

NICHOLE M. BRANDON
Director

Labor Relations Return-To-Work Notice Checklist

***Complete after approval of Hazard Mitigation Assessment and confirmation of PPE supply**

- I. Demographics
 - a. Department/Division/Work Group Returning to Work
 - i. Identify % of Department/Division/Work Group Returning
 - b. Provide a List of Employees Recalled and Note:
 - i. Name
 - ii. Classification
 - iii. Worksite(s)
 - iv. Union
 - v. Emergency Designation
- II. Schedules (Please include the following)
 - a. Anticipated Start and End Date
 - b. Temporary (Less than 90 Days) or Permanent
 - c. Shift Hours/Days
 - d. Please note (if applicable)
 - i. Changes in Duties (please describe changes and operational basis for change.)
 1. Identify Bidding & Seniority Issues
 - ii. Changes in Shift Differential Eligibility
 - iii. Changes in Overtime Eligibility
 - iv. Schedule Issues with Holidays, Vacations, etc.
- III. Identify the Operational Need* for Temporary Schedule Change
 - a. Temporary Changes in Schedule must meet the following standards
 - i. Reasonably related to operational requirements (AFSCME 1632 & 2191)
 - ii. In the interest of efficient operations (CWA)

*While operational need seems self-explanatory, it is a useful exercise not only to comply with the contract, but also for Departments to consider why some work groups are a higher priority to return to work than others are and how those remaining groups could re-enter the workplace.



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IV. Notice

a. AFSCME

i. Permanent Changes (more than 90 days) require **fourteen (14) days** of notice.

1. The Union has an opportunity to bargaining the impact of such permanent changes.

ii. Temporary Changes (less than 90 days) require **seven (7) days** of notice

1. Union may grieve, but not bargaining, if temporary changes in schedule are not reasonably related to the operational requirements.)

2. The exception is “unforeseen circumstances”. Given how deliberate our re-entry into the workplace will be, the expectation is **at least 7 days** of notice.

b. CWA

i. **Forty-Eight (48) Hours.**

1. The exception is where it is not practicable. Again, our re-entry to the workplace will be deliberate and measured so the expectation is at least forty-eight hours. Further, it is recommended that work groups consisting of both AFSCME and CWA should have **at least seven (7) days** of notice.

c. MCP

i. **None.** Recommendation is **at least seven (7) days.**

V. Submission/Questions

a. Via Email to Christopher Moses (ccmoses@columbus.gov)

