

## Appendix 5 – Workload

Employee Name	<input type="text"/>
Job Title	<input type="text"/>
Work Location	<input type="text"/>
Supervisor Name	<input type="text"/>
Excluded Manager	<input type="text"/>

**STAGE ONE:** The employee shall discuss the matter with their direct supervisor/manager and specifically what work demands are causing them to be unable to fulfill the work requirements of their job. The direct supervisor/manager will direct the employee as to the manner in which the employee should proceed in order for the employee to carry out their assigned duties.

**STAGE TWO:** If after the completion of Stage 1, the employee continues to hold the opinion that they are unable to fulfill work requirement because of the specified work demands then the employee will advise their direct supervisor, in writing on the agreed for of this fact, giving reasons and details of the work demands which give rise to the employee's continuing view that they are unable to fulfill the work requirements of their job. These details shall include identification of the specific CLBC Policy and Procedure which the employee believes they are unable to fulfill.

Employee Written Comments:

**Contributing Factors:**

- |  |   |
|--|---|
| <input type="checkbox"/> Workload Size                     | <input type="checkbox"/> Availability of supervisor       |
| <input type="checkbox"/> Inadequate Equipment              | <input type="checkbox"/> Malfunctioning equipment/systems |
| <input type="checkbox"/> Competing demands                 | <input type="checkbox"/> Training/Mentoring               |
| <input type="checkbox"/> Absence of Staff (give specifics) |   |

Additional functions assigned by my supervisor:

<input type="text"/>
<input type="text"/>
<input type="text"/>

The direct supervisor/manager will issue written direction to the employee within 14 days as to how the employee is to proceed in order for the employee to fulfill work requirements. Responsibility for any consequences of complying with the direction will not rest with the employee

To be completed by excluded manager

<input type="text"/>
<input type="text"/>

**Signatures**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Excluded Manager \_\_\_\_\_ Date \_\_\_\_\_

**Stage Three:** Should the employee continue to hold the opinion that they are unable to fulfill their work requirements after the completion of Stage 2, the employee may refer the matter, in writing, to a designated representative of CLBC, who is excluded from the bargaining unit, who will direct such action as may be required to resolve the issue within 14 days. The employee will be provided a copy of such direction in writing. Responsibility for any consequences of complying with the direction will not rest with the employee.

A copy of the employee’s written submission, the supervisor’s written response and the excluded manager’s written direction will be forwarded to the Joint Union/Management Committee.

This appendix is not subject to grievance or arbitration procedures of Articles 8 – Grievances and 9 Arbitration.

Signatures  
Employee \_\_\_\_\_ Date \_\_\_\_\_  
  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
  
Excluded Manager \_\_\_\_\_ Date \_\_\_\_\_