

T 202
Hours
3-11-65

CLARIFICATION
OF
TITLE 202 - HOURS

COPY

PACIFIC GAS AND ELECTRIC COMPANY

COPY

March 11, 1965

Local Union 1245
International Brotherhood of
Electrical Workers, AFL-CIO
1918 Grove Street
Oakland, California 94612

Attention: Mr. Ronald T. Weakley, Business Manager

Gentlemen:

Attached is the completed draft of the clarification of "Title 202. Hours" of the Agreement dated September 1, 1952. This clarification will be used as the basis for settling those grievances on hours which have been filed since the completion of negotiations in 1963, i.e., since September 1, 1963, and have been referred to Review, and such future grievances as may occur.

It is proposed that the clarification be effective April 1, 1965, and that it continue in effect until amended by mutual agreement, or until either party has given the other 30 days' written notice of its termination.

In our discussions we agreed that it was not intended to disturb schedules currently in effect and that the static and rotational scheduling systems now in effect would not be changed without consultation between Company and Union on a local basis. We further agreed that the provisions of paragraph IB4 shall apply to the establishment of schedules for service employees under the following circumstances:

1. The requirements of the provisions of sub-paragraphs (a), (b) and (c) shall become operative when a new set of hours is added to a department schedule, a new basic workweek is added to such schedule, or the cycle of rotation is reduced.
2. The requirements of sub-paragraph (a) shall become applicable when a department schedule is modified to eliminate a work period in the schedule, to eliminate a basic workweek from such schedule, or to extend the cycle of rotation. (The requirements of sub-paragraphs (b) and (c) are not affected in these situations.)
3. The requirements of sub-paragraphs (a), (b) and (c) are not applicable where the complement of a department is increased and the additional employee or employees can be fitted into the department schedule.

Example 11 - Paragraph II C2(c) - Day Employee

Temporary transfer, not an upgrade in the normal line of progression. Employee returned to regular schedule.

Notice: Thursday at 1:00 PM

	<u>Regular Classification</u>	<u>Regular Schedule</u>	<u>Revised Classification</u>	<u>Revised Schedule</u>	<u>Will Work</u>	<u>Hours Paid @</u>	
						<u>ST</u>	<u>OT</u>
Friday	Garageman	7-3:30	-	-	7-3:30	8	0
Saturday	Garageman	Off	-	-	Off	0	0
Sunday	Garageman	Off	-	-	Off	0	0
Monday	Garageman	7-3:30	Garageman	Off	Off	0	0
Tuesday	Garageman	7-3:30	Garageman	10-6:30	10-6:30	5	3
Wednesday	Garageman	7-3:30	Garageman	10-6:30	10-6:30	5	3
Thursday	Garageman	7-3:30	Garageman	10-6:30	10-6:30	5	3
Friday	Garageman	7-3:30	Garageman	7-3:30	7-3:30	8	0
Saturday	Garageman	7-3:30	Garageman	7-3:30	7-3:30	8	0

Comments

Employee scheduled to work Saturday to meet requirements of Section 202.3.

Note: + TT means plus travel time.
+ M means plus meals.

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Example 9 - Paragraph II C2(a) and (b) - Day Employee

Temporary transfer, not an upgrade in the normal line of progression. Employee's schedule changed at break of workweek. II C2(a)

Notice: Before the end of Saturday work period, but after 8:00 AM, Saturday. II C2(b)

	Regular Classification	Regular Schedule	Revised Classification	Revised Schedule	Will Work	Hours Paid @	
						ST	OT
Friday	Comm. Technician	8-4:30	-	-	8-4:30	8	0
Saturday	Comm. Technician	8-4:30	-	-	8-4:30	8	0
Sunday	Comm. Technician	Off	Comm. Technician	Off	Off	0	0
Monday	Comm. Technician	8-4:30	Comm. Technician	Off	8-4:30	8	0
Tuesday	Comm. Technician	8-4:30	Comm. Technician	7-3:30	7-3:30	7	1
Wednesday	Comm. Technician	8-4:30	Comm. Technician	7-3:30	7-3:30	7	1
Thursday	Comm. Technician	8-4:30	Comm. Technician	7-3:30	7-3:30	7	1
Friday	Comm. Technician	8-4:30	Comm. Technician	7-3:30	7-3:30	7	1
Saturday etc.	Comm. Technician	Off	Comm. Technician	7-3:30	7-3:30	0	8

Comments

Employee reports on 1st workday of regular or revised schedule after notice, hence Saturday is 6th day.

Example 10 - Paragraph II C2(b) - Day Employee

Temporary transfer, not an upgrade in the normal line of progression. Employee's schedule changed in the middle of the week. II C2(b)

Notice: Tuesday afternoon.

Friday	Warehouseman	8-5	-	-	8-5	8	0
Saturday	Warehouseman	Off	-	-	Off	0	0
Sunday	Warehouseman	Off	-	-	Off	0	0
Monday	Warehouseman	8-5	-	-	8-5	8	0
Tuesday	Warehouseman	8-5	-	-	-	8	0
Wednesday	Warehouseman	8-5	Warehouseman	10-7	8-7	8	2 +M
Thursday	Warehouseman	8-5	Warehouseman	10-7	10-7	6	2
Friday	Warehouseman	8-5	Warehouseman	10-7	10-7	6	2
Saturday	Warehouseman	Off	Warehouseman	Off	Off	0	0
Sunday	Warehouseman	Off	Warehouseman	Off	Off	0	0
Monday	Warehouseman	8-5	Warehouseman	10-7	10-7	6	2
Tuesday	Warehouseman	8-5	Warehouseman	10-7	10-7	6	2
Wednesday etc.	Warehouseman	8-5	Warehouseman	10-7	10-7	8	0

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If you are in accord with the foregoing and the attachment, and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to Company. It is understood that in the event that a grievance relating to the provisions covered by the clarification is referred to arbitration, the specific language of the Agreement of September 1, 1952, shall govern.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By /s/ V. J. Thompson
Manager of Industrial Relations

The Union is in accord with the foregoing and it agrees thereto, and to the attachment as of the date hereof.

LOCAL UNION NO. 1245
INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO

/s/ March 11, 1965

By /s/ Ronald T. Weakley
Business Manager

April 1, 1965

LABOR AGREEMENT CLARIFICATION

SUBJECT: TITLE 202. HOURS - Physical Agreement

This clarification is issued to resolve problems which occur with respect to the application of the provisions of Title 202 "Hours". It clarifies, but does not supersede, the provisions of Title 202. It does not apply to emergency relief classifications or to work scheduled under Section 202.17, for which separate clarifications are in effect. The groups of employees generally affected by these provisions and this clarification are shift employees, service employees, and day employees, such as Lineman, Fitter, etc.

I. ESTABLISHMENT OF WORK SCHEDULES

A. General provisions applicable to all work schedules:

1. Each employee has a regular schedule, that is, an employee in a classification has regularly scheduled hours of work and a regularly scheduled basic workweek within a regularly scheduled workweek. The type of scheduling arrangement applicable to an employee is determined by the group in which his regular classification is assigned. All schedules, once established, are intended to be fixed, but are subject to change under conditions specified in Titles 202 and 208 of the Agreement and in this clarification. A plant or department schedule shall be planned to cover a six months' period and shall be subject to change only once in such period, except where the complement of the plant or department is changed. (This limitation does not apply to the transfer of an employee from one schedule to another. See II below.)
2. A plant or department schedule is a pre-designated plan of work for all employees within a classification in a department at a headquarters. It may also include the schedules of employees in more than one classification within a normal line of progression.
3. Except for special conditions as specified in Sections 202.5, 202.11 and 202.15 of the Agreement, in the Job Definitions and Lines of Progression contained in Title 600 of the Agreement, or as specified in Paragraph 1B below, all regular schedules shall provide for hours of work as provided for in Section 202.4 of the Agreement and a basic workweek as provided for in Section 202.2 of the Agreement. Schedules which do not meet such criteria may be established, but must be agreed upon by Company and Union before being placed in effect (Section 202.16).

Example 7 - Paragraph II C1(c) - Day Employee

An employee upgraded from Lineman to Troubleman with a change in schedule is returned to his regular schedule with notice before he has worked five days.

Notice: 5:00 on Friday evening.

	Regular Classification	Regular Schedule	Revised Classification	Revised Schedule	Will Work	Hours Paid @	
						ST	OT
Friday	Lineman	8-4:30	-	-	-	8	0
Saturday	Lineman	Off	-	-	-	0	0
Sunday	Lineman	Off	Troubleman	Off	Off	0	0
Monday	Lineman	8-4:30	Troubleman	Off	Off	0	0
Tuesday	Lineman	8-4:30	Troubleman	8-5	8-5	8	0
Wednesday	Lineman	8-4:30	Troubleman	8-5	8-5	8	0
Thursday	Lineman	8-4:30	Troubleman	8-5	8-5	8	0
Friday	Lineman	8-4:30	Troubleman	8-5	8-5	8	0
Saturday	Lineman	Off	Troubleman or Lineman	8-5 8-4:30	8-5 8-4:30	8	0
Sunday	Lineman	Off	Lineman	Off	Off	0	0
Monday etc.	Lineman	8-4:30	Lineman	8-4:30	8-4:30	8	0

Comments

Employee works Saturday in order to comply with Section 202.3 and obtain 10 days at straight time in the pay period.

Example 8 - Paragraph II C2(a) - Day Employee

Temporary transfer, not an upgrade in the normal line of progression. Employee's schedule change at the break of the workweek. Groundman to Pony Express Driver.

Notice: Before 4:30 PM, Friday.

Friday	Groundman	8-4:30	-	-	-	8	0
Saturday	Groundman	Off	-	-	-	0	0
Sunday	Groundman	Off	-	-	-	0	0
Monday	Groundman	8-4:30	Truck Driver-L	5-1:30AM	5-1:30AM	0	8
Tuesday	Groundman	8-4:30	Truck Driver-L	5-1:30AM	5-1:30AM	0	8
Wednesday	Groundman	8-4:30	Truck Driver-L	5-1:30AM	5-1:30AM	0	8
Thursday	Groundman	8-4:30	Truck Driver-L	5-1:30AM	5-1:30AM	0	8
Friday	Groundman	8-4:30	Truck Driver-L	5-1:30AM	5-1:30AM	8	0
Saturday etc.	Groundman	8-4:30	Truck Driver-L	Off	Off	0	0

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Example 5 - Paragraph II C1(b) - Day Employee

Upgrade in normal line of progression. Employee's schedule changed in middle of the workweek. Helper working Monday through Friday, 8-4:30 PM, to Serviceman working Tuesday through Saturday, 10-6:30 PM.

Notice: At 10:00 AM, Tuesday.

	<u>Regular Classification</u>	<u>Regular Schedule</u>	<u>Revised Classification</u>	<u>Revised Schedule</u>	<u>Will Work</u>	<u>Hours Paid @</u>	
						ST	OT
Friday	Helper	8-4:30	-	-	8-4:30PM	8	0
Saturday	Helper	Off	-	-	-	0	0
Sunday	Helper	Off	-	-	-	0	0
Monday	Helper	8-4:30	-	-	-	8	0
Tuesday	Helper (notified 10AM)	8-4:30	Serviceman	10-6:30	8-6:30	8	2 +M
Wednesday	Helper	8-4:30	Serviceman	10-6:30	8-6:30	8	2 +M
Thursday	Helper	8-4:30	Serviceman	10-6:30	10-6:30	6	2
Friday	Helper	8-4:30	Serviceman	10-6:30	10-6:30	6	2
Saturday	Helper	Off	Serviceman	10-6:30	10-6:30	0	8 +TT
Sunday	Helper	Off	Serviceman	Off	Off	0	0
Monday	Helper	8-4:30	Serviceman	Off	Off	0	0
Tuesday etc.	Helper	8-4:30	Serviceman	10-6:30	10-6:30	8	0

Comments

Employee reports on the workday after notification at regular time for his Helper schedule. Works as Helper until 10:00 AM, then assumes Serviceman classification for rest of workweek. Saturday is 6th day as well as day off under Helper schedule.

Example 6 - Paragraph II C1(c) - Day Employee

An employee upgraded from Lineman to Troubleman with a change in schedule is returned to his regular schedule during the 1st workweek.

Notice: 1:00 PM on Thursday.

Monday	Lineman	8-4:30	-	-	8-4:30	8	0
Tuesday	Lineman	8-4:30	Troubleman	1-9	1-9	3½	4½
Wednesday	Lineman	8-4:30	Troubleman	1-9	1-9	3½	4½
Thursday	Lineman	8-4:30	Troubleman	1-9	1-9	3½	4½
Friday	Lineman	8-4:30	Lineman	-	*8-4:30	8	0
Saturday etc.	Lineman	Off	-	-	*Off	0	0

*As a lineman.

- Company and Union will cooperate to develop schedules which provide for adequate public utility service and still meet the needs of employees engaged in rendering such service. Section 202.8 states that the workweek of shift and service employees may start on any day of the week and at any hour of the day and that the work days and non-work days in the workweek may be arranged in cycles which shall first be agreed upon by Company and Union. Where such agreement is required, Company and Union will diligently endeavor to work out mutually satisfactory schedules.
- Schedules shall be posted and advance notice of at least 24 hours before a new or revised schedule becomes effective must be given to the employees involved. Posting of the schedule on bulletin boards shall constitute notice to absent employees. Wherever reasonable, such changes will be made at the break of a workweek.

B. Provisions applicable to schedules which may be adopted or revised by the Company without prior agreement:

Such schedules shall:

- Provide for consecutive days off (except where there is a Tuesday through Saturday basic workweek followed by a Monday through Friday basic workweek).
- Be either static or provide for rotation of assignments. Where rotation is provided the plant or department schedules shall be arranged to equalize the assignments of employees who rotate to each part of such schedule (except regularly designated relief employees).
- Shift employees:

Types of schedules which meet the foregoing criteria and examples based on a calendar workweek are:

6 days on - 2 off, 7 days on - 2 days off, and
7 days on - 4 days off
S M T W T F S S M T W T F S S M T W T F S
0 0 X X X X X X 0 0 X X X X X X 0 0 X X X X X X 0 0

7 days on - 2 days off, 6 days on - 2 days off, and
7 days on - 4 days off
S M T W T F S S M T W T F S S M T W T F S
0 0 X X X X X X 0 0 X X X X X X 0 0 X X X X X X 0 0

7 days on - 2 days off, 7 days on - 2 days off, and
 6 days on - 4 days off
 S M T W T F S S M T W T F S S M T W T F S S M T W T F S
 O O X X X X X X X O O X X X X X X X O O X X X X X X X O O

10 days on - 4 days off
 S M T W T F S S M T W T F S S M T W T F S S M T W T F S
 O O X X X X X X X X X X X O O O O X X X X X X X X X X O O

5 days on - 2 days off (Monday through Friday work days)
 S M T W T F S S M T W T F S
 O X X X X X O O X X X X X O

In the schedules which provide for 4 consecutive days off, 2 of such 4 days off must be Saturday and Sunday. All regular shift schedules must provide 16 hours off between work periods (Section 208.17).

Hours of work for rotating schedules shall, in general, start at 8:00 a.m., 4:00 p.m. and 12:00 midnight for power plants and 7:00 a.m., 3:00 p.m. and 11:00 p.m. for substations and hydro groups.

4. Service employees:

(a) Workweeks shall begin on Sunday and basic workweeks shall begin on Monday, except where an assignment is within a department schedule involving rotation of Saturday and/or Sunday work. Individual schedules used in integrating a plant or department schedule shall be composed of a combination of the basic workweeks of Sunday through Thursday, Monday through Friday, Tuesday through Saturday. Each basic workweek in such a schedule is an integral part of the entire schedule. Such parts are as noted below:

S M T W T F S
 A X X X X X O O
 B O X X X X X O
 C O O X X X X X

These parts are to be arranged as follows:

A and C or B and C may be combined to provide a schedule in which the cycle is completed within two weeks.

For a cycle of three weeks or more:

A must be followed by C
 B must be repeated or followed by C
 C must be followed by either A or B

Example 3 - Paragraph II C1(a) - Day Employee

Upgrade in the normal line of progression. Employee's schedule changed at the break of the workweek. Lineman on 5 & 2 relieves Troublemans on 10 & 4.

Notice: Before 4:30, Friday afternoon.

	Regular Classification	Regular Schedule	Revised Classification	Revised Schedule	Will Work	Hours Paid @
						ST OT
Friday	Lineman	8-4:30	-	-	-	8 0
Saturday	Lineman	Off	-	-	-	0 0
Sunday	Lineman	Off	Troubleman	1-9PM	1-9PM	8 0
Monday	Lineman	8-4:30	Troubleman	1-9PM	1-9PM	8 0
Tuesday	Lineman	8-4:30	Troubleman	1-9PM	1-9PM	8 0
Wednesday	Lineman	8-4:30	Troubleman	1-9PM	1-9PM	8 0
Thursday	Lineman	8-4:30	Troubleman	1-9PM	1-9PM	8 0
Friday	Lineman	8-4:30	Troubleman	Off	Off	0 0
Saturday	Lineman	Off	Troubleman	Off	Off	0 0

Example 4 - Paragraph II C1(b) - Day Employee

Upgrade in normal line of progression. Employee's schedule changed at break of workweek. Equipment Mechanic working Tuesday through Saturday to Garage Subforeman working Sunday through Thursday.

Notice: Before the end of work period on Saturday, but after 8:00 AM, Saturday.

Friday	Equipment Mech.	1-10PM	-	-	1-10PM	8 0
Saturday	Equipment Mech.	1-10PM	-	-	1-10PM	8 0
Sunday	Equipment Mech.	Off	Garage Subforeman	8-5PM	8-5PM	0 8
Monday	Equipment Mech.	Off	Garage Subforeman	8-5PM	8-5PM	0 8
Tuesday	Equipment Mech.	1-10PM	Garage Subforeman	8-5PM	8-5PM	4 4
Wednesday	Equipment Mech.	1-10PM	Garage Subforeman	8-5PM	8-5PM	4 4
Thursday	Equipment Mech.	1-10PM	Garage Subforeman	8-5PM	8-5PM	4 4
Friday	Equipment Mech.	1-10PM	Garage Subforeman	Off	Off	0 0
Saturday	Equipment Mech.	1-10PM	Garage Subforeman	Off	Off	0 0
Sunday	Equipment Mech.	Off	Garage Subforeman	8-5PM	8-5PM	8 0

Comments

Employee received less than 24 hours' notice, hence is entitled to overtime during the first workweek for time worked on the non-work days and outside of regular hours of his Equipment Mechanic schedule. Starting with the 2nd Sunday, he works the Garage Subforeman schedule at straight time.

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Example 1 - Paragraph II A2

Change of assignment for one day or less (change of days).

Notice: Not relevant.

	Regular Classification	Regular Schedule	Revised Classification	Revised Schedule	Will Work	Hours	
						Paid ST	@ OT
Friday	Roving Oper.	Off	-	-	Off	0	0
Saturday	Roving Oper.	Off	-	-	Off	0	0
Sunday	Roving Oper.	Off	-	-	Off	0	0
Monday	Roving Oper.	Off	P. H. Foreman	8-4:30	8-4:30	0	8**
Tuesday	Roving Oper.	8-4:30	*Roving Oper.	8-4:30	8-4:30	8	0
Wednesday	Roving Oper.	8-4:30	-	-	-	8	0
Thursday	Roving Oper.	8-4:30	-	-	-	8	0
Friday	Roving Oper.	8-4:30	-	-	-	8	0
Saturday	Roving Oper.	8-4:30	-	-	-	8	0
Sunday etc.	Roving Oper.	8-4:30	-	-	-	8	0

*Returns to regular assignment.

**Plus travel time.

Example 2 - Paragraph II A2

Change of assignment for one day or less (change of hours).

Notice: Not relevant.

	Regular Classification	Regular Schedule	Revised Classification	Revised Schedule	Will Work	Paid ST	@ OT
Friday	Lineman	8-4:30	-	-	8-4:30	8	0
Saturday	Lineman	Off	-	-	Off	0	0
Sunday	Lineman	Off	-	-	Off	0	0
Monday	Lineman	8-4:30	Lineman Troublemaker	8AM - 1PM 1PM - 9PM	8AM-9PM	4½ 3½	0 4½**
Tuesday	Lineman	8-4:30	*Lineman	8-4:30	8-4:30	8	0
Wednesday	Lineman	8-4:30	-	-	8-4:30	8	0
Thursday	Lineman	8-4:30	-	-	8-4:30	8	0
Friday etc.	Lineman	8-4:30	-	-	8-4:30	8	0

*Returns to regular assignment.

**Plus meals.

In an individual schedule, the starting time of each work day falling between any two non-work days shall be the same.

(b) Eight-hour work periods on work days shall be designated as:

- (1) Primary day, starting at 8:00 a.m. with a lunch period of either one-half (1/2) hour or one (1) hour commencing at 12:00 noon.
- (2) Secondary day, starting at any time between 7:00 a.m. and 11:00 a.m., with a scheduled lunch period of one-half (1/2) hour.
- (3) Afternoon, starting at any time between 12:00 noon and 5:00 p.m., inclusive.
- (4) Night, starting at midnight and to be used only if around-the-clock coverage is required. When used, one of the afternoon work periods must begin at 4:00 p.m.
- (5) Where a department schedule includes a primary work period and secondary, afternoon or night work periods, the lunch period of the primary work period shall be one-half (1/2) hour. The hours of work for an afternoon or night work period shall be consecutive and the employee shall be allowed to eat at near the midpoint of the work period. Individual schedules which have the same starting time within a department schedule shall have the same lunch time.
- (6) In lieu of the 4:00 p.m. and midnight schedule for around-the-clock coverage, a schedule may be established for Troublemakers which contains a primary day work period from 7:00 a.m. to 3:30 p.m. with a scheduled lunch period of one-half (1/2) hour, an afternoon work period which starts at 3:00 p.m., and a night schedule which starts at 11:00 p.m. Where such alternative is adopted, a work period beginning at 8:00 a.m. is considered as a secondary day work period.

(c) Within a department schedule work period, established in addition to a primary day, shall be limited to no more than four secondary day and/or afternoon work periods in a work group at a headquarters. No more than three of such work periods shall be afternoon work periods. The starting times of such work periods shall be at least one hour apart. More than one employee may be assigned to any of the work periods, but the number of employees assigned to secondary, afternoon or night work periods, as well as Saturday or Sunday work periods, shall be kept to a minimum consistent with the rendition of adequate public utility service.

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5. At Union's request, Company will state the reasons for adopting any of the foregoing shift or service schedules. Individual, plant or department schedules for shift or service employees which do not meet the criteria listed in Paragraphs 1 through 4 above may be established under the provisions of Paragraph IA4 of this clarification, but must be agreed upon between Company and Union before being placed in effect.

II. PROCEDURE AND APPLICABLE RATES OF PAY WHEN EMPLOYEES ARE TRANSFERRED FROM ONE SCHEDULE TO ANOTHER

A. General:

1. Transfers from one regularly established schedule to another shall be made in such manner as to require the least practicable number of changes. Where employees classified as emergency relief are available, relief work will be assigned to them in accordance with Section 208.20 and the applicable Labor Agreement Clarification.
2. A change in an employee's assignment for one day or less is not considered as a transfer (Section 208.19A) and the applicable provisions of Title 208 "Overtime" shall apply.

B. Shift and service employees:

1. Transfers from one regularly established shift or service schedule of work days or work hours to a different shift or service schedule of work days or work hours shall be made in accordance with the provisions of the Agreement (Section 208.18 and 208.19 (A)) and the notice provisions contained in Paragraph 2 below.
2. For purposes of timely notice of transfer, the starting time of the employee's new shift or work period is the time which the provisions of the new work schedule become applicable to the transferred employee. On a work day, this means the time the employee starts work on the new schedule. On a non-work day, this means the beginning of the calendar day. If advance notice of at least 24 hours is not given, the transferred employee shall be paid at the overtime rate for the first eight hours of work performed on the first work day of the new schedule.

	<u>Example 1</u>	<u>Example 2</u>
	<u>S M T W T F S</u>	<u>S M T W T F S</u>
Regular shift starts	3 3 3 3 3 X X	3 3 3 3 3 X X
Schedule of employee to be relieved	7 7 7 X X 1 1 1 1	7 7 7 X X 1 1 1 1
Change Schedule on	Tuesday	Wednesday
Starting time of new schedule	7 a.m. Tuesday	12:01 a.m. Wed.
Advance notice must be given by	7 a.m. Monday	12:01 a.m. Tues.

In any of the above situations, notice of the transfer shall be provided as early as possible but at least prior to the end of the last work day in the workweek preceding the transfer or 24 hours in advance of the break of the workweek, whichever provides the longer notice.

Furthermore, any such assignment shall be prearranged in increments of weekly duration and the extent of total duration shall be given at the time of notice of transfer.

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D. Compensation at the overtime rate of pay as provided for in Section II of this Clarification, but which is not defined as overtime in Section 208.1, shall not be considered as overtime under the definition contained in Section 208.1. This means that the hours worked, regardless of the rate of compensation, are considered as though they were regular hours of work, and that they are a part of the regular 40 hours usually scheduled in a workweek. Thus, if Section 202.3 applied, these days would be considered the same as work days at the straight rate of pay. Also, in the application of Title 104 "Meals" the new scheduled hours would be the same as regular hours. The provisions of Title 208 "Overtime" apply to work performed outside the regular work hours or on non-work days of the new schedule and to work performed after 8 hours in a work day or 40 hours in a workweek.

E. Section II of this Clarification shall not be construed to require the payment of the overtime rate to employees effecting a transfer under the provisions of Section 202.24 and the conditions of such a change shall be governed by the conditions established as therein set forth. It is further agreed that employees within the same classification and work group whose schedules are established under the provisions of Sections 202.5, 202.11 or 202.15 may also request an exchange of work days and/or work hours and when the supervisor in charge gives his approval thereto, such transfers shall be allowed under the same conditions as employees coming under the provisions of Section 202.24.

F. In order to provide training for an employee in his normal line of progression, such employee may be transferred from his regular schedule of hours and work days to another schedule to attend special training formally scheduled in his headquarters. He also may be transferred from his regular schedule of hours and work days to another regularly established schedule to work with another employee in the classification for which he is in training, provided that the schedule to which he is transferred provides more training than he would receive on his regular schedule or the duties of the job vary with the different schedules.

To enable an employee to attend training classes, as provided for in Section 201.7 through 201.13 of the current Physical Agreement, he may be transferred from his regularly assigned schedule of work hours and/or work days for the time he is assigned to a training class.

C. Day employees:

1. Temporary transfers from one regularly established schedule of work days or work hours to a different schedule of work days or work hours which involve an upgrade within the normal line of progression:

(a) An employee may be assigned to a new schedule of work days or work hours at the straight rate of pay and shall be considered to be transferred at the beginning of the workweek in which the change is to occur provided that he is given advance notice of the transfer not less than 24 hours in advance of the start of such workweek and such notice is given no later than the end of his last regular work period preceding the beginning of the workweek in which the change is to occur.

(b) An employee who is not transferred at the start of the workweek as provided for in (a) above may nevertheless be assigned to a new schedule of work days and work hours. Following notification of such change, he shall report for work at the starting time of the next work day of the new schedule or the next work day of his old schedule, whichever work day occurs first. On the next succeeding work day and for the remainder of the workweek he shall work the hours of the new schedule and shall be paid at the overtime rate of pay for all hours outside the hours of the old schedule and for time worked on non-work days of the old schedule. Thereafter, for the duration of the assignment, he shall be considered to have been transferred and he shall be paid at the straight rate of pay for work performed during the regular work hours and work days of the new schedule.

(c) (i) A transferred employee shall be subject to the conditions of the classification to which he has been upgraded.

(ii) When an employee is returned to the schedule for his regular classification such transfer shall be made in accordance with the provisions of Section 208.18, if applicable, but in any case only after he has been given notice before the end of his last regular work period on the work day preceding his return and Section 202.3 of the Agreement shall apply.

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(d) When an employee whose regular work hours are 8:00 A.M. to 4:30 P.M. with 1/2 hour for lunch is upgraded to replace a service employee whose regular work hours are 8:00 A.M. to 5:00 P.M. or 8:30 A.M. to 5:00 P.M., the upgraded employee will work a schedule of 8:00 A.M. to 4:30 P.M. during the first workweek involved in such upgrade. If such employee is needed after 4:30 P.M. during such first workweek, he will, nonetheless, work between 12:30 P.M. and 1:00 P.M. and be paid at the overtime rate for all time worked after 4:30 P.M. During succeeding workweeks, the upgraded employee will work the scheduled hours of the service employee whom he is relieving.*

(e) When an employee whose regular work hours are 8:00 A.M. to 4:30 P.M. is temporarily upgraded to provide extra help in a service classification, he shall normally retain his regular work hours and status as a "Day Employee." If, however, additional temporary help is needed during hours other than 8:00 A.M. to 4:30 P.M., a temporary schedule may be established by agreement between Company and Union under the provisions of Section 202.8. Such agreement shall provide whether or not the work periods involved will rotate among all the service employees in the appropriate classifications at the headquarters involved.*

2. Temporary transfers which do not involve an upgrade in the normal line of progression:

(a) An employee may be assigned to a new schedule of work hours and/or work days at the beginning of a workweek provided that he is given advance notice of the transfer not less than 24 hours in advance of the start of such workweek and such notice is given no later than the end of his last regular work period preceding the beginning of the workweek in which the change is to occur. In such case, he shall be paid at the overtime rate for all work performed outside of his regular hours for the next four work days of such assignment. Thereafter, for the duration of the assignment he shall be paid at the straight rate of pay for work performed during the regular hours of work on the regular work days established by the new schedule.

*Revised by Letter Agreement dated April 3, 1975.

(b) An employee who is not transferred at the start of the workweek as provided for in (a) above may nevertheless be assigned to a new schedule of work days and work hours. Following notification of such change, he shall report for work at the starting time of the next work day on the new schedule or the next work day of his old schedule, whichever work day occurs first. On the next succeeding work day of the new schedule, he shall work the hours of the new schedule and he shall be paid at the overtime rate for all work performed outside of the regular hours of his old schedule for the next four work days. A non-work day of his old work schedule shall be excluded from the computation of the "next four work days." Thereafter, for the duration of the assignment he shall be paid at the straight rate of pay for work performed during the regular hours of work on the regular work days established by the new schedule.

(c) The period which comprises an employee's "next four work days" commences on the first work day he works only the hours or days under the new schedule.

(i) If he is absent from work, except on a holiday, on any of the remaining three work days which follow the first work day, these work days shall nevertheless be included in the "next four work day" period of the situation.

(ii) If an employee is absent by reason of disability or illness on any other of these three remaining work days, compensation for any sick leave to which he may be entitled for any such day shall be at the straight rate of pay.

(iii) A holiday which falls on any one of the "next four work days" of any situation is not included as one of the work days in such period.

(d) When an employee is returned to his former schedule at the completion of his temporary assignment, such transfer shall be made in accordance with the provisions of Section 208.18, if applicable, but in any case only after he has been given notice before the end of his last regular work period on the work day preceding his return and Section 202.3 of the Agreement shall apply.