

## PACIFIC GAS AND ELECTRIC COMPANY

PGE

+

245 MARKET STREET • SAN FRANCISCO, CALIFORNIA 94106 • (415) 781-4211 • TWX 910-372-6587

November 1, 1985

Local Union No. 1245  
 International Brotherhood of  
 Electrical Workers, AFL-CIO  
 P. O. Box 4790  
 Walnut Creek, California 94596

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Attached is the amended clarification of Titles 202, 205 and 208 of the Agreement dated September 1, 1952 relating to hours of work and the utilization of employees in relief classifications. The clarification encompasses all previous clarifications regarding these same subjects, as well as recent, controlling grievance settlements.

It is proposed that the clarification be effective immediately upon both parties signing this agreement, and that it continue in effect until amended by mutual agreement or until either party has given to the other thirty days' written notice of its termination.

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 the Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By

*W. R. Bright*  
 Manager of Industrial Relations

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

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

Nov 14, 1985

By

*Jack McNally*  
 Business Manager

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"Hours"

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## LABOR AGREEMENT CLARIFICATION

### TITLE 202 HOURS

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 Relief classifications or to work scheduled under Section 202.17, for which separate clarifications follow. 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-month 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 predesignated 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 IB 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).
4. 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 workdays and non-workdays 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.

5. 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.
  6. Adoption of schedules as provided in Section 202.8 of the Physical Agreement may be discussed and concluded at the Division level between the Personnel Manager or Supervisor and the Union Business Representative (IR Letter 5/9/63).
  7. Temporary (for less than six months) changes in hours of work may likewise be executed by the Division Personnel Manager and the Union Business Representative. Any schedule change proposed to last for more than six months or proposed to recur annually will continue to require agreement between the Manager of Industrial Relations and IBEW Business Manager (81-67-PGE).
- B. Provisions Applicable to Schedules Which May be Adopted or Revised by the Company Without Prior Agreement: (IR Letter 7/31/69)

Such schedules shall:

1. Provide for consecutive days off (except where there is a Tuesday through Saturday basic workweek followed by a Monday through Friday basic workweek).
2. 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).
3. In the schedules which provide for four consecutive days off, two of such four days off must be Saturday and Sunday. All regular shift schedules must provide 16 hours off between work periods (Section 208.17).
4. 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., 10:00 a.m., 3:00 p.m., and 11:00 p.m. for substations, transmission and distribution, and hydro groups.

5. Shift Employees:

- a. The Company and Union agree that changes in the complement of shift personnel at a given location will occur due to changes in jurisdiction and work load. Company and Union further agree that the Company may reschedule under the provisions of B1, B2, B3, B4, and B5 above without prior agreement. Following are some examples of schedules which meet the foregoing criteria but are not intended to cover all future scheduling needs:
- b. This section applies only to Electric Department Operators.

4-man

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

5-man

5 days on - 3 days off, 7 days on - 2 days off, 6 days on - 2 days off,  
7 days on - 3 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 S M T W T F S  
X W W W W W X X X W W W W W W X X W W W W W W X X W W W W W W X X

6-man

3 days off - 7 days on, 2 days off - 6 days on, 2 days off - 7 days on,  
3 days off - 5 days on, 2 days off - 5 days on  
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 S M T W T F S  
X X W W W W W W X X W W W W W W X X W W W W W W X X X W W W W W X

S M T W T F S  
X W W W W W X

7-man

7 days on - 2 days off, 6 days on - 2 days off, 7 days on - 3 days off,  
5 days on - 2 days off, 5 days on - 2 days off, 5 days on - 3 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 S M T W T F S  
W W X X W W W W W X X W W W W W W X X X W W W W W X X W W W W X

S M T W T F S S M T W T F S  
X W W W W W X X X W W W W W

8-man

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

S M T W T F S S M T W T F S S M T W T F S  
W W W X X W W W W W W X X X X W W W W W

9-man

6 days on - 2 days off, 7 days on - 4 days off, 6 days on - 2 days off,  
7 days on - 2 days off, 7 days on - 3 days off, 5 days on - 3 days off,  
7 days on 2 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 S M T W T F S  
W W W X X W W W W W W X X X X W W W W W W X X W W W W W W X X W W W

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  
W W W W W X X X W W W W W X X X W W W W W W X X W W W

10-man

7 days on - 3 days off, 5 days on - 3 days off, 7 days on - 2 days off,  
6 days on - 2 days off, 7 days on - 3 days off, 5 days on - 3 days off,  
7 days on - 2 days off, 6 days on - 2 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 S M T W T F S  
W W W W X X X W W W W X X X W W W W W W X X W W W W W X X W W

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 S M T W T F S  
W W W W X X X W W W W X X X W W W W W W X X W W W W W X X W W

Basic Static Workweeks

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  
X X W W W W W W W W X X X X W W W W W W W W X X

5 days on - 2 days off (Monday through Friday workdays)

S M T W T F S S M T W T F S  
X W W W W X X W W W W X

6. 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

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

- b. Eight-hour work periods on workdays shall be designated as:

- (1) Primary day, starting at 8:00 a.m. with a lunch period of either one-half hour or one hour commencing at 12:00 noon, or (for certain Servicemen) starting at 8:30 a.m. with a lunch period of 30 minutes starting at noon or 12:30 p.m. Initiation of a primary day of 8:30 a.m. to 5:00 p.m. for Servicemen at a headquarters must be by agreement between Company and Union. (Amended by 1979/80 Settlement.)
- (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 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 hour. The hours of work for an afternoon or night work period shall be consecutive and the employee shall be allowed to eat at or 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 Troublemens 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 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 periods, 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 time 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.
7. 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. When employees classified as relief are

available, relief work will be assigned to them in accordance with Sections 205.3 and 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 (Subsection 208.19(a)) 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 workdays or work hours to a different shift or service schedule of workdays or work hours shall be made in accordance with the provisions of the Agreement (Sections 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 workday, this means the time the employee starts work on the new schedule. On a non-workday 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 workday of the new schedule.

	<u>Example 1</u>							<u>Example 2</u>						
	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>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	11	11	7	7	7	X	X	11	11
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.						

**C. Day Employees:**

1. Temporary transfers from one regularly established schedule of workdays or work hours to a different schedule of workdays or work hours which involve an upgrade within the normal line of progression:
  - a. An employee may be assigned to a new schedule of workdays 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 workdays and work hours. Following notification of such change, he shall report for work at the starting time of the next workday of the new schedule or the next workday of his old schedule, whichever workday occurs first. On the next succeeding workday 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-workdays 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 workdays of the new schedule.
- c. (1) A transferred employee shall be subject to the conditions of the classification to which he has been upgraded.  
(2) 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 workday preceding his return and Section 202.3 of the Agreement shall apply.
- d. When an employee whose regular work hours are 8:00 a.m. to 4:30 p.m. with one-half 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.  
(Subsection 202.8(b), amended 1/1/80.)
- 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, such employee 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 Subsection 202.8(a). 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. (Subsection 202.8(c), amended 1/1/80.)

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 workdays 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 workdays 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 workdays established by the new schedule.
- 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 workdays and work hours. Following notification of such change, he shall report for work at the starting time of the next workday on the new schedule or the next workday of his old schedule, whichever workday occurs first. On the next succeeding workday 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 workdays. A non-workday of his old work schedule shall be excluded from the computation of the "next four workdays." 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 workdays established by the new schedule.
- c. The period which comprises an employee's "next four workdays" commences on the first workday he works only the hours or days under the new schedule.
  - (1) If he is absent from work, except on a holiday, on any of the remaining three workdays which follow the first workday, these workdays shall nevertheless be included in the "next four workday" period of the situation.
  - (2) If an employee is absent by reason of disability or illness on any other of these three remaining workdays, compensation for any sick leave to which he may be entitled for any such day shall be at the straight rate of pay.

- (3) A holiday which falls on any of the "next four workdays" of any situation is not included as one of the workdays 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 workday preceding his return and Section 202.3 of the Agreement shall apply.
- 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 workdays 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-workdays of the new schedule and to work performed after eight hours in a workday 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 workdays 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 (IR Letter 1/29/70).
- 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 workdays to another schedule to attend special training formally scheduled in his headquarters. He also may be transferred from his regular schedule of hours and workdays 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 Sections 201.7 through 201.13 of the current Physical Agreement, he may be transferred from his regularly assigned schedule of work hours and/or workdays for the time he is assigned to a training class.

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 workday 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 (IR Letter 1/29/70).

A journeyman operator may be scheduled to attend the central training facility in Emeryville for periods of less than one-week increments without the payment of overtime, provided that the employee is given at least seven days' notice and provided the employee does not work more than five days in the workweek involved or more than eight hours in a workday and further provided that the operator is rescheduled to the day shift for the entire workweek involved (78-44-PGE).

Example 1 - Paragraph II A2

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

Notice: Not relevant.

	<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	Roving Operator	Off	-	-	Off	0	0
Saturday	Roving Operator	Off	-	-	Off	0	0
Sunday	Roving Operator	Off	-	-	Off	0	0
Monday	Roving Operator	Off	P.H. Foreman	8-4:30	8-4:30	0	8+TT**
Tuesday	Roving Operator	8-4:30	*Roving Oper.	8-4:30	8-4:30	8	0
Wednesday	Roving Operator	8-4:30	-	-	8-4:30	8	0
Thursday	Roving Operator	8-4:30	-	-	8-4:30	8	0
Friday	Roving Operator	8-4:30	-	-	8-4:30	8	0
Saturday	Roving Operator	8-4:30	-	-	8-4:30	8	0
Sunday etc.	Roving Operator	8-4:30	-	-	8-4:30	8	0

\*Returns to regular assignment.

\*\*TT = Travel time

Example 2 - Paragraph II A2

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

Notice: Not relevant.

	<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	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 Troubleman	8-1 1-9	8-9	4+½ 3½	0 4½+M**
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	Lineman	8-4:30	-	-	8-4:30	8	0
Saturday	Lineman	Off	-	-	Off	0	0

\*Returns to regular assignment.  
\*\*Plus meals.

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 and 2 relieves Troubleman on 10 and 4.

Notice: Before 4:30, Friday afternoon.

	<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	Lineman	8-4:30	-	-	8-4:30	8	0
Saturday	Lineman	Off	-	-	Off	0	0
Sunday	Lineman	Off	Troubleman	1-9 pm	1-9 pm	8	0
Monday	Lineman	8-4:30	Troubleman	1-9 pm	1-9 pm	8	0
Tuesday	Lineman	8-4:30	Troubleman	1-9 pm	1-9 pm	8	0
Wednesday	Lineman	8-4:30	Troubleman	1-9 pm	1-9 pm	8	0
Thursday	Lineman	8-4:30	Troubleman	1-9 pm	1-9 pm	8	0
Friday	Lineman	8-4:30	Troubleman	Off	Off	0	0
Saturday	Lineman	Off	Troubleman	Off	Off	0	0

etc.

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

Upgrade in the normal line of progression. Employee's schedule changed at the break of the 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 a.m., Saturday (Insufficient).

	<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	Equip. Mechanic	1-10 pm	-	-	1-10 pm	8	0
Saturday	Equip. Mechanic	1-10 pm	-	-	1-10 pm	8	0
Sunday	Equip. Mechanic	Off	Garage Subfrmn.	8-5 pm	8-5 pm	0	8
Monday	Equip. Mechanic	Off	Garage Subfrmn.	8-5 pm	8-5 pm	0	8
Tuesday	Equip. Mechanic	1-10 pm	Garage Subfrmn.	8-5 pm	8-5 pm	4	4
Wednesday	Equip. Mechanic	1-10 pm	Garage Subfrmn.	8-5 pm	8-5 pm	4	4
Thursday	Equip. Mechanic	1-10 pm	Garage Subfrmn.	8-5 pm	8-5 pm	4	4
Friday	Equip. Mechanic	1-10 pm	Garage Subfrmn.	Off	Off	0	0
Saturday	Equip. Mechanic	1-10 pm	Garage Subfrmn.	Off	Off	0	0
Sunday etc.	Equip. Mechanic	Off	Garage Subfrmn.	8-5 pm	8-5 pm	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-workdays and outside of regular hours of his Equipment Mechanic schedule. Starting with the second Sunday, he works the Garage Subforeman schedule at straight time.

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

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

Notice: At 10:00 a.m., 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>	
						<u>ST</u>	<u>OT</u>
Friday	Res. Gas Svcmn.	8-4:30	-	-	8-4:30 pm	8	0
Saturday	Res. Gas Svcmn.	Off	-	-	Off	0	0
Sunday	Res. Gas Svcmn.	Off	-	-	Off	0	0
Monday	Res. Gas Svcmn.	8-4:30	-	-	8-4:30	8	0
Tuesday	Res. Gas Svcmn.	8-4:30	Serviceman	10-6:30	8-6:30	8	2+M
Wednesday	Res. Gas Svcmn.	8-4:30	Serviceman	10-6:30	8-6:30	8	2+M
Thursday	Res. Gas Svcmn.	8-4:30	Serviceman	10-6:30	10-6:30	6	2
Friday	Res. Gas Svcmn.	8-4:30	Serviceman	10-6:30	10-6:30	6	2
Saturday	Res. Gas Svcmn.	Off	Serviceman	10-6:30	10-6:30	0	8+TT
Sunday	Res. Gas Svcmn.	Off	Serviceman	Off	Off	0	0
Monday	Res. Gas Svcmn.	8-4:30	Serviceman	Off	Off	0	0
Tuesday	Res. Gas Svcmn.	8-4:30	Serviceman	10-6:30	8	0	

Comments

Employee reports on the work day after notification at regular time for his Reserve Gas Serviceman schedule. Works as Reserve Gas Serviceman until 10:00 a.m., then assumes Serviceman classification for rest of workweek. Saturday is sixth day as well as day off under Reserve Gas Serviceman 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 first workweek.

Notice: At 10:00 a.m., Thursday.

	<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>
Monday	Lineman	8-4:30	-	-	8-4:30 pm	8	0
Tuesday	Lineman	8-4:30	Troubleman	1-9	1-9	3- $\frac{1}{2}$	4- $\frac{1}{2}$
Wednesday	Lineman	8-4:30	Troubleman	1-9	1-9	3- $\frac{1}{2}$	4- $\frac{1}{2}$
Thursday	Lineman	8-4:30	Troubleman	1-9	1-9	3- $\frac{1}{2}$	4- $\frac{1}{2}$
Friday	Lineman	8-4:30	Troubleman or Lineman	1-9	1-9	3- $\frac{1}{2}$	4- $\frac{1}{2}$
Saturday	Lineman	Off	Troubleman	1-9	*8-4:30 *Off	0	8 0

Comments

If the employee is returned to Lineman, overtime for the full day is paid as Section 208.18 applies.

\*As a Lineman.

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

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

Notice: 4:30 p.m. on first Friday to assume Troublemán's schedule, 4:30 p.m. on second Friday evening to return to Lineman.

	<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	Lineman	8-4:30	-	-	8-4:30 pm	8	0
Saturday	Lineman	Off	-	-	Off	0	0
Sunday	Lineman	Off	Troublemán	Off	Off	0	0
Monday	Lineman	8-4:30	Troublemán	Off	Off	0	0
Tuesday	Lineman	8-4:30	Troublemán	8-4:30	8-4:30	8	0
Wednesday	Lineman	8-4:30	Troublemán	8-4:30	8-4:30	8	0
Thursday	Lineman	8-4:30	Troublemán	8-4:30	8-4:30	8	0
Friday	Lineman	8-4:30	Troublemán	8-4:30	8-4:30	8	0
Saturday	Lineman	Off	Troublemán or Lineman	8-4:30 8-4:30	8-4:30 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.

Employee's hours remain 8 to 4:30 in accordance with Subsection 202.8(b) even though Troublemán regularly works 8 to 5. If the employee's hours are changed to 8 to 5, one-half hour overtime each day for the first four days must be paid.

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

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

Notice: Before 4:30 p.m., Friday

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

etc.

Comments

Overtime paid during first four workdays.

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

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

Notice: Before the end of Saturday work period, but after 8:00 a.m., Saturday

	<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	Comm. Tech.	8-4:30	-	-	8-4:30	8	0
Saturday	Comm. Tech.	8-4:30	-	-	8-4:30	8	0
Sunday	Comm. Tech.	Off	CT	Off	Off	0	0
Monday	Comm. Tech.	8-4:30	CT	Off	8-4:30	8	0
Tuesday	Comm. Tech.	8-4:30	CT	7-3:30	7-3:30	7	1
Wednesday	Comm. Tech.	8-4:30	CT	7-3:30	7-3:30	7	1
Thursday	Comm. Tech.	8-4:30	CT	7-3:30	7-3:30	7	1
Friday	Comm. Tech.	8-4:30	CT	7-3:30	7-3:30	7	1
Saturday	Comm. Tech.	Off	CT	7-3:30	7-3:30	0	8+TT

etc.

Comments

Employee reports on first workday of regular or revised schedule after notice, hence Saturday is sixth day. The "next four work days" in this example are Tuesday through Friday.

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.

Notice: Tuesday afternoon.

	<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	Materialsman	8-5	-	-	8-5	8	0
Saturday	Materialsman	Off	-	-	Off	0	0
Sunday	Materialsman	Off	-	-	Off	0	0
Monday	Materialsman	8-5	-	-	8-5	8	0
Tuesday	Materialsman	8-5	-	-	8-5	8	0
Wednesday	Materialsman	8-5	Materialsman	10-7	8-7	8	2+M
Thursday	Materialsman	8-5	Materialsman	10-7	10-7	6	2
Friday	Materialsman	8-5	Materialsman	10-7	10-7	6	2
Saturday	Materialsman	Off	Materialsman	Off	Off	0	0
Sunday	Materialsman	Off	Materialsman	Off	Off	0	0
Monday	Materialsman	8-5	Materialsman	10-7	10-7	6	2
Tuesday	Materialsman	8-5	Materialsman	10-7	10-7	6	2
Wednesday	Materialsman	8-5	Materialsman	10-7	10-7	8	0

Comments

The four workdays in which penalty overtime is paid at 1-1/2 times the straight rate of pay are Thursday, Friday, Monday, and Tuesday.

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

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

Notice: First Friday by 3:30 p.m. of change the next week.  
Thursday at 1:00 p.m. of return to original hours.

	<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	Off	Garageman	7-3:30	7-3:30	8	0

Comments

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

\*Returns to original schedule.

Note: +TT = Plus travel time.  
+M = Plus meals.

SECTION 202.17  
CHANGE OF HOURS  
FIRST FOUR DAYS

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**A. GENERAL APPLICATION OF SECTION 202.17**

**1. Application to Day Employees**

- a. Section 202.17 provides for the scheduling of day employees at other than regular work hours. For the first four workdays of any such situation they receive overtime compensation for all work performed outside of regular work hours.
- b. Section 202.17 can be applied only when the work to be performed falls within one of the categories listed in subparagraphs (a), (b), and (c), or (d)\* of the Section.
- c. Although "shifts" are established under Section 202.17, the employees assigned to these "shifts" do not fall within the classifications listed in Exhibit III of the Agreement. They are still considered to be within the same group with which they are regularly affiliated (day employees) except that they are scheduled to work for periods of eight hours or more at other than their regular work hours. Their regular days of work, however, remain the same as the days in the basic workweek of their regular schedule. They are entitled to overtime for any work performed outside the new scheduled hours unless they:
  - (1) are reassigned by reason of the provision to rotate because the work extends beyond four workweeks,
  - (2) are returned to their former regular work hours due to an unanticipated interruption of work as provided for in ITEM "Q," or
  - (3) resume their regular schedule of work hours as provided for in Section 202.18.

Time worked by employees on their non-workdays is covered by the overtime provisions of Section 208.1.

**2. Application to Shift Employees**

- a. The application of Section 202.17 to shift employees is limited to the start-up or testing of an entirely new facility or of a new unit at an existing facility. Such application is further limited to situations where additional shift employees have been added at an existing facility and have not been integrated into the normal shift rotation for the operating portion of such facility, or where shift classifications have been established at a new facility, and plant operations have not started.

\*Subparagraph (d) of Section 202.17 was added 7/1/66, General Negotiations.

- b. Section 202.17 provides for the changing of shift employees (other than relief employees), assigned to static day shifts, to other shifts under the conditions outlined below. Such other shifts shall either be one of the following standard rotating operating shifts (6-2, 7-2, 7-4; 7-2, 6-2, 7-4; 7-2, 7-2, 6-4; 10-4; 5-2) or a rotating shift providing for two 12-hour workdays with no overlap. Employees who have their shifts changed pursuant to Section 202.17 shall receive overtime compensation for all work performed on the first four workdays worked outside of the hours of the day shift they were assigned to immediately prior to application of Section 202.17. (Revised April 1976-L/A 2178).
- c. Shift employees assigned to a Section 202.17 shift shall be entitled to overtime for any work performed outside the new scheduled hours unless they:
- (1) are assigned by reason of the provision to rotate because the work extends beyond four workweeks,
  - (2) resume their static day schedule of work hours as provided for in Section 202.18, or
  - (3) are placed into the rotating schedule for normal plant operation.

Time worked by employees on their non-workdays of the 202.17 schedule is covered by the overtime provisions of Section 208.1.

#### B. EMERGENCY CONDITION

1. Subparagraph (a) of Section 202.17 refers to an "emergency condition involving the maintenance, construction or repair of plant or station equipment." These situations arise where it is important to the operation of the Company's system to reduce the length of time in which a piece of equipment is removed from service, and where it is not practical to assign more employees to the job during regular work hours. Such situations do not necessarily require that employees be scheduled to work on their non-workdays, although the urgency of a particular job might call for such measures.

EXAMPLE: A typical situation provided for by subparagraph (a) is where a turbine or generator is to be overhauled and it is advisable to expedite the job and reduce "down time."

#### C. NEW OR ADDITIONAL FACILITIES

1. Subparagraph (b) provides for the "Installation of new or additional facilities of such character that work thereon cannot be completed during regular work hours or must be continuous until completed."

EXAMPLE: A typical example of the type of work contemplated is the installation of electric underground cable, where it must be done under carefully controlled atmospheric conditions, requiring a splicing operation which, once started, must be continued around the clock until completed.

**D. PIPE WRAPPING, METER SHOP FACILITIES, CLEANING DEBRIS**

1. Subparagraph (c) provides for greater utilization each day of machinery and equipment in the meter shops (such as providing equipment) and in the pipe yard (such as pipe-wrapping machines) in order to increase the volume of production because of special needs. Extended utilization of pipe-wrapping and meter shop facilities need not be scheduled for non-workdays and may be established as either one or two additional work periods. Such added work periods should be limited and not established without need. Except for an unanticipated interruption in work as provided for in ITEM "Q," they should cease when the need has been met and each renewal treated as a new situation under Section 202.17.
2. This subparagraph also provides for establishing "shifts" to keep water intakes in hydro and power plants free of debris (such as removing moss from the grizzlies upstream from a powerhouse). When additional work periods involving cleaning debris, etc., have stopped and are again resumed, each instance shall be treated as a new situation under Section 202.17.

**E. MANNING OF UNATTENDED PLANT OR STATION**

1. Subparagraph (d) encompasses those conditions which require the manning of a plant or station which is normally unattended or is to be unattended upon completion.

EXAMPLE: A breakdown or failure of automatic or remote controls might require the manning of such an unattended plant or station to keep it in operation until repairs are made, or, in the case of a new plant or station, manning may be required until the plant or station can be automated.

**F. SCHEDULING ADDITIONAL "SHIFTS" OR WORK PERIODS OF EIGHT HOURS EACH**

Section 202.17 states that Company may schedule employees to work "for periods of eight hours" at other than regular hours when additional shifts are required. This means that when Section 202.17 is applied there must be two or three eight-hour periods of work scheduled in each 24-hour period workday.

1. Three Work Periods: If three work periods are scheduled where there is a break for a meal in two of the work periods, one work period is to consist of the regular work hours (8:00 a.m. to 4:30 p.m.), one work period will start at 4:00 p.m. and end at 12:30 a.m., and one work period will start at 12 o'clock midnight and end at 8:00 a.m. (See diagrammed example, page 34.)

2. Two Work Periods: If two work periods are scheduled, one period is to consist of the regular work hours, and the second period is to start either immediately following the conclusion of the Preceding regular work period; or at 12 o'clock midnight to immediately precede the regular work period, except as follows:

a. Overlap: The second period of work hours may start no more than one-half hour, plus travel time from headquarters to the job, before the end of the regular hours of the first work period.

In this case, that portion of the new work period which overlaps the former regular hours of work is not considered as part of the former regular hours of work in computing the overtime payment for the first four work days of the assignment.

b. Boardinghouse Delay: Where boardinghouse facilities are mutually available to employees coming off one work period and to employees going on the other, the start of the second period of work hours may be delayed a minimum of one-half hour but not more than a maximum of one hour for the purpose of allowing the employees to eat at the boardinghouse.

In Items (a) and (b) above where as a result of such scheduling, the end of the new work period overlaps the end of the calendar day (12 midnight), the hours scheduled beyond midnight shall be considered as part of the previous workday in that workweek. (See diagrammed examples, page 34.)

G. SCHEDULING ADDITIONAL "SHIFTS" OR WORK PERIODS EXCEEDING EIGHT HOURS

1. Where work periods of more than eight hours are scheduled, it is desirable that the number of overtime hours be the same in each scheduled work period. It is possible, however, that the nature of the job may not always lend itself to such type of an arrangement.

EXAMPLES:

a. If twenty hours are to be scheduled in a workday on a two-work period basis, each work period should consist of ten hours, two hours of which are overtime. (See diagrammed examples, page 35.)

b. On the other hand, if this same job also requires employees in some classifications to work around the clock, then there could be two work periods of ten hours each scheduled for some employees on the job and an additional eight-hour period for certain employees in specialty classifications who are needed around the clock. (A specific case is shown in the attached diagrams, page 36.)

2. The overlap mentioned in ITEM F-2(a) or the delay mentioned in ITEM F-2(b) may be applied to any of the work periods. When this is the case, the regular starting times for other than the day period are adjusted accordingly. (See diagrammed examples, page 35.)

3. Applicable provisions of the Agreement regarding overtime and meals govern the conditions of overtime work outside of the established eight-hour work period.

H. ADDITIONAL WORK PERIODS - FOUR WORKDAYS OR LESS

- \*1. Section 202.17 is not intended to apply to situations where the period of time to complete the job is scheduled for four workdays or less.
- \*2. If, for a bona fide reason, a job in a given situation is scheduled in advance to continue for a period of more than four workdays, but the job is completed in four workdays or less (or the fifth and final day occurs on a "non-workday"), a correction of the time cards of the employees involved should be made to comply with the provisions of Title 208, except that the provisions of Section 208.11 do not apply.

I. "FIRST FOUR WORKDAYS OF A SITUATION"

1. When an additional work period, outside of regular work hours, is established under Section 202.17, the work outside of regular work hours for the "first four workdays" is to be compensated at the overtime rate of pay, but such compensation is not considered overtime as defined 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.

- a. Thus, if Section 202.3 applied, these days would be considered the same as workdays at the straight rate of pay.
- b. Also, in the application of Title 104 (Meals) the new scheduled hours would be the same as regular hours.
2. The provisions of Title 208 (Overtime) would apply to work performed outside the regular work hours of the new schedule and to work performed on non-workdays.
3. While it is possible to work an employee more than eight hours in a day, an employee's first workday for purposes of determining the "first four workdays" under the new schedule cannot start on a non-workday or on any day on which he worked during his regular schedule of hours. The period which comprises an employee's "first four workdays of any situation" commences on the first workday he works only the new hours under the schedule.
  - a. If he is absent from work, except on a holiday, on any of the remaining three workdays which follow the first workday, these workdays shall, nevertheless, be included in the "first four workday" period of the situation.

\*Application of Review Committee Decision Nos. 235, 386, 387 - 1963.

- b. If an employee is absent by reason of disability or illness on any other of these three remaining workdays, compensation for any sick leave to which he may be entitled for any such day shall be at the straight rate of pay.
- c. A holiday which falls on any one of the "first four workdays" of any situation is not included as one of the workdays in such period.

J. ADVANCE NOTICE TO EMPLOYEES

1. When an additional work period outside of regular hours is scheduled under Section 202.17, employees should be given as much notice as possible of the change in hours.

K. SHIFT PREMIUM

1. The applicable shift premium, as provided for in Title 110, is to be paid for all work performed including work performed at the overtime rate during the first four workdays of any situation.
2. When work is performed on non-workdays after the schedule is started, the applicable shift premium is to be paid for such work.

L. ROTATION OF EMPLOYEES

1. In the rotation of the assignment of employees, as provided for in Section 202.17, an employee is entitled to overtime compensation outside of regular work hours for only one "first four-workday" period in any one situation.

EXAMPLE: Under a designated situation, an employee starts on a schedule and is paid at the overtime rate for all work performed outside of regular work hours for the first four workdays. He thereafter continues to work on the schedule at the straight rate of pay, even though he may be rotated one or more times. The rotations involved do not entitle him to commence a new first four-workday period. Notification of change should be given in advance of the rotation.

M. TEMPORARY CHANGE OF JOB ASSIGNMENT

1. Necessity may require that an employee working in one plant under the provisions of Section 202.17 be temporarily moved during his revised schedule of work hours to another plant to perform other emergency work. Where this occurs and the employee is:
  - a. receiving the straight rate of pay during his revised schedule of work hours, and is
  - b. returned to perform work at the straight time rate under the Section 202.17 situation,

the overtime rate is to be paid for work he performs at the other plant during the hours of an additional work period.

When employees are transferred to Plant B from Plant A, when they are receiving overtime at Plant A (within first four days) the employees start a new first four-day period when they return to Plant A from Plant B.

2. Except as provided in ITEM "O," other emergency work performed in the same plant by employees working on a Section 202.17 schedule is paid for the rate applicable to their schedule or at the overtime rate if performed outside the hours established in such schedule.

(See the Decision in Review Committee File No. 159.)

**N. SCHEDULED OVERHAUL WORK IN MORE THAN ONE PLANT**

- \*1. A single situation under Section 202.17 is deemed to exist where programmed overhauls in more than one plant are to be performed one after the other without a break in programmed work and without a change in the employee's regularly established headquarters or temporary headquarters to which he has been instructed to report under the provisions of Section 202.22.

In such cases, the plants in which work is to be performed should be announced in advance of the start of the first workday of the situation and the work carried on from one plant to the other consecutively. The program need not provide for completion dates of the various overhauls and changes in the program may be made as long as the work in each plant is scheduled consecutively and not scheduled concurrently.

2. Where work is scheduled in advance to be performed at more than one plant as a continuous application of Section 202.17, and the employee's regular or temporary established headquarters from which the work is performed is changed, another "first four workday" period involving overtime compensation is required and the next assigned headquarters must be designated in advance of such change.
3. Utilization of the provisions of Section 202.23 does not, under the provisions of this ITEM "N," constitute a change in the employee's established headquarters.

**O. SCHEDULED OVERHAUL WORK IN THE SAME PLANT**

1. Where emergency work is being performed in one plant under Section 202.17, and the revised schedule of work hours is continued to include other work created under emergency conditions in the same plant to which Section 202.17 is applicable, a single situation is deemed to exist, provided that existing schedules are amended to include such other work at least five workdays before such other work is commenced. Otherwise a new emergency situation will be deemed to exist starting on the day such other work is commenced and another "first four workday" period will be involved.

\*Application of Review Committee Decisions Nos. 264 and 311 - 1963.

P. CHANGE OF HOURS IN NEW SCHEDULE

1. The regular hours of a new work period, once established, should not be changed, except when a third work period is added to or removed from the schedule, or overtime work is diminished or extended. If any such situation extends beyond four workweeks, Company and Union may agree to rotate the assignment of employees thereto, but in such event the overtime compensation herein provided for will not be paid to any employee for more than the first four-workday period worked outside of regular work hours.
2. If a third work period is added, employees who have received one "first four workday" premium under the given situation may be transferred to the new work period without a further "first four workday" period if they have been notified 24 hours in advance of the change, they have had eight hours off, and the new work period is to be in effect for more than four days.
  - a. If the new work period does not last more than four days, the work is considered as overtime and conditions will be governed by the applicable provisions of the Agreement and this clarification.
  - b. Employees assigned to an additional work period for the first time are entitled to receive a "first four workdays" premium.
  - c. If employees are transferred between work periods without 24 hours' notice, the provisions of Section 208.19 will apply.

Q. UNANTICIPATED INTERRUPTION OF WORK

1. On exceptional occasions the work in a designated situation may be interrupted because of delay in receiving material, or other circumstances beyond Company's control. In such a case, employees can be temporarily returned to their regular work hours pending resumption of the work in the situation involved. Resumption of work in such case with less than ten workdays' delay does not require a new first four-workday period.
- \*2. In case a schedule is suspended according to plan, or for Company's convenience, or for ten workdays or more, a new situation is deemed to exist, and a further first four-workday period will be involved.
3. Additional work periods involving cleaning of debris that are stopped and later resumed are not covered by this ITEM "Q."

R. MEALS

1. The work hours of the work periods may be consecutive when the nature of the work does not lend itself to a break for a meal. In such case, the employee eats on Company time while the work is in progress.

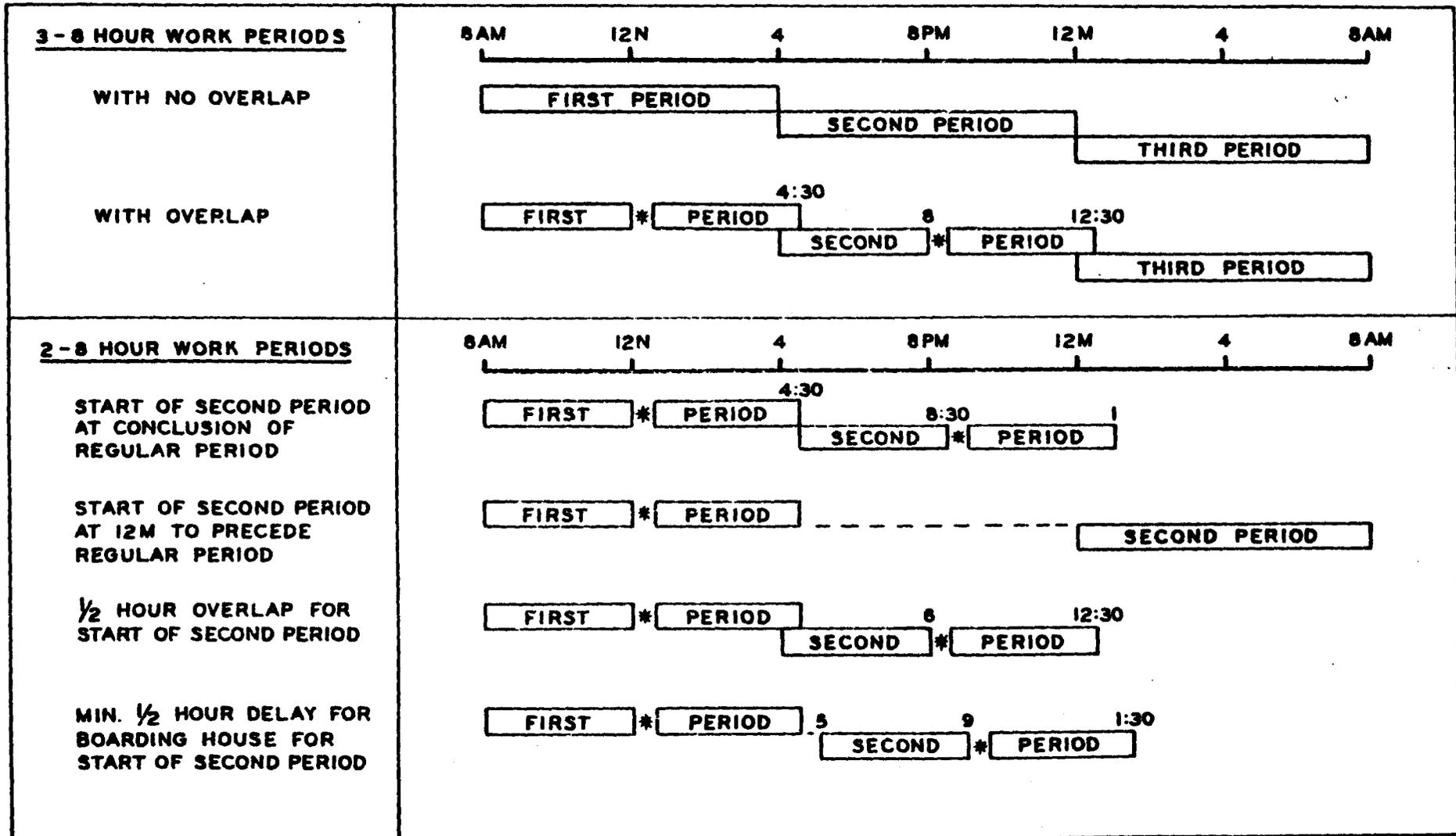
\*See Pre-Review Committee Decision No. 438.

- \*2. If an additional work period is established which would require employees to work beyond 3:00 a.m., the employees on such work period should be allowed to eat on Company time approximately four hours after the starting time of the work period.
- \*3. Work hours on additional work periods will otherwise be scheduled with a break of one-half hour in the middle of the work period for the purpose of eating, and employees will eat on their own time.

\*Application of Review Committee Decision No. 196 - 1963.

## EXAMPLES OF SCHEDULING UNDER SECTION 202.17

### ITEM F - SCHEDULING ADDITIONAL WORK PERIODS OF 8 HOURS EACH



**LEGEND :**

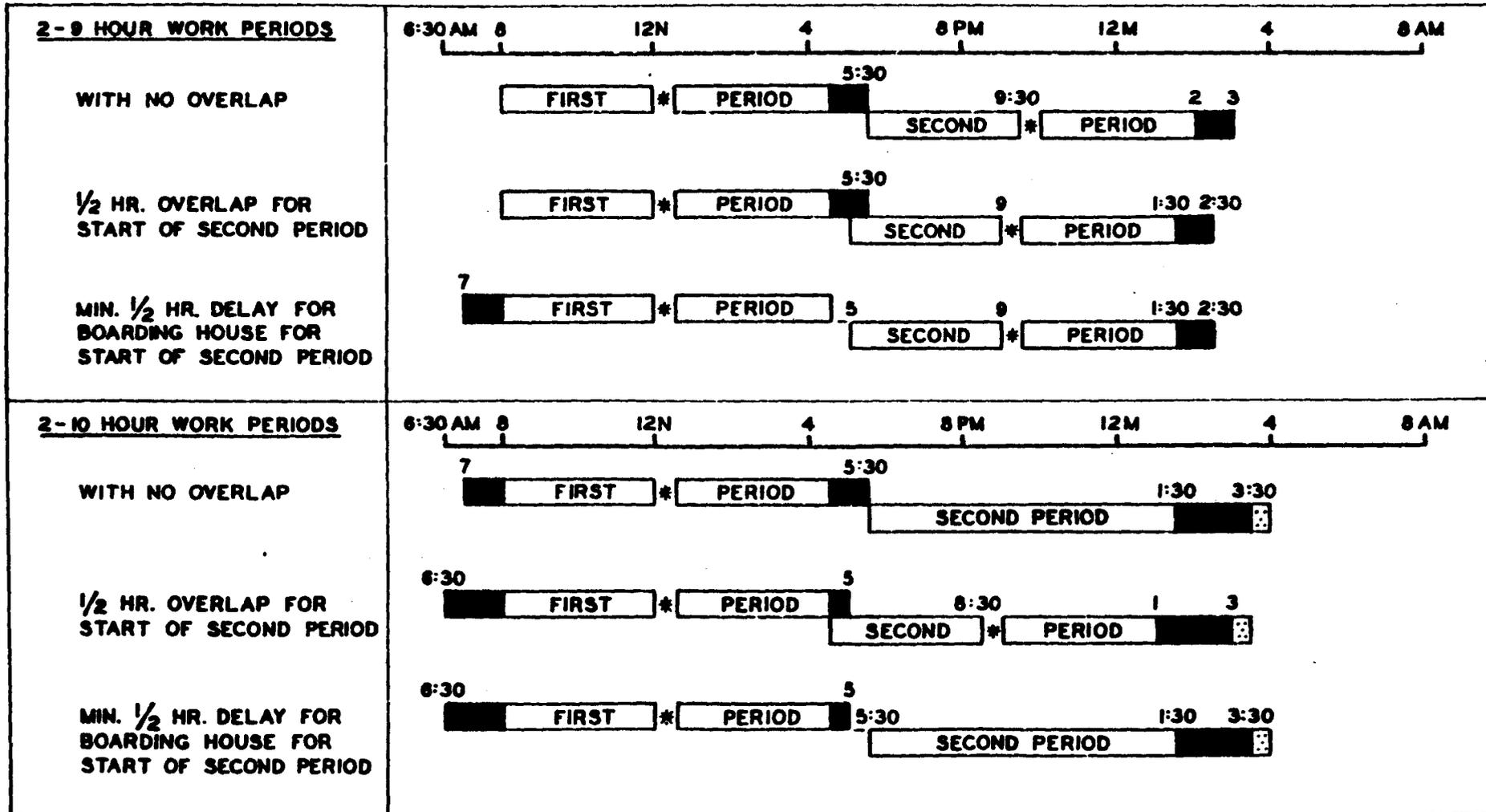
- STRAIGHT TIME PAY.
- \*  $\frac{1}{2}$  HOUR MEAL BREAK, NO PAY.

**NOTES :**

1. WHERE NO MEAL BREAK IS SHOWN MEAL IS EATEN WHILE WORK IS IN PROGRESS.
2. APPLICABLE TRAVEL TIME NOT INDICATED ABOVE.

## EXAMPLES OF SCHEDULING UNDER SECTION 202.17

### ITEM G - SCHEDULING ADDITIONAL WORK PERIODS EXCEEDING 8 HOURS



-35-

**LEGEND:**

- STRAIGHT TIME PAY
- OVERTIME PAY FOR WORK TIME
- \* 1/2 HOUR MEAL BREAK, NO PAY.
- ☒ MEAL AND 1/2 HOUR MEAL TIME ALLOWED AT OVERTIME RATE

**NOTES:**

1. WHERE NO MEAL BREAK IS SHOWN MEAL IS EATEN WHILE WORK IS IN PROGRESS.
2. APPLICABLE TRAVEL TIME NOT INDICATED ABOVE.



## TITLES 202, 205, AND 208

### UTILIZATION OF RELIEF SHIFT EMPLOYEES

#### A. PURPOSE

Relief shift classifications have been established to cover the 21st watches and to provide relief for shift employees who are absent without the use of dual classifications and to minimize both the number of temporary upgrades in Operating Lines of Progression and the number of schedule transfers required of shift employees. The subject of scheduling and hours of work for Relief shift classifications is discussed in a following clarification. The absence for which these guidelines apply is defined as absence from work or absence due to a temporary assignment to a non-bargaining unit job.

#### B. MINIMUM NUMBER OF RELIEF CLASSIFICATIONS

1. To accomplish the purpose stated above, the Company will provide Relief shift classifications at each facility where shift employees are employed. (Amended by Letters of Agreement R2-81-7-PGE and 81-54-PGE.)
2. The number of Relief shift classifications in each steam power plant and compressor plant will be sufficient to cover 21st watches and to provide necessary vacation relief. For this purpose the vacation relief period will be assumed to be a period of 39 weeks, that is, it will be assumed that the period for which vacation relief must be provided will be 3/4 of the calendar year. Relief shift classifications will be at such levels that both 21st watch coverage and vacation relief can be accomplished without temporarily upgrading employees from one classification to another.
3. If in any steam power plant or compressor plant it is not feasible to establish sufficient Relief shift classifications to provide for the coverage of 21st watches, such watch coverage shall be scheduled on an overtime basis without the use of a temporary upgrade. When a need arises for both vacation relief and 21st watch coverage and only one Relief shift employee is available in the same or higher classification as that in which the relief is needed, such Relief shift employee will be assigned to the vacation relief.

#### C. REPLACING AN ABSENT EMPLOYEE

1. An absent employee is one who is (a) off work and absent from Company's premises, (b) temporarily assigned to a classification not in the bargaining unit, (c) assigned to a training program which results in his being off watch, or (d) on light duty due to industrial injury or other non-industrial disability (RC No. 1197-1973).
2. Temporary vacancies may also result from discharge, resignation, or be created as a result of the bidding procedure (RC No. 959-1970).

3. Subsection 205.3(a) of the Agreement provides in part that in making temporary assignments to fill job vacancies, Company shall first consider employees in the appropriate Relief classifications and then, when practicable, consider the qualified employees at the headquarters in which the job vacancy exists in order of their preferential consideration under Section 205.7. The everyday application of the foregoing will be on the following basis.

4. When a shift employee is absent and Company elects to replace him for that watch, other than by the assignment of his duties to an employee on the same watch in the same or higher classification, the foregoing will be applied in the following sequence:

a. An employee in the appropriate Relief shift classification and headquarters as that of the absent shift employee shall be assigned to relieve him if such Relief shift employee is available. Such Relief shift employee shall be considered available any hour of the day and on any day of the week unless:

(1) he is sick,

(2) he is on vacation,

(3) he has made other arrangements with his supervisor in advance,

(4) he is already committed to the extended (one week or more) relief of another shift employee or employees,

(5) he is currently upgraded to a non-shift classification (RC No. 1057-1971),

(6) such assignment would require him to work more than 16 consecutive hours or would provide less than eight hours off before the watch immediately following a work period of 12 or more consecutive hours, or

(7) such assignment would require him to work more than 19 consecutive days without having two consecutive days off (pursuant to Section 208.23 and its clarification).

b. Whenever a Relief shift employee in the same or higher classification is not "available" as defined above and the vacancy is not caused by vacation or a 21st watch, a qualified employee on the watch may be upgraded to provide the required relief. In such a case, an upgraded employee may only be relieved by upgrading of a qualified employee within the watch.

- \*c. Whenever a Relief shift employee in the same or higher classification is not "available" and a qualified employee on the watch is not upgraded, a shift employee in the same classification in which the relief is required shall be assigned to provide the required relief in the following order:
- (1) Call in the shift employee who is on his non-workdays in the same classification in which the relief is required.
  - (2) Split the vacant eight-hour watch by extending the work period of the employee on the previous watch for four hours and call in the employee scheduled to work the following watch four hours early.
  - (3) Assign the employee who worked the previous watch to the vacancy, thereby requiring him to work 16 consecutive hours.
  - (4) Call in the shift employee scheduled to work the following watch, thereby requiring him to work 16 consecutive hours. It should be noted that this method will require the payment of eight hours at the overtime rate during the employee's regular watch under the provisions of Section 208.11.
- d. Company shall not be obligated to fill a vacant shift. However, if supervision intends to fill a vacant shift, it must be for the full-eight hour work period (RC No. 1518-1981).
- e. If not filling a vacant shift, Company may assign employees for less than an eight-hour work period (P-RC No. 303-1977).
- f. An Electric Department or PLO Relief Operator may be required to assume the hours of work of a non-shift employee provided that (Letter Agreement 1/13/78):
- (1) he is notified of the change from shift to non-shift hours by 5:00 p.m. or his quitting time, whichever is later, on the day before such change is made; and
  - (2) he is assigned to work with a maintenance crew; or
  - (3) he is assigned to work with a non-shift employee at a location other than his headquarters.

\*See Exhibit VI-B for special rules applicable to Nuclear Power Plants.

**D. RELIEF FOR PROLONGED PERIODS**

Under the provisions of Section 202.16 of the Agreement, Company and Union have agreed that:

An assignment of an employee other than a Relief shift employee for the filling of a temporary vacancy created by a shift employee who is absent for a period of time which will extend beyond four weeks may be made by upgrading and by transferring the upgraded employee to the schedule of the employee he is replacing. Such assignment is subject to the following conditions:

1. The assignment shall be made for the duration of the absent employee's absence once the determination is made that such absence will be for a prolonged period (more than 28 calendar days).
2. The assignment will be in accordance with the principles of Section 205.3 other than by use of a Relief employee.
3. Subsequent vacancies created by such upgrading shall be filled in a like manner.
4. Company shall pay overtime compensation to any employee who is transferred from his regular schedule to another schedule by reason of these provisions for those hours of the first four workdays (excluding holidays) of the new schedule that fall outside the work hours and/or workdays of his previous schedule.
  - a. When an employee is transferred under the provisions of Item 4 above and he has not received timely notice in accordance with the provisions of paragraph II.B.2, of the "Hours" clarification (i.e., 24 hours before the start of the new work schedule), the first day of such assignment shall not count as one of the first four workdays of the new schedule.
  - b. If the employee who is assigned to a shift schedule under the provisions of Item 4 above is a day employee, the provisions of paragraph II.C.1 or II.C.2., of the "Hours" clarification, shall apply and the first four workdays for which overtime is paid shall commence at the beginning of the first full workweek of the new schedule.
5. The provisions of Item 4 will not apply when an employee is returned to his previous schedule after the return of the absent employee, but his return to such previous schedule shall be governed by the provisions of Section 208.18 of the Agreement. If an employee who has been temporarily upgraded for a prolonged period is returned to his base classification in less than 28 calendar days, he shall be compensated at the overtime rate of pay for those hours of the first four workdays of his regular schedule that fall outside the work hours and/or workdays of the schedule to which he was assigned while upgraded.

6. a. In the utilization of Roving or Utility Operators as a System Operator for prolonged periods of relief as provided for in Item 1 above, the assignment shall be limited to cases where there are no other qualified employees available. Consideration shall first be given to Relief Operators, Unassigned Operators, or qualified Assistant Operators who are not absent as outlined in Section C of this clarification.
- b. When it becomes necessary to assign a Roving or Utility Operator to System Operator, the assignment will be offered to the qualified Operator on the basis of service as defined in Section 106.3 of the Physical Agreement, and in the event there are insufficient volunteers, the Operator with the least service will be assigned.
- c. For purposes of Title 204 of the Physical Agreement, Roving or Utility Operators assigned to a shift for the relief of an absent System Operator will receive the top rate of pay of the classification relieved.

E. TEMPORARY UPGRADE OF RELIEF SHIFT EMPLOYEES

The provisions of 1 through 4 below may be applied only when the provisions of paragraphs C and D above cannot be used.

1. When a Relief shift employee in the same or higher classification is not available and an employee on the watch cannot be upgraded to fill a temporary vacancy caused by the absence of another shift employee other than by reason of vacation or a 21st watch, a Relief shift employee in a lower classification may be temporarily upgraded to a higher Relief classification to fill the vacancy left by the absent employee. (It is improper to temporarily upgrade a shift employee to a Relief classification (RC 1426-1978).)
2. Once upgraded, the Relief shift employee will retain the upgraded status for the duration of the temporary absence of the employee who created the temporary vacancy regardless of the duties such Relief shift employee is assigned to perform.
3. An upgraded Relief shift employee will not be used to provide vacation relief or 21st watch coverage in a classification higher than his base classification.
4. A Relief shift employee who has been assigned to and is working an extended relief (one week or more), is considered as assuming the conditions of that employee he is relieving and will not be considered as an upgraded Relief when he is upgraded on the watch to fill a vacancy that has occurred during his assignment to the extended relief.

**F. OTHER ASSIGNMENTS OF RELIEF SHIFT EMPLOYEES**

Any assignment of a Relief shift employee to a schedule other than his own where he is not assigned specifically to relieve an absent employee will not be considered a relief assignment within the meaning of Section 208.20 of the Agreement but will be considered as an overtime assignment and be compensated under the provisions of Section 208.1

**G. APPOINTMENTS TO RELIEF SHIFT CLASSIFICATIONS**

1. When a vacancy occurs in a Relief shift classification, Company will select from the employees in the base classification and headquarters of the Relief vacancy an employee to be appointed to the job vacancy. The provisions of Title 205 of the Agreement with respect to seniority, qualifications, and grievances shall be applicable to such selections.
2. If none of the employees in the base classification at the headquarters of the vacant Relief job accepts appointment to the Relief shift classification, the vacancy will be filled in accordance with the normal procedure provided for in Title 205.
3. When it is necessary to post a Relief vacancy in the Employment Bulletin, it will be designated as a Relief classification.
4. For the purposes of filling vacancies in the Relief shift classifications in:
  - a. Steam power plants only, the prebidding procedure provided for in Sections 205.4 and 205.7 shall be limited to the plant in which the vacancy exists.
  - b. In the Electric Operating Department, where a Relief shift classification provides relief for less than an entire District, all operators in the District may be considered as being in the substation or hydro plant, if local agreement between Company and Union to this effect is reached.
5. A Relief shift employee is considered as being in the base shift classification which he holds for bidding purposes and he may transfer to such base shift classification at this headquarters at any time when there is a vacancy in such shift classification by making his preference known to his supervisor.
6. A Relief shift employee and an employee in the same base classification and location may permanently exchange jobs. If more than one shift employee in the same base classification desires to exchange jobs with a Relief shift employee, the employee with the greater Service shall be given preference.

TITLES 202 AND 208

HOURS OF RELIEF SHIFT EMPLOYEES

A. REGULAR SCHEDULES

1. Section 208.20 states that an employee who is classified to perform the duties of relief shall be available for duty in revolving shifts on any day of the week, and may be assigned for the relief of any watch without advance notice. Nevertheless, Relief shift employees have regularly scheduled work hours, workdays, and workweeks.

Except as provided below, Relief shift employees' regular hours of work shall be 7:00 a.m. to 3:00 p.m. (RC No. 1284-1976).

Electric Department Relief Operators may be regularly scheduled to work either the 7-3 or the 10-6 "standard operating shift" when such employees are not provided relief. The foregoing applies only in locations where two or more Relief Operators are assigned (Letter Agreement 1/13/78).

The regularly scheduled workdays and non-workdays may be either of the following assignments:

- a. 10 and 4 arrangement with two-week cycle.

S M T W T F S / S M T W T F S

8 8 8 8 8 X X    X X 8 8 8 8 8

- b. 5 and 2 arrangement with one-week cycle.

S M T W T F S / S M T W T F S

X 8 8 8 8 8 X    X 8 8 8 8 8 X

Other regularly scheduled work hours, workdays, and workweeks may be established by agreement between Company and Union. Once an arrangement is established as a regular schedule, agreement between the Company and Union is required to change it (Section 202.8).

2. A Relief shift employee reports as regularly scheduled unless called upon to provide a relief assignment for another shift employee, or unless he is required to assume the hours of a non-shift employee. The scheduling of days off is clarified in paragraphs D and E hereof. The conditions regarding changes of hours are outlined in Section 208.20.

B. RELIEF ASSIGNMENTS

1. When providing relief necessitated by the absence of a shift employee, Section 208.20 provides for the assignment of a Relief shift employee at the straight rate of pay to any one watch of the watches in the

24-hour-day period. Such assignment does not require the 24-hour advance notice which is given to other shift employees under Section 208.18.

2. However, if an assignment is such that it requires a Relief shift employee to report for duty without having had 12 hours off since the end of his last preceding work period, he is paid at the overtime rate for any time worked until 12 hours have elapsed from the end of his last preceding work period. (A work period is an eight-hour watch plus any extensions of such watch.)

EXAMPLE: A Relief shift employee works his regularly scheduled 0700 to 1500 watch on Tuesday; in addition, he is held over and worked on an overtime basis until 2100; on Wednesday morning, he reports as scheduled for operating duties at 0700 but since he has not had 12 hours off, he is paid two hours at the overtime rate between 0700 and 0900.

3. The regular work hours of a Relief shift employee may be changed by reason of a relief assignment (including emergency relief). In such case, his regular work hours are those of the first full watch relieved by him in the 24-hour day period, even though all or part of such watch may be compensated at the overtime rate of pay.

EXAMPLE: The employee, after having worked the 0700 to 1500 watch on his regular schedule may be called upon to work the following 2300 to 0700 watch. In such case, he would be entitled to the overtime rate for the first four hours of the 2300 to 0700 watch by reason of not having had 12 hours off, and such watch would be considered as his regular work hours for that day. Therefore, he would not report to work for his regularly scheduled 0700 to 1500 watch that day, unless otherwise instructed.

4. A situation may occur where the Relief shift employee is needed for relief but he cannot be contacted before reporting to work on his regular schedule, or where the need for a relief assignment arises after he has been working for a period of time on his regular daily schedule. In such cases he may be assigned to the relief of another watch and have his regular hours rescheduled, provided he will have had at least six hours off between his release from duty and the starting time of the watch to which he is being reassigned. The time involved in reporting for work at his regular hours as originally scheduled is then paid at the overtime rate and treated as an emergency call outside of work hours under Section 208.8. Should he not have six hours off between the time he is notified that he will be needed for the next watch and the time he reports for such watch, he works his regular schedule and the relief assignment is paid at the overtime rate.

#### C. TRAVEL TIME

1. Occasionally, questions arise concerning the payment of travel time from home to headquarters for a Relief shift employee.

- a. Where he is assigned to start work at the straight rate of pay, no travel time is involved.
  - b. However, if he starts work at the overtime rate, travel time from home to the headquarters is to be included as time worked.
2. A Relief shift employee may be called upon for a relief assignment without having had 12 hours off after his last preceding work period. When this occurs, he is paid overtime compensation for actual travel time in connection with the assignment except that if such 12-hour period elapses prior to the completion of the work for which he has been called, the employee is paid overtime compensation for actual travel time only from his home.
  3. Travel time from a Relief shift employee's headquarters to his home is paid where he performs work at the overtime rate of pay on a non-workday, or wholly outside of his regular work hours for that workday.

**D. REDESIGNATION OF NON-WORKDAYS**

1. A Relief shift employee may be assigned to relieve on his regular non-workdays. Where this occurs, a regular non-workday may be redesignated as a workday and a new non-workday scheduled in the workweek. In rescheduling a non-workday, it is done in such manner as to provide consecutive non-workdays in the workweek and the provisions of Section 202.3 shall be observed. The situations which can be encountered are as follows:

- a. On a 5 and 2 schedule, the employee relieves on Sunday, a regular non-workday. Sunday may be redesignated as a workday and Friday would then be redesignated as a non-workday.

S M T W T F S / S M

Regular Schedule      X 8 8 8 8 8 X    X 8 etc.

Revised Schedule      8 8 8 8 8 X X    X 8 etc

- b. On a 10 and 4 schedule, the employee relieves on a Sunday, a regular non-workday. Sunday may be redesignated as a workday and Tuesday would then be redesignated as a non-workday.

S M T W T F S / S M T W T F S

Regular Schedule      X X 8 8 8 8 8    8 8 8 8 8 X X

Revised Schedule      8 X X 8 8 8 8    8 8 8 8 8 X X

- c. On a 5 and 2 schedule, where it is known in advance that relief is required on Saturday, a regular non-workday, Monday may be redesignated as a non-workday and Saturday would then be redesignated as a workday.

S M T W T F S / S M

Regular Schedule X 8 8 8 8 8 X X 8 etc.

Revised Schedule X X 8 8 8 8 8 X 8 etc.

- d. On a 10 and 4 schedule, where it is known in advance that relief is required on Saturday, a regular non-workday, Thursday may be redesignated as a non-workday and Saturday would then be redesignated as a workday.

S M T W T F S / S M T W

Regular Schedule 8 8 8 8 8 X X X X 8 8 etc.

Revised Schedule 8 8 8 8 X X 8 X X 8 8 etc.

2. If a situation arises where the Company cannot provide a relief in accordance with the schedules in D-1 hereof, the Relief shift employee works his regular schedule and is assigned the non-workday relief at the overtime rate as an extra watch in the workweek.

E. VACATION OR OTHER EXTENDED RELIEF

1. For vacation relief, or for other extended periods of relief, a Relief shift employee may be assigned to the schedule of the employee being relieved, including the non-workdays of such schedule, on the basis of a workweek or series of workweeks. He shall be compensated at the overtime rate of pay for any time worked during the first watch of the assignment which is within 12 hours of the end of his last preceding work period. During the course of the assignment, he is not subject to the conditions of a Relief shift employee, and except for his rate of pay assumes the conditions of the employee being relieved.

EXAMPLE:

- a. The employee who was relieved took vacation for the entire period shown. The Relief shift employee whose regular schedule is a 10 and 4 takes the schedule of the relieved employee including his days off (Tuesday and Wednesday and Wednesday and Thursday in the first two workweeks shown in this example).

	S	M	T	W	T	F	S	/	S	M	T	W	T	F	S	/	S	M	T	W	T	F	S
Schedule of Employee Relieved	V	V	X	X	V	V	V		V	V	V	X	X	V	V		V	V	V	V	V	X	X
Regular RSE Schedule	8	8	8	8	8	X	X		X	X	8	8	8	8	8		8	8	8	8	8	X	X
Revised RSE Schedule	8	8	X	X	8	8	8		8	8	8	X	X	8	8		8	8	8	8	8	X	X

2. In situations where the duration of an absence is known in advance, more than one Relief shift employee may be assigned to the schedule of the employee who is being relieved on an extended basis. Such assignments will be made on the basis of full workweeks, that is, that the first Relief shift employee may be relieved by the second Relief shift employee at the break in the workweek involved in the schedule of the employee who is absent.

In situations when the duration of an absence is known, the assignment of Relief shift employees will be scheduled in advance of the absence and the person or persons so assigned will provide the relief in accordance with the prearranged schedule.

3. Relief assignments for periods of less than a workweek may be made as follows:
- a. When the days on which relief is to be provided are the regular workdays of the Relief shift employee, he retains his regular schedule of workdays and non-workdays, but assumes the regular work hours of the employee being relieved, if they are other than his own.

EXAMPLE:

	S	M	T	W	T	F	S
Schedule of Employee Relieved	X	X	V	V	V	V	8
Regular RSE Schedule	X	8	8	8	8	8	X

- b. When the relief assignment includes only one of the Relief shift employee's regular non-workdays, but does not include the day, if any, in conjunction with his other regular non-workday, his regular non-workday and the day in conjunction with his other regular non-workday may be redesignated as a non-workday.

EXAMPLE:

	S	M	T	W	T	F	S
Schedule of Employee Relieved	X	8	8	8	8	8	X
Regular RSE Schedule	X	8	8	8	8	8	X
Revised RSE Schedule	X	X	8	8	8	8	8

- c. When the relief assignment includes only one of the Relief shift employee's regular non-workdays and also includes the day, if any, in conjunction with his other regular non-workday, he shall work his regular schedule and be assigned the non-workday relief at the overtime rate as an extra watch in the workweek.

EXAMPLE:

	S	M	T	W	T	F	S
Schedule of Employee Relieved	V	X	X	V	V	V	8
Regular RSE Schedule	X	8	8	8	8	8	X
Revised RSE Schedule	<u>8</u>	8	8	8	8	8	X

	S	M	T	W	T	F	S
Schedule of Employee Relieved	X	X	8	V	V	V	8
Regular RSE Schedule	8	8	8	8	8	X	X
Revised RSE Schedule	8	8	8	8	8	<u>8</u>	X

- d. When the relief assignment includes both of the Relief shift employee's regular non-workdays, he may be assigned to the schedule of the employee being relieved, including the non-workdays of such schedule for the workweek. On the day, or days, on which relief is not required, he shall work his own regular work hours.

EXAMPLE:

	S	M	T	W	T	F	S
Schedule of Employee Relieved	8	V	X	X	V	V	V
Regular RSE Schedule	8	8	8	8	8	X	X
Revised RSE Schedule	8	8	X	X	8	8	8

- e. If it is not known, in advance of the regular non-workdays of the schedule of the employee being relieved, on which day the relief assignment may be completed (such as may be the case in sick leave relief), the Relief shift employee may be assigned to the schedule of the employee being relieved, including the non-workdays of such schedule, although this may result in his working one or both of his regular non-workdays at other than relief.

	S	M	T	W	T	F	S
Schedule of Employee Relieved	S	S	X	X	S	8	8
Regular RSE Schedule	8	8	8	8	8	X	X
Revised RSE Schedule	8	8	X	X	8	8	8

F. DISTRIBUTION OF OVERTIME

Distribution of overtime is provided for in Sections 208.16 and 212.1. However, since the primary purpose of the Relief shift classification is for relief duty, employees so classified should be assigned such duty, when available, and such overtime worked by them shall not be equalized in the distribution of overtime for other employees.

Supplement to  
 Labor Agreement Clarification  
 Titles 202 and 208  
Hours of Relief Shift Employees

The attached examples showing various possible assignments of Relief Shift Employees have been compiled for use with the Labor Agreement Clarification, "Hours of Relief Shift Employees." These attached schedules are not intended to be all inclusive.

Each page of examples is based on one set of workweeks for the employee relieved and one for the Relief Shift Employee. For example, page 50 contains the examples based on the relieved employees being scheduled on a Sunday through Saturday workweek and the Relief Shift Employee being on the same workweek with the 5-days-on and 2-days-off schedule.

The letters at the top of each column correspond to the one used to designate the basic workweeks in the table below.

BASIC WORKWEEKS

Sun-Sat workweek:								Mon-Sun workweek:							
	S	M	T	W	T	F	S		M	T	W	T	F	S	S
A	8	8	8	8	8	X	X	A'	8	8	8	8	8	X	X
B	X	8	8	8	8	8	X	B'	X	8	8	8	8	8	X
C	X	X	8	8	8	8	8	C'	X	X	8	8	8	8	8
D	8	X	X	8	8	8	8	D'	8	X	X	8	8	8	8
E	8	8	X	X	8	8	8	E'	8	8	X	X	8	8	8
F	8	8	8	X	X	8	8	F'	8	8	8	X	X	8	8
G	8	8	8	8	X	X	8	G'	8	8	8	8	X	X	8

Relief Shift Employee's Workweek: Monday through Sunday - 5-on and 2-off schedule.  
 Relieved Employee's Workweek: Monday through Sunday.

Days Off of Relieved Employee	A'		C'		D'		E'		F'		G'																																																				
	Sat-Sun		Mon-Tue		Tue-Wed		Wed-Thu		Thu-Fri		Fri-Sat																																																				
	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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S														
Relief Employee's Regular Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X							
1. Schedule of Employee Relieved	V	8	8	8	8	X	X	X	X	V	8	8	8	8	V	X	X	8	8	8	8	V	8	X	X	8	8	8	V	8	8	X	X	8	8	V	8	8	8	X	X	8	V	8	8	8	X	X	8	V	8	8	8	X	X	8	V	8	8	8	X	X	8
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X
	no							no						no						no							no						no						no																								
2. Schedule of Employee Relieved	V	V	8	8	8	X	X	X	X	V	8	8	8	8	V	X	X	V	8	8	8	V	V	X	X	8	8	8	V	V	8	X	X	8	8	V	V	8	8	X	X	8	V	V	8	8	X	X	8	V	V	8	8	X	X	8	V	V	8	8	X	X	8
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X
	no							no						no						no							no						no						no																								
3. Schedule of Employee Relieved	V	V	V	8	8	X	X	X	X	V	V	8	8	V	X	X	V	8	8	V	V	X	X	V	8	8	V	V	V	X	X	8	8	V	V	V	8	X	X	8	V	V	V	8	X	X	8	V	V	V	8	X	X	8	V	V	V	8	X	X	8		
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X
	no							no						no						no							no						no						no																								
4. Schedule of Employee Relieved	V	V	V	V	8	X	X	X	X	V	V	V	8	V	X	X	V	V	8	V	V	X	X	V	V	8	V	V	V	X	X	V	8	V	V	V	V	X	X	8	V	V	V	V	X	X	8	V	V	V	V	X	X	8	V	V	V	V	X	X	8		
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X
	no							no/6th sat						no/6th sat						no/6th sat							no/6th fri						no						no																								
5. Schedule of Employee Relieved	V	V	V	V	V	X	X	X	X	V	V	V	V	V	X	X	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	X	X	V	V	V	V	V	X	X	V									
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8									
	no							resched					resched					resched							resched					resched						resched																											
6. Schedule of Employee Relieved	8	8	8	8	V	X	X	X	X	8	8	8	8	V	8	X	X	8	8	8	V	8	8	X	X	8	8	V	8	8	8	X	X	8	V	8	8	8	8	X	X	8	V	8	8	8	8	X	X	8	V	8	8	8	8	X	X	8	V				
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X							
	no							ex fri & sun					ex fri & sun					ex fri & sun							ex fri & sun					ex fri & sun						ex fri & sun																											
7. Schedule of Employee Relieved	8	8	8	V	V	X	X	X	X	8	8	8	V	V	8	X	X	8	8	V	V	8	8	X	X	8	V	V	8	8	8	X	X	V	V	8	8	8	V	X	X	V	V	8	8	8	V	X	X	V	V												
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8														
	no							resched					resched					resched							resched					resched						resched																											
8. Schedule of Employee Relieved	8	8	V	V	V	X	X	X	X	8	8	V	V	V	8	X	X	8	V	V	V	8	8	X	X	V	V	V	8	8	V	X	X	V	V	8	8	V	V	X	X	V	V	8	8	V	V	X	X	V	V												
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8														
	no							resched					resched					resched							resched					resched						resched																											
9. Schedule of Employee Relieved	8	V	V	V	V	X	X	X	X	8	V	V	V	V	8	X	X	V	V	V	V	8	V	X	X	V	V	V	8	V	V	X	X	V	V	8	V	V	V	X	X	V	V	8	V	V	V	X	X	V	V												
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8														
	no							resched					resched					resched							resched					resched						resched																											

Legend: 8 = Work Day  
 X = Non-work day  
 V = Vacation, sick leave, etc.  
 8 = Non-work day worked at overtime rate

| = Break in the workweek  
 no = No schedule change for Relief Shift Employee  
 Resched = Reschedule Relief Shift Employee for the week  
 ex = Exchange Relief Shift Employee's workday and non-work day  
 6th = Sixth day worked in workweek is (day)

Relief Shift Employee's Workweek: Sunday through Saturday - 5-on and 2-off Schedule  
 Relieved Employee's Workweek: Sunday through Saturday

Days Off of Relieved Employee	A	C	D	E	F	G
	Fri-Sat off	Sun-Mon off	Mon-Tue off	Tue-Wed off	Wed-Thu off	Thu-Fri off
Relief Employee's Regular Schedule	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	S M T W T F S	S M T W T F S
	X 8 8 8 8 X	X 8 8 8 8 X	X 8 8 8 8 X	X 8 8 8 8 X	X 8 8 8 8 X	X 8 8 8 8 X
1. Schedule of Employee Relieved	V 8 8 8 8 X X	X X V 8 8 8 8	V X X 8 8 8 8	V 8 X X 8 8 8	V 8 8 X X 8 8	V 8 8 8 X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X 8 8 8 8 8 X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X
	ex sun & fri	no	ex sun & fri			
2. Schedule of Employee Relieved	V V 8 8 8 X X	X X V V 8 8 8	V X X V 8 8 8	V V X X 8 8 8	V V 8 X X 8 8	V V 8 8 X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X 8 8 8 8 8 X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X
	ex sun & fri	no	ex sun & fri			
3. Schedule of Employee Relieved	V V V 8 8 X X	X X V V V 8 8	V X X V V 8 8	V V X X V 8 8	V V V X X 8 8	V V V 8 X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X 8 8 8 8 8 X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X
	ex sun & fri	no	ex sun & fri			
4. Schedule of Employee Relieved	V V V V 8 X X	X X V V V V 8	V X X V V V 8	V V X X V V 8	V V V X X V 8	V V V V X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X 8 8 8 8 8 X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X
	ex sun & fri	no	no/6th sun	no/6th sun	no/6th sun	no/6th sun
5. Schedule of Employee Relieved	V V V V V X X	X X V V V V V	V X X V V V V	V V X X V V V	V V V X X V V	V V V V X X V
Revised Relief Schedule	8 8 8 8 8 X X	X X 8 8 8 8 8	8 X X 8 8 8 8	8 8 X X 8 8 8	8 8 8 X X 8 8	8 8 8 8 X X 8
	resched	reached	resched	resched	resched	resched
6. Schedule of Employee Relieved	8 8 8 8 V X X	X X 8 8 8 8 V	8 X X 8 8 8 V	8 8 X X 8 8 V	8 8 8 X X 8 V	8 8 8 8 X X V
Revised Relief Schedule	X 8 8 8 8 8 X	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8
	no	ex mon & sat				
7. Schedule of Employee Relieved	8 8 8 V V X X	X X 8 8 8 V V	8 X X 8 8 V V	8 8 X X 8 V V	8 8 8 X X V V	8 8 8 V X X V
Revised Relief Schedule	X 8 8 8 8 8 X	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8
	no	ex mon & sat				
8. Schedule of Employee Relieved	8 8 V V V X X	X X 8 8 V V V	8 X X 8 V V V	8 8 X X V V V	8 8 V X X V V	8 8 V V X X V
Revised Relief Schedule	X 8 8 8 8 8 X	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8
	no	ex mon & sat				
9. Schedule of Employee Relieved	8 V V V V X X	X X 8 V V V V	8 X X V V V V	8 V X X V V V	8 V V X X V V	8 V V V X X V
Revised Relief Scheduled	X 8 8 8 8 8 X	X X 8 8 8 8 8	X X 8 8 8 8 8	X 8 8 8 8 8 8	X 8 8 8 8 8 8	X 8 8 8 8 8 8
	no	ex mon & sat	ex mon & sat	no/6th sat	no/6th sat	no/6th sat

Legend: 8 = Work Day  
 X = Non-work day  
 V = Vacation, sick leave, etc.  
8 = Non-work day worked at overtime rate

{ = Break in the workweek  
 no = No schedule change for Relief Shift Employee  
 Reached = Reschedule Relief Shift Employee for the week  
 ex = Exchange Relief Shift Employee's workday and non-work day  
 6th = Sixth day worked in workweek is (day)

Relief Shift Employee's Workweek: Sunday through Saturday - 10-on and 4-off Schedule with Friday and Saturday Off.  
 Relieved Employee's Workweek: Sunday through Saturday

Days Off of Relieved Employee	A		C		D		E		F		G								
	Fri-Sat		Sun-Mon		Mon-Tue		Tue-Wed		Wed-Thu		Thu-Fri								
	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
Relief Employee's Regular Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X					
1. Schedule of Employee Relieved	V	8	8	8	X	X	X	X	V	8	8	8	8						
Revised Relief Schedule	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	
	no						no						no						
2. Schedule of Employee Relieved	V	V	8	8	X	X	X	X	V	8	8	8	8						
Revised Relief Schedule	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	
	no						no						no						
3. Schedule of Employee Relieved	V	V	V	8	8	X	X	X	X	V	V	8	8						
Revised Relief Schedule	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	
	no						no						no						
4. Schedule of Employee Relieved	V	V	V	V	8	X	X	X	X	V	V	V	8						
Revised Relief Schedule	8	8	8	8	X	X	8	8	8	8	8	X	8	8	8	8	8	X	X
	no						no/6th fri						no/6th fri					no	
5. Schedule of Employee Relieved	V	V	V	V	X	X	X	X	V	V	V	V							
Revised Relief Schedule	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	
	no						resched						resched					resched	
6. Schedule of Employee Relieved	8	8	8	8	V	X	X	X	X	8	8	8	V						
Revised Relief Schedule	8	8	8	8	X	X	8	8	8	X	X	8	8	8	X	X	8	V	
	no						ex thur & sat						ex thur & sat					ex thur & sat	
7. Schedule of Employee Relieved	8	8	8	V	V	X	X	X	X	8	8	V	V						
Revised Relief Schedule	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	
	no						resched						resched					ex thur & sat	
8. Schedule of Employee Relieved	8	8	V	V	V	X	X	X	X	8	V	V	V						
Revised Relief Schedule	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	
	no						resched						resched					ex thur & sat	
9. Schedule of Employee Relieved	8	V	V	V	V	X	X	X	X	8	V	V	V						
Revised Relief Schedule	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	
	no						resched						resched					ex thur & sat	

Legend: 8 = Work day  
 X = Non-work day  
 V = Vacation, sick leave, etc.  
8 = Non-work day worked at overtime rate  
 { = Break in the workweek  
 no = No schedule change for Relief Shift Employee  
 Resched = Reschedule Relief Shift Employee for the week  
 ex = Exchanged Relief Shift Employee's workday and non-work day  
 6th = Sixth day worked in workweek is (day)

Relief Shift Employee's Workweek: Sunday through Saturday - 5-on and 2-off Schedule  
 Relieved Employee's Workweek: Monday through Sunday

Days Off of Relieved Employee	A'	A'+C'	D'	E'	F'	G'
	Sat-Sun	Sun + Mon - Tue	Tue-Wed	Wed-Thu	Thu-Fri	Fri-Sat
Relief Employee's Regular Schedule	S M T W T F S S	S M T W T F S S	S M T W T F S S	S M T W T F S S	S M T W T F S S	S M T W T F S S
1. Schedule of Employee Relieved	X 8 8 8 8 8 X	X 8 8 8 8 8 X	X 8 8 8 8 8 X	X 8 8 8 8 8 X	X 8 8 8 8 8 X	X 8 8 8 8 8 X
Revised Relief Schedule	V 8 8 8 8 8 X X	V 8 8 8 8 8 X X	V 8 X X 8 8 8 8	V 8 8 X X 8 8 8	V 8 8 8 X X 8 8	V 8 8 8 8 X X 8
2. Schedule of Employee Relieved	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X
Revised Relief Schedule	ex sun & fri					
3. Schedule of Employee Relieved	V V 8 8 8 8 X X	X X X V 8 8 8 8	V V X X 8 8 8 8	V V X X 8 8 8 8	V V 8 8 X X 8 8	V V 8 8 8 X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X 8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X
4. Schedule of Employee Relieved	V V V 8 8 8 X X	X X X V V 8 8 8	V V X X V V 8 8	V V X X V V 8 8	V V V X X 8 8 8	V V V 8 8 X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X 8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X	8 8 8 8 8 X X
5. Schedule of Employee Relieved	V V V V 8 X X	X X X V V V 8	V V X X V V 8	V V X X V V 8	V V V X X V 8	V V V V X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X X 8 8 8 8 8	8 8 X X 8 8 8	8 8 8 X X 8 8	8 8 8 8 X X 8	8 8 8 8 8 X X
6. Schedule of Employee Relieved	V V V V V X X	X X X V V V V	V V X X V V V	V V X X V V V	V V V X X V V	V V V V X X V
Revised Relief Schedule	8 8 8 8 8 X X	X X 8 8 8 8 8	8 8 X X 8 8 8	8 8 8 X X 8 8	8 8 8 8 X X 8	8 8 8 8 8 X X
7. Schedule of Employee Relieved	no/6th sun	ex mon & sat	resched	resched	resched	resched
Revised Relief Schedule	8 8 8 8 8 V X X	X 8 8 8 8 8 X X	8 8 8 8 8 V V	8 8 8 X X 8 V V	8 8 8 8 X X V V	8 8 8 8 V X X V
8. Schedule of Employee Relieved	8 8 8 8 8 X X	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X 8 8 8 8 8 X
9. Schedule of Employee Relieved	no	ex mon & sat	no			
Revised Relief Schedule	8 8 8 V V V X X	X X 8 8 8 V V V	8 8 X X 8 V V V	8 8 8 X X V V V	8 8 8 V X X V V	8 8 8 V V X X V
10. Schedule of Employee Relieved	no	ex mon & sat	no			
Revised Relief Schedule	8 8 V V V V X X	X X 8 8 8 V V V	8 8 X X V V V V	8 8 V X X V V V	8 8 V V X X V V	8 8 V V V X X V
11. Schedule of Employee Relieved	no	ex mon & sat	ex mon & fri	ex mon & sat	ex mon & sat	no
Revised Relief Schedule	8 V V V V V X X	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X 8 8 8 8 8 X
	no	no/6th sat	no/6th sat	no/6th sat	no/6th sat	no

Legend: 8 = Work day  
 X = Non-work day  
 V = Vacation, sick leave, etc.  
8 = Non-work day worked at overtime rate

) = Break in the workweek  
 no = No schedule change for Relief Shift Employee  
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 ex = Exchange Relief Shift Employee's workday and non-work day  
 6th = Sixth day worked in workweek is (day)

Relief Shift Employee's Workweek: Sunday through Saturday - 10-on and 4-off Schedule with Sunday and Monday off.  
 Relieved Employee's Workweek: Sunday through Saturday.

Days Off of Relieved Employee	A	C	D	E	F	G
	Fri-Sat	Sun-Mon	Mon-Tue	Tue-Wed	Wed-Thu	Thu-Fri
Relief Employee's Regular Schedule	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	S M T W T F S	S M T W T F S
	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8
1. Schedule of Employee Relieved	V 8 8 8 8 X X	X X V 8 8 8 8	V X X 8 8 8 8	V 8 X X 8 8 8	V 8 8 X X 8 8	V 8 8 8 X X 8
Revised Relief Schedule	8 X X 8 8 8 8	X X 8 8 8 8 8	8 X X 8 8 8 8	8 X X 8 8 8 8	8 X X 8 8 8 8	8 X X 8 8 8 8
	ex sun & tue	no	ex sun & tue			
2. Schedule of Employee Relieved	V V 8 8 8 X X	X X V V 8 8 8	V X X V 8 8 8	V V X X 8 8 8	V V 8 X X 8 8	V V 8 8 X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X X 8 8 8 8 8	8 X X 8 8 8 8	8 8 X X 8 8 8	8 8 8 X X 8 8	8 8 8 8 X X 8
	resched	no	ex sun & tue	resched	resched	resched
3. Schedule of Employee Relieved	V V V 8 8 X X	X X V V V 8 8	V X X V V 8 8	V V X X V 8 8	V V V X X 8 8	V V V 8 X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X X 8 8 8 8 8	8 X X 8 8 8 8	8 8 X X 8 8 8	8 8 8 X X 8 8	8 8 8 8 X X 8
	resched	no	ex sun & tue	resched	resched	resched
4. Schedule of Employee Relieved	V V V V 8 X X	X X V V V V 8	V X X V V V 8	V V X X V V 8	V V V X X V 8	V V V V X X 8
Revised Relief Schedule	8 8 8 8 8 X X	X X 8 8 8 8 8	8 X X 8 8 8 8	8 8 X X 8 8 8	8 8 8 X X 8 8	8 8 8 8 X X 8
	resched	no	ex sun & tue	resched	resched	resched
5. Schedule of Employee Relieved	V V V V V X X	X X V V V V V	V X X V V V V	V V X X V V V	V V V X X V V	V V V V X X V
Revised Relief Schedule	8 8 8 8 8 X X	X X 8 8 8 8 8	8 X X 8 8 8 8	8 8 X X 8 8 8	8 8 8 X X 8 8	8 8 8 8 X X 8
	resched	no	resched	resched	resched	resched
6. Schedule of Employee Relieved	8 8 8 8 V X X	X X 8 8 8 8 V	8 X X 8 8 8 V	8 8 X X 8 8 V	8 8 8 X X 8 V	8 8 8 8 X X V
Revised Relief Schedule	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8
	no	no	no	no	no	no
7. Schedule of Employee Relieved	8 8 8 V V X X	X X 8 8 8 V V	8 X X 8 8 V V	8 8 X X 8 V V	8 8 8 X X V V	8 8 8 V X X V
Revised Relief Schedule	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8
	no	no	no	no	no	no
8. Schedule of Employee Relieved	8 8 V V V X X	X X 8 8 V V V	8 X X 8 V V V	8 8 X X V V V	8 8 V X X V V	8 8 V V X X V
Revised Relief Schedule	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8
	no	no	no	no	no	no
9. Schedule of Employee Relieved	8 V V V V X X	X X 8 V V V V	8 X X V V V V	8 V X X V V V	8 V V X X V V	8 V V V X X V
Revised Relief Schedule	X 8 8 8 8 8 8	X X 8 8 8 8 8	X X 8 8 8 8 8	X 8 8 8 8 8 8	X 8 8 8 8 8 8	X 8 8 8 8 8 8
	no/6th mon	no	no	no/6th mon	no/6th mon	no/6th mon

Legend: 8 = Work Day  
 X = Non-work day  
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 8 = Non-work day worked at overtime rate

| = Break in the workweek  
 no = No schedule change for Relief Shift Employee  
 Resched = Reschedule Relief Shift Employee for the week  
 ex = Exchanged Relief Shift Employee's workday and non-work day  
 6th = Sixth day worked in worked in workweek is (day)

Relief Shift Employee's Workweek: Monday through Sunday - 5-on and 2-off Schedule  
 Relieved Employee's Workweek: Sunday through Saturday

Days Off of Relieved Employee	C							D							E							F							G							A+C													
	Sun-Mon							Mon-Tue							Tue-Wed							Wed-Thu							Thu-Fri							Fri-Sat and Sun													
	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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Relief Employee's Regular Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X
1. Schedule of Employee Relieved Revised Relief Schedule	X	X	V	8	8	8	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X
2. Schedule of Employee Relieved Revised Relief Schedule	no	X	X	V	V	8	8	V	X	X	V	8	8	8	V	V	X	X	8	8	8	V	V	8	X	X	8	8	V	V	8	X	X	8	8	V	V	8	X	X	8	8	V	V	8	X	X	8	8
3. Schedule of Employee Relieved Revised Relief Schedule	no	X	X	V	V	V	8	V	X	X	V	V	8	8	V	V	X	X	V	8	8	V	V	V	X	X	V	8	V	V	8	X	X	8	8	V	V	8	X	X	8	8	V	V	8	X	X	8	8
4. Schedule of Employee Relieved Revised Relief Schedule	no	X	X	V	V	V	8	V	X	X	V	V	8	8	V	V	X	X	V	8	8	V	V	V	X	X	V	8	V	V	8	X	X	8	8	V	V	8	X	X	8	8	V	V	8	X	X	8	8
5. Schedule of Employee Relieved Revised Relief Schedule	no	X	X	V	V	V	V	V	X	X	V	V	V	V	V	X	X	V	V	V	V	V	X	X	V	V	V	V	X	X	V	V	V	V	X	X	V	V	V	V	X	X	V						
6. Schedule of Employee Relieved Revised Relief Schedule	no/6th sat	X	X	V	V	V	V	V	X	X	V	V	V	V	V	X	X	V	V	V	V	X	X	V	V	V	V	V	X	X	V	V	V	V	X	X	V	no											
7. Schedule of Employee Relieved Revised Relief Schedule	reached/6th sun	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8						
8. Schedule of Employee Relieved Revised Relief Schedule	ex fri & sun	X	X	8	8	8	V	8	X	X	8	8	V	8	X	X	8	8	V	8	8	X	X	8	V	8	8	8	X	X	V	8	8	8	X	X	V	8	8	8	V	X	X						
9. Schedule of Employee Relieved Revised Relief Schedule	reached/6th sun	X	X	8	8	8	V	8	X	X	8	8	V	8	X	X	8	8	V	8	8	X	X	8	V	8	8	8	X	X	V	8	8	8	X	X	V	8	8	8	V	X	X						
10. Schedule of Employee Relieved Revised Relief Schedule	reached/6th sun	X	X	8	8	V	V	8	X	X	8	V	V	8	X	X	8	V	V	8	8	V	X	X	V	8	8	V	X	X	V	8	8	V	X	X	V	8	8	V	X	X	V						
11. Schedule of Employee Relieved Revised Relief Schedule	reached/6th sun	X	X	8	V	V	V	8	X	X	V	V	V	8	V	X	X	V	V	8	V	X	X	V	V	8	V	V	X	X	V	8	V	V	X	X	V	8	V	V	X	X	V						

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 Reached = Reschedule Relief Shift Employee for the week  
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 6th = Sixth day worked in workweek is (day)

Relief Shift Employee's Workweek: Monday through Sunday - 10-on and 4-off Schedule with Monday and Tuesday off.  
 Relieved Employee's Workweek: Monday through Sunday.

Days Off of Relieved Employee	A'							C'							D'							E'							F'							G'													
	Sat-Sun							Mon-Tue							Tue-Wed							Wed-Thu							Thu-Fri							Fri-Sat													
	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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Relief Employee's Regular Schedule	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8
1. Schedule of Employee Relieved	V	8	8	8	8	X	X	X	X	V	8	8	8	8	V	X	X	8	8	8	8	V	8	X	X	8	8	8	V	8	8	X	X	8	8	V	8	8	8	X	X	8	V	8	8	8	X	X	8
Revised Relief Schedule	8	X	X	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8
	ex mon & wed							no							ex mon & wed							ex mon & wed							ex mon & wed																				
2. Schedule of Employee Relieved	V	V	8	8	8	X	X	X	X	V	V	8	8	8	V	X	X	V	8	8	8	V	V	X	X	8	8	8	V	V	8	X	X	8	8	V	V	8	8	X	X	8	V	V	8	8	X	X	8
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8
	resched							no							ex mon & wed							resched							resched																				
3. Schedule of Employee Relieved	V	V	V	8	8	X	X	X	X	V	V	V	8	8	V	X	X	V	V	8	8	V	V	X	X	V	8	8	V	V	V	X	X	8	8	V	V	V	X	X	8	8	V	V	V	8	X	X	8
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8
	resched							no							ex mon & wed							resched							resched																				
4. Schedule of Employee Relieved	V	V	V	V	8	X	X	X	X	V	V	V	V	8	V	X	X	V	V	V	8	V	V	X	X	V	V	8	V	V	V	X	X	V	8	V	V	V	V	X	X	8	V	V	V	V	X	X	8
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8
	resched							no							ex mon & wed							resched							resched																				
5. Schedule of Employee Relieved	V	V	V	V	V	X	X	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	X	X	V
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8
	resched							no							resched							resched							resched																				
6. Schedule of Employee Relieved	8	8	8	8	V	X	X	X	X	8	8	8	8	V	8	X	X	8	8	8	V	8	8	X	X	8	8	V	8	8	8	X	X	8	V	8	8	8	8	X	X	V	8	8	8	8	X	X	V
Revised Relief Schedule	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8
	no							no							no							no							no																				
7. Schedule of Employee Relieved	8	8	8	V	V	X	X	X	X	8	8	8	V	V	8	X	X	8	8	V	V	8	8	X	X	8	V	V	8	8	8	X	X	V	V	8	8	8	X	X	V	V	8	8	8	V	X	X	V
Revised Relief Schedule	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8
	no							no							no							no							no																				
8. Schedule of Employee Relieved	8	8	V	V	V	X	X	X	X	8	8	V	V	V	8	X	X	8	V	V	V	8	8	X	X	V	V	V	8	8	V	X	X	V	V	8	8	V	V	X	X	V	8	8	V	V	X	X	V
Revised Relief Schedule	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8
	no							no							no							no							no																				
9. Schedule of Employee Relieved	8	V	V	V	V	X	X	X	X	8	V	V	V	V	8	X	X	V	V	V	V	8	V	X	X	V	V	V	8	V	V	X	X	V	V	8	V	V	V	X	X	V	8	V	V	V	X	X	V
Revised Relief Schedule	X	8	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	8	8	8	8	8	8	X	8	8	8	8	8	8	X	8	8	8	8	8	8	X	8	8	8	8	8	8
	no/6th tue							no							no							no/6th tue							no/6th tue																				

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Relief Shift Employee's Workweek: Monday through Sunday - 10-on and 4-off Schedule with Saturday and Sunday off.  
 Relieved Employee's Workweek: Monday through Sunday.

Days Off of Relieved Employee	A'						C'						D'						E'						F'						G'																			
	Sat-Sun						Mon-Tue						Tue-Wed						Wed-Thu						Thu-Fri						Fri-Sat																			
Relief Employee's Regular Schedule	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S								
1. Schedule of Employee Relieved	V	8	8	8	8	X	X	X	X	V	8	8	8	8	V	X	X	8	8	8	8	V	8	X	X	8	8	8	V	8	8	X	X	8	8	V	8	8	8	8	X	8	8	V	8	8	8	X	X	8
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	
	no							no							no							no							no							no														
2. Schedule of Employee Relieved	V	V	8	8	8	X	X	X	X	V	V	8	8	8	V	X	X	V	8	8	8	V	V	X	X	8	8	8	V	V	8	X	X	8	8	V	V	8	8	X	X	8								
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X								
	no							no							no							no							no							no														
3. Schedule of Employee Relieved	V	V	V	8	8	X	X	X	X	V	V	V	8	8	V	X	X	V	V	8	8	V	V	X	X	V	8	8	V	V	V	X	X	8	8	V	V	V	8	X	X	8								
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X								
	no							no							no							no							no							no														
4. Schedule of Employee Relieved	V	V	V	V	8	X	X	X	X	V	V	V	V	8	V	X	X	V	V	V	8	V	V	X	X	V	V	8	V	V	V	X	X	V	8	V	V	V	V	X	X	8								
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X								
	no							no/6th sat							no/6th sat							no/6th sat							no/6th sat							no														
5. Schedule of Employee Relieved	V	V	V	V	V	X	X	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V	V	V	V	V	V	X	X	V								
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8								
	no							resched							resched							resched							resched							resched														
6. Schedule of Employee Relieved	8	8	8	8	V	X	X	X	X	8	8	8	8	V	8	X	X	8	8	8	V	8	8	X	X	8	8	V	8	8	8	X	X	8	V	8	8	8	8	X	X	V								
Revised Relief Schedule	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	X	X	8											
	no							ex fri & sun							ex fri & sun							ex fri & sun							ex fri & sun							ex fri & sun														
7. Schedule of Employee Relieved	8	8	8	V	V	X	X	X	X	8	8	8	V	V	8	X	X	8	8	V	V	8	8	X	X	8	V	V	8	8	8	X	X	V	V	8	8	8	V	X	X	V								
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8											
	no							resched						resched						resched							resched							ex fri & sun																
8. Schedule of Employee Relieved	8	8	V	V	V	X	X	X	X	8	8	V	V	V	8	X	X	8	V	V	V	8	8	X	X	V	V	V	8	8	V	X	X	V	V	8	8	V	V	X	X	V								
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8												
	no							resched						resched						resched							resched							ex fri & sun																
9. Schedule of Employee Relieved	8	V	V	V	V	X	X	X	X	8	V	V	V	V	8	X	X	V	V	V	V	8	V	X	X	V	V	V	8	V	V	X	X	V	V	8	V	V	V	X	X	V								
Revised Relief Schedule	8	8	8	8	8	X	X	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	8	X	X	8											
	no							resched						resched						resched							resched							ex fri & sun																

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Relief Shift Employee's Workweek: Monday through Sunday - 10-on and 4-off Schedule with Saturday and Sunday off.  
 Relieved Employee's Workweek: Sunday through Saturday

Days Off of Relieved Employee	C							D							E							F							G							A+C																				
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
Relief Employee's Regular Schedule	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X
1. Schedule of Employee Relieved	/	X	X	V	8	8	8	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X
Revised Relief Schedule	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X
	no																																																							
2. Schedule of Employee Relieved	/	X	X	V	V	8	8	/	V	X	X	V	8	8	/	V	V	X	X	8	8	/	V	V	8	X	X	8	/	V	V	8	X	X	8	/	V	V	8	X	X	8	/	V	V	8	X	X	8	/	V	V	8	X	X	8
Revised Relief Schedule	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X
	no							no						no						no							no							no																						
3. Schedule of Employee Relieved	/	X	X	V	V	V	8	/	V	X	X	V	V	8	/	V	V	X	X	V	8	/	V	V	V	X	V	8	/	V	V	V	X	X	8	/	V	V	V	X	X	8	/	V	V	V	X	X	8							
Revised Relief Schedule	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X							
	no							no						no						no							no							no																						
4. Schedule of Employee Relieved	/	X	X	V	V	V	8	/	V	X	X	V	V	8	/	V	V	X	X	V	8	/	V	V	V	X	V	8	/	V	V	V	X	X	8	/	V	V	V	X	X	8	/	V	V	V	X	X	8							
Revised Relief Schedule	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X							
	no							no						no						no							no							no																						
5. Schedule of Employee Relieved	/	X	X	V	V	V	V	/	V	X	X	V	V	V	/	V	V	X	X	V	V	/	V	V	V	X	V	V	/	V	V	V	X	X	V	/	V	V	V	X	X	V	/	V	V	V	X	X	V							
Revised Relief Schedule	/	8	8	8	8	8	X	/	8	8	8	8	8	X	/	8	8	8	8	8	X	/	8	8	8	8	8	X	/	8	8	8	8	8	X	/	8	8	8	8	8	X	/	8	8	8	8	8	X							
	no/6th sat							no/6th sat						no/6th sat						no/6th sat							no/6th sat							no/6th sat																						
6. Schedule of Employee Relieved	/	X	X	V	V	V	V	/	V	X	X	V	V	V	/	V	V	X	X	V	V	/	V	V	V	X	V	V	/	V	V	V	X	X	V	/	V	V	V	X	X	V														
Revised Relief Schedule	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8														
	resched/6th sun							resched						resched						resched							resched							resched																						
7. Schedule of Employee Relieved	/	X	X	8	8	8	8	/	8	X	X	8	8	8	/	8	8	X	X	8	8	/	8	8	8	X	8	8	/	8	8	8	X	X	8	/	8	8	8	X	X	8														
Revised Relief Schedule	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X	/	8	8	8	8	X	X														
	ex fri & sun							ex fri & sun						ex fri & sun						ex fri & sun							ex fri & sun							ex fri & sun																						
8. Schedule of Employee Relieved	/	X	X	8	8	8	V	/	8	X	X	8	8	V	/	8	8	X	X	8	V	/	8	8	8	X	8	V	/	8	8	8	X	X	V	/	8	8	8	V	X	X														
Revised Relief Schedule	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8														
	resched/6th sun							resched						resched						resched							resched							no																						
9. Schedule of Employee Relieved	/	X	X	8	8	V	V	/	8	X	X	8	V	V	/	8	8	X	X	V	V	/	8	8	8	X	V	V	/	8	8	8	V	X	X	/	8	8	8	V	X	X														
Revised Relief Schedule	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8														
	resched/6th sun							resched						resched						resched							resched							no																						
10. Schedule of Employee Relieved	/	X	X	8	8	V	V	/	8	X	X	8	V	V	/	8	8	X	X	V	V	/	8	8	V	X	V	V	/	8	8	V	X	X	V	/	8	8	V	X	X	V														
Revised Relief Schedule	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8														
	resched/6th sun							resched						resched						resched							resched							no																						
11. Schedule of Employee Relieved	/	X	X	8	V	V	V	/	8	X	V	V	V	V	/	8	V	X	X	V	V	/	8	V	V	X	X	V	/	8	V	V	X	X	V	/	8	V	V	V	X	X														
Revised Relief Schedule	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8	/	8	8	8	8	8	8														
	resched/6th sun							resched						resched						resched							resched							no																						

Legend: 8 = Work day / = Break in the workweek  
 X = Non-work day no = No schedule change for Relief Shift Employee  
 V = Vacation, sick leave, etc. Resched = Reschedule Relief Shift Employee for the week  
 8 = Non-work day worked at overtime rate ex = Exchange Relief Shift Employee's workday and non-work day  
 6th = Sixth day worked in workweek is (day)

Relief Shift Employee's Workweek: Monday through Sunday - 10-on and 4-off Schedule with Monday and Tuesday off.  
 Relieved Employee's Workweek: Sunday through Saturday

Days Off of Relieved Employee	C							D							E							F							G							A+C													
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Relief Employee's Regular Schedule		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8
1. Schedule of Employee Relieved		X	X	V	8	8	8		V	X	X	8	8	8		V	8	X	X	8	8		V	8	8	X	X	8		V	8	8	8	X	X		V	8	8	8	X	X							
Revised Relief Schedule		X	8	8	8	8	8		X	X	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8								
		no/6th tue						no						no						no							no																						
2. Schedule of Employee Relieved		X	X	V	V	8	8		V	X	X	V	8	8		V	V	X	X	8	8		V	V	8	X	X	8		V	V	8	8	X	X		V	V	8	8	X	X							
Revised Relief Schedule		X	8	8	8	8	8		X	X	8	8	8		8	X	X	8	8	8		8	X	X	8	8	8		8	X	X	8	8	8		8	X	X	8	8	8								
		no/6th tue						no						ex mon & wed						ex mon & wed							ex mon & wed							ex mon & wed															
3. Schedule of Employee Relieved		X	X	V	V	V	8		V	X	X	V	V	8		V	V	X	X	V	8		V	V	V	X	X	8		V	V	V	8	X	X		V	V	V	8	X	X							
Revised Relief Schedule		X	8	8	8	8	8		X	X	8	8	8		8	X	X	8	8	8		8	8	X	X	8	8		8	8	X	X	8	8		8	8	8	X	X	8								
		no/6th tue						no						ex mon & wed						resched							resched							resched															
4. Schedule of Employee Relieved		X	X	V	V	V	V		V	X	X	V	V	V		V	V	X	X	V	V		V	V	V	X	X	V		V	V	V	8	X	X		V	V	V	8	X	X							
Revised Relief Schedule		X	8	8	8	8	8		X	X	8	8	8		8	X	X	8	8	8		8	8	X	X	8	8		8	8	X	X	8	8		8	8	8	X	X	8								
		no/6th tue						no						ex mon & wed						resched							resched							resched															
5. Schedule of Employee Relieved		X	X	V	V	V	V		V	X	X	V	V	V		V	V	X	X	V	V		V	V	V	X	X	V		V	V	V	8	X	X		V	V	V	8	X	X							
Revised Relief Schedule		X	8	8	8	8	8		X	X	8	8	8		8	X	X	8	8	8		8	8	X	X	8	8		8	8	X	X	8	8		8	8	8	X	X	8								
		no/6th tue						no						ex mon & wed						resched							resched							resched															
6. Schedule of Employee Relieved		X	X	V	V	V	V		V	X	X	V	V	V		V	V	X	X	V	V		V	V	V	X	X	V		V	V	V	8	X	X		V	V	V	8	X	X							
Revised Relief Schedule		X	8	8	8	8	8		X	X	8	8	8		8	X	X	8	8	8		8	8	X	X	8	8		8	8	X	X	8	8		8	8	8	X	X	8								
		no/6th tue						no						ex mon & wed						resched							resched							resched															
7. Schedule of Employee Relieved		X	X	8	8	8	8		8	X	X	8	8	8		8	8	X	X	8	8		8	8	8	X	X	8		8	8	8	X	X	8		8	8	8	8	X	X							
Revised Relief Schedule		X	X	8	8	8	8		X	X	8	8	8		X	X	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8									
		no						no						no						no							no							no															
8. Schedule of Employee Relieved		X	X	8	8	8	V		8	X	X	8	8	V		8	8	X	X	8	V		8	8	8	X	X	V		8	8	8	8	X	X		8	8	8	V	X	X							
Revised Relief Schedule		X	X	8	8	8	8		X	X	8	8	8		X	X	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8									
		no						no						no						no							no							no															
9. Schedule of Employee Relieved		X	X	8	8	V	V		8	X	X	8	V	V		8	8	X	X	V	V		8	8	8	X	V	V		8	8	V	X	X	V		8	8	V	V	X	X							
Revised Relief Schedule		X	X	8	8	8	8		X	X	8	8	8		X	X	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8		X	X	8	8	8	8									
		no						no						no						no							no							no															
10. Schedule of Employee Relieved		X	X	8	8	V	V		8	X	X	8	V	V		8	8	X	X	V	V		8	8	V	X	X	V		8	8	V	V	X	X		8	8	V	V	V	X							
Revised Relief Schedule		X	X	8	8	8	8		X	X	8	8	8		X	X	8	8	8		X	8	8	8	8	8		X	8	8	8	8	8		X	8	8	8	8	8									
		no						no						no						no/6th tue							no/6th tue							no/6th tue															
11. Schedule of Employee Relieved		X	X	8	V	V	V		8	X	X	V	V	V		8	V	X	X	V	V		8	V	V	X	X	V		8	V	V	V	X	X		8	V	V	V	X	X							
Revised Relief Schedule		X	X	8	8	8	8		X	X	8	8	8		8	X	X	8	8		8	X	X	8	8		8	8	X	X	8		8	8	8	X	X												
		no						no						ex mon & wed					resched						resched					resched																			

Legend: 8 = Work day  
 X = Non-work day  
 V = Vacation, sick leave, etc.  
 8 = Non-work day worked at overtime rate

| = Break in the workweek  
 no = No schedule change for Relief Shift Employee  
 Resched = Reschedule Relief Shift Employee for the week  
 ex = Exchange Relief Shift Employee's workday and non-work day  
 6th = Sixth day worked in workweek is (day)



Relief Shift Employee's Workweek: Sunday through Saturday - 10-on and 4-off Schedule with Sunday and Monday off.  
 Relieved Employee's Workweek: Monday through Sunday

Days Off of Relieved Employee	A'							A'+C'							D'							E'							F'							G'													
	Sat-Sun							Sun and Mon-Tue							Tue-Wed							Wed-Thu							Thu-Fri							Fri-Sat													
Relief Employee's Regular Schedule	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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1. Schedule of Employee Relieved	V	/	8	8	8	8	X	X	/	X	8	8	8	8	V	/	8	X	8	8	8	V	/	8	8	X	8	8	V	/	8	8	8	X	8	V	/	8	8	8	X	8	V	/	8	8	8	X	8
Revised Relief Schedule	/	8	X	8	8	8	8	/	X	X	8	8	8	8	/	8	X	8	8	8	8	/	8	X	8	8	8	8	/	8	X	8	8	8	8	/	8	X	8	8	8	8	/	8	X	8	8	8	8
	ex sun & tue						no						ex sun & tue						ex sun & tue							ex sun & tue							ex sun & tue																
2. Schedule of Employee Relieved	V	/	V	8	8	8	X	X	/	X	V	8	8	V	/	V	X	8	8	8	V	/	V	8	X	8	8	V	/	V	8	8	X	8	V	/	V	8	8	X	8	V	/	V	8	8	X	8	
Revised Relief Schedule	/	8	8	8	8	8	X	/	X	X	8	8	8	/	8	8	X	8	8	8	/	8	8	X	8	8	8	/	8	8	8	X	8	8	/	8	8	8	8	X	8	/	8	8	8	8	X	8	
	resched/6th fri						no						resched						resched							resched						resched																	
3. Schedule of Employee Relieved	V	/	V	8	8	8	X	X	/	X	V	V	8	V	/	V	X	V	8	8	V	/	V	V	X	8	8	V	/	V	8	X	8	8	V	/	V	8	8	X	8	V	/	V	8	8	X	8	
Revised Relief Schedule	/	8	8	8	8	8	X	/	X	X	8	8	8	/	8	8	X	V	8	8	/	8	8	X	V	8	8	/	8	8	8	X	8	8	/	8	8	8	8	X	8	/	8	8	8	8	X	8	
	resched/6th fri						no						resched						resched							resched						resched																	
4. Schedule of Employee Relieved	V	/	V	V	8	8	X	X	/	X	V	V	V	V	/	V	X	V	V	8	V	/	V	V	X	V	8	V	/	V	V	X	V	8	V	/	V	V	X	V	8	V	/	V	V	X	V	8	
Revised Relief Schedule	/	8	8	8	8	8	X	/	X	X	8	8	8	/	8	8	X	V	V	8	/	8	8	X	V	V	8	/	8	8	8	X	V	8	/	8	8	8	8	X	V	/	8	8	8	8	X	V	
	resched/6th fri						no						resched						resched							resched						resched																	
5. Schedule of Employee Relieved	V	/	V	V	V	8	X	X	/	X	V	V	V	V	/	V	X	V	V	8	V	/	V	V	X	V	8	V	/	V	V	X	V	8	V	/	V	V	X	V	8	V	/	V	V	X	V	8	
Revised Relief Schedule	/	8	8	8	8	8	X	/	X	X	8	8	8	/	8	8	X	V	V	8	/	8	8	X	V	V	8	/	8	8	8	X	V	8	/	8	8	8	8	X	V	/	8	8	8	8	X	V	
	resched/6th fri						no						resched						resched							resched						resched																	
6. Schedule of Employee Relieved	V	/	V	V	V	V	X	X	/	X	V	V	V	V	/	V	X	V	V	V	V	/	V	V	X	V	V	V	/	V	V	X	V	V	V	/	V	V	X	V	V	V	/	V	V	X	V	V	
Revised Relief Schedule	/	8	8	8	8	8	X	/	X	X	8	8	8	/	8	8	X	V	V	V	/	8	8	X	V	V	V	/	8	8	8	X	V	V	/	8	8	8	8	X	V	/	8	8	8	8	X	V	
	resched/6th fri						no						resched						resched							resched						resched																	
7. Schedule of Employee Relieved	/	8	8	8	8	V	X	X	/	X	8	8	8	/	8	X	8	8	8	V	/	/	8	8	X	8	8	/	/	8	8	X	8	8	/	/	8	8	X	8	8	/	/	8	8	X	8	8	
Revised Relief Schedule	/	X	X	8	8	8	8	/	X	X	8	8	8	/	X	X	8	8	8	/	X	X	8	8	8	/	X	X	8	8	8	/	X	X	8	8	8	/	X	X	8	8	8	/	X	X	8	8	8
	no						no						no						no							no						no																	
8. Schedule of Employee Relieved	/	8	8	8	V	V	X	X	/	X	8	8	8	/	8	X	8	8	V	V	/	/	8	8	X	8	V	/	/	8	8	X	8	V	/	/	8	8	X	8	V	/	/	8	8	X	8	V	
Revised Relief Schedule	/	X	X	8	8	8	8	/	X	X	8	8	8	/	X	X	8	8	V	V	/	X	X	8	8	V	V	/	X	X	8	8	V	V	/	X	X	8	8	V	V	/	X	X	8	8	V	V	
	no						no						no						no							no						no																	
9. Schedule of Employee Relieved	/	8	8	V	V	V	X	X	/	X	8	8	V	/	8	X	8	V	V	V	/	/	8	8	X	V	V	/	/	8	8	X	V	V	/	/	8	8	X	V	V	/	/	8	8	X	V	V	
Revised Relief Schedule	/	X	X	8	8	8	8	/	X	X	8	8	V	/	X	X	8	V	V	V	/	X	X	8	V	V	V	/	X	X	8	V	V	V	/	X	X	8	V	V	V	/	X	X	8	V	V	V	
	no						no						no						no							no						no																	
10. Schedule of Employee Relieved	/	8	V	V	V	V	X	X	/	X	8	V	V	/	8	X	V	V	V	V	/	/	8	V	X	V	V	/	/	8	V	X	V	V	/	/	8	V	X	V	V	/	/	8	V	X	V	V	
Revised Relief Schedule	/	X	X	8	8	8	8	/	X	X	8	V	/	X	X	V	V	V	V	/	X	X	V	V	V	V	/	X	X	V	V	V	V	/	X	X	V	V	V	V	/	X	X	V	V	V	V		
	no						no						no						no							no						no																	
11. Schedule of Employee Relieved	/	V	V	V	V	V	X	X	/	X	V	V	V	/	V	X	V	V	V	V	/	/	V	V	X	V	V	/	/	V	V	X	V	V	/	/	V	V	X	V	V	/	/	V	V	X	V	V	
Revised Relief Schedule	/	X	8	8	8	8	8	/	X	8	8	8	8	/	X	8	8	8	8	/	X	8	8	8	8	/	X	8	8	8	8	/	X	8	8	8	8	/	X	8	8	8	8	/	X	8	8	8	8
	no/6th mon						no						no/6th mon						no/6th mon							no/6th mon						no/6th mon																	

Legend: 8 = Work day  
 X = Non-work day  
 V = Vacation, sick leave, etc.  
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 6th = Sixth day worked in workweek is (day)

TITLES 202, 205, and 208

UTILIZATION OF RELIEF SERVICE OPERATORS

A. PURPOSE

It is the Company's intent to eliminate the use of dual classifications and to minimize both the number of temporary upgrades and the number of schedule transfers required of Gas Service employees. To implement such intent, Company, where required, will establish the classification of Relief Service Operator. (At locations where Service Operators are scheduled on 7 days a week, 24 hours a day, sufficient Relief Service Operator classifications shall be established to provide vacation and other necessary relief.) The vacation relief period will be assumed to be a 39-week period. At locations, within the above intent, where Relief Service Operators are not established, relief shall be accomplished under the provisions of Title 202 - Hours of the Agreement and the clarification of such Title.

B. FILLING TEMPORARY VACANCIES, INCLUDING REPLACEMENT OF AN ABSENT EMPLOYEE

An absent employee is one who is (a) off work and absent from Company's premises, (b) temporarily assigned to a classification not in the bargaining unit, or (c) assigned to a training program which results in his being off the schedule.

Subsection 205.3(a) of the Agreement provides in part that in making temporary assignments to fill job vacancies, Company shall first consider employees in the Relief Service Operator classification, and then consider the qualified employees at the headquarters in which the job vacancy exists in order of their preferential consideration under Section 205.7. At locations where the Relief Service Operator classification has been established, the everyday application of the foregoing will be on the following basis:

1. Replacing an Absent Employee for Periods of Less Than Four Weeks:

When a temporary vacancy exists and Company elects to fill such vacancy for that work period, the foregoing will be applied in the following sequence:

- a. An employee in the Relief Service Operator classification shall be assigned to the vacancy if such Relief Service Operator is available. Such Relief Service Operator shall be considered available at any hour of the day and on any day of the week unless:
  - (1) he is sick,
  - (2) he is on vacation,
  - (3) he has made other arrangements with his supervisor in advance,

- (4) he is already committed to the extended (one week or more) relief of another Service Operator,
  - (5) such assignment would require him to work more than 16 consecutive hours or would provide less than 8 hours off before the work period immediately following a work period of 12 or more consecutive hours, or
  - (6) there is no employee in this classification in the headquarters.
- b. Whenever a Relief Service Operator is not "available," a Service Operator shall be assigned to provide the required relief in the following order:
- (1) If the vacant work period is part of continuous 24-hour coverage:
    - (a) Call in the Service Operator who is on his non-workdays.
    - (b) Split the vacant work period by extending the work period of the employee on the previous work period and call in the employee scheduled to work the following work period, such employees to equally divide the work period.
    - (c) Assign the employee who worked the previous work period to the vacancy.
    - (d) Call in the Service Operator scheduled to work the following work period. It should be noted that this method may require the payment of 8 hours at the overtime rate during the employee's regular work period under the provisions of Section 208.11.
    - (e) When the temporary vacancy cannot be filled in accordance with the above, a qualified employee may be upgraded. Such assignment will be in accordance with the provisions of the Labor Agreement Clarification of Title 202 - Hours. It is anticipated that such assignments will generally be made at the break in the workweek with proper notice because of overtime requirements in the above clarification for changes made during a workweek.
  - (2) If the vacant work period is part of a schedule of less than 24 hours:
    - (a) Call in the Service Operator who is on his non-workdays.
    - (b) If the vacancy is in the first work period, call in an Operator in the following work period.

- (c) If the vacancy is in the second work period, assign an Operator working the previous work period.
- (d) When the temporary vacancy cannot be filled in accordance with the above, a qualified employee may be upgraded. Such assignment will be in accordance with the provisions of the Labor Agreement Clarification on Title 202 - Hours. It is anticipated that such assignments will generally be made at the break in the workweek with proper notice. Such assignment shall be for the duration of the absent employee's absence because of overtime requirements in the above clarification for changes made during a workweek.

2. Relief for Prolonged Periods:

Under the provisions of Section 202.16 of the Agreement, Company and Union agree that an assignment of an employee other than a Relief Service Operator for the filling of a temporary vacancy for a period of time which will extend for 28 calendar days or more, may be made by upgrading and by transferring the upgraded employee to the schedule of the employee he is replacing. Such assignment is subject to the following conditions:

- a. The assignment shall be for the duration of the absent employee's absence once the determination is made that such absence will be for a prolonged period (28 calendar days or more).
  - b. Selection of the employee to be upgraded will be in accordance with the principles of Section 205.3 other than by use of a Relief employee.
  - c. Compensation of the upgraded employee will be in accordance with the provisions of paragraph II of the "Hours" clarification.
3. When an employee, including a day employee, is returned to the schedule for his regular classification, such transfer shall be made in accordance with the provisions of Section 208.18, but in any case only after he has been given notice before the end of his last regular work period on the workday preceding his return and Section 202.3 of the Agreement shall apply.

C. OTHER ASSIGNMENTS OF RELIEF SERVICE OPERATORS

Any assignment of a Relief Service Operator to a schedule other than his own where he is not assigned specifically to fill a temporary vacancy will not be considered a Relief assignment within the meaning of Section 208.20 of the Agreement, but will be considered as an overtime assignment and be compensated under the provisions of Section 208.1.

**D. APPOINTMENTS TO RELIEF SERVICE OPERATOR CLASSIFICATIONS**

1. When a vacancy occurs in a Relief Service Operator classification, Company will select from the employees in the Service Operator classification at the headquarters of the relief vacancy an employee to be appointed to the job vacancy. The provisions of Title 205 of the Agreement with respect to seniority and qualifications shall be applicable to such selections. Where the Relief Service Operator relieves in more than one headquarters, all the Service Operators in those headquarters shall be considered for the vacancy.
2. If none of the employees in the Service Operator classification at the headquarters of the vacant relief job accepts appointment to the Relief Service Operator classification, the vacancy will be filled in accordance with the normal procedure provided for in Title 205.
3. When it is necessary to post a Relief vacancy in the Employment Bulletin, it will be designated as a Relief classification.
4. A Relief Service Operator is considered as a Service Operator for bidding purposes and he may transfer to such base classification at his headquarters at any time when there is a vacancy in such classification by making his preferences known to his supervisor. If more than one Relief Service Operator at a location desires to fill a vacancy in a Service Operator classification, the employee with the greater Service shall have preference.
5. A Relief Service Operator and a Service Operator at the same location may permanently exchange jobs. If more than one Service Operator at the location desires to exchange jobs with a Relief Service Operator, the employee with the greater Service shall have preference.

**E. HEADQUARTERS OF RELIEF SERVICE OPERATORS**

For purposes of Section 202.19 of the Agreement, reporting practices in use as of the effective date of this agreement shall be retained. Future changes in reporting practices shall be negotiated at the local level.

## TITLES 202 and 208

### HOURS OF RELIEF SERVICE OPERATORS

#### A. REGULAR SCHEDULES

1. Section 208.20 states that an employee who is classified to perform the duties of relief shall be available for duty in revolving shifts on any day of the week, and may be assigned for the relief of any work period without advance notice. Nevertheless, Relief Service Operators have regularly scheduled work hours, workdays, and workweeks.

The regularly scheduled workdays and non-workdays shall be a 5 and 2 arrangement with one-week cycle. It shall normally be a Monday-Friday basic workweek schedule; however, other arrangements may be established by agreement between Company and Union.

2. A Relief Service Operator reports as regularly scheduled unless called upon to provide a relief assignment for another Service Operator. The rescheduling of days off is clarified in paragraphs D and E hereof. The conditions regarding changes of hours are outlined in Section 208.20.

#### B. RELIEF ASSIGNMENTS

1. When providing relief necessitated by the absence of a Service Operator, Section 208.20 provides for the assignment of a Relief Service Operator at the straight rate of pay to any one work period of the schedules in the 24-hour day period. Such assignment does not require the 24-hour advance notice which is given to other Service employees under Section 208.18.
2. However, if an assignment is such that it requires a Relief Service Operator to report for duty without having had 12 hours off since the end of his last preceding work period, he is paid at the overtime rate for any time worked until 12 hours have elapsed from the end of his last preceding work period. (A work period is defined as any 8-hour shift or extension thereof.)
3. The regular work hours of a Relief Service Operator may be changed by reason of a relief assignment. In such case, his regular work hours are those of the first full work period relieved by him in the 24-hour day period, even though all or part of such work period may be compensated at the overtime rate of pay.
4. A situation may occur where the Relief Service Operator is needed for relief but he cannot be contacted before reporting to work on his regular schedule or where the need for a relief assignment arises after he has been working for a period of time on his regular daily schedule. In such cases, he may be assigned to the relief of another work period and have his regular hours rescheduled, provided he will have had at least 6 hours off between his release from duty and the starting time of the work period to which he is being reassigned. The

time involved in reporting for work at his regular hours as originally scheduled is then paid at the overtime rate and treated as an emergency call outside of work hours under Section 208.8. Should he not have 6 hours off between the time he is notified that he will be needed for the next work period and the time he reports for such work period, he works his regular schedule and the relief assignment is paid at the overtime rate.

**C. TRAVEL TIME**

1. Occasionally, questions arise concerning the payment of travel time from home to headquarters for a Relief Service Operator.
  - a. Where he is assigned to start work at the straight rate of pay, no travel time is involved.
  - b. However, if he starts work at the overtime rate, travel time from home to the headquarters is to be included as time worked.
2. A Relief Service Operator may be called upon for a relief assignment without having had 12 hours off after his last preceding work period. When this occurs, he is paid overtime compensation for actual travel time in connection with the assignment, except that if such 12-hour period elapses prior to the completion of the work for which he has been called, the employee is paid overtime compensation for actual travel time only from his home.
3. Travel time from a Relief Service Operator's headquarters to his home is paid where he performs work at the overtime rate of pay on a non-workday or wholly outside of his regular work hours for that workday.

**D. REDESIGNATION OF NON-WORKDAYS**

1. A Relief Service Operator may be assigned to relieve on his regular non-workdays. Where this occurs, a regular non-workday may be redesignated as a workday and a new non-workday scheduled in the workweek. In rescheduling a non-workday, it is done in such manner as to provide consecutive non-workdays in the workweek and the provisions of Section 202.3 shall be observed. The situations which can be encountered are as follows:

	S	M	T	W	T	F	S	S	M
a. Regular Schedule	X	8	8	8	8	8	X	X	8 etc.
Revised Schedule	8	8	8	8	8	X	X	X	8 etc.
b. Regular Schedule	X	8	8	8	8	8	X	X	8 etc.
Revised Schedule	X	X	8	8	8	8	8	X	8 etc.

2. If a situation arises where the Company cannot provide a relief in accordance with the schedules in D1(a), (b) hereof, the Relief Service Operator works his regular schedule and is assigned the non-workday relief at the overtime rate as an extra work period in the workweek.

**E. VACATION OR OTHER EXTENDED RELIEF**

1. For vacation relief, or for other extended periods of relief where applicable, a Relief Service Operator may be assigned to the schedule of the employee being relieved, including the non-workdays of such schedule, on the basis of a workweek or series of workweeks. He shall be compensated at the overtime rate of pay for any time worked during the first work period of the assignment which is within 12 hours of the end of his last preceding work period. During the course of the assignment, he is not subject to the conditions of a Relief Service Operator, and except for his rate of pay, assumes the conditions of the employee being relieved.
2. In situations where the duration of an absence is known in advance, more than one Relief Service Operator may be assigned to the schedule of the employee who is being relieved on an extended basis. Such assignments will be made on the basis of full workweeks; that is, that the first Relief Service Operator may be relieved by the second Relief Service Operator at the break in the workweek involved in the schedule of the employee who is absent.

In situations when the duration of an absence is known, the assignment of Relief Service Operators will be scheduled in advance of the absence and the person or persons so assigned will provide the relief in accordance with the prearranged schedule.

3. Relief assignments for periods of less than a workweek may be made as follows:
  - a. When the days on which relief is to be provided are the regular workdays of the Relief Service Operator, he retains his regular schedule of workdays and non-workdays, but assumes the regular work hours of the employee being relieved, if they are other than his own.

**EXAMPLE:**

	S M T W T F S
Schedule of Employee Relieved	X X V V V V 8
Regular Relief Schedule	X 8 8 8 8 8 X

- b. When the relief assignment includes only one of the Relief Service Operator's regular non-workdays, but does not include the day, if any, in conjunction with his other regular non-workday, his regular non-workday on which relief is to be provided may be redesignated as a workday and the day in conjunction with his other regular non-workday may be redesignated as a non-workday.

**EXAMPLE:**

	S M T W T F S
Schedule of Employee Relieved	8 8 X X V V V
Regular Relief Schedule	X 8 8 8 8 8 X
Revised Relief Schedule	X X 8 8 8 8 8

- c. When the relief assignment includes only one of the Relief Service Operator's regular non-workdays and also includes the day, if any, in conjunction with his other regular non-workday, he shall work his regular schedule and be assigned the non-workday relief at the overtime rate as an extra work period in the workweek.

EXAMPLE:

	S	M	T	W	T	F	S
Schedule of Employee Relieved	V	X	X	V	V	V	8
Regular Relief Schedule	X	8	8	8	8	8	X
Revised Relief Schedule	8	8	8	8	8	8	X
Schedule of Employee Relieved	X	X	8	V	V	V	8
Regular Relief Schedule	8	8	8	8	8	X	X
Revised Relief Schedule	8	8	8	8	8	8	X

- d. When the relief assignment includes both of the Relief Service Operator's regular non-workdays, he may be assigned to the schedule of the employee being relieved, including the non-workdays of such schedule, for the workweek. On the day, or days, on which relief is not required, he shall work his own regular work hours.

EXAMPLE:

	S	M	T	W	T	F	S
Schedule of Employee Relieved	8	V	X	X	V	V	V
Regular Relief Schedule	8	8	8	8	8	X	X
Revised Relief Schedule	8	8	X	X	8	8	8

- e. If it is not known, in advance of the regular non-workdays in the schedule of the employee being relieved, on which day the relief assignment may be completed (such as may be the case in sick leave relief), the Relief Service Operator may be assigned to the schedule of the employee being relieved, including the non-workdays of such schedule, although this may result in his working one or both of his regular non-workdays at other than relief.

EXAMPLE:

	S	M	T	W	T	F	S
Schedule of Employee Relieved	S	S	X	X	S	8	8
Regular Relief Schedule	8	8	8	8	8	X	X
Revised Relief Schedule	8	8	X	X	8	8	8

F. DISTRIBUTION OF OVERTIME

Distribution of overtime is provided for in Sections 208.16 and 212.1. However, since the primary purpose of the Relief Service Operator classification is for relief duty, employees so classified should be assigned such duty, when available, and such overtime worked by them shall not be equalized in the distribution of overtime for other employees.