

# SHOP STEWARD GUIDELINES TO STOP SUPERVISORS WORKING

## Get a List of Members Who Want Extra Work

Use the seniority list to make a list of members who want the opportunity to come in early, stay late, or double-shift. When a supervisor is working, you'll have a list ready of members who want to do the work instead.

## Teach Members to Enforce the Contract

Train your Alternate and interested members on what to do when they see a supervisor working. (Many members won't want to be directly involved. Start with the ones who want extra work or who are generally interested in contract enforcement).

Give them a copy of "Make UPS Pay for Supervisors Working"—a step-by-step guide for members that is available on the Local 804 website.

Make sure that members or a steward TALKS to the supervisor as the first step. Otherwise a grievance can and will be thrown out.

## Beginning of the Shift Checklist

Are supervisors working at the beginning of your shift?

Under Article 3 of the contract, management has the responsibility to "maintain a sufficient workforce" and to "exhaust all established local practices to first

use bargaining unit employees including double shifting, early call-in and overtime."

Ask management what steps they took and exhausted before using supervisors to do union work.

Specifically, ask:

- Did you ask anyone from the previous shift to double shift? Who? (Write down the answer).
- Did you offer anyone overtime? Who? (Write down the answer).
- Did you ask anyone to come in early to work before their normal start time? Who? (Write down the answer).

Follow up with these members and verify management's story. You have ten days to file a grievance.

## End of Shift Checklist

- Are supervisors wrapping up the assignments? Take notes on the basic details (who, what, where).
- Have all bargaining unit members received their daily guarantee or did management send some members home early? (If so, management did not maintain a sufficient workforce. Write down who was let go early.)
- Review violations with the Shift Manager. Ask management: What bargaining unit members been offered a chance to keep working? If no one was offered the work, give management a chance to correct the violation by putting a member to work. If they refuse, file a grievance.

If management claims they offered members the chance to work, ask them who. Write down the name(s) and follow up to verify management's story. You have ten days to file a grievance.



## Use Company Documents to Make Your Case

At the beginning of each shift, ask to see the **Package Timecard Processing List** for the previous day (or the **Green Block/White Sheets** if you work at night).

These lists show the members assigned to each box line, primary, or small sort. It shows who punched in late, how absences are coded (no call, sick, oph, vacation, scheduled off, etc.).

Management will often claim that supervisors had to work because members were absent or late.

Getting these lists will allow you to tell if an absence was unplanned or if it was planned and management needed to arrange for coverage by union workers—not use sups.

Review the list and look for:

- How many members were late.
- How many minutes they were late compared to the number of minutes supervisors worked.
- How many members called in sick.
- How many planned absences there were.

Save a copy of the Package Timecard Processing List or Green Block/White Sheets if it helps prove your case.

# GRIEVANCE CHECKLIST

## Work With the Members

Discuss the details of the sups working violation with members who were affected or involved. Help them fill out the grievance so they learn how to do it for themselves. If a member does not want to be on the grievance, you can fill it out for them.

## Use the Sups Working E-Z Grievance Form

Local 804 has made an E-Z Grievance Form so that the correct articles are listed. Get a copy of this form from your Business Agent or download it from the 804 website. It will save you time and mistakes. But you still have to add in key details.

## Make Sure the Grievance is Completely Filled Out

- Make sure to fill out the **top right** of the grievance to include the name of the supervisor spoken to and the date. (Otherwise your grievance can be thrown out).
- Include the details about where the supervisor worked, what work they did, and how long they worked, and witnesses if any. Specifics help.

- Make sure the grievance is signed.

## Make Copies of the Grievance

Make copies before you hand in your grievances. Good records pay off!

## Get an Answer from Management

Make sure you get an answer in writing. If your grievance is not answered timely, or denied, give a copy including management's response to your Business Agent so they can discuss it with the Division Manager and settle it or take it to the next level (usually, the National Grievance Panel).

## Get the Details to Your Business Agent

Give your Business Agent all statements and paperwork you obtained to support their case, such as the Package Timecard Processing List, witnesses, etc.

