

ADMINISTRATIVE INSTRUCTION  
DIVISION OF FOSSIL AND HYDRO POWER

OVERTIME FOR OPERATING EMPLOYEE ON  
CONTINUOUS SHIFTS

SUBJECT: \*METHOD FOR FILLING AND RECORDING  
OVERTIME FOR OPERATING EMPLOYEE  
ON CONTINUOUS SHIFTS

ISSUE DATE: April 10, 1980

APPROVED: W.S. Fox

IMPLEMENTATION  
DATE: April 14, 1980

AFFECTS: FOSSIL AND HYDRO PLANTS

I. PURPOSE

Provide for uniformity in filling vacant overtime shifts for operating employees at Fossil and Hydro generating facilities.

II. SCOPE

This procedure is applicable to all Schedule D operating employees.

III. RESPONSIBILITIES

The plant superintendent will be responsible for ensuring that his staff implements and maintains records necessary to schedule vacant overtime shifts in accordance with this procedure.

IV. GENERAL

A. To provide uniformity in filling operator overtime shifts. These shifts will be filled in the order listed below.

1. Employees in classifications in which the overtime shift is to be worked will be scheduled or called on their offdays in order of their overtime hours, provided it will not require that they work 16 consecutive hours.
2. In the event that no one is available in group 1 above, employees in classification who have had one 8-hour off shift and who will not have to work 16 consecutive hours will be scheduled or called in order of their overtime hours to fill the vacant shift.
3. In the event no one is available in groups 1 or 2 above, employees on shift in classification who are working overtime on their off-days will be called in order of their overtime hours to work the shift.
4. Employees on shift in classification will be offered the vacant shift in order of overtime hours.
5. In the event no one is available in groups 1-4 above, the employee low on overtime on shift in classification who is not on overtime will be held over to fill the overtime vacancy. Normally, an employee will not be required to double over 16 hours more than every other day.

IV. GENERAL (continued)

6. If the employees held over request relief, the employees on the incoming shift in classification will be called at home.

B. Recording Overtime

1. Records of paid overtime worked or refused shall be kept by management in each plant on a biweekly basis and shall be made available upon request to labor representatives.
2. Overtime hours shall, for recording purposes, be shown in time paid for--(example): one and one-half (1-1/2) hours for each hour worked, or four hours worked will be recorded as six hours. Double time (2) shall be recorded as two times for each hour worked; or four hours worked shall be recorded as eight hours.
3. On the plant records, hours worked will be preceded by the letter "W;" hours refused will be preceded by the letter "R." These records are retained in accordance with applicable law.
4. Overtime refused is not considered in determining overtime hours.
5. Employees who are hired or transferred between locations will assume an amount of overtime equal to the average overtime of the new classification and location. Reclassified employees at the same location will retain their accumulated overtime hours.
6. Employees shall not be charged with overtime while on annual or sick leave.
7. Overtime hours will be zeroed for all employees at the end of the pay year.
8. Employees in temporary classification will be considered as permanent employees in classification for the purpose of overtime distribution.

C. Procedure Review

1. This procedure will be reviewed after a period of 6 months.