

# Rail Operating Manual Section 3 - Rostering for Locomotive Engineers



July 2018

# Review/Change Process

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## Background

- Joint KR and RMTU team established in 2016
- Participated in two fatigue management workshops - facilitated by Professor Philippa Gander from the Sleep/Wake Research Centre of Massey University, Wellington

Introduced short term initiatives in October 2016 to address;

- day of operations irritants, and
- Help with day of operations roster management items

These were:

- minimum of 12 hours off between shifts in:
  - Master roster construction,
  - Mini roster development, and
  - Day of operations shift coverage pre-planning
- backward rotation of no more than 2 hours for shifts starting between 0001 and 0700 hours



# Review/Change Process (cont)

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May 2017 - KR and the RMTU team:

- Confirmed list of items for review (33 in total)
- Categorised into 7 groupings;
  - Roster construction
  - Hours of work
  - Fatigue management/at risk
  - Relevance to the ROM
  - Definitions
  - Utilisation
  - Other

Agreed the purpose of the review:

- Review and update where necessary to ensure the ROM S3 is fit for purpose to deliver safe and efficient life balance rosters for Locomotive Engineers using current fatigue risk management principles



# Confirmed Changes

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## Overview and Introduction

- Confirm the purpose of the ROM S3 - 'to ensure fit for purpose rosters to deliver safe, efficient and life balance rosters for locomotive engineers using current fatigue risk management principles'
- Minimise as far as practically possible single days off when constructing rosters
- Introduce fatigue risk management into the ROM;
  - referencing the design and development of a new fatigue risk management system by a combined KiwiRail/RMTU Fatigue Risk Management Group (FRMG)
  - future review and update of the ROM to reflect the outcomes of the new fatigue risk management system
  - opportunity to trial revised rostering parameters to enhance safety, economics and social benefits – managed through the FRMG and KIC groups



# Confirmed Changes (cont)

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## Definitions

- Update of existing and introduction of new definitions to help with applying the ROM provisions
- Amended definitions;

<b>Mandatory Time off (MTO)</b>	Stand down period assigned for crew to mitigate the effects of fatigue - Crews are not to be rostered to work during this period (replaces MSDP - mandatory stand down period)
<b>Mandatory Relief Shift Length (MRSL)</b>	The time within which a crew must be relieved and have booked off from duty as per the matrix. (replaces MRT - mandatory relief time)





# Confirmed Changes (cont)

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## Definitions (cont)

- New definitions;

<b>As Required Remaining Hours (ARRH)</b>	The remaining time of a shift (which is 3 or more hours) following observing the minimum 10 hour break between shifts
<b>As Required Same Hours (ARSH)</b>	The hours of a rostered cancelled shift
<b>Bust</b>	A work period where the mandatory relief shift length has been exceeded
<b>General Observed Rest Period (GORP)</b>	Stand down hours of the next shift which encroach on the minimum 10 hour break between shifts
<b>Home Rostered Time (HRT)</b>	Back in depot by rostered book-off time



# Confirmed Changes (cont)

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## Definitions (cont)

- New definitions (cont);

<b>Master Roster</b>	Confirmed depot work plan and activity compiled into fortnightly patterns of work (shifts and duties)
<b>Mini Roster</b>	Individual assignment of fortnightly patterns of work with specific shifts and duties
<b>Stand-over Time</b>	Time spent waiting at an out depot for your return train



# Confirmed Changes (cont)

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## Definitions (cont)

- New definitions - these provide additional clarity on the level A and B at risk shifts;

<b>Level A (AN)</b>	Any shift finishing at or after 0300 hours
<b>Level A (AE)</b>	Any shift commencing prior to 0400 hours
<b>Level B (BN)</b>	Any shift finishing at or after 0100 hours and before 0300 hours
<b>Level B (BE)</b>	Any shift commencing at or after 0400 hours and before 0600 hours

- An update of the level A and B at risk shifts start and/or finish times to simplify and standardise – also now introduces a non at risk shift definition;

<b>Non at Risk</b>	Any shift commencing at or after 0600 hours and finishing before 0100 hours
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# Confirmed Changes (cont)

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## Roster Construction

- Introduce prior notification to union representatives on level B and C roster proposals
- Clarifies timeframes and time off for roster delegates to review and respond to level B and C roster change proposals
- Re-confirm the criteria for developing crew couplings;
  - primary considerations will be economics and safety
  - social consequences of couplings also considered - should timetables allow couplings with more desirable hours to be evenly distributed between depots
- Combines the depot workloads review with train timetable reviews - same process for roster preparation and changes
- Clarifies the timing for Christmas Holiday rosters;
  - final roster posted at least 2 weeks before implementation, and
  - mini rosters posted 10 days before implementation



# Confirmed Changes (cont)

## Shift Length

- Normal maximum shift length, extended shift length and footplate maximum apply to Master and Mini Rosters
- Mandatory relief shift length applies to Day of Operations

	Master/Mini Roster			Day of Operations
Shift Commencement Time	Normal Maximum Shift Length	Extended Length (By Agreement)	Footplate Maximum (all)	Mandatory Relief Shift Length
00:01 – 03:59 (AE)	10:00	10:30	8:30	11:00
04:00 – 05:59 (BE)	10:30	11:00	9:00	11:00
06:00 – 13:59	11:00	N/A	9:30	11:30#
14:00 – 15:59 (BN)	10:30	11:00	9:00	11:00
16:00 – 23:59 (AN)	10:00	10:30	8:30	11:00



# Confirmed Changes (cont)

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## Shift Rotation

- Insert minimum of 12 hours off between shifts (as per October 2016 agreement);
  - Master roster construction,
  - Mini roster development, and
  - Day of operations shift coverage pre-planning
- Update backward rotation to include October 2016 agreement and subsequent discussions;
  - Backward shift rotation of no more than 2 hours between consecutive shifts and a maximum of 4 hours over 5 consecutive shifts can occur for shifts starting between 0001 and 0700 hours
  - The 12 hours off between shifts limits the extent of backward rotation for other shift patterns



# Confirmed Changes (cont)

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## Shift Rotation (cont)

- 'At Risk' matrix;
  - Mandatory time of applies to both roster construction and day of operations
  - 4 level A shifts 28 hours cap applies to rostered hours
  - Mix of 4 level A and B shifts applies to all scenarios except for AAAB
- Updated matrix;

Work Period "At Risk" Level	Maximum Number of Work Periods	Mandatory Time Off (MTO)
A	3	2 nights in bed – start after 0900 hours
A	4 (where total rostered hours of the 4 shifts do not exceed 28 hours)	2 nights in bed – start after 0900 hours
A & B	4	2 nights in bed – start after 0900 hours
B	5	2 nights in bed – start after 0900 hours



# Confirmed Changes (cont)

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## Shift Rotation (cont)

- Introduce a priority order for constructing blocks of level A shifts only into rosters (first line in the 'at risk' matrix);
  - Block of 3 'Level A' shifts (results in mandatory time off - 2 nights in bed and start after 0900 hours),
  - If this is not possible then a block of 2 'Level A' shifts (mandatory time off - 1 night in bed and cannot start back on a 'Level A' at risk shift). If this is not possible this may be varied by mutual agreement between the RMTU roster representative and KiwiRail,
  - Last option is a single 'Level A' At Risk shift on its own
- Include the agreed stand down process and provisions when;
  - There are less than 10 hours off between shifts, and
  - A LE has reached the maximum of at risk shifts and now requires 2 nights in bed
  - Note - these provisions ensure LE's do not work in these situations and do not loss pay



# Confirmed Changes (cont)

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## Extra Work Periods

- Introduce an opt in/opt out system to more efficiently manage the assignment of extra work periods on LE's rostered days off
- Process is;
  - Between publishing of Mini Rosters and commencement of the rostered fortnight LE's should select one of the following options to indicate their availability to work an extra work period on their Rostered Day Off (RDO).

Indication Options	Indicated on Roster
Available	OFF DUTY ***
Not Available – Off By Request	OFF BY REQUEST
No Indication	OFF DUTY

- Assigning extra work periods (determined by the fortnight number on the master roster);
  - 'A' week will start at the bottom and work up for each separate roster, and
  - 'B' week will start at the top and work down for each separate roster





# Confirmed Changes (cont)

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## Public Holidays

- Introduce LE notice period to opt out of working on a public holiday - 14 days' advance notice prior to the commencement of the fortnight that the public holiday will occur in
- Clarify payment for a cancelled rostered shift due to a public holiday (where a portion of the shift is not on the actual public holiday);
  - Where there is one shift - KR will pay for the full cancelled shift,
  - Where there are two shifts - KR will pay the hours for the largest shift while the smaller shift hours will be part of the 80 hour guaranteed fortnight payment
- Confirm when a job is cancelled after the fortnightly roster is posted and it is more than 72 hours prior to the commencement of the public holiday shift, the LE will be booked off work and paid the hours of the shift as a public holiday as per clause 25.3 of the Collective Agreement – if job cancelled within 72 hours of the public holiday then ARSH provisions apply



# Confirmed Changes (cont)

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## Standby and Relief Shifts

- Master roster construction - standby shifts to cover 'Level A' at risk shifts will only be at the start or end of a sequence of at risk shifts
- Confirm the process for relief link when covering less than a full fortnight link;
  - Off duty days as per the master roster,
  - Each link confined to at or about 80 hours for the fortnight on up to 10 shifts (within 76 to 83 hours is considered acceptable) - where there are less than 10 shifts an additional off duty day will be shown on the mini roster
- Allocation of standby work (more than one qualifying shift) – jobs allocated progressively determined by the fortnight number on the master roster;
  - starting at the top and working down for each separate roster for 'A' week and
  - starting at the bottom and working up for each separate roster for 'B' week



# Confirmed Changes (cont)

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## Annual Leave

- Updating the annual leave process to confirm the Manager's role in managing leave and the Roster centre team administer this;
  - LOM/Manager prepares, manages and provides the LE Terminal Leave Plan including showing the availability of LE leave periods within that Terminal,
  - LE leave applications given to the LOM/Manager - confirms within 48 hours of approval (or not) or held for later decision

## LE Pay Progression

- Removed from the ROM – will be included in the CEA



# Questions

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