

2.0 Procedure

- 2.1 Once the scheduled overtime needs are determined, the Administrative Supervisor will distribute, via e-mail, a list of needed overtime shifts to all dispatchers.
- 2.2 Dispatchers will have a minimum of one week to respond to the e-mail providing what shifts they are available for.
- 2.3 The Administrative Supervisor will compile the responses in a system that allows for fair distribution among the interested dispatchers.
 - 2.3.1 This system shall be created and maintained in such a way that it can be posted for review following the distribution.
- 2.4 Following the submission period, the Administrative Supervisor will assign the overtime shifts.
 - 2.4.1 Dispatchers who are available for more shifts will have a better chance of being assigned more overtime.
 - 2.4.2 “Cherry picking” of shifts is discouraged and preferential treatment will be given to dispatchers who have expressed flexibility in their availability.