

AFSCME LOCAL 88 EMPLOYEES
VACATION POLICY – FREDs
DEPARTMENT OF COUNTY MANAGEMENT

CB
3-10-06

BO
3/20/06

FREDs

1. FREDs Administration - First come, first served sign-up process.
2. Fleet Maintenance – First come, first served, sign-up process.
3. Records -First come, first served, sign-up process
4. Materiel Management & Distribution Services
 - Vacation Sign-up: For each quarter of the calendar year management invites an advance vacation sign-up to schedule minimum staffing levels on popular vacation days throughout that quarter. Staff may submit requests for vacations outside the current quarter. Staff may exercise seniority once during the calendar year.
 - After the 3 month schedule is established, a “first come, first served” sign-up policy is applied when a vacation request is received, and other operational requirements fulfilled. Two weeks advance notice is preferred.
 - Minimum staffing levels established:
 - Materiel Management –four warehouse workers, two buyers, one office staff.
 - Distribution Services – five staff; four to cover routes and one for mail processing

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LABOR RELATIONS

3/10/2006