

DIVISION OR DEPARTMENT INDUSTRIAL RELATIONS  
FILE No. 741.1  
RE LETTER OF  
SUBJECT Temporary Upgrades - Materials Distribution Centers

July 13, 1973

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We have had numerous inquiries concerning the application of the provisions of Title 205 relating to the temporary filling of vacancies in the Materials Distribution Department. To insure uniformity of application, we suggest the following upgrade procedure:

Subsection 205.3(a) states that employees at a headquarters in which a vacancy occurs shall be assigned to the temporary vacancy, if practicable. In applying this intent to situations where the Company has established shift operations such as at a consolidated Materials Distribution Center, it is proper, for short duration periods, to upgrade the senior qualified employee on the shift in which the temporary vacancy occurs rather than upgrade the senior prebidder at the headquarters regardless of shift. The senior prebidder in the headquarters should only be upgraded when the temporary vacancy is of a duration of one week or more or when upgrading an employee on the shift for a short duration assignment would result in additional transfers or upgrades from other shifts, making it impossible to avoid overtime pay.

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