

MEMO



DATE: 2023-10-06

TO: To all employees

RE: SUMMER 2023 BID

Notice to all employees

Please note that the Summer 2023 schedule bid will be taking place **October 16th to 20th, and 23rd to 26th**. The new schedule will start on **November 3rd, 2023**.

4 minutes is the time allocated for you to choose your schedule. Once the allocated time is spent, we will pass to the next in line, even if you haven't completed your choice. The bid will take place in: the **conference room, 2nd floor, next to the DSD's office. Phone line is: 514-636-3963**

PROCURATION

Please note that if you cannot present yourself for your choice of schedule at the appointed time, you can fill out a procurement paper situated on MySTAS.securitas.ca.

UP TO DATE PERSONAL FILE

For us to be able to contact you the day of your bid, ensure that all your personal information is up to date with the department of human resources. All changes should be communicated to HR before October 13th, 2023.

PUNCH

If you are working at the time of your choice, it is imperative that you ***punch OUT*** before coming to the BID, and ***punch IN***, once you return to operations.

HBS BU: Those who choose a HBS BU schedule will need to present themselves to TB checkpoint. HBS BU can replace any CTX9800/5800 positions.

LVL1/HBS ROOM: Signifies the HBS vision room, may be sent to replace breaks at SP1 and shield.

L3 : Signifies the Shield position for CTX 9800.

NPS BR and NPS USBR: Break relief for NPST DI side and TB side respectively.

RRQ: Places per day are limited, they will be attributed following your preferences and seniority.

Variable schedules: Preferences will be asked at the BID (AM/PM/Night), but the schedules will be established in relation with the operational needs.

Jean-Sébastien Cardinal

Gestionnaire, Planification régionale et Département des horaires

Securitas Transport Aviation Security Ltd

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CTX9800 TB ROOM	HBS TB screen	CTX9800 SP1	OSB 1
CTX9800 TB L3	HBS TB shield	SP5	OSB 5
CTX9800 DI ROOM	HBS DI screen	SP4	OSB 4
CTX9800 DI L3	HBS DI shield	SP2	OSB 2
CTX9800 BR ROOM -SHIELD - L3	HBS Break Relief screen and shield	SP BR	OSB 2,4,5 Break Relief
CTX9800 BREAK SP1 and ROOM	HBS Break Relief screen and SP1	HBS BU	Replacement CTX 9800/5800
NPST BU	For NPST BU 51(SP5), Dom, HBS, Y38, BR, present yourself at DI.	NPST BU	For NPST BU 79, SP1, Java U (SB), USBR, present yourself at TB.

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