



## **Bidding/Scheduling FAQ**

Q: How many consecutive days can I bid?

A: You can voluntarily bid as many consecutive days as you like up to your designated number of days. The company may assign you to work up to six (6) consecutive days by utilizing the backfill.

Q: If I bid a BW on a day of my choosing, can the supervisor or scheduler/planner move this to another day after the bid closes?

A: No. Once the backfill is complete, BW days can only be moved by mutual agreement between the Instructor and Supervisor, or Scheduler/Planner.

Q: Can I move a BW day after the bid closes?

A: Maybe. BW days can be moved any time after the bid closes but again, only with mutual agreement. Mutual agreement for CLT is you and your supervisor. For GSW it's you and your supervisor/scheduler.

Q: Can my BW's be moved during the backfill?

A: Yes. BW days can be moved during the backfill but not to a day which would require the Instructor to work more than 6 consecutive days or in the event of travel, 12 consecutive days.

Q: If another Instructor is senior to me but has more BW days, will he/she get backfilled before me?

A: Yes, as long as they are available to work and aren't forced to work more than 6 consecutive days.

Q: Who is first to be backfilled?

A: The planner or supervisor will assign the unbid work to the instructor on a BW day, who has the most "W" days (BW & HW) available to work that day. If two or more instructors are tied, then the junior instructor receives the assignment. Remember that only BW's may be moved to a different day than originally bid. If there is more unbid work, the process continues until all work is covered or no instructors are available on BW to cover the work. Then, remaining work would be assigned to the Instructor with an HW. Any work remaining would then be covered using the OT equalization list.

Q: What is the difference between a HW, BW and CW?

A: HW's are placed on the bid by the company and are date specific therefore, they cannot be moved during the backfill. BW's are placed by the instructor on his/her bid. BW's may be moved during the backfill. Once the bid is closed, there is no difference between a BW and HW. Bid events that cancel are converted to CW's but only after backfill and bid closure.

Q: I bid four (4) days of work and then four (4) additional BW days for a total of eight (8) consecutive days of work. Can I be backfilled on the BW days due to the limit of six (6) consecutive days?

A: Absolutely. You voluntarily bid to work eight (8) consecutive days.

Q: What happens if I underbid or overbid my designated number of days?

A: You are responsible to bid only your designated number of days. When you submit your bid to the planner, the planner should inform you that you've overbid or underbid and request you to add or remove days. Should you not add or remove days, you give the planner the right to complete your bid for you.

Q: I am a Stan coordinator. How do I mark my Stan days during the bid?

A: SC days are added after the bid is complete including backfill. For example, a Stan coordinator who bids 20 days per month and is being allotted 4 SC days for the month will bid 16 events. Then, once the bid is closed the 4 SC days will be added. This process is the same for a Development Lead.

Q: How long do I have to bid?

A: Great question. The contract doesn't give a specific amount of time to bid. Common sense and courtesy must prevail. Prior to sending you the bid, the planner already knows if you are currently working. Once your shift ends, the planner expects you to bid ASAP. If you are not currently working, again the planner expects you to bid ASAP. If you can't bid quickly after receiving the bid or your shift ends, contact the planner immediately and coordinate a time that the planner can expect to receive your bid. If this time doesn't meet the planner's needs, to keep the bid moving the planner will contact the Union requesting the Instructor be bypassed. Communication is critical.

Q: What happens if I'm bypassed?

A: Once the bid is sent to the next bidder without your bid, you are officially bypassed. When the planner receives the bid from the last person it was sent to, you may 'jump in' and bid. If your bid is not received after the last bidder, you will be assigned work up to your designated days.

Q: What should I do if I am on vacation and can't easily bid?

A: Leave a bid request with another instructor (who you trust) or the planner. If you intend to have another instructor bid for you, you must coordinate with the planner and submit this Instructor's name and contact info.

Q: What is the "Bid Committee"?

A: While it would be great if the contract had precise language to cover every possible scenario, that's just not realistic. The bid committee is made up of equal numbers of members from management and the union with the mission of interpreting and settling bidding issues that are not contract specific. The bid committee can never change or overrule contract language.

Q: If I'm on a BW or HW, when am I released from being on-call?

A: You are released no later than the last scheduled event start time on that day.

Q: Is the release time for a CW different from a BW or HW?

A: Yes. Since an instructor on a CW can only be assigned work +/- 2 hours from the original bid start time, the instructor would be released from work outside this +/- 2 hour window.

Q: Can the company add or remove work during the bidding process?

A: The company cannot add work but may remove unbid work that has canceled during the bidding process.

Q: After bid closure, I had 4 "W" (BW, HW & CW) days. One of my "W's" was converted to a work event. For future assignments how many "W's" will be calculated?

A: When a "W" is converted, it's no longer a "W" day. Therefore, in this scenario, only 3 "W's" would be considered.

Q: I bid an HW on a holiday. What will I be paid?

A: First, let's talk about holiday pay. In any pay period with a holiday, you will receive an additional 8.0 hours of pay. Then, if you work on a holiday, you will receive 12.0 hours of pay (8.0 hours of straight pay plus 4.0 hours holiday premium). If you are canceled work (CW), you get the same pay as when you work. Now, if you bid an HW on a holiday, regardless of whether you are called in or not, you will receive 8.0 hours of pay for the holiday and an additional 12.0 hours of pay for the HW WITH the holiday premium.

Q: Can I bid a BW on a holiday? What will I be paid?

A: You can bid a BW on a holiday, ONLY if there is work available to bid on that day. If the BW is converted from an on-call event to an actual work event you would be paid 8.0 hours of pay for the holiday and an additional 12.0 hours of pay for the actual work event. If you are never assigned work from the holiday BW, you will receive 8.0 hours of pay for the holiday and an additional 8.0 hours of pay for the BW. You will NOT be paid the 4.0 hours holiday premium.

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