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May 3, 1994



Mr. Jack McNally, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, CA 94598

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Dear Mr. McNally:

Enclosed is the Company's Administrative Procedure for Traveling Maintenance Assignments in Steam Generation. This procedure manual should ensure a consistent application of the Traveling Agreement.

Please contact John Moffat, (510) 746-4283 if you have any comments or concerns. This manual is not intended by the Company to change or modify the current Traveling Agreement.

Sincerely,

A handwritten signature in blue ink, appearing to read 'David J. Bergman', written over a horizontal line.

David J. Bergman
Director and Chief Negotiator

JAM:mh

Attachment

cc: William J. Eddy
Larry Womack
Brett Knight
Senior Industrial Relations Representatives w/attachment

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 1.

Administrative Procedures: The borrowing plant will make request for personnel not less than two weeks prior to the report date of requested personnel. With the request, the plant will indicate the starting and ending dates of each assignment and the total days away from the home plant of each traveling member.

"Total days away from their home plant" is defined as the total time away from home accumulated in days and consisting of the total elapsed days of the traveling assignment including travel days and holidays but excluding vacation days.

Contract Section(s): Notes on Traveling Maintenance Crews, signed April 26, 1971

Precedent-Setting Cases: None

Steam Department Clarification:

As a general rule, the lending facility should have specific individuals identified at least two weeks prior to the traveling report date. Keep in mind that reporting requirements vary; for example, Diablo Canyon requires travelers to report four weeks prior to the start of the outage. However, emergencies arise and traveling assignments may need to be made at a moment's notice. If the assignment is expected to last less than five days, it is not a traveling assignment.

If required, the "start" and "ending" date may be changed to accommodate the completion of the scope of work. The "start" date and "ending" date represent the estimated schedule required to complete a prescribed scope of work. If there are changes to the prescribed scope of work, the "ending" date may be extended; likewise, if the prescribed scope of work is ahead of schedule, the "ending" date may be shortened.

The "start" date may not necessarily be the first day of the overhaul; be clear about the first day the traveler is needed at the plant.

Any extensions to traveling assignments should be communicated as soon as possible to the Resource Coordinator to determine whether an extension would impact an outage at another facility as well as to the employee.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 2.

Administrative Procedures: Make local arrangements for lodging--normally these expenses should be handled on local orders.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

Payment for lodging will be the sole responsibility of the borrowing plant. Lodging is not included in the employee's daily expense allowance.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 3.

Administrative Procedures: Plant supervision may approve borrowed personnel's expense accounts with advance arrangements made through Accounts Payable in order to expedite payment. A copy of each expense account shall be sent to the home plant for record purposes. Expense accounts of travelers shall bear the borrowing plant's RC number.

Contract Section(s): 201

Precedent-Setting Cases: None

Steam Department Clarification:

See Administrative Procedures, *Responsibility of All Plants, Item 2, Expenses.*

If the assignment lasts longer than four weeks, expenses will be reimbursed via the *Reimbursement for Personal Expense*, Form No. 62-3759 and should be submitted weekly for the duration of the assignment.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 4.

Administrative Procedures: Review job detail with lending plant or division and provide necessary accounting information not less than two weeks prior to start of work.

Contract Section(s): Notes on Traveling Maintenance Crews, signed April 26, 1971.

Precedent-Setting Cases: None

Steam Department Clarification:

Travelers may be used to perform other work depending on operational necessity. Don't limit traveler's responsibility to exact unit activities on the *Employee Assignment Notification* form. (Example: "You will be assigned to Moss Landing Power Plant for the duration of No. 7 Unit overhaul.")

The borrowing plant will be responsible for the preparation of a payroll change tag for travelers, including the additional \$15 per week in accordance with the *Notes on Traveling Maintenance Crews* signed on April 26, 1971. The lending plant will prepare a payroll change tag at the end of the assignment.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 5.

Administrative Procedures: Review each new job in detail with the borrowed personnel prior to the start of work. Borrowed personnel will not be assigned to jobs other than those for which they were requested.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

Travelers may be used to perform other work depending on operational necessity. Don't limit traveler's responsibility to exact unit activities on the *Employee Assignment Notification* form. (Example: "You will be assigned to Moss Landing Power Plant for the duration of No. 7 Unit overhaul.")

For overtime purposes, traveling employees who are tagged into a facility will be considered "new" employees for any pre-arranged and emergency overtime opportunities. Local overtime agreements will address how employees should be added to the cumulative overtime lists.

Any employees who are reporting to a temporary headquarters and are not tagged will still be eligible for overtime at their home plant.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 6.

Administrative Procedures: Will provide "company business" transportation for borrowed personnel. The car will be available for the traveler at the end of his shift.

Contract Section(s): 201.6, 201.9

Precedent-Setting Cases: None

Steam Department Clarification:

Refer to Standard Practice 724.5-1, *Use of Employee-Owned Cars on Company Business*.

See clarification under Administrative Procedures, *Procedures to be Followed by All Plants, Item 1a* (page 17).

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 7.

Administrative Procedures: Notify lending plant or division in advance of the return of the traveling crew personnel. Notification shall be made during normal working hours and at least 24 hours in advance of their scheduled return.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

Be sure to keep the Resource Coordinator informed.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 8.

Administrative Procedures: When traveling personnel are to be returned to their home plant, they should be consolidated to travel by Company transportation, rental vehicles, or public transportation. No more than two persons will be placed in a subcompact car, no more than three persons will be placed in a compact or mid-size car, no more than four persons will be placed in a full-size car.

Contract Section(s): 201.1, 201.6, 201.9, 202.22

Precedent-Setting Cases: None

Steam Department Clarification:

The mode of transportation for the return of employees may be determined by their mode of transportation to the traveling assignment.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 9.

Administrative Procedures: Company-issued tools of the traveling crew personnel shall be returned to the lending plant without delay.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

As a general rule, plants that lend tools should inventory them before they are lent and after they are returned.

Any lost tools will be paid for by the lending plant.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Borrowing Plant**

Item 10.

Administrative Procedures: Submit a list of all travelers borrowed, showing the total days away from the home plant to the General Office Maintenance Specialist at the end of each job.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

The ranking list will be submitted to the Resource Coordinator in January of each year.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Lending Plant**

Item 1.

Administrative Procedures: Will provide transportation for travelers and their Company-issued tools to their temporary headquarters in accordance with item No. 8 above--charging these expenses directly to the work order involved.

Contract Section(s): 201.1, 201.6, 201.9, 202.22

Precedent-Setting Cases: None

Steam Department Clarification:

Refer to Standard Practice 724.5-1, *Use of Employee-Owned Cars on Company Business*.

See clarification under Administrative Procedures, *Procedures to be Followed by All Plants, Item 1a* (page 17).

The lending plant will make the necessary arrangements for the shipment of tools to the traveling assignment, and the borrowing plant will make the necessary shipping arrangements for the return of the tools to the lending plant.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Lending Plant**

Item 2.

Administrative Procedures: Furnish the travelers a supply of timecards bearing their home plant RC number.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

No longer applicable. Current payroll system does not require the use of timecards.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Lending Plant**

Item 3.

Administrative Procedures: Provide the travelers with advance funds sufficient to cover the first four weeks.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

Cash Advances:

The lending plant is responsible for providing four weeks of traveling expenses to travelers. The lending plant will have travelers complete a Company IOU, form No. 62-4020, in advance for anticipated expenses.

It is the lending plant's responsibility to manage its petty cash fund to ensure that all travelers are provided their expenses prior to their report dates. Keep in mind, petty cash funds can be replenished every two days.

If the assignment lasts longer than four weeks, expenses will be reimbursed via the *Reimbursement for Personal Expense*, Form No. 62-3759 and should be submitted weekly for the duration of the assignment.

Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Lending Plant

Item 4.

Administrative Procedures: Provide each employee with an "Employee Assignment Notification" form with upper portion completed by the lending plant. One copy of each employee's completed form is to be sent to the borrowing plant prior to the assignment starting date. (See Exhibit A.)

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

As a general rule, the lending facility should have specific individuals identified at least two weeks prior to the traveling report date. Keep in mind that reporting requirements vary; for example, Diablo Canyon requires travelers to report four weeks prior to the start of the outage. However, emergencies arise and traveling assignments may need to be made at a moment's notice. If the assignment is expected to last less than five days, it is not a traveling assignment.

**Administrative Procedures for Traveling Maintenance Assignments
Responsibilities of the Lending Plant**

Item 5.

Administrative Procedures: Brief all employees at the time of assignment of each new job as to the job's general condition. Include in the briefing procedures to be followed if an emergency or an accident should occur while in transit between home plant and their temporary headquarters and a list of local hospitals and doctors in case of illness.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

In an emergency, travelers should utilize "911" for any assistance they may need. With this in mind, it is no longer necessary to provide lists of hospitals or doctors in the area.

Prior to sending travelers on assignments, the lending plant should review the accident reporting requirements with each traveler and should ensure that copies of accident reporting forms are carried in each vehicle -- this includes company, personal, and rental vehicles.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 1.

Administrative Procedures:

1. Transportation

Transportation is furnished or authorized for personnel who are traveling on company business. Company transportation should normally be used.

Contract Section(s): 201.9, 202.22

Precedent-Setting Cases: None

Steam Department Clarification:

When making transportation decisions, cost should be one of the primary factors. After a review of transportation options, it appears that rental cars or company fleet vehicles may be the most cost effective mode of transportation. Regardless of mode of transportation, carpooling will be utilized.

It is the company's choice as to the mode of transportation for travelers. If a traveler does not agree with the mode of transportation, he/she may take his/her personal vehicle at his/her own expense.

If carpooling is utilized, the borrowing facility may have to provide a vehicle for local "company business." The car would have to be available for the traveler at the end of his/her shift.

Travelers who use their personal vehicles can be required to transport other travelers. No more than two persons will be placed in a subcompact car; no more than three persons will be placed in a compact or mid-sized car; and no more than four persons will be placed in a full-sized car.

Travel time to and from the place of lodging in excess of 15 minutes will be considered as time worked. Travel time is paid at the straight rate of pay.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 1a.

Administrative Procedures:

a. Company Transportation

Travel between the place of lodging and the plant, between the place of lodging and local restaurants for meals, and between the place of lodging and laundry facilities is considered to be company business for traveling crews. Any other use of company-furnished vehicles should not be authorized except in emergencies.

Contract Section(s): 201.6, 201.9

Precedent-Setting Cases: None

Steam Department Clarification:

Personal usage is not authorized.

If a traveler wants a vehicle for personal use, he/she should make arrangements to take his/her personal vehicle or rent a vehicle. Both of these options are at the traveler's own expense.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 1b.

Administrative Procedures:

b. Rental Vehicles

When company transportation is not available, request a local order from the borrowing plant and rent the required vehicle(s) charging the cost to the local order. Use of rental cars shall be in accordance with the procedures for company and personal cars.

Contract Section(s): 201.2, 201.6, 201.9

Precedent-Setting Cases: None

Steam Department Clarification:

For purposes of rental vehicles, the cost of gasoline will be reimbursed and will be charged to the borrowing plant.

Rental vehicles are considered company vehicles. Refer to *Procedures to be Followed by All Plants, Item 1a.*, for the definition of company business (page 17).

Personal usage is not authorized.

If a traveler wants a vehicle for personal use, he/she should make arrangements to take his/her personal vehicle or rent another vehicle. Both of these options are at the traveler's own expense.

**Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants**

Item 1c.

Administrative Procedures:

c. Personal Cars

If a crew member wishes to take his personal car and other transportation is to be provided, he may do so at his own expense. The use of a personal car may be authorized subject to reimbursement at the usual company mileage rates provided that authorization is restricted to one personal car to each multiple of four traveling crew members or fraction thereof. Such authorized mileage shall be for one round-trip between his home plant and the borrowing plant and for reasonable local transportation at the temporary headquarters.

Contract Section(s): 201.6, 201.9

Precedent-Setting Cases: None

Steam Department Clarification:

Since the borrowing plant pays for all transportation expenses, the borrowing plant should determine the mode of transportation. When considering which type of transportation to use, the borrowing plant should weigh the costs associated with use of personal vehicles versus company vehicles/rental vehicles/public transportation, and the possibility of having to provide transportation for "company business."

The clarification of the following statement from the administrative procedures, "one personal car to each multiple of four traveling crew members or fraction thereof," is as follows: when an employee is authorized to use his/her personal vehicle (this means he/she is being reimbursed for mileage), other travelers may be assigned to carpool with the traveler taking his/her personal vehicle. The number of travelers assigned to carpool in a personal vehicle will depend upon the size of the personal vehicle. This statement does not mean that one in four travelers is authorized to take his/her personal vehicle with no carpoolers.

No more than two persons will be placed in a subcompact car; no more than three persons will be placed in a compact or mid-sized car; and no more than four persons will be placed in a full-sized car.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 1c. (continued)

Mileage reimbursement for the use of a personal vehicle is intended to include gasoline, oil changes, wear and tear, etc.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 1d.

Administrative Procedures:

d. Public Transportation

The company may authorize transportation by public carrier or a combination with other means noted above.

Contract Section(s): 201.6, 201.9

Precedent-Setting Cases: None

Steam Department Clarification:

Public transportation by bus, plane, or train is generally the least cost effective.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 2.

Administrative Procedures:

2. Expenses

Each employee assigned to a traveling maintenance crew shall be allowed a reasonable sum for meals, laundry, regular telephone calls to home and other miscellaneous expenses while at the temporary headquarters. This sum figure is based on a survey made in January of each year, as provided for in the letter agreement regarding Traveling Maintenance Crews, dated April 26, 1971.

An advance allowance sufficient to cover the first four weeks of a traveling assignment shall be available for each traveler. The expense check will be received by Wednesday of each week thereafter. The traveler may obtain the allowance by signing a Company IOU, form No. 62-4020. The allowance will be returned to the company with the employee's final expense account form at the borrowing plant. If a traveler does not receive his expense check on time, he may, if requested, be relieved of the traveling assignment.

Lodging and transportation will be arranged for and paid by the company under the provisions of Title 201, "Expense" of the Physical Contract.

Contract Section(s): 201, 201.1, 201.2, 201.6, 201.9, 202.22

Precedent-Setting Cases: PRC 1504 (1991)

Steam Department Clarification:

Refer to *Responsibilities of the Lending Plant, Item 3.*

Cash Advances:

The lending plant is responsible for providing four weeks of traveling expenses to travelers. The lending plant will have travelers complete a Company IOU, form No. 62-4020, in advance for anticipated expenses.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 2. (continued)

It is the lending plant's responsibility to manage its petty cash fund to ensure that all travelers are provided their expenses prior to their report dates. Keep in mind, petty cash funds can be replenished every two days.

If the assignment lasts longer than four weeks, expenses will be reimbursed via the *Reimbursement for Personal Expense*, Form No. 62-3759 and should be submitted weekly for the duration of the assignment.

The daily traveling crew expense is intended to cover three meals per day; should a traveler work an extended workday, the traveler is not entitled to the first overtime meal because that would be considered double payment for the third meal of the day. Any additional meals incurred on overtime would be subject to normal overtime meal reimbursement/payment.

The annual survey will be conducted in December by the Resource Coordinator who will calculate the daily traveling crew expense.

Non-Workday Expenses (201.2a)

This portion of the contract applies to only the first and second weekends of traveling assignments.

If lodgings are contracted on a 7-day-a-week basis, there are no lodging savings, and an employee would receive daily expense only. If lodging is contracted for less than seven days, an employee would receive daily expense and lodging savings.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 3.

Administrative Procedures:

3. Lodging

Lodging shall be paid by issuing a local order to the selected motels and hotels. The traveler should be told that the company will not pay for room service, telephone calls other than those discussed under Expenses above, or other expenses above the cost of the room. Such additional expenses will be out-of-pocket cost to the employee.

Occasionally, an employee may request accommodations with kitchen facilities. If accommodations with kitchen facilities are reasonably available, such requests will be considered only if submitted in the individual's written statement and approved only if justified such as for medical or dietary reasons.

Contract Section(s): 201.1

Precedent-Setting Cases: None

Steam Department Clarification:

Plants may make site visits to area lodging facilities to determine which facilities to use. Site visits may include bargaining-unit and management employees.

In determining which facilities to use, consider the following:

- * Travel time between lodging facility and plant (company is obligated to pay for travel time in excess of 15 minutes);
- * AAA rating;
- * Cost.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 3. (continued)

Lodging accommodations should include a minimum of:

- * In-room telephone (but does not include associated charges);
- * Cable TV (but does not include pay-per-view or video rentals);
- * Double bed;
- * Maid service (linen change at least twice weekly).

Employees may upgrade their rooms only at the specific lodging facility and at their own cost. Competitive bids are made based on a number of factors including group rates, blocks of rooms reserved, time of year, etc.

Lodging facilities offering additional amenities may be used if the cost is equal to or less than facilities not offering the additional amenities.

Kitchen Facilities (Kitchenette) Definition

- * Stove (two burners and an oven--not a microwave)
- * Refrigerator
- * Sink

Other amenities may be included **if** medically required.

Alternative Accommodations

Employees who elect and are pre-approved by the borrowing plant to utilize other accommodations (such as a motor home or trailer) shall be entitled to reimbursement for camp-site fees and utilities. The total costs and travel time for alternative accommodations shall not exceed company's designated lodging. Employees electing to use alternative accommodations will be required to provide receipts for reimbursement.

Employees who elect to stay with friends or relatives are not entitled to reimbursement or potential savings in accordance with Standard Practice 724-1.

**Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants**

Item 4.

Administrative Procedures:

4. Vacations

Vacations of all maintenance employees will be scheduled in accordance with the provisions of Title 111.13 so as to limit the number of employees on vacation in any one classification. This allows the plant to maintain an adequate work force during the entire vacation period.

Assigned vacation periods for traveling personnel will not be made or changed for the convenience of traveling job assignments.

Contract Section(s): 111.11, 111.12, 111.13

Precedent-Setting Cases: None

Steam Department Clarification:

When an assigned employee or volunteer is asked to go on a traveling assignment and he/she has vacation scheduled which cannot be accommodated by the borrowing plant due to operational needs, the employee will be asked whether he/she wishes to defer his/her vacation to keep from being bypassed.

Employees need to be made aware that vacations during any portion of a traveling assignment may be denied due to operational needs.

An employee who takes a floating holiday or vacation during a traveling assignment is entitled to mileage to and from home (regardless of how long he/she has been on the assignment).

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 5.

Administrative Procedures:

5. Birthday Holiday

For the limited purpose of traveling maintenance crews, the provisions of Subsection 103.2(b) of the Physical Agreement have been changed by a Company-Union Letter of Agreement dated 8-21-72, effective 9-1-72. Each employee, following notice of a traveling maintenance assignment, is permitted to elect and enter into a written agreement with his normal headquarters' immediate supervisor to take another day as his birthday holiday when such holiday would occur during the course of the assignment.

Contract Section(s): 103.2(b)

Precedent-Setting Cases: None

Steam Department Clarification:

This paragraph is no longer applicable, since the birthday holiday was converted to an additional floating holiday effective 1-1-88.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6.

Administrative Procedures:

6. Traveling Assignments

In making assignments to traveling maintenance crews, company will equalize out-of-town assignments as practicably as possible among employees in the same traveling classifications. Equitable methods of establishing job assignments, equalizing assignments, ranking of new crew members, and record keeping are as follows:

Contract Section(s): 201.1, Letter Agreement dated July 26, 1971

Precedent-Setting Cases: None

Steam Department Clarification:

Traveling assignments are defined as assignments of five workdays or more. Assignments of less than five days are considered temporary assignments and do not have to be made using the volunteer or ranking list.

Each plant will maintain its own ranking list. When unexpected circumstances warrant the need for travelers, the Resource Coordinator will notify each plant of the resources needed. Each plant will identify the number of travelers available. The Resource Coordinator will determine the most cost-effective traveling assignments based on duration of assignment, location of assignment, availability of travelers, etc.

Some classifications are non-traveling, such as Utility Workers at the Geysers and Tool Clerks. These employees cannot be forced to travel but can be asked to volunteer.

For purposes of this agreement, assignments between Pittsburg and Contra Costa Power Plants, Morro Bay and Diablo Canyon Power Plants, Potrero and Hunters Point Power Plants, and East and West Geysers Power Plants are not considered traveling assignments since they do not meet the 30-mile/45-minute rule based on the traveling crew mileage chart.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6a.

Administrative Procedures:

a. Ranking of Employees and Job Assignments

Effective January 1, 1979, the ranking numbers shall be computed as follows:

1. Compute the cumulative "total days away from home" for each employee as defined under items of responsibilities of the borrowing plant.
2. Add this number to the previous year's ranking number and divide the sum by two.
3. Recompute the ranking numbers at the end of each year and submit a copy to the General Office Maintenance Specialist.

A current list and volunteer list of all traveling employees by name, classification, and assignment ranking number shall be posted on the Company-Union bulletin board in January of each year. The list should also indicate the number of days traveled and the ranking numbers of each employee for each of the three previous years.

Where applicable, General Office will make assignments each year for the required number of employees for each traveling assignment on the basis of this list without regard for individual plant assignment. Unusual workload requirements at a plant which may affect its assignments will have to be considered.

A list of employees who have traveled during the previous six months will be posted on a plant-by-plant basis every six months.

Contract Section(s): None

Precedent-Setting Cases: None

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6a. (continued)

Steam Department Clarification:

- A. Annual rankings will be calculated and posted pursuant to Item 6 in the Administrative Procedures for Traveling Maintenance Assignments for all traveling classifications.
- B. A separate volunteer list will also be posted on January 1 of each year as follows:
 - 1. Employees in the traveling classifications listed may sign the volunteer list between December 1 and 31 of the previous year.
 - 2. Volunteers will be listed in order of the average number of days away from home as defined in the Administrative Procedures; the employees with the least number of days traveled listed first.
 - 3. Where two or more employees have an equal number of days traveled (or zero), the volunteers will be listed in order of seniority (by Company hire date) with the most senior employees listed first.
- C. Traveling assignments will first be offered to travelers who have signed the volunteer list. If the traveling report date for a specific assignment is known ahead of time, the selection process should begin one month prior to the report date.
 - 1. If there aren't sufficient volunteers for the assignment, the remaining assignments will be made from the ranking list.
 - 2. Any assigned traveler from the ranking list who does not want to go on the assignment is free to obtain a substitute, if the volunteer list has been exhausted.
 - 3. If an employee is assigned from the ranking list (or has volunteered and accepted and later decides not to go on the assignment) and he/she cannot find a substitute, the responsibility for completing the assignment rests with him/her.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6a. (continued)

NOTE:

In making selections for traveling assignments, the borrowing or lending plants may bypass a traveling employee if there is a conflict with the traveling employee's vacation, training, or other extenuating circumstances. If an employee is bypassed for any reason, he/she will not be credited for that assignment. Prior to making the decision to bypass any traveler, consider the impact the bypass may have.

- D. Both the volunteer and ranking lists will be updated at the end of each traveling assignment.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6b.

Administrative Procedures:

- b. Ranking of an employee, newly assigned to the traveling crew, in his proper position relative to existing traveling maintenance members in the same classification.

Assign him a figure of one day less than the average annual figure of the lowest traveler on the list of travelers within his classification. Retain this figure as his basis in computing future rankings. This number cannot be less than one. A probationary employee will not be required to travel for his first six months of employment, unless system manpower requirements so dictate.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

None

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6c.

Administrative Procedures:

- c. Record keeping and crediting where a traveling employee secures a substitute.

Except for sickness, volunteers or other extenuating circumstances for which he may be excused from an assignment, the responsibility for going on a given assignment rests with the traveling employee. If he wishes to do so and can find an acceptable substitute to go in his place, the original traveler will be excused from going and will not be credited with time away from home.

The responsibility for completing a given assignment rests with the traveling employee. However, if the employee wishes to be relieved of an assignment and can find an acceptable substitute to relieve him, the traveler may, at his supervisor's discretion, be relieved of the assignment.

In either of the above situations, the substitute, if a regular traveling crew member, will be credited for the total time away from home.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

If the employee wishes to be relieved of his/her assignment, he/she shall notify his/her supervisor at the borrowing plant. At this supervisor's discretion, the employee may be relieved or the borrowing plant may secure an acceptable substitute using the method described in the *Procedures to be Followed by All Plants, Item 6a, clarification*.

Hardship situations should be reviewed on a case-by-case basis by the lending plant.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6c (continued)

Split Assignments: Two employees may split an assignment if both the borrowing and lending plants agree to the split prior to the assignment. It should be recognized that this may incur additional cost. When considering this type of arrangement, it may be cost effective to split the assignment at the end of the third week, since the company will already be paying expenses for the traveler's return home.

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 6d.

Administrative Procedures:

d. Work Schedule

A traveler can be assigned to any of the work schedules but regardless of the schedule the employee shall be given the weekend off following each three consecutive weeks of work.

Contract Section(s): 208.23

Precedent-Setting Cases: None

Steam Department Clarification:

None

Administrative Procedures for Traveling Maintenance Assignments
Procedures to be Followed by All Plants

Item 7.

Administrative Procedures:

7. Exceptions

Any exception to the above procedures which may arise, such as use of trailers, special expense allowance, etc., is to be discussed with the office of Manager, Steam Generation, prior to local agreement.

Contract Section(s): None

Precedent-Setting Cases: None

Steam Department Clarification:

None