

WORKING TO THE RULE

Follow ALL standards and practices as written in the Job Expectations for your specific title.

For outside technicians, that means replacing all items that are worn, deteriorated, antiquated or otherwise failing to meet the standards set forth in the Technician Expectations. Perform ALL tests as directed, document all work performed, etc.

Same goes for the Inside Techs. Follow the written Company guidelines for your title to the letter.

Perform ALL safety practices 100% of the time, every day on every job. Keep your worksite clean and safe. Perform vehicle safety checks EVERY day BEFORE you leave the yard.

DO NOT:

- Perform ANY work prior to the start of your shift.
- Turn your computer on until the start of your shift.
- Work through your breaks or lunch.
- Take shortcuts
- Exceed the speed limit
- Deviate from Job Expectations

IF CHALLENGED BY MANAGEMENT

If your manager challenges you on the performance of your duties or begins to question you about the performance of these duties, invoke your Weingarten Rights and ask for a Union Steward to be present before continuing with the conversation– see next column.

If your manager asks you to abandon any of the written policies regarding Safety Practices or Job Expectations, politely ask that they put in writing which practices they want you to abandon and why they want you to abandon these written Company practices and standards.

Politely state that until they are willing to put it in writing that they are changing/abandoning written Company Policy in regards to these issues, you must follow the existing practices as written.

EVERY DAY–EVERY JOB–EVERY TIME

- **SAFETY FIRST**
- **QUALITY SECOND**
- **PRODUCTIVITY LAST**

WEINGARTEN RIGHTS

If an employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has the right to request Union Representation. Management is not required to inform the employee of his/her Weingarten Rights; **it is the employee's responsibility to know and request**

If employee requests Union Representation, management has three options:

- 1)** They can stop questioning until the Representative arrives.
- 2)** They can call off the interview or,
- 3)** They can tell the employee that they will call off the interview unless the employee voluntarily gives up his/her rights to a Union Representative (*should always refuse*)

(If called to a meeting with management, read the following to management when the meeting begins.)

If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer, or steward be present at this meeting. Until my representative arrives, I choose not to participate in this discussion.