

LATERAL MOVEMENT GUIDELINES
EFFECTIVE January 1, 2010 through December 31, 2010
PHOENIX CENTRAL OFFICE

The following guidelines may be used in the Phoenix Central Office organization prior to offering jobs via the Transfer Bureau (Post and Bid Process). These guidelines will be utilized to meet the needs of the business and the needs/desires of the employees. The guidelines will cover all voluntary lateral movement within the same job title in the Phoenix RCA for changes in job functions and/or location.

Job openings should be filled using the following process:

CWA will be notified of opening to be filled.
Movement from within a Director's organization will occur first.
Remaining openings will be filled by the Transfer Bureau.

It is the employee's responsibility to have an up-to-date lateral movement request on file to be considered for any movement.

Employees must meet the same performance qualifications of the Post and Bid Process. (The employee must be satisfactory in performance, attendance, not on sick benefits or light duty and not under any disciplinary action). Refer to Contract Article 21.3c. The supervisor will be contacted prior to the job offer to verify eligibility.

Employees must be Regular Full Time or Regular Part Time and have met 12 months time-in-location/function prior to being eligible to submit a lateral movement request.

Jobs will be filled on a voluntary basis by seniority. Note: Some positions may require specific qualifications, which must be met prior to placement, (e.g. IOF experience). Should qualifications become a determining factor, there will be discussions with CWA.

Employees may have no more than 5 lateral move requests on file at any given time. All changes must be submitted on a new form. The new form will replace everything on file.

When an employee accepts an offered job assignment, all remaining requests will be cancelled.

An employee accepting a lateral move job assignment via these guidelines must meet the 12 months time-in-location/function prior to being able to submit another lateral movement request. The reporting date to the new work group will be used for the 12 months time-in-location/function requirement. There are no retreat rights.

Requests for movement will be faxed to 602-630-1526 or mailed to: Lateral Movement Administrator, 20 E. Thomas, 16th Floor, Phoenix, AZ 85012. A copy of the request will be placed in the employee's working personnel file and one will be given to the employee.

When the employee reports to the new work group, their shift, vacation/entitlement time, etc., will be treated in accordance with the current collective bargaining agreement. No bumping will occur on shifts for the remainder of the quarter.

When the company determines it is necessary to laterally rearrange employees outside of this "agreement", the union will be notified.

These guidelines are intended to meet the needs of the business and the needs/desires of the employee. These guidelines are effective January 1, 2010 through December 31, 2010. These guidelines will be reviewed and/or renegotiated if requested by the Company or Union at any time during the effective dates of the guidelines.

Union Representative
(12/15/09)

Date

Company Representative

Date