

Date: January 24, 1992

File #: 741

To: VARIOUS

From: HUMAN RESOURCES

Subject: Temporary Additional Employees

106.12



DIVISION COUNCIL:

The attached letter from Corporate Industrial Relations discusses Section 106.12 of the Physical Agreement which was added during general negotiations in 1990 and became effective on January 1, 1992.

The letter requests that temporary additional physical employees be specifically identified in the comments section of the payroll change tag by stating, "This employee is a Title 106.12 temporary additional."

The letter also requests that we submit a list of all current 106.12 T/A's to Payroll Services. Please submit the names of 106.12 T/A employees to Kathy Price by February 5, 1992.

To assist you, a 106.12 T/A employee is an employee who is temporarily added to the workforce for less than six months due to seasonal workload. Summer hires are considered 106.12 employee.

Temporary physical employees who are filling in behind an absent physical employee are considered temporary replacements and are not impacted by this letter.

*Steve fu*

STEVE RAYBURN

SAR(481-3202):kp

cc: Dean Gurke  
Kim Lytton  
Doug Veader  
Frances Wilder

Attachment

**Memorandum**

*From: Mike T*

Date: January 16, 1992  
File #:  
To: VARIOUS  
From: INDUSTRIAL RELATIONS  
Subject: **Temporary Additional Employees**

**RECEIVED**  
JAN 20 1992



JOE DE MARTINI  
BRETT KNIGHT  
JOHN MOFFAT  
DAVE SCHULTZ  
GEORGE TRESSA  
MIKE TYBURSKI

*cc: Div HR Mgrs  
Sr Labor Reps*

SAR  
MISSION DIV  
HUMAN RESOURCES  
NURSE  
SR-C  
EMP-C  
PLAC/GEN  
JAN 23 1992  
SEE ME FYI HANDLE  
FOLLOW-UP \_\_\_\_\_ FILE

With the recent addition of Section 106.12 of the Physical Agreement regarding the use of Temporary Additional Employees, a number of questions have arisen regarding the use of temporary employees for work other than occasional or seasonal.

The proper application is to continue using Section 106.5 <sup>Regulative</sup> EXCEPT in those situations where you have occasional or seasonal, additional work where you know the approximate start and end date and you know that the timeframe will not exceed 1040 hours. It is not the Company's desire or intent to allow temporary employees hired under 106.12 to become regular employees.

Section 106.12 is not intended to be used for replacing an absent employee. However, 106.12 should be used for summer hires where the intent of the hiring is for additional summer work or vacation relief where the hired employee is used in a general relief capacity rather than behind a specific individual.

The intent during bargaining was to provide the Company with the ability to supplement its workforce during peak periods and to give the Company the ability to hire these individuals on a short term basis into above-entry level positions. This is a right the Company formerly did not have.

Due to the confusion, we recommend that when an individual is hired into a temporary additional position that the payroll change tag reflect whether the employee is to be treated pursuant to the provisions of Section 106.12 or Section 106.5 of the Physical Agreement.

January 16, 1992  
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As we discussed in the January 7th meeting with the IBEW, this information is integral to providing accurate data for the purposes of LA 88-104. In order for Payroll to know which employees to code, the Payroll Change Tag must specifically state:

**THIS EMPLOYEE IS A TITLE 106.12 TEMPORARY ADDITIONAL**

Current employees with this status have not been identified and therefore their status is not properly coded. Please advise your clients of the necessity of identifying all future Title 106.12 Temporary Additional employees by including the above statement on the Payroll Change Tag (if EASY is used the statement must be typed on before submitting.)

In addition, please have all current Title 106.12 employees identified and submit a list of their names and social security numbers to DONNA FLETCHER, Payroll Services, Room 680, 77 Beale, SF.

Please communicate the above clarification to your clients. Thank you for your assistance.



Dave Bergman

cc: IR Staff  
Donna Fletcher  
Bob Martin, IBEW