



For Union Use Only. This Information is for the Steward or Union Representative.

Steward Use Only	Name of Steward	Date Form Given to Steward	Grievance Number

LOCAL 804: 9.5 RIGHTS DOCUMENTATION FORM

INSTRUCTIONS TO MEMBERS

Article 37 of the contract provides you with protections if you are continuously worked more than 9.5 hours a day. Local 804 has produced this form to help you document 9.5 violations and enforce your rights. Exercising your 9.5 rights is a two-step process. It is critical to follow and document these steps. **Note:** Additional restrictions apply to Cover Drivers. Consult your steward or business agent for more information or go to www.teamsterslocal804 for more information.

Step One: Use this form to document a single work week in which you worked three days over 9.5 hours. Go with your steward and inform the Center Manager that you want to be put on the Opt-In list. Once you are on the Opt In list you will stay on the list for five (5) months, excluding Nov. and Dec. (Once five months have passed, excluding Nov. and Dec., you will be removed from the Opt In list and you will have to re-qualify by working three days over 9.5 hours in one work week and requesting to be put back on the list.) **You must already be on the Opt In list before you can proceed to Step Two and file a grievance**

Step Two: Once you are on the Opt In list, use this form every time you work three days over 9.5 hours in a single work week. Give this form to your steward and keep a copy for your records. (See Steward Instructions below for the next steps).

Name of member making report (Please print) _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Center _____ Route _____ Date of Hire _____ Pay Rate _____

Fill out this form to document the days that you worked more than 9.5 hours on three or more days in one week.

Day	Date	Route	Start Time	Lunch	End Time	Hours Worked
Mon						
Tues						
Wed						
Thurs						
Fri						

INSTRUCTIONS TO SHOP STEWARD

Step One: If the member is not already on the Opt In list go with him/her to the Center Manager's office and tell the Center Manager that the member wants to be on the Opt In list. Use the section below to document that the member will be added to the list for five months—and retain this form for your records. **The member must be on the Opt In list to be able to file a 9.5 grievance.** If the manager refuses to add the member to the Opt In list, document this and file a grievance.

Step Two: If the member is already on the Opt In list, take the member and go speak with the Center Manager to request that the company comply with Article 37 which calls for the company to adjust the driver's work schedule and pay triple time pay for hours worked over 9.5 hours/day. If the company agrees to resolve the problem, note the settlement here. If the Company does not agree, file a grievance. A 9.5 E-Z grievance form can be downloaded at www.teamsterslocal804.org

Name of Center Manager interviewed: _____ Date/Time of Interview _____

Interview notes (Use back if needed) _____

Result of Step One Meeting:

Member added to Opt In List for the following five months (Circle) Jan Feb March April May June July Aug. Sept Oct.

Note: 9.5 rights cannot be exercised in Nov. and Dec. These months do NOT count toward the 5-month period that the member is on the Opt In list.