

PG and E

FOR INTRA - COMPANY USES

DIVISION OR DEPARTMENT EAST BAY - STEAM ELECTRIC GENERATION
 FILE NO. 741.1
 TITLE LETTER OF
 SUBJECT Utilization of Relief Operators

June 25, 1970

MEMO TO PLANT SUPERINTENDENTS:

This refers to our earlier telephone conversations concerning the rescheduling of a relief operator to cover a vacation (or illness) period of an employee on a different workweek from his own. There have been a few cases in which questions have arisen concerning the availability of a relief employee for other relief assignments, and the need to work an extra day to complete 10 days in the pay period.

The Labor Agreement Clarification, Titles 202 and 208, "Hours of Relief Shift Employees," shows that a relief employee does not change from his established workweek when assigned to relieve an employee on another workweek. In addition to the provisions and examples in the Clarification, there is a Supplement to the Clarification providing tables and charts which are intended for ready reference and use in making relief assignments. They can be especially useful where a difference in workweeks is involved.

The attached example illustrates the use of the Supplement.

If further questions arise in applying the Clarification, please let me know.

R. J. Patterson
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RJP:jce

Encl.

cc: KFS Shiffer
 RFPape

Example of a Vacation Relief Assignment
Where Different Workweeks are Involved

The employee being relieved is on a Monday - Sunday workweek and is scheduled for a two weeks vacation:

	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon
Employee Relieved	X	X	X	X	V	V	V	V	V	V	V	X	X	V	V	V	8-4

The relief operator is on a Sunday - Saturday, 5 and 2 arrangement with a one-week cycle:

Relief Employee	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
	X	8	8	8	8	8	X	X	8	8	8	8	8	X

The supervisor should check the table on Page 1 of the Supplement to the Clarification. He will find that the first week vacation schedule corresponds to C' under the Monday - Sunday workweek. On Page 3, he goes down the Column under C' and finds that Example No. 6 corresponds exactly. For the first week, Monday and Saturday should be exchanged as days off, and the relief operator's revised schedule becomes:

	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon
Employee Relieved	X	X	X	X	V	V	V	V	V	V	V	X	X	V	V	V	8-4
Relief Employee	X	X	8-4	4-12	4-12	4-12	4-12	4-12									

Note: This is not an "assignment. . . on the basis of a workweek" since only the workday and non-workday are exchanged, and the relief operator does not take the non-work days of the vacationing employee.

For the second week, the table on Page 1 shows E'; on Page 3, this time going down the Column under E', Example No. 6 is found to correspond exactly. The relief operator is rescheduled and given an assignment on a one workweek basis as follows:

	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon
Employee Relieved	X	X	X	X	V	V	V	V	V	V	V	X	X	V	V	V	8-4
Relief Employee	X	X	8-4	4-12	4-12	4-12	4-12	4-12	4-12	4-12	4-12	X	X	8-4	8-4	8-4	
	First Week							Second Week				Third Week					

Note: For the second week the relief operator is rescheduled for the entire week and takes the non-work days of the absent employee.

For the start of the third workweek the relief employee is still needed to complete the Sunday for the absent employee. In this case Example No. 1 under Column F' on Page 3 of the Supplement applies and the relief operator is told to exchange Sunday and Friday as work and nonwork days, and the relief assignment is not for a full workweek.

Discussion

The supervisor determines at or prior to the start of each workweek whether:

- (a) he tells the relief operator that any of his work days and nonwork days have been redesignated (such as Sunday and Friday) or
- (b) he tells the relief operator that the assignment is on a work-week basis including the days off of the absent employee.

Under (a) the relief operator retains his status as a relief shift employee and is subject to the "12 hour rule" and other conditions of a relief employee. Under (b) the relief operator is not subject to the conditions of a relief shift employee and, except for the rate of pay, assumes the conditions of the employee being relieved.