

**LOCALLY NEGOTIATED OPERATING PROCEDURE
FOR DLA ACTIVITIES AT HDI FEDERAL CENTER, BATTLE CREEK, MI
LOCAL OVERTIME ASSIGNMENTS
ARTICLE 21-01**

DATED: 08 January 2008

The LOCNOP supersedes all previous policies, guidance, past practices or agreements on this subject. Any new or modified policies or guidance that the Employer intends to issue will first be negotiated with AFGE Local 1626 prior to implementation.

1. The Employer shall determine the need for overtime.
 - a. Overtime tasks will normally be performed by those employees who perform them on regular duty time.
 - b. When overtime is required in conjunction with a project, it will normally be performed by the employees working on that project.
 - c. If 1a and 1b do not apply, volunteers will be solicited from the qualified pool of employees. If more qualified employees volunteer than are required to work overtime, selection will be based on service computation date (SCD) seniority (highest SCD to lowest). If there are fewer volunteers than needed, selection shall be based on inverse SCD seniority (lowest SCD to highest).
2. Employees carrying a Government issued communication device (beeper, etc) will be compensated for time worked (a minimum of 15 minutes is guaranteed). If employees volunteer to carry an electronic communications device (beeper, etc) it shall in no way constitute an agreement to restrict their movement.
3. The Employer shall schedule and approve overtime using the attached "Overtime/Compensatory Time Worksheet".
4. Employees working overtime after working 8 regular hours will be given the opportunity to take an unpaid meal break of a minimum of thirty (30) minutes.
5. Employees may work overtime even if they have used leave during the pay period. This includes employees who have taken credit time in lieu of leave.

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6. Employees working overtime in excess of six hours will be given the opportunity for an unpaid 30 minute break.

This constitutes the full understanding of the parties.

Marda K Redditt

MARDA K. REDDITT
Chief Negotiator
AFGE Local 1626

DATE: *8 January 2008*

David Mansfield

DAVID MANSFIELD
Chief Negotiator
Representing DLA Activities
Located at the HDI Federal
Center, Battle Creek, MI

DATE: *08 January 2008*

OVERTIME/COMPENSATORY TIME WORKSHEET

NAME:

DATE(S) WORKING:

PROJECTED HOURS: _____ to _____

TYPE OF COMPENSATION (Overtime, Compensatory, Travel Compensatory):

Planned Workload to be accomplished:

OVERTIME/COMPENSATORY TIME WORKED

TOTAL HOURS WORKED:

Workload Accomplished: Yes / No (If no please explain)

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