, Mumford, Portland Hills, RLTC and Sackville; Alderney, Halifax, and Woodside Ferry Terminals - Emailed to all – Hard copy in ATU mailbox

Date: March 19, 2020 *Post on Bulletin Board – Remove April 19*

To: All Halifax Transit Employees **#20-**

From: Dave Reage, Director – Halifax Transit

Subject: COVID-19 - Emergency Mini-Pick

In efforts to provide predictable service to our customers aligned with declining staffing resources, Transit service reductions are being implemented. These reductions will continue to provide our customers with effective Transit options so they may continue travel to essential locations throughout the municipality.

We have been engaged in conversations with ATU since last week, discussing options to be able to quickly respond to changing service needs and levels, while providing the least disruption to our employees' schedules and customer needs.

Halifax Transit has decided to conduct an Emergency mini-pick process. This puts the interest of operator seniority forward in this difficult time.

The Planning & Customer Engagement group produced a new run cut that will be communicated to the public and implemented effective Monday March 23, 2019. This new Mon-Fri run cut represents a 30% service reduction and will provide more flexibility for staff to be absent from work as the need arises. There are currently no changes to Saturday or Sunday duties.

The emergency mini-pick will start March 20th at 4:00 AM and must be completed no later than 2:00 PM on Sunday March 22nd.

The pick will be completed using the following provisions/rules:

- Pick done by seniority
- Pick starts March 20, 2020, 4:00 AM
- Pick must be completed by March 22, 2020, 2:00 PM
- In the interest of time limitations, operators must be prepared to select a shift at their turn or they will be reverted to spareboard
- Operators who cannot be reached for work selection will be reverted to spareboard

- Pick weekday Monday to Friday, set runcut as posted
- Current VBO and spareboard operators remain at depot currently picked and revert to spareboard with same day off but pick AM or PM spareboard.
- Operators working Saturday or Sunday on regular pick cannot pick into a breach situation.
- Once all Monday to Friday work is picked, all others revert to AM or PM spareboard.
- Spareboard will be completed daily by seniority and will rotate by AM and PM list daily.
- Open work will be assigned by last senior operator not assigned open work on the previous day. In line with rotation.
- A spareboard list will be posted by 15:00 for the following day.

- AM and PM spareboard operators will be sent home when not needed by order of seniority and will rotate daily.
- Morning and night reports will be sent home by order of seniority if not required for that day on a first in first out basis.
- Spareboard operators who do not miss or refuse any assigned shifts will be guaranteed forty hours pay per week

We ask for everyone's cooperation and support during this process so that we can efficiently facilitate all pieces of work to be assigned through the picking process and continue to provide reliable transit service to the people who need it most during this unprecedented event.