

ARTICLE XII

Distribution of Overtime

1. When work is to be performed on overtime rates the employees who perform such work during regular schedule shall be offered such work.
2. The monetary value of premium hours worked by or offered to employees shall be distributed equally among the eligible employees as far as possible. Upon the request of the Department Steward or Grievance Committeeperson, the Department Head shall furnish the record of overtime worked by each employee or any employee of the Department.
3. Employees shall be given as much advance notice of overtime work as possible. When an employee is requested to work overtime, the Company and the Union agree that the request should be accepted unless unusual personal hardship or inconvenience would result.
4. An employee who is off work (2) hours or longer for any reason other than vacation and official Union business, is not eligible for overtime until they report for the start of their next scheduled work day. Employees on leave pursuant to FMLA shall not be charged. However, employees on sick leave, leaves of absence, and those restricted from working overtime shall be charged. For holidays that occur on Friday or Thursday and Friday of the week preceding an employee's scheduled vacation, or on the Monday immediately following said scheduled vacation, an employee will be eligible for overtime worked on the holiday, provided that she notifies her supervisor in advance that she will available should such overtime occur.
5. Employees entering a new classification on a permanent basis shall be immediately charged with an amount of overtime equal to the greatest amount charged to any employee or employees of the same classification at the same location.

6. The overtime standings for clerical bargaining unit employees of each department at each location shall be determined as of 12:00 noon every other Tuesday, concurrent with the close of the clerical pay period, shall be posted on the bulletin board and shall be effective at 12:00 noon on the following Friday, shall be considered as fixed for a period of two (2) weeks and shall govern the offering of overtime work.

When Friday is a Holiday observed by the Company, the posting shall be made the Thursday before the Holiday and shall be effective on that Thursday until two (2) weeks from the following Friday unless such Friday is a Holiday observed by the Company in which case the foregoing shall continue to apply.

When Thursday is also a Holiday observed by the Company in addition to the following Friday, the posting shall be made on the Wednesday before the Holiday and shall be effective on that Wednesday until two (2) weeks from the following Friday unless such Friday is a Holiday observed by the Company in which case such posting would be effective until two (2) weeks from the following Thursday unless that Thursday is also a Holiday observed by the Company in which case such posting would be effective until the following Wednesday.

Changes in the overtime standing that are made as a result of a settlement of a grievance will be made on the next weekly posting.

If the overtime standing of two (2) employees is equal, the senior employee of the two shall be considered low.

7. All records on overtime are to be shown in hours, but in hours paid rather than hours worked: that is, after conversion by multiplying the hours worked by one and one-half (1-1/2) or two (2), as the case may be.

8. Unscheduled overtime shall be charged against an employee as having been worked if she is contacted in proper turn and she cannot or will not work or, if she has a telephone, a call is made which is answered and she does not come out to work.

- A. If an employee with a telephone is contacted personally or a contact is made at her residence, and she cannot come out to work for any reason whatsoever, she shall be charged as having worked.
- B. If the call is not completed, the employee will not be charged. If the call is completed and the employee does not come out to work, she is to be charged with the overtime that she might have worked regardless of the reason for her not coming out. Such an employee shall be charged with the hours actually paid to that employee who was called next following the call made to the employee who does not work. If two or more employees in succession do not or cannot accept the call, they shall all be charged with the time actually paid to that one who is finally contacted and who actually comes out to work.
- C. Management shall wait thirty (30) minutes to allow the employees appropriate travel time before initiating the callout procedure.

9. Local Union Officers, Grievance Committee persons, Stewards, or other employees who are absent from work due to official Union Business shall not be charged as refusing overtime.

10. Each employee shall be responsible for verifying the accuracy of her telephone number on the overtime standings. Any employee who requests that her telephone number not be shown on the overtime standings, shall inform her supervisor, in writing, to omit such number. However, it shall continue to be the employee's responsibility to verify the accuracy of her telephone number and to notify the Company in writing of any changes.