



Instructions:

- Excluded managers responsible for the work group and union stewards must fill out this form for employees
- Excluded managers must submit the completed form to MyHR
- A copy of this form will be attached the employee's personnel file and may be used to update Time and Leave
- For MOU #6 employees only, the Union Representative must send a copy of this form to the Component Vice President

Distribution Copies:

- All Stewards at Worksite
- Employee's Personnel File

SECTION 1: WORK INFORMATION

Branch and Ministry

[Empty text box for Branch and Ministry]

Location(s) (point of assembly)

[Empty text box for Location(s)]

Work Group Applies To (include classification(s), number of position(s))

[Empty text box for Work Group Applies To]

Agreed to Shift Selection (Hours of Work Table) (refer to the # selection from the table in Clause 7.2)

[Empty text box for Shift Selection]

Agreed to Shift Selection for Seasonal Period (if any)

[Empty text box for Seasonal Period]

Shift Selection Expected To Be Implemented On _____(yyyy/mm/dd)

Sunset Clause Yes No Expiry of Sunset Clause _____(yyyy/mm/dd)

Default Schedule Upon Expiry (base) _____ (seasonal if any) _____

Union Representative _____
NAME (PLEASE PRINT)

SIGNATURE DATE

Employer Representative _____
NAME (PLEASE PRINT)

SIGNATURE DATE

SECTION 2: ADDITIONAL INFORMATION

For Memorandum of Understanding #6 Employees Only:

Elect to not opt into Clause 7.1 shift selection and work averaging schedule:

Yes

No

If Yes, please indicate: 70-hour schedule 140-hour schedule