

CWA LOCAL 1133
OFFICE POLICY
No. XX

TITLE: Office Staffing Policy
SCOPE: Executive Board, Directors, Union Representatives and Employees of the Local
REVISED: March 24, 2023

- I. The hours of operation for the CWA Local 1133 Union Office are 8:00 am to 4:00 pm Monday through Friday.
- II. Executive Board members may schedule their hours working in the Union Office between the hours of 7:00 am to 5:00 pm. The Union office must be staffed until 4:00 pm.
- III. Union Steward shifts will be between the hours of 8:00 am and 4:00 pm unless there are representational meetings scheduled outside of these hours. In this event, the steward may flex their hours with the approval of an Officer or Executive Board Member.
- IV. The schedule will be completed by each Executive Board member after each Executive Board Meeting.
- V. Each business day must be covered by at least one (1) Executive Board Member from each bargaining unit and (one) 1 Officer.
- VI. All PTO days must be documented on the calendar.
- VII. All staff members are required to complete their electronic* calendars each month and share them with the Administrative Assistant.
- VIII. Each person is required to check their calendars each day they are scheduled in the Union office to monitor for meetings added by the Administrative Assistant.
- IX. Any person who necessitates a change in a posted schedule must have approval from an Officer of the Local.
- X. If an employee has an extenuating circumstance to work at home on a specific date, a request must be made to a Local Officer and that Officer along with the Secretary/Treasurer must approve the request. The time must be recorded as such on the office sign-in sheet. A detailed accounting of the work that was performed at home must be tracked in an hour-by-hour log and the work produced must be turned into the Local Union Office the following day.

*Paper schedules are being utilized as of the date this policy was enacted. The transition from paper to electronic calendars will be completed no later than December 2023.