

Local LA
(12-12-67


SAN JOSE DIVISION

SUBJECT: DISTRIBUTION OF OVERTIME

Attached is the agreement reached by the Company and Union of the procedure for the equitable distribution of overtime, as provided by Titles 208.16 and 212.1 of the Physical Agreement and Title 12.4 of the Clerical Agreement.

This procedure will be effective on January 1, 1968 and will continue in effect until amended by mutual agreement of the two parties.

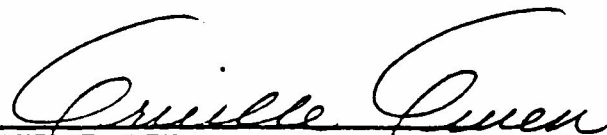
I CONCUR:



J. L. MAC DONALD
PERSONNEL ASSISTANT

12-12-67
DATE

I CONCUR:



ORVILLE OWEN
BUSINESS REPRESENTATIVE
LOCAL 1245 - I. B. E. W.

December 12, 1967
DATE

cc: EBLangley, Jr.
OOwen (3)
VJThompson
FLNettell

SAN JOSE DIVISION

PROCEDURE FOR THE EQUITABLE DISTRIBUTION OF OVERTIME, AS PROVIDED BY TITLES 208.16 AND 212.1 OF THE PHYSICAL AGREEMENT AND TITLE 12.4 OF THE CLERICAL AGREEMENT.

1. This procedure will be used throughout all districts and departments of the division. It will be applicable to all physical force personnel and to those units operating under the clerical agreement where the amount of overtime is significant, such as, One-Stop Service and Meter Reading Departments.
2. The procedure will be applied in such a manner as to equitably distribute the overtime within each job classification at each headquarters in which the work would normally occur.
3. Details of operation follow:
 - (a) Each week two lists will be prepared for each department or group at each headquarters. One of these lists shall be headed "Prearranged Overtime", the other shall be headed "Emergency Overtime". The prearranged list shall show all of the personnel by classification for the organizational unit concerned. The emergency list shall show all personnel for the unit concerned who volunteer for emergency overtime.
 - (b) Assuming that the system has been operating and that at the moment there exists for each employee on each list an accumulative total of overtime by hours stemming from some earlier starting time, copies of both the prearranged and emergency lists showing the accumulated overtime to date shall be posted on the bulletin board or some other appropriate place where all may see it.
 - (c) Copies of each list shall also be provided the supervisors who are designating persons for overtime. In choosing the person from each classification needed, the supervisor will normally select the person who has the least amount of accumulated overtime. He may, however, select the person to be in charge in situations where a particular job which is in progress during normal hours also includes a period of prearranged work and which requires continuity of supervision or select others in an extreme urgency, or where the need for special skills so indicate. A differential in distribution exceeding 20 hours resulting from use of the above exceptions will be considered unreasonable. When such differential occurs, supervisors will make special effort to correct the inequity at the earliest opportunity.
 - (d) During each week, the General Foreman's clerical force, or equivalent, will post the overtime worked or credited as worked for each person for that week, and will at the end of the week run up a new accumulated total, update the lists, post them, and distribute them to the supervisor concerned with overtime call-out for the next week. Overtime so posted as worked or credited shall be actual work time, and shall not include travel time.

4. In the event employees are called for prearranged or emergency overtime and refuse or cannot be reached, they will nevertheless be credited, on the appropriate lists, with the overtime received by those who did work. In case of a person on vacation, or a person working or scheduled to work prearranged work, who would otherwise have been called for overtime; that person will not be credited with the overtime if he does not work it. For the purpose of this procedure, vacation will begin when an employee leaves his work headquarters on the last work day and ends when he reports back to work.
5. In order that it may be apparent whether overtime was actually received or credited as if worked under #4 above, the latter will be "circled" on the lists to show the difference. Both normal and "circled" hours will, of course, be added together in running up the new accumulated totals.
6. In order that his system work fairly, those employees volunteering for emergency call-out must stay on the list rather than taking themselves on and off as they may choose. Should an employee advise his supervisor that he will not be available, it will have to be handled as a refusal in order that fair and foul weather work may reasonably be equalized.
7. To initiate the system, the person from each classification to be called first could be taken from the top of an alphabetical listing, the initial order could be drawn by lot, or it could be handled in any other fair way not requiring an unreasonable amount of checking back through payroll records. The actual method to be used will be decided by those employees in each group listing.
8. A new hire, a person coming back off of a leave of absence, or a person not previously volunteering for emergency duty will initially be credited with one hour more than the maximum accrued in his classification. In other words, he would "go to the bottom of a list."
9. A person bidding into or demoted to a new classification, or new headquarters, or a person coming back off of an extended sickness will initially be credited with mean accumulated hours for the new classification and headquarters. In other words he would "go to the middle of the list" on the assumption that overtime had been equitably distributed at his previous headquarters.
10. An exception appears indicated with respect to service personnel where we now, through informal arrangements, have a known "first call", "second call", etc. usually based on the rotating shift schedule. Here it is proposed that the accumulated record be carried as for all others; but that the order of call remain as at present. If the record shows undesirable inequity of distribution over an extended period of time, adjustments can be made if desired by the employees.
11. For time card upgrades, overtime worked or credited at the temporary rate will be posted to the permanent classification. For temporary upgrades; that is, those on a yellow tag, treatment will be as for persons bidding into or demoted down to a new classification or new headquarters.
12. For purposes of this procedure, when overtime results because of unanticipated continuation of the work day, such overtime will be recorded as emergency overtime.
13. Sample prearranged and emergency call lists are attached showing a situation that might pertain after this system had been in operation for a time.

Electric Overhead

Cupertino Headquarters

May 15, 1967

	Total	Last Week May 8 - 14		Total	This Week May 15 - 21
<u>Line Sub Foremen</u>					
Jones	81	⑥	4	91	3½
Sawyer	96	6		102	
<u>Linemen</u>					
Loveland	75	6		81	
Ebbetts	62	⑥	4	72	
Carson	40	⑥	④	50	4
<u>Apprentice Linemen</u>					
Freel	68			68	④
Donner	61	6	4	71	4
<u>T & D Drivers</u>					
Yuba	87		4	91	
Pit	73	6	④	83	4

P R E A R R A N G E D O V E R T I M E

Electric Overhead

Cupertino Headquarters

May 15, 1967

	Total	Last Week May 8 - 14		Total	This Week May 15 - 21
<u>Line Sub Foremen</u>					
Jones	30	4		34	
Smith	28	3	2	33	6
Sawyer	28	(4)		32	(6)
<u>Linemen</u>					
Loveland	24	(3)	4	31	(6)
Berthoud	28	3		31	6
Ebbetts	36			36	
Carson	29		2	31	
<u>Apprentice Linemen</u>					
Freel	20		2	22	
Donner	18	3		21	6
<u>T & D Drivers</u>					
Yuba	30		2	32	
Bear	27	3		30	6
Pit	25	(3)	4	32	