

The intent of this "Guide" is to avoid non-ODL overtime, whenever possible, and to equitably distribute overtime to ODL carriers. The parties recognize that it is normally in their best interest not to require employees to work beyond 10 hours per day. Unit Supervisor: To comply with Article 8 of the National Agreement, it is necessary to schedule overtime in a specific sequence.

INSTRUCTIONS

- a) Answer each question by placing an ("X") in the appropriate box, or write "YES" or "NO"
- b) Begin with Part 1. You must be able to answer yes in each part before you continue.
- c) You must maintain a rotating list for use in Part 8.
- d) Use good business sense and scheduling techniques when scheduling PTF's and CCA's insuring that there is neither feast nor famine.
- e) Do not break the 12/60 hour bar (no one may work more than 20 hours/OTY/Week)

- 1) Schedule PTF's and CCA's so that you do not violate the rights of Non-List employees.
- 2) All PTF and CCA carriers will work at least 10 hours and CCA'S will work 12 hours including lunch, prior to going to number 3.

- All employees on the ODL (10 & 12) will work 10 hours on their own assignment or any assignment.
- All "OWA" employees will work up to 10 hours on their own assignment and regular workday.
- ODL employees (10&12) will be scheduled/called in to work 8 hours on their non-scheduled (N/S) day.

- 3) Non ODL employees will work up to 10 hours on their own assignment, if work is available.

- 4) All "OWA" employees will work up to 12 hours on their own assignment and regular workday, if work is available.

- 5) 12 hour ODL employees will work up to 12 hours on their own assignment (including N/S day employees). PTF, CCA employees 11 ½ hours.+ lunch

- 6) 10 hour ODL employees will be utilized to 12 hours on their own assignment or any assignment (including NS day employees).

All PTF & CCA carriers will work at least 12 hours (including lunch) **Ref: ELM 432.32**

- 7) you may now assign volunteer NON-ODL carriers up to 10 hours on assignments other than their own assignment only if number 1 to 6 are complete

- 8) You may now assign NON-VOLUNTEER, NON -ODL carriers up to 10 hours on assignments other than their own assignment, **on a rotating basis** with the first opportunity assigned **to the junior employee**. You may call NS/Non-list in.

DAILY OVERTIME CHECKLIST GUIDE