

September 7th 2018



## TOUR SWAP RULES!!!!

A DAILY TOUR TRADE REQUEST MUST BE SUBMITTED BY 3PM THE DAY PRIOR TO THE TOUR. THE TRADE IS SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THE TRADE MUST BE BETWEEN EMPLOYEES IN THE SAME TITLE AND IN JOB FUNCTION THAT MANAGER DETERMINES ARE EQUIVALENT.
- 2. THE EMPLOYEES MUST BE QUALIFIFED TO PERFORM THE WORK.
- 3. THE TRADE MUST BE FOR THE SAME NUMBER OF HOURS SCHEDULED TO BE WORKED.
- 4. THE EMPLOYEES MUST ARRANGE THE TRADE THEMSELVES.
- \*\* THESE ARE THE ONLY RULES APPLICABLE TO TOUR SWAPS PER OUR CONTRACT. IF YOU ARE HAVING ANY ISSUES PLEASE REACH OUT TO A STEWARD.\*\*\*

FORMS, INFORMATION, AND OUR CONTRACT CAN BE FOUND ON OUR WEBSITE:

**WWW.IBEW2213.ORG** 

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