

November 5, 2024

TO: PSE Bargaining Unit Employees
FROM: Tony Howard, Executive Director of Human Resources

SHIFT REMINDER MEMORANDUM

Article 7.2 of the 2022-2026 PSE Collective Bargaining Agreement requires each employee to be assigned a “definite and regular shift” with “designated start and end times”.

This memorandum is to remind employees of the expectation that all bargaining unit employees are expected and directed to work their entire shift as designated by their supervisor.

Arriving to work after your designated start time or leaving work early before your designated end time without taking appropriate leave are violations of WSD Policy #5022, which requires employees to be at their “assigned place of work during specified hours.”

Arriving late or leaving early without authorization from your supervisor may result in disciplinary action. This is not what we want! As a friendly reminder to all bargaining unit employees, please note the following expectations:

- If you have job duties that finish before the scheduled end time for your shift, contact your supervisor for additional instructions.
- If you have a need to take leave from your shift once the work day starts (such as sick leave, emergency leave, etc.), please contact your supervisor.
- If you are unclear about duties at the start or end of your shift, please contact your supervisor.
- If you are going to be late for your shift, please contact your supervisor.

For example, leaving 15 minutes early per day equates to 45 hours of lost work time over a 180 day school year. Clearly we want to support our employees and ensure efficient operations. If you have any questions, please don't hesitate to contact your bargaining unit representatives, your supervisor, or Human Resources directly.

Thank you for being an essential part of the Wapato Team!