

DLA WARNER ROBINS AND AFGE LOCAL 987

LOCALLY NEGOTIATED OPERATING PROCEDURE

ARTICLE 21, OVERTIME

SECTION 2B. OVERTIME PROCEDURES

A. The Union recognizes the right of the Employer to require employees to perform overtime work when required to accomplish the mission. The Employer will give due consideration to an employee's request to be excused based upon an unavoidable personal hardship (e.g., the need to retrieve a child from childcare, car pools, etc.). When necessary to draft an employee to work overtime, the person with the lowest accumulated overtime hours (including declinations) will be drafted first. Persons having declined overtime, yet drafted, will be credited with both overtime hours worked and declination hours. If there is a tie, the least SCD will be drafted first. An employee who is on approved sick or annual leave at the time the overtime list is prepared will not be considered as having declined an overtime assignment, but shall retain their standing on the overtime list. If on disapproved leave (AWOL) and/or suspension from duty, an employee will be considered as having declined overtime.

B. Normally, planned overtime will be scheduled at least twenty-four (24) hours in advance based on workload. Planned overtime will be offered to those employees at the lowest organizational element with the lowest accumulated overtime hours, including accumulated declination hours, and are qualified for the specific work to be accomplished on overtime. In the event of unplanned overtime, the Employer will solicit and/or draft personnel necessary to support mission requirements. All overtime worked, planned/unplanned will be recorded appropriately. Overtime will be distributed as fairly and equitably as possible among qualified employees.

C. The Employer will solicit volunteers utilizing volunteer "sign-in" sheets which will be posted in plain view. An employee who chooses not to sign up will be considered a declination. The Employer will file and maintain all sign in sheets at the unit level and upon request, will make them available to the Union representative.

D. Second consideration will be given to those employees lowest by time on the overtime records of any of the other units in the same section/shift who possess the desired skills and desire to work, subject to qualifications. Supervisors, after not obtaining sufficient volunteers for overtime by the described first and second consideration process, may seek qualified volunteers from other shifts prior to drafting their employees for required overtime. Employees outside the first area of consideration who do not volunteer will not be charged with a declination for record purposes, but they will be charged with actual hours worked if selected.

E. Employees will be given a fifteen (15) minute break which includes personal cleanup time prior to the end of the regular shift when working overtime. A fifteen (15) minute break will be granted for every two (2) hours worked thereafter. Employees who are required to work overtime in excess of four (4) hours immediately following their regular duty work shift shall be allowed a one-half hour lunch period without compensation, if requested by the employee. Employees may elect to continue working to the end of the

overtime period without a lunch break. Those not electing a lunch break may consume a snack while continuing to work in such work areas where permissible.

F. Employees shall receive at least two (2) hours pay at the applicable overtime rate if they are called back or scheduled to work on an overtime basis outside of their scheduled hours of work and cannot be utilized for the full two (2) hours.

G. Refusal to work voluntary overtime will not reflect unfavorably on an employee's good standing, performance, promotion, loyalty or desirability to the organization.

H. In case of an initial violation of this Article, the Union and the Employer agree to come to a mutual resolution. In the case of violations of this Article and when a pattern can be established with a supervisor, the employee deprived of overtime may be paid overtime in accordance with the Back Pay Act the same as if he had worked it.

I. Employees will not be assigned specific tasks or work for the purpose of avoiding equitable consideration/distribution of overtime.

J. Personnel transferred or reassigned will carry their cumulative overtime hours to their new assignment if available. If not available, employees newly assigned, borrowed, detailed or TDY will be credited with the amount of time equal to the high person in the appropriate unit of current duty.

K. Overtime records will be established on January 1 each year. Employees will be placed on the new listing in inverse order of total overtime hours for the previous year. The new list will reflect zero hours for each employee. Overtime records will be retained in accordance with current regulations.

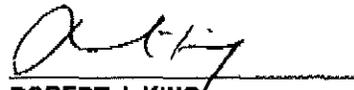
SECTION 5. BEEPERS

Both parties agree that it is not necessary for employees to carry beepers outside of normal work hours. If the requirement to carry a beeper changes, the Union will be notified and this provision will be reopened.

For the Union:


TOM SCOTT
Chief Negotiator

For the Employer:


ROBERT J. KING
Chief Negotiator

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