

## Procedure for Permanent Shift Assignments

This procedure applies only to Quality Assurance Specialists (QAS) assigned to the LC-39 Area Quality Assurance organization.

1. Each GS-1910-9/11 QAS will be surveyed to determine his/her first, second, and third shift preference. Personnel will only compete within their own assigned facility /geographic location. For example, QAS's assigned to the VAB, may only compete within that facility/geographic location for shift assignments.
2. Assignment Criteria
  - Number, type, and skills mix of employees needed for each shift to properly support work operations will be determined by management.
  - Service Computation Date will be used as the sole "tie breaker" in all cases.
  - Exceptions (i.e. education, illness, etc.) to these criteria will follow guidelines set forth within the current Union Contract.
3. All new hires will be placed on first shift to fulfill minimum training requirements. After training, usually 4 – 6 months, or longer if determined by management, new hires will be assigned to a shift using the criteria in paragraph 2. However, new hires cannot "bump" experienced employees unless they have been on board for a minimum of six months beyond their training and unless the "open season" is in effect.
4. During April of each year, the organization will hold an "open season" during which employees may submit shift preference requests, which will be handled as per paragraph 2. However, during the open season, new hires may not be "bumped" by experienced employees until they have been on board a minimum of six months beyond their minimum training.
5. All GS-1910's will only be subject to a temporary shift change to attend mandatory training classes.
6. As attrition occurs, managers / supervisors will attempt to accommodate employees' preferences, as outlined in paragraph 2.
7. GS-1910-12 (Leads) will not be included in the Permanent Shift Assignment Procedure. Leads will remain on their assigned shift, in their current facility/geographic location, unless they request, and are granted by management a "swap" with another Lead.

AFGE Local 513 President

KSC Labor Management Relations Officer

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Timothy Williamson      2/14/01  
Date

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James Thompson      2/14/01  
Date

Quality Assurance Branch - Chief

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Robert Hammond      2/16/01  
Date