

ETO Component Work Schedule Instructions

The personal information on the ETO component work schedule form is pursuant to Article 7.1 of the Environmental, Technical and Operational Component Agreement and under the authority of the *Freedom of Information and Protection of Privacy Act RSBC 1996, c.165, s. 26(c)*. The personal information collected may be used by the supervisor to contact the employee for discussion regarding work scheduling. A copy of this form will be sent to the BCGEU. If you have any questions about the collection, use and disclosure of the personal information, contact the Labour Relations Advisor, PO Box 9850 Stn Prov Govt, Victoria BC
V8W 9T5 Phone 387-7825

Note: The ETO Form has numerous formulas for calculating the hours earned and taken. IF cells, rows or columns are manipulate or delete this will cause the calculations to be wrong.

Steps to complete ETO Form:

- 1) Save As ... this spreadsheet to "NAME_ETOWs.xls" (e.g. rwalker_ETOWs.xls)
- 2) Fill in your personal information.
- 9)
This cell is use to calculate other information such as time taken and earned
- 4) **If you select a 7.5 or 9 hour shift length SKIP this step** (go to step 5) using the letter "R".
- 5) Using the letter "E" to indicate the ETO days you are scheduling.
the vacation days.
drop down Lists.
- 8) Print a copy of the completed form (*Fit to page*). Sign it and return it to your BCGEU steward
Optional - Email a digital copy to your BCGEU steward as well.

Note: ETO Forms must be returned to your BCGEU steward by March 26, 2007