

**FOUR TEN HOUR SHIFTS (ROLLING)
ALTERNATING WORKWEEKS
MONDAY - THURSDAY AND TUESDAY - FRIDAY**

**SUPPLEMENTAL AGREEMENT FOR ALTERNATIVE WORK
SCHEDULE
FOR TRADES AND LABOR EMPLOYEES**

The provisions of the General Agreement will be followed except as noted below:

1. **ALTERNATIVE STRAIGHT TIME SCHEDULE:** Four 10-hour days with alternating workweeks, Monday through Thursday and Tuesday through Friday. Day shift will begin at _____ a.m., and include a 30-minute non-paid meal period. Evening/night shift will begin at _____ p.m., with a 30-minute paid meal period provided. (See Attachment A as an example of shifts.) Any changes to the shift start times must be made in accordance with the General Agreement.

2. **AFFECTED EMPLOYEES:**
Approximate Number to Work New Schedule:

Organization:

Work Group:

Location:

3. **JUSTIFICATION FOR ALTERNATIVE WORK SCHEDULE:**

4. **PROPOSED EFFECTIVE DATES:** START: _____ END: _____

5. **PAY PROVISIONS DIFFERENT FROM AGREEMENT PROVISIONS:**

- A. Pay for work on offdays (by day): First week, first offday (Friday) time and one-half; second offday (Saturday) double-time; and third offday (Sunday) time and one-half. Second week, first offday (Monday) time and one-half; second offday (Saturday) double-time; third offday (Sunday) time and one-half. (The work week is defined as Monday through Sunday.)

- B. Rules for observing holidays falling on rest days: If a holiday falls on the first or second offday, the preceding work day is observed as the holiday.

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During the first week, if the holiday falls on the third offday, the following work day is observed (i.e., during the first week, a holiday which falls on Friday or Saturday will be observed on the preceding Thursday and a holiday which falls on Sunday will be observed on the following Tuesday.) During the second week, a holiday which falls on Monday will be observed on the preceding Thursday, a holiday which falls on Saturday will be observed on the preceding Friday and a holiday which falls on Sunday will be observed on the following Monday. On days observed as a holiday, 10 hours of holiday pay will be provided under this agreement, unless the holiday falls during a period of scheduled 8-hour days, in which case 8 hours of holiday pay will be provided.

- C. Sunday premium rules, including applicable qualifying hours: See General Agreement Supplementary Schedule B-V.
- (1) A twenty-five percent premium is paid for all hours worked when fifty percent or more of the scheduled straight-time shifts falls on a calendar Sunday.
 - (2) If Sunday is paid as a straight-time day, a premium of 25 percent is paid in addition to the straight-time rate. Additionally, as provided by Accounting procedure 14 and the Fair Labor Standards Act (FLSA), an employee in a nonexempt position who works a straight-time shift on Sunday and works overtime in conjunction with this regularly scheduled Sunday shift is paid overtime (time and one-half) plus the Sunday premium (25 percent) for a total of time and seven-eighths.
 - (3) If Sunday is identified in B-V as an overtime day or the employee receives double-time pay required by the agreement, the Sunday premium is not applicable.
- D. Overtime compensation and other applicable rules for overtime on non workdays and outside scheduled straight time: Employees are on the inflexible schedule and earn overtime pay for work outside scheduled straight-time hours in accordance with No. 5A above.
- Work qualifying for time and one-half: Work on first and third offday and work outside scheduled straight-time hours except as noted below.
- Work qualifying for double-time: Work on second offday, work in excess of 16 hours in any 24 hour period without an 8-hour break, and work in excess of regularly scheduled straight-time hours on a holiday.
- E. Premium time provisions: See Supplementary Schedule B-V.

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- F. Meal period provisions: See Supplementary Schedule B-V.
- G. Call time provisions: See Supplementary Schedule B-V.
- H. Rules for taking leave during scheduled straight time: Ten hours of straight time (work or leave) must be accounted for on straight-time workdays. If an employee is absent the full day, he/she will be charged 10 hours of leave. During a period of scheduled 8-hour days, 8-hours of work or leave must be accounted for.
- I. Shift differential to be paid: The night shift differential will be paid for the evening shift. All scheduled shifts outside of day shift will incur a shift differential.
- J. Other provisions:
 - (1) Management and local union, jointly, may approve five eight-hour days on an individual case-by-case basis to accommodate an employee's special situation.
 - (2) Employees on military leave are placed on a 40 hour per week and 8 hours per day schedule.
 - (3) Training may be five consecutive eight hour days following the provisions of the General Agreement.

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ATTACHMENT A

Sample Rotation

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	work	work	work	work	1 st off	2 nd off	1 st off
2	1 st off	work	work	work	work	2 nd off	1 st off