

EIGHT IS ENOUGH: Basics of Article 8

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NO OVERTIME ENTITLEMENT



- **Overtime opportunities for carriers on the regular OTDL are not distributed by seniority or on a rotating basis.**
- **A carrier on the regular OTDL is not entitled to any specific overtime, even if it occurs on his/her own route.**



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PAY GUARANTEES

- **FTR guaranteed 8 hours of work or pay**
- **PTF/CCA in 200 or more work year offices are guaranteed 4 hours of work or pay**
- **PTF/CCA in less that 200 work year offices are guaranteed 2 hours of work or pay**
- **Management cannot solicit an employee to work less than their guarantee**
- **Management may not schedule an employee that cannot work their entire guarantee**



OVERTIME WORK

- **PTFs and CCAs shall be available to work flexible hours as assigned by the employer**
- **The normal work week (Article 8.2.C) does not apply to PTFs or CCAs**





OVERTIME PAY RATE(S)



Article 8.4.A
Overtime pay is to be paid at the rate of one and one-half (1 ½) times the base hourly straight time rate



Article 8.4.C
Penalty overtime pay is to be paid at the rate of two (2) times the base hourly straight time rate

Penalty overtime pay will not be paid for any hours worked during the "Penalty Overtime Exclusion"

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OUT OF SCHEDULE PREMIUM



- **Only applies to full-time employees**
- **Does not apply to light/limited duty schedule change**

If notice of a temporary schedule change is given by Wednesday of the preceding week, out of schedule premium is paid

If notice of a temporary schedule change is not given by Wednesday of the preceding week, then out of schedule premium does not apply, overtime pay applies

- **No pyramiding of overtime rates**

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SUNDAY PREMIUM

- **A carrier who works on Sunday receives an additional 25% of the base hourly rate**
- **The no pyramiding provisions of Article 8.4.F apply**
- **CCAs do not receive Sunday premium**

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PENALTY OVERTIME

Full-Time
Regulars and
Full-Time
Flexible

- **Overtime worked on more than four of the employee's five scheduled days in a service week**
- **Work over ten hours on a regularly scheduled day**
- **Work over eight hours on a non-scheduled day**
- **Work over six days in a service week**

Excludes
December

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PENALTY OVERTIME


- **Work beyond ten hours in a service day**

OR



- **56 hours in a service week**

PTFs and CCAs

Excludes December



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OVERTIME LIST

- **Your name remains on the list until you remove it**
- **You can remove your name from the list at any time**
- **The day you remove your name from the list, management can still work you overtime**
- **Management may not remove your name from the list**
- **Employees on the ODL are required to work the overtime given to them**
- **If requested, management may excuse overtime work**

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OVERTIME LIST




- **12 Hour List**
May be required to work up to **12 hours in a day and 60 hours in a service week (excluding Dec)**
- **10 Hour List**
Preference is to only work up to **10 hours in a day, but may be worked up to 12 hours**
- **Work Assignment List**
Obligated to work overtime on own assignment during a regularly scheduled day



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WORK ASSIGNMENT LIST




- **Obligated to work overtime on own assignment on a regularly scheduled day**
- **Considered available for 12 hours**
- **Management may assign work to a PTF/CCA at straight or overtime rate**
- **To avoid paying penalty, management may assign work to OTDL at regular overtime rate**


- **No obligation or entitlement to work overtime on a NS day or on a route other than their own**
- **Carrier Technician – Includes all routes within the swing (string)**




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OVERTIME AND ANNUAL LEAVE



Normally, carriers are not required to work their non-scheduled day if they have approved annual leave either the day before or the day after.



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OVERTIME AND HOLIDAY SCHEDULING



- **Only work beyond 8 hours on a holiday or designated holiday is considered overtime work**
- **Holiday schedule and the work schedule are two different items. The OTDL is not used when scheduling for holiday coverage**



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EQUITABLE DISTRIBUTION OF OVERTIME



In order to ensure equitable opportunities for overtime, overtime hours worked and opportunities offered will be posted and updated weekly.



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OTDL RESPONSIBILITIES AND REQUIREMENTS



An OTDL carrier does not have the option of accepting or refusing overtime:

- **work over eight hours on a NS day**
- **work over six days in a service week**
- **overtime on more than four of the five scheduled days in a service week**

An OTDL carrier must be required to work up to 12 hours in a day and 60 hours in a week before requiring a NON-OTDL carrier to work overtime off their route or on a NS day.



"And don't forget to ask for more overtime."

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OT ASSIGNMENTS

Who gets the work if at the same OT rate?

Management may assign work to any of the carriers listed if it can be done at the regular OT rate rather than the penalty rate

CCA, PTF v. ODL	Up to supervisor
CCA, PTF v. WAL	Up to supervisor
WAL v. ODL on WAL's route	WAL
WAL Carrier Tech v. ODL on route on string	WAL Carrier Tech
WAL v. WAL Carrier Tech	WAL (not Carrier Tech)

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12 HOUR/60 HOUR LIMIT


*Excluding December

- **12 hour and 60 hour limits are absolutes**
- **A full-time employee may neither volunteer nor be required to work beyond these limits**
- **12/60 limitations include all hours, including any leave taken**
- **Holiday leave pay is included in the 12/60 limitations - in addition to any hours worked on the actual holiday**

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12 HOUR/60 HOUR LIMIT




Requirements


- **Send the carrier home after working 60 hours**
- **Entitled to pay for the remainder of their scheduled day**
- **11 ½ hours worked (CCA, PTF, NON-OTDL)**
- **12 hours worked (OTDL, WA)**

Remedy


- **Exclusive remedy is 50% of base hourly straight time**




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PS FORM 3189



Request for Temporary Schedule Change for Personal Convenience



Request for Temporary Schedule Change for Personal Convenience

For my own personal convenience, I hereby submit the written request for a temporary change in my regular schedule from _____ (date) through _____ (date).

From Regular Schedule:	Change Schedule To:
BT—	BT—
ET—	ET—
SOO—	SOO—

I understand that should this request be granted, I will not be entitled to the payment of out-of-schedule premium for hours worked outside of and instead of my regular schedule.

Employee's Signature	Social Security No.	Date Signed	Pay Location
I hereby endorse and agree to the above request.			
Supervisor's Signature	Processing Date	PSD Tech Initials	Date Signed

APPROVED
 DISAPPROVED (Give Reason)
 Supervisor's Signature

PS Form 3189, February 1985

If a carrier has an approved PS Form 3189, it is inappropriate for management to require them to work overtime that day.

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PS FORM 3996



- **Verbally inform your manager that you can't make it in 8 hours.**
- **Follow your manager's instructions.**
- **Request a PS Form 3996 and explain the reason why you need one.**
- **Fill out the form completely, explaining types of mail and circumstances.**
- **Keep your cool, do not argue.**
- **Don't make any decisions, letter carriers get paid to deliver the mail while managers get paid to make decisions.**
- **Call back to the office for further instructions, follow the instructions you are given.**
- **Handle requests for overtime/auxiliary assistance on other routes, the same way.**

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PS FORM 1571



- **Do not curtail mail unless you are instructed by a manager**
- **Ask for a PS Form 1571**
- **Include all mail that was distributed to you that will not be taken out for delivery**
- **Remarks: As per management's instructions**
- **If you bring back mail in the afternoon, complete a PS Form 1571**
- **DO NOT CURTAIL MAIL UNLESS YOU ARE INSTRUCTED BY A MANAGER**

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LETTER CARRIER PARAGRAPH



In the Letter Carrier Craft, where management determines that overtime or auxiliary assistance is needed on an employee's route on one of the employee's regularly scheduled days and the employee is not on the overtime desired list, the employer will seek to utilize auxiliary assistance, when available, rather than requiring the employee to work mandatory overtime.

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LETTER CARRIER PARAGRAPH



CCAs are considered as auxiliary assistance

Management must seek to use all of the following to provide auxiliary assistance:

- **PTFs at straight time or regular overtime rate**
- **CCAs at straight time or regular overtime rate**
- **Full-time regular carrier at the straight time rate (ex. unassigned regular)**
- **OTDL carriers at the regular overtime rate**

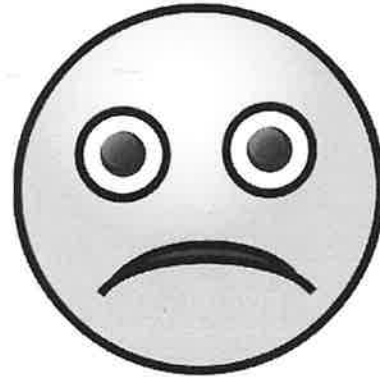
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MANDATORY OVERTIME



Before requiring a non-ODL carrier to work overtime on a non-scheduled day or off his/her assignment on a regularly scheduled day, management must seek to use a carrier from the ODL, even if the ODL carrier would be working penalty overtime.



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MANDATORY OVERTIME



- **Purpose of the OTDL**
- **Rotating basis**
- **Juniority**
- **Skipped over if absent (LMOU)**
- **Volunteers**
- **Excused from mandatory overtime**



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REVIEW

- **No overtime entitlement**
- **Pay guarantees/Pay rates**
- **Signing overtime desired list**
- **Overtime and annual leave**
- **Overtime and holiday scheduling**
- **Equitable distribution of overtime - quarterly**
- **OTDL responsibilities and requirements**
- **Workhour limitations**
- **PS Forms**



REVIEW LCP vs. Mandatory OT

LCP

- **Deals only with overtime on a NON-ODL carriers' own assignment on a regularly scheduled day**
- **Mgmt. must use CCAs or ODLs at the regular overtime rate**
- **Page 8-15 of the JCAM**



MANDATORY

- **Deals only with overtime off of a NON-ODL or WA carriers' assignment or on their NS day**
- **Mgmt. must use ODLs at the regular or penalty overtime rate up to 12 hours**
- **Page 8-17 of the JCAM**



??QUESTIONS??

