



GUIDANCE NOTES FOR DUTY ALLOCATION OVER THE OLYMPICS AND PARALYMPICS

- **What happens if I am not allowed in to take part of the allocation...?**

 - **If you are not allowed in the allocation for whatever reason, inform your manager that it is the level 1 committees remit to carry out this task therefore you being part of that committee should be involved, and management and ASLEF should not continue with this process unless you are allowed in.**

 - **If they still refuse, then inform him or her that by not allowing you in they are now in breach of the Machinery, and give them a memo from you stating that (PLEASE MAKE SURE YOU KEEP A COPY OF THAT MEMO), and inform your Trains Council Reps immediately.**
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- **What you do when you are involved in the duty allocation process...**

- **When taking part in the duty allocation process you are there to oversee that the process is done fairly, and that none of our members or any other members of staff who do not wish to breach their frameworks and work over 8 hours are given duties that they do not want to work.**

- **You will NOT take any active part in allocating duties that are over 8 hours, leave that allocation to the other reps and managers involved in the process.**

- **Any issues contact your Trains Functional Reps immediately.**