

CEP Local 630

Overtime Allocation Guidelines

PM 1, 2 and 5 Line of Progression

The following principles and guidelines will govern the allocation of overtime opportunities for all employees in the Line of Progression and those who provide relief to the Line:

1. The intent of these guidelines is to equalize the opportunity to work overtime among all qualified employees.
2. Overtime opportunities will be offered to qualified employees on a rotational basis.
3. An “opportunity” is defined as follows:
 - The employee works a shift of 8 hours or more for which the overtime premium is paid. All overtime shifts are included, whether they are in the Line of Progression or in another department.
 - The employee is offered the opportunity to work overtime and declines that opportunity.
4. The following are **not** included in the definition of an “opportunity”:
 - Employee can not be reached to accept or decline the overtime shift.
 - Any time worked that is covered by the Local 630 Travel Policy.
 - Overtime of less than 8 hours in duration. An example would be a 4 hour shift for extra coverage for lockouts on machine shutdowns.
5. The Scheduler will track on an ongoing basis the number of opportunities each employee has had to work overtime (worked the shift or said “no”).
6. When an overtime assignment is available, the Scheduler or Tour Foreman will use the following procedure:
 - Determine which crews and relief employees are available to be called for the opportunity.

- Contact employees in order, starting with the employee who has had the least number of overtime opportunities, and moving up as required. If an employee is not at home and cannot be reached, the next employee will be contacted.
- In order to be eligible for the opportunity, the employee's training must allow them to be slotted into the crew schedule. All positions in the Line must be covered by an adequately trained employee.

For example: the crew may already be moved up as far as their training allows. If an overtime opportunity becomes available in a senior position, junior employees would not be able to be called in, as they could not fit into the resulting crew schedule. A senior, trained employee would have to be called, even though it may not be their turn.

- The employee accepting the assignment will be slotted into the crew schedule where his seniority and training allows. Other crew members will be moved up or down the Line of Progression as required with the end result being that all positions in the Line must be covered by an adequately trained employee.
7. Employees can choose to indicate that they do not want to be contacted for overtime by informing the Scheduler. This will be noted on the call-in lists.
 8. Employees may provide a second contact number other than their home telephone number: a cell phone, pager, etc.
 9. A representative on each Crew will be identified to be the contact person for the overtime allocation system. Questions about the allocation of overtime should be directed to these representatives or to a member of the Local Executive.

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