

# **Stores & Trans O.T. Rules**

February 9, 1998

The following understanding implements Article IX, Section 12, of the 1995 Agreement between the Detroit Edison Company and Local 223, UWUA AFL-CIO.

## **I. Paragraph C - Overtime Work Groups.**

The term "Overtime Work Group" is defined as all employee's at a specific headquarters' within an Operational Group (i.e.(1) Stores, (2) Material Transport, (3) Investment Recovery,) and with the same job classification (i.e. Warehouseman, Warehouseman Leader, etc.).

A. Each Warehouse is a specific headquarters for each assigned Operational Group, except that the following will also be considered as separate overtime work groups:

### **2. W.S.C. Material Transport Night Shift.**

Since there are several different starting times for day and evening shifts at the same location, it is necessary to identify the 12 hour period for both day and evening shifts for call out purposes.

It is hereby agreed that for the Warren locations referred to under Section 1-A, the evening shift for call out purposes only, will begin at 4:00 p.m. and end at 4:00 a.m. The remaining 12 hours will be considered days.

B. Certain classifications will be combined for the purposes of overtime distribution within the operational and headquartered groups defined above. Exceptions will be made only where the job requires the higher classification. These combined classifications are as follows:

- 1. Senior Lines Supplyman, Lines Supplyman**
- 2. W.S.C. Central Warehouseman Leader, Central Stores Warehouseman**
- 3. W.S.C. Stockman Leader Investment Recovery, Stockman Investment Recovery**
- 4. Cable Plant Warehouse Leader, Cable Plant Warehouseman (Trombly)**

C. In Secondary Service Centers a replacement is at times furnished from other locations on a temporary basis during vacations or extended sickness. For this purpose, the replacement will be considered a transfer from one overtime group to another and Section 12f will apply. However, the individual so transferred will retain their overtime hours on their regular list and be charged on that list with any overtime gained at the temporary location.

1. In transferring an employee from one overtime group to another in accordance with section 12f, when there is no middle employee (such as a four person location), an average will be taken of the overtime hours of the employees at that location and used for the employee who is transferring in. If there is a middle person on the list, such as a three person location, the employee transferring in will receive the same hours as the middle employee on the list. For tie breaking purposes, bargaining unit seniority will be the deciding factor.

Personnel assigned to a new overtime work group on a temporary basis will be considered part of that group for overtime purposes, including call-outs, from the date they physically report for work at the

**new temporary location. to the date they physically report back to their regular location or another temporary location.**

**D. Personnel temporarily assigned to a higher rated classification at the same headquarters shall not be transferred to the overtime list of the higher rated group, unless he/she is being replaced on the overtime list by a transferred employee from another work group.**

**E. Canvass sequence. When overtime is required at a location and not enough volunteers are available, overtime may be offered to employees on vacation or military leave. Should employees on vacation or military leave decline the overtime offer, they are not to be charged nor will they be forced to accept the assignment. (See section II paragraph D.)**

**Employees on light or restricted duty, or employees stepped up to a non-represented position may be asked to work overtime on work that they are qualified only after the above canvass sequence has been followed.**

**If no volunteers are available after management has followed the canvass sequence, management will normally make a reasonable effort to find volunteers at a nearby location.**

**Those workers canvassed at a nearby location are not to be charged for declining overtime assignment, nor may they be forced to accept the assignment.**

**F. It should be noted that there is a long standing practice within the Stores Bargaining Unit, that a pre-arranged or call-out overtime assignment will not normally exceed 16 hours without management re-canvassing the overtime work group for relief, however it is understood that certain circumstances may dictate exceeding the 16 hours.**

#### **EXAMPLE:**

**An employee is working a secondary warehouse and his/her 16 hours are up at 11:00 pm, but management has the Lines crews coming in at 11:30 pm. They may elect to have the employee continue the overtime assignment to service the vehicles rather than call someone in for a 2 or 3 hour overtime assignment.**

**If longer hours are needed, management should re-canvass the overtime work group as detailed above. (paragraph E) If there are no volunteers after the re-canvass and the employee is willing to work additional hours, then additional hours may be offered.**

#### **II. Paragraph D-Charging for Unworked Overtime.**

**A. An employee will not be charged if he/she is unavailable for an overtime assignment unless a contact has been made with the employee personally.**

**B. Overtime may be offered to employees who will be absent for the following reasons; however they may not be forced to work nor charged if they elect to decline such overtime:**

## **1. Vacation (Overtime during their vacation)**

**Vacation for this purpose will be defined as beginning from the end of the last regular shift before a vacation starts until the beginning of the first shift after a vacation ends. This shall be inclusive of holidays when they adjoin the vacation period.**

**If less than 4 hours of vacation is scheduled on Friday or Monday, declined overtime will be charged. This is to prevent scheduling of one or two hours of vacation at the end of Friday's shift or the beginning of Monday's shift to escape overtime charges.**

## **2. Military Training**

**The above definition will also define when military training begins and ends.**

**In the event that an employee on vacation or military leave is inadvertently, or otherwise offered overtime, the employee will not be charged for the unworked overtime. However, it is incumbent on the employee to notify the caller that he/she is on vacation or military leave.**

**C. Except for Vacation, any employee absent from work or on light or restricted duty for any reason for over 30 calendar days will be charged for with the difference in overtime hours accrued during this period by the middle employee on the list. Their time will be increased by the number of hours accrued by the middle employee from the time they went off the list until he/she returns.**

**D. Employees who are scheduled for some form of official Company-Union business will not be charged for declining to work overtime.**

## **III. General**

**A. The Overtime list will be mailed to each location for weekly posting. The new list will be effective as of noon Monday and will always be a week behind since payroll tapes are not available on a real time basis.**

**B. In case of emergency (where management has less than four hours notice of need of overtime), Management will normally call the low overtime person. However, it must be recognized that in some cases of emergency, due to the requirements of the situation, the low overtime may not be called.**

**C. Employees without a telephone who accept prearranged overtime must call the On-Call supervisor, (or his/her own supervisor at a Service Center location in EM &D) for verification that the prearranged overtime assignment is still scheduled no earlier than 2 hours prior to the scheduled starting time of the prearranged overtime.**

**Approved by the Union-Signed**

**Michael D. Langford-President  
Local 223, UWUA, AFL-CIO**

**John Holmes-Stores Division  
Bargaining Unit Chairman**

**Approved by the Company-Signed**

**Richard G. Martin-Director  
Labor Relations**

**Mark Baustert-Director  
Detroit Region Operations**

**Amendment to the Stores Bargaining Unit Understanding on Overtime from March 4th, 1987.**

**II. Paragraph d. Charging for Unworked Overtime.**

**B. Overtime may be offered to an employee who will be absent for the following reasons; however, they may not be forced to work, nor charged, if they elect to decline:**

- 1. Vacation**
- 2. Military Leave**

**In order to assure consistent and uniform application of this change, the following practices should be followed when offering overtime to employees either on vacation, with scheduled vacation or military leave.**

**A) When canvassing the available workforce for prearranged overtime assignments, all employees available at the time of scheduling should be offered overtime in the normal sequence regardless of whether any may have scheduled vacation or military leave. Those employees with scheduled vacation or military leave, who decline the overtime assignment, will not be charged for the refusal.**

**B) On overtime assignments which involve call outs, every effort should be made to follow the sequence of employees known to be available. When the list of employees known to be available has been exhausted, overtime may be offered to employees on vacation or military leave. Should an employee on vacation or military leave decline the overtime offer, they are not to be charged.**

**In the event that an employee on vacation or military leave is inadvertently or otherwise offered overtime, the employee should not be charged for the unworked overtime. However, it is incumbent on the employee to notify the person offering the overtime that he/she is on vacation or military leave in order to avoid the charge for the overtime.**