

P • G • and E •

FOR INTRA - COMPANY USES

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

February 13, 1963

DISTRICT MANAGERS
DEPARTMENT HEADS

The 1962 negotiations resulted in some changes in the handling of pre-arranged and emergency overtime as found in the new sections 208.16 and 212.1 of the Physical Agreement.

A survey of current practices was made by this office and showed that methods of accumulating and transferring overtime vary widely from headquarters to headquarters and even within departments.

In order to provide for a more uniform practice within the Gas and Electric Departments in East Bay Division, the following procedure will become effective immediately:

A. GENERAL

1. Overtime shall be separated into "Pre-arranged" and "Emergency."
2. Any records to be kept shall be maintained on an annual calendar basis.
3. "Location" shall mean "Headquarters."
4. From time to time, an employee will change headquarters and classifications due to transfers, promotions, and temporary upgrades. In such cases he shall be credited with one hour overtime more than the employee with the greatest overtime and be placed in proper position on the list or schedule.
5. Copies of Form No. 1-261 (Rev. 1-63) titled "ACCUMULATED TOTALS OF EMPLOYEE OVERTIME HOURS" for recording monthly accumulated total hours are attached. Additional copies are available from the Division Reproduction Department.

B. PRE-ARRANGED OVERTIME

6. Pre-arranged overtime shall be distributed in the same classification and location as equally as possible. ("Equally" carries the meaning of "Evenness", without regard for circumstances.)
7. An employee who declines pre-arranged overtime for any reason shall be charged with the overtime he missed.

C. EMERGENCY OVERTIME

8. Employees shall have the opportunity to volunteer for emergency overtime and be on call.
9. Employees who volunteer shall have emergency overtime distributed among them as equitably as possible. ("Equitably" carries the meaning of "Fairness", using judgment as circumstances arise.)
10. An employee who has volunteered, but who is not available, or declines for any reason to work the emergency overtime when called, shall have that overtime charged to him for record purposes.

P. M. Bailey
P. M. BAILEY

PMB:ble
Encls.
cc: HFC

APPROVED: 

W. H. PETERSON
Division Electric Superintendent

APPROVED: 

C. H. PEDERSEN
Division Gas Superintendent