

**ELECTRIC DISTRIBUTION  
METER DIVISION BARGAINING UNIT  
GENERAL RULES FOR THE DISTRIBUTION OF OVERTIME**

**PURPOSE:** For the purpose of putting into effect Article 9 Section 12, (Distribution of overtime) of the 1999 Agreement between the Company and Local 223, the parties agree to the following definitions and practices.

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1. MANAGEMENT RESPONSIBILITIES

A. Such overtime as becomes necessary shall be distributed without favoritism among the qualified employees in their respective overtime groups with the objective of obtaining equal distribution. (Article 9 Section 12,a)

B. Management recognizes its responsibilities to distribute overtime to Meter Division Bargaining Unit employees in compliance with Article 1X, Section 12 of the Agreement with Local 223, U.W.U.A.

2. UNION AND EMPLOYEE RESPONSIBILITIES

A. An employee who is offered overtime and believes he or she is ineligible because they are on sick leave or vacation will inform the person canvassing him or her for overtime.

B. The Union and Management representatives will review instances where repeated attempts to contact an employee for overtime work have proved unsuccessful. Appropriate overtime charges may be made in such instances where it appears wanted as mutually agreed between the parties.

### 3. DEFINITION OF OVERTIME

A. The term overtime is defined as time paid for at time and one half, or double time, except for such payments for short shift changes and or changes of shifts or off days without due notice, and or the establishment of evening or night shift for work normally done on days, and or for work outside of and in lieu of an employees regular work period, and or for travel time.

B. Casual overtime is that overtime which is connected to an employees original straight time assignment and was not authorized at the time of the original assignment.

C. Prearranged overtime is that overtime authorized when the assignment is made. Normally such assignments are those made with more than one hours notice of the start of the overtime period and are made to those who are free to start the assignment when it should be started.

D. Drafting When vacation or sickness interferes with an employees ability to work his or her scheduled shift. Another employee will be required to take a day off during the week and moved to work that persons shift.

E. Storm overtime when worked will not be charged on your normal overtime hours. If you turn down storm overtime there is no charge.

F. No employee shall call the ROC requesting overtime without permission from their Supervisor or person canvassing for overtime.

### 4. ACCUMULATED OVERTIME RECORD

The Accumulated Overtime Record which is used for assigning employees for overtime work will:

- A. Be revised weekly or bi-weekly.
- B. Reflect any adjustment in overtime showing worked time, declined time, and accumulated time.
- C. Be posted at each work location prior to the effective date.
- D. Be used until the next accumulated overtime record is effective.
- E. Management will correct any and all errors upon notification and immediately issue revisions.

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## OVERTIME WORK GROUPS

A. The respective overtime work groups will be defined in each bargaining unit. If the parties fail to agree on the definition of them, or subsequent revisions in them, management's determination will be put into effect. However, the Union may process through the grievance procedure, including arbitration, the question of whether Management's determination was arbitrary. (9, 12,c)

1. Overtime Work Groups (9,12c)  
Electric Distribution

Supplies

Stock keeper Leader	1
Stock keeper	1

Shop Test and Repair

Meter Repairman	2
Polyphase Watt-hour Meter & Access. Tester	3

Field Testing-(Each Reporting Location)

Primary Meter Tester & Investigator	4
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Secondary Meter Tester & Investigator	5
Senior Service Representative	5

Field Meter Tester & Investigator	6
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Field Meter Tester	7
Thermal Energy -Steam Meter	
Steam Meter Serviceman 1ST	8
Steam Meter Serviceman 2ND	8
Steam Meter Serviceman 3RD	8
Oakland Meter Readers	
Special Reader	9
Service Representatives	
Service Representatives	10
Field Service Representatives	11
Associate Service Representatives	12
Field Service Representatives in training	13

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## DISTRIBUTION OF OVERTIME

For the purpose of accounting for the distribution of overtime, an employee low on the overtime list who is not available when called for an overtime assignment in his or her overtime work group will be charged with the hours he or she would have had, had he or she worked. No more than one reasonable attempt to reach an employee is required. An employee who declines an overtime assignment will be charged with the hours he or she would have been paid had he or she worked. Except in an emergency no attempt will be made to reach an employee who is on vacation or has previously reported an absence. For this purpose, the vacation period will be from the time reporting off duty to the time reporting back on duty and the absence period will be from the time of the report of the absence to the time the employee is cleared for duty.

**AN EMPLOYEE WILL NOT BE CHARGED FOR OVERTIME WHICH HE OR SHE DOES NOT WORK WHEN:**

- a. He or she is not personally contacted, by pager, cell phone, home phone or MDT. Management will determine by group consensus as to how the employee will be contacted. There will be a 5 minute time limit to contact the person who is canvassing.
- b. He or she is excused for Company or Union business for which he or she has been officially delegated by the Union.
- c. He or she is on restricted or light duty.
- d. He or she is excused because of serious illness, injury or death in the family.
- e. If he or she is on rest period.
- f. If he or she is in training.
- g. If he or she calls back within allotted 5 minute, and assignment has been filled.
- h. When he or she is in military training or active duty.
- i. If he or she is on vacation.

**7. CASUAL AND PREARRANGED OVERTIME**

Casual overtime is the time that is worked and connected to your normal shift and not prearranged.

Prearranged overtime is schedule work that should be given to the lowest qualified employee on the overtime list.

8. ADDITIONS TO OVERTIME WORK GROUPS

- A. When an employee transfers from one overtime work group to another he or she will be charged with median overtime hours in his or her new group.
- B. If there is not an employee in the respective overtime work group, an employee transferring in will be started at zero hours.
- C. If two or more employees transfer into a respective overtime work group on the same day, they will be placed in seniority order and charged with the same number of hours in accordance with A.
- D. The Union will be notified in advance when an employee is temporally transferred out of a bargaining unit classification for a period of 30 calendar days or longer. During this period, he or she will not be available for overtime in his or her original overtime work group. Upon returning from said temporary transfer, an employee will be returned to his or her former overtime work group with the hours he or she had prior to said temporary transfer.
- E. An employee on extended absence, for any reason for a period of 60 calendar days or more, shall have his or her telephone number removed from the overtime list. Upon returning to work, the employee will have his or her telephone number added to the overtime list and his or her name placed in the median position.
- F. An employee who states that because of health or family sickness he or she does not wish to be asked to work overtime, except in unusual circumstances, such as emergencies, and job connected casual overtime, shall sign a statement to that effect. Such an employee will have his or her telephone number removed from his or her overtime work group list. When and if such employee desires to revoke such statement and to be placed on his or her work group overtime list, he or she shall so request 15 days prior to January 1st of each year. When the employee returns to his or her overtime list, he or she will be charged with the hours he or she had when he or she left and any additional hours he or she may have been charged.( The Supervisor shall make the determination ).
- G. Once the Supervisor has exhausted their employees for overtime, they will be able to canvass the area that is adjacent to there area for overtime.

## CALCULATING THE MEDIAN

ODD NUMBER OF EMPLOYEES  
ON LIST

2 HOURS  
9 HOURS  
15 HOURS = MEDIAN  
17 HOURS  
18 HOURS

EVEN NUMBER OF EMPLOYEES  
ON LIST

2 HOURS  
5 HOURS  
9 HOURS (9+15)-12 hours median  
15 HOURS  
17 HOURS  
18 HOURS

## *Addendum to Overtime Rules*

**Storm:** Everyone must have an opportunity to work storm. When storm period ends, call out person must utilize low overtime list.

**Call out List:** All areas must have a low overtime list. Any existing low overtime list will be zeroed out and a new list will begin January 2006. After every union election, the overtime lists will be subject to review and possibly zeroed out again.

**Voluntary Overtime:** It is prohibited to call for overtime without going by low overtime list. During storm an employee can call their supervisor to see if needed to work.

**Temporary Assignment:** If an employee is assigned a temporary assignment and is still eligible for call outs, he/she can be charged for overtime hours not worked when called.

- Stewards should get copies of weekly overtime list to check for accuracy
- Any person called via pager, should preserve message to confirm time received
- At conclusion of storm, R.O.C. or call out person must use overtime list
- If a person desires to opt out/in of call out list; must do so in writing. This is allowed only twice yearly
- Volunteer call out list is no longer allowed. Call out person **must** utilize overtime list, including holidays when any overtime work is needed (with exception of storm)
- When districts conduct call out for overtime and are unsuccessful in getting candidates; call out person can canvass adjacent districts. Person can be charged overtime hours by not responding to adjacent district overtime