

**PG&E**

**FOR INTRA - COMPANY USES**

From Division or Department: EAST BAY - MISSION DISTRICT  
PERSONNEL DEPARTMENT  
FILE NO. 721.5  
RE LETTER OF  
SUBJECT: Prearranged Overtime Procedures  
To Division or Department:

208.16

RETURN TO	BY
SKH	YHM
BCG	LIVERMORE
B.H	FEB 18 1983
AGS	F/U
HANDLE	INFO
REPLY	SEE ME
	CIRC
	FILE
	RHC
	KKO
	TPL
	JCV
	LRL

February 17, 1983

LIVERMORE ELECTRIC  
GENERAL FOREMAN  
O. M. SILVA  
JJE  
RRC  
RIO  
MLH  
CNR  
FEB 22 1983

INFO HDLE REPLY FILE RETURN  
FOLLOW-UP SEE ME

MESSRS. M. CAROTENUTO  
✓ L. R. HOLVECK  
H. E. LOWE  
W. A. MADDOCK

J. E. MC CRAW  
W. J. ROWE  
T. M. SCOTT  
C. L. VANDERPOOL

There has been some question as to what Prearranged Overtime Procedures are to be followed. Attached is a copy of the 1978 procedures which are still in effect.

*CA Wood*  
C. A. WOOD

CAW(481-437):kp

Attachment

*Walnut and 054*

*2-23-83*  
*Copies to Orland*  
*Lio*  
*Hegg*  
*Bud*  
*mel*  
*Jan*

10-24-79

DIVISION OR  
DEPARTMENT EAST BAY - PERSONNEL  
FILE NO. 721.5  
RE LETTER OF  
SUBJECT Prearranged Overtime Procedures

June 1, 1978

MESSRS. C. E. ALTMAN H. F. PENROSE  
M. HEAD T. E. RIDDLE  
J. L. HUNTER A. F. VIAL  
J. C. KEYSER G. F. WOOD  
H. T. KNAPP

Following our March 10, 1978 letter to you on this subject, we made a few minor changes to the recommended procedure, as you had suggested.

Attached is the procedure to be adopted in this Division for both physical and clerical employees for the equitable distribution of prearranged overtime. Please insure that your supervisors are familiar with it and implement it as soon as conveniently possible.

Any questions may be directed to Ms. M. A. Short.

R. *RP* PAPE

✓PE Pettigrew(44-2203):jem  
Attachment

cc GFClifton, Jr.  
RFPape

**PGE**

**FOR INTRA-COMPANY USES**

From Division or Department  
 EAST BAY - MISSION DISTRICT  
 PERSONNEL DEPARTMENT  
 FILE NO. 721.5  
 RE LETTER OF  
 SUBJECT Prearranged Overtime Procedures  
 To Division or Department

208.16

RETURN TO	BY
SKH	RHC
BCG	KKO
BH	TPL
AGS	JCV
	LRL
HANDLE	INFO
REPLY	SEE ME
	FILE

LIVERMORE  
 FEB 18 1983  
 F/U

February 17, 1983

LIVERMORE ELECTRIC  
 GENERAL FOREMAN  
 O. M. SILVA MLH  
 JJE RRC CNR  
 RIO FEB 22 1983  
 INFO HDLE REPLY FILE RETURN  
 FOLLOW-UP SEE ME

MESSRS. M. CAROTENUTO  
 ✓ L. R. HOLVECK  
 H. E. LOWE  
 W. A. MADDOCK

J. E. MC CRAW  
 W. J. ROWE  
 T. M. SCOTT  
 C. L. VANDERPOOL

There has been some question as to what Prearranged Overtime Procedures are to be followed. Attached is a copy of the 1978 procedures which are still in effect.

*CA Wood*  
 C. A. WOOD

CAW(481-437):kp

Attachment

*Walnut and 054*

*2-23-83*  
*Copies to Orland*  
*Rio*  
*Hegg*  
*Bud*  
*mil*  
*Jeon*

EAST BAY DIVISION

PREARRANGED OVERTIME PROCEDURE

1. The accounting period for the equitable distribution of prearranged overtime is one calendar year.
2. At the beginning of each year, employees will be arranged by classification with those having the greatest Company seniority first, down the list in descending order.
3. Prearranged overtime assignments will initially be distributed within the appropriate classification on the basis of Company seniority with those having the greatest seniority asked first until each person in that classification receives an opportunity to work prearranged overtime.
4. If an employee is asked to work prearranged overtime and declines, such employee will be charged with the number of hours worked by the employee in the same classification who accepts such assignment.
5. Once each employee in the same classification group has had an opportunity to work prearranged overtime, future such overtime will be then distributed on the basis that the employee with the least amount of prearranged overtime hours in that classification (actual and charged) will receive the next opportunity.
6. Prearranged overtime hours worked will be recorded as soon as possible following the completion of the assignment so that such prearranged overtime can be distributed equally even if such assignments occur daily.

## Administrative Procedure for Prearranged Overtime

Prearranged overtime work shall be distributed among employees in the same classification and in the same location as equally as is practicable. (208.16a)

The accounting period for the equitable distribution of Prearranged overtime is one calendar year, from January 1 through December 31, each year. ( same as 212.2a )

At the beginning of each year, employees will be arranged by classification with those having the greatest seniority first, down the list in desending order.

Prearranged overtime assignments will initially be distributed on the basis of seniority with those having the greatest seniority asked first until each person in each classification recieves an opportunity to work prearranged overtime.

If an employee is asked to work prearranged overtime and declines, such employee will be charged with the number of hours worked by the employee who worked or the average of the number of hours if more than one employee in the same classification works the prearranged assignment.

Once each employee has had an opportunity to work Prearranged overtime, such additional overtime then will be distributed on the basis that the employee with the least amount of Prearranged overtime hours accumulated, ( both actual time worked & time charged ), will recieve the next opportunity to work.

Prearranged overtime hours, (both actual time worked & charged time), will be posted as soon as possible following the completion of the assignment so that such Prearranged overtime can be distributed equally even if such assignments occur daily.

Those employees who are absent from the accounting location by reason of a leave of absence, extended illness (two weeks or more), or are temporarily upgraded out of the Bargaining Unit would be given the average ( mathematical mean ), of Prearranged overtime hours accumulated while such employee was absent. ~~(-in-other-words-he/she-would-go-to the-middle-of-the-list)~~

When insufficient volunteers are found for Prearranged overtime, those employees with the lowest accumulated amounts of actual Prearranged overtime worked, would be the required employee to work, rather than the junior employee, since the amount of overtime worked bears no relationship to seniority and the junior employee may be the one who has volunteered most often.

EPD	RECEIVED	RFP
	Personnel Dept.	
JEM		TCP
LCB	OCT 3 1978	RJS
KLK	JH	LMP
		MAS
<input type="checkbox"/> SEE ME	<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE
<input type="checkbox"/> HANDLE	<input type="checkbox"/> NOTE	<input type="checkbox"/> DESTROY
FOLLOW-UP		