

Local 1040 New Hire Guide

1. Follow the SOP and listen to your OJT Mentor and don't forget to take your time.
2. Make sure that before you're off OJT you have the knowledge to work on your own don't just sign off on it.
3. Ask lots of questions and never rush because of a long line.
4. Attendance, try not to take unscheduled leave while on probation.
5. If you can't get a day off use the shift trade, as a way to get the day off you need.
6. If you have a problem, talk to the Union for advice we can help point you in the right direction.

For more information about your Union:

National: Afge.org

Local: afgelocal1040.org