

Business Mobility Attendance Trial

CWA Business Mobility Call Centers

Today

Points don't roll off for **12 months**

Points Threshold

< 5 minutes = No Points

5 minutes – 45 minutes = .25 Points

46 minutes – 150 minutes = .50 Points

151 minutes – 239 minutes = .75 Points

240 minutes or more = 1 Point

Discipline Threshold

CN 4, WW 5, FWW 7, Term 8

Life Happens

30 minutes Max

no limit

New

Reduce to rolling **6-month**

Increase Points Threshold

<5 minutes = No Points

5 minutes – 120 minutes = .25 Points

121 minutes – 240 minutes = .50 Points

241 minutes – 360 minutes = .75 Points

361 minutes or more = 1 Point

Include increased point threshold into New Hire policy (weeks 1-5)

Increase Discipline Threshold

CN 3, WW 4, FWW 5, Term 6

Life Happens

30 minutes Max

Test options (1) 1 per 6 months & (2) limit of 12 per year

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Timeline & Next Steps

Communication/Action Step	Purple / Black /Orange
Meet with HRBP & Directors	Fri. 7/22
Labor Meet w/CWA Districts	Mon. 7/25
Site Leadership Reviews with local	Weds. 7/27
Meet with Level 2 and Level 1 Managers	Thurs 7/28 – Fri 7/29
Communication to Bargained Employees	Monday 8/1
Site delivers any remaining/pending discipline	Saturday, August 20
Effective Date – New Policy & Extend Life Happens	Sunday , August 21
myWorkLife points view turned off for bargained employees	Sunday, August 21
Transition Complete and new discipline letters delivered MyWorkLife points turned on for bargained employees	Friday, August 26

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Transition Plan

- Move the employees to the new policy rules in myWorkLife effective 8/21/22 for Black, Purple and Orange.
- Compare the employee's points and recommended level of discipline vs actual level of discipline:
 - If the recommended level of discipline in myWorklife and actual step of discipline in MyCoach match:
 - Have a discipline letter generated for that step
 - Example – Employee is on a Written Warning under former policy and would still warrant a Written Warning under the new policy.
 - If the recommended level of discipline in myWorklife is a level higher than the actual step in MyCoach:
 - Suppress the oldest points until the step levels are the same (Recommended VS Actual)
 - Have a discipline letter generated for that new step
 - Example – Employee is on a Counseling Notice under former policy but based on the new policy they should be at a Written Warning because they are at 4 points. We would put on a new CN in myCoach & suppress the oldest points in myWorklife to bring them down to 3.75 points (the highest amount of points & still be on a CN)
 - If the recommended level of discipline in myWorklife is a level lower than the actual step in MyCoach:
 - Transition down to the recommended level of discipline in MyCoach so that the Recommended and Actual are the same
 - Example – Employee is on a Written Warning under former policy but based on the new policy they should be on a Counseling Notice

Complete any pending discipline prior to converting to new points associated discipline, when possible.