

November 1, 1967

LABOR AGREEMENT CLARIFICATION

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 Part II of this clarification. Absence for which these guidelines apply is defined as absence from work or absence due to a temporary assignment to a nonbargaining 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, except the Geysers and the Building Service departments.

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, or (c) assigned to a training program which results in his being off watch.

2. 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.

3. 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 shall be assigned to relieve him if such Relief shift employee is available. Such Relief shift employee 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 shift employee, or
- (5) 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.

(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 nonwork days in the same or higher 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 schedule 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. 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 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 work days (excluding holidays) of the new schedule that fall outside the work hours and/or work days of his previous schedule.

- (a) When an employee is transferred under the provisions of 4 above and he has not received timely notice in accordance with the provisions of paragraph II. B. 2. of the hours ~~classification~~ dated April 1, 1965; (ie., 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 work days of the new schedule.

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- (b) If the employee who is assigned to a shift schedule under the provisions of 4 above is a day employee, the provisions of paragraph II. C. 1. or II. C. 2. dated April 1, 1965, shall apply and the first four work days for which overtime is paid shall commence at the beginning of the first full work week of the new schedule.

5. The provisions of (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 work days of his regular schedule that fall outside the work hours and/or work days of the schedule to which he was assigned while upgraded.

E. TEMPORARY UPGRADE OF RELIEF SHIFT EMPLOYEES

The provisions of 1 through 4 below may be applied only when the provisions of paragraph 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.

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 purpose 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 his 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 classification seniority shall have preference.