

OVERTIME AGREEMENT

The Company and the Union recognize that the operations of the Y-12 Plant may require overtime work and the jobs involved must be manned by qualified employees. The amount of overtime and the schedule for working such overtime shall be established by the Company within the parameters set forth in these overtime agreements.

These Overtime Agreements are developed to assist management in assigning overtime and are not intended to replace management rights under Article IV section 9. Management will assign all overtime within the procedures contained in this agreement. However, in those cases where the overtime procedures cannot be followed because of operating conditions or extenuating circumstances, the overtime will be assigned in accordance with Article IV section 9 and after consultation with the Union.

Overtime agreements will be re-examined jointly by the Company and the Union at the company or unions request.

Overtime agreements are subject to change in an emergency situation.

The following agreements supersede all previous overtime guidelines.

Overtime Records

- A. Each training group will have its own overtime hours list where overtime hours of each person in that training group will be totaled.
- B. An updated list will be posted prior to guard mount (Monday - Friday) each morning excluding holidays.
- C. When an error is discovered in the distribution of overtime a recognized union representative will notify the company. On that basis, the Company will make sure of the accuracy of the overtime hours list by going back and recalculating the overtime hours, and recalling the overtime when practical. If time does not permit, the person missed in calling the overtime will be given the option to work the hours missed (last job posted) or not be charged.
- D. Twice each calendar year all overtime hours will be zeroed. These hours will be zeroed the first non-holiday week Monday of January and July.
- E. When filling a holdover or an early overtime position, a "partial" is any overtime that lasts four (4) hours or less before or after an employee's regularly scheduled shift.
- F. When overtime is refused the SPO refusing the overtime will be charged the amount of overtime the position was being called for. If the overtime position is canceled or the job terminates earlier than expected he/she would be charged only for that time if not asked for a longer running overtime opportunity. Overtime will be charged on the basis of overtime that you had the opportunity to work during your regularly scheduled work week and were eligible for.
- G. When a new employee is initially assigned to a shift and/or to a training group, he/she will be given the average amount of overtime hours worked in his/her training group. The average amount of overtime hours will be calculated on the first shift the new employee works.
- H. When an employee changes from one training group to another, the employee's overtime hours will be carried over to the new training group.

Overtime and Vacation/Extended Absences

- A. An employee cannot be mandatoried when he/she has scheduled four (4) or more hours of vacation in conjunction with his/her SDO and has a full day of vacation the first day back, but can be offered and charged for overtime asked. Those scheduled vacation hours can only be canceled 24 hours prior to the end of the scheduled work week.
- B. For the purpose of overtime, an employee's vacation starts immediately after the employee completes his/her regularly scheduled working hours preceding his/her vacation.
- C. Personnel will not be mandatoried on the first day back from forty (40) hour of vacation, or a forty (40) hour or more extended illness but will be charged when asked for overtime.
- D. The twelve (12) hour continuous shift personnel will be asked and charged for overtime turned down the first day back from forty (40) hours of vacation or extended illness (or the 36 hours on the 36 hour work week) but not mandatoried.

Pre-Scheduling Overtime

- A. All pre-scheduled overtime will be scheduled as far in advance as possible.
- B. Scheduled overtime will be assigned on shift and will be offered first to those with the lowest hours that sign the overtime book.
- C. For all unscheduled or short notice overtime, personnel who sign the overtime book will be the first to be asked.
- D. Twelve hour rotating shift workers will be given first priority (6:00 a.m. – 2:00 p.m.) on their short day while working their day shift week.
- E. For the recognition of filling overtime for the 12 shift:
14.0 hours or less will be considered a partial
14.1 hours or more will be considered a full.
- F. If there is no overtime in an individuals primary training group and the individual accepts an overtime in another training group, the employee will not be allowed to change jobs in the event of an opening in his/her primary training group.
- G. If someone is working outside his/her training group and mandatory overtime exists in their primary training group, they will be moved back to his/her group to fill the opening and overtime will be used to fill the void.
- H. Pre-scheduled overtime will be offered in 8 or 12 hour blocks or for the duration of the job, but will only be mandatoried in 8 hour increments.
- I. It is recognized that pre-scheduled overtime, for the purpose of training, on an SDO will be scheduled in 8 hours increments, but may exceed 8 hours.

Volunteer Overtime Distribution

- A. Assignment of overtime will be as equitable as possible with overtime hours offered to personnel with the lowest hours first in the training group who have signed the overtime book.

If two (2) employees have the same overtime hours in the training group the employee who has the most seniority will be offered the overtime first.

- B. Overtime hours that are filled for a holiday that would pay an employee two and one-half times his/her current base straight time hourly rate will be offered using the holiday list.
- C. Known Overtime will be called as early as practical at the beginning of the shift.
- D. Overtime Volunteer Limits
 - 1. Employees can volunteer for (but not be mandatoried) back to back sixteen (16) hours, but cannot exceed two in a row.
 - 2. Employees on twelve (12) hour continuous shifts can volunteer for up to four (4) hours for an early overtime or a hold over overtime not to exceed sixteen (16) hours.
 - 3. Employees will only be allowed to volunteer for a total of 80 hours actual work (including guard mounts exclusive of physical fitness) in a workweek.
 - 4. Employees cannot work a maximum of fourteen (14) consecutive days without taking at least one (1) SDO.

Overtime assignment changes

- 1. Once overtime has been volunteered for, the person volunteering must work the overtime. If a problem arises that creates a hardship on the volunteer, every effort will be made by the shift captain to find someone to work.
 - 2. Overtime positions cannot be traded or given away if the order of the voluntary list or other overtime procedures is violated. If there are no violations, overtime positions can be traded or given away if approved by the shift captain.
 - 3. To be released from a volunteer overtime, the SPO must obtain approval from the Shift Captain on duty. The Captain will determine an acceptable excuse on a case-by-case basis.
- E. Employees on the regularly scheduled day shift (6:00 a.m. - 2:00 p.m.) will be offered overtime from 2:00 p.m. - 6:00 p.m. (preferred shift jobs) before it is offered to the twelve (12) hour continuous shifts.

Overtime Holiday List

- 1. When there are hours to be filled on a holiday, the holiday list will be used in filling the overtime hours.
- 2. The company will maintain a Holiday Overtime List for each training group that will stipulate the last date an employee was offered overtime during his/her holiday.
- 3. The holiday overtime will be offered to the employee who has the oldest overtime holiday date. That employee will then be placed at the bottom of the holiday list whether he/she takes the overtime or not. In order to determine an actual holiday worked, the employee must have worked in excess of 1.7 hours.

4. When a new employee is initially assigned to a training group; he/she will be put at the bottom of the holiday overtime list.
5. Anyone attempting to work his or her established holiday overtime (SDO) must be signed correctly in the book to be considered. The holiday list will be utilized to determine the sequence of who will get the overtime.
6. If employees with less hours (not their holiday) are signed for these same time periods, and have less hours they will be given the overtime first. (No preference will be given solely because of holiday pay for a particular shift)

Mandatory Overtime Distribution

Mandatory List

- A. The mandatory list is a list that is maintained by the Company that stipulates when an employee's last mandatory took place. A separate list for each training group will be maintained. Concerns will be resolved with the shift steward and the shift captain.
- B. When an overtime position has not been filled voluntary and someone must be mandatoried, the employee who has the oldest mandatory date will be forced to work the overtime position. The only criterion for assigning mandatory overtime is the mandatory list.
- C. Once a person is mandatoried, the date of the mandatory will be annotated and he/she will be placed at the bottom of the list.
- D. Any new employee, after completing his/her probation period, will be placed at the top of the mandatory list and will be the first to be mandatoried.
- E. When an employee changes training groups, his/her last mandatory date will stay in effect on his/her new training group mandatory list.

Mandatory Overtime Limits

- A. Employees will only be mandatoried for a maximum total of 62 hours a workweek including guard mount time. All hours worked (voluntary or mandatory) will be used when calculating mandatory hours worked to the 62-hour limit. (In the calculation of the 62 hour limit, vacation hours will be included) Volunteer hours will not preclude a SPO from mandatory overtime if the SPO received notification prior to working the volunteer overtime.
- B. Employees will not be mandatoried from home for a four (4) hour job of overtime unless an emergency operational situation occurs.
- C. Employees can not be mandatoried when it violates a medical restriction.
- D. Employees can not be mandatoried back to back sixteen (16) hours
- E. Employees can not be mandatoried twice in a 24-hour period.

- F. Personnel on twelve (12) hour shifts can be mandatoried for up to four (4) hours for a hold over or an early return not to exceed sixteen (16) hours.
- G. Mandatory overtime on SDOs will be avoided unless absolutely necessary. The Company will make every effort to limit mandatory overtime to one shift during an SDO period. Employees will not be mandatoried in excess of one overtime shift during an SDO period unless all other means to fill the overtime have been exhausted and after consultation with the Union.
- H. Straight day workers if mandatoried past twelve (12) hours will be asked and charged for the next day's partial shift but will not be mandatoried.
- I. Employees cannot be mandatoried over two (2) back to back partials.

Miscellaneous Mandatory Provisions

- A. For a late relief to be considered a mandatory it will have to be thirty (30) minutes or more.
- B. Anytime you are scheduled for overtime or required to stay after your regularly scheduled shift by the Company for an administrative function or the Company is at fault for late relief, the Employee will receive credit for a mandatory.
- C. Protective Force personnel in training will not be mandatoried from training except as a last resort to meet operational needs.
- D. Twelve (12) hour ~~continuous hour~~ shift workers will not be mandatoried an additional four (4) hours (sixteen (16) hour day being relieved at 10:00 p.m.) when having to qualify with weapons the next day. (except as a last resort to meet operational needs)
- E. If a person has been mandatoried after a regularly scheduled twelve (12) hour shift and someone has been called in from home, the person mandatoried will be relieved as soon as the relief person arrives.
- F. In order to be released from a mandatory, the employee must obtain approval from the shift Captain on duty. The Captain will determine an acceptable excuse on a case-by-case basis.
- G. When working overtime and there are two (2) or more people mandatoried in a training group, and one of the jobs is subsequently canceled, the last person mandatoried will be allowed to leave. If one job ends early, then the last person mandatoried will be allowed to leave.
- H. Employees will be provided Company transportation to their place of residence at the conclusion of a mandatory overtime assignment if requested by the employee due to fatigue or loss of transportation.
- I. New hire probationary employees will be exempt from mandatory overtime.
- J. When the entire Y-12 Protective Force is scheduled for mandatory overtime, employees will not be scheduled to work more than twelve (12) hours a day.

- K. When the entire Y-12 Protective Force is scheduled for mandatory overtime and an employee has scheduled a single day of vacation in the mandatory week, he/she will be allowed to take scheduled time off.
- L. When 7:00 a.m. - 3:30 p.m. personnel are mandatoried and the position is going to run past 6:00 PM the job will be offered to the rotating shift for volunteers. (no mandatory)
- M. Personnel already working overtime can be asked for additional hours if the shift he/she is working falls into a mandatory situation. This person can be asked for additional hours as long as no overtime violations occur this person however will not be mandatoried nor charged those hours.
- N. Before day shift personnel are mandatoried for 2:00 p.m. – 6:00 p.m. schedulers will check to see if shift personnel are signed to come in for these hours and contacted to see if they want to work these hours. This will take place before mandating begins.
- O. Personnel volunteering for HRP (Drug/Alcohol Screening) overtime will not be exempt from operational mandatory overtime if the job is canceled. The last person mandatoried will be excused.

IGUA, Local #3

Randy Lawson, President: _____ Date: _____

Mike Rimmer, Vice President: _____ Date: _____

W. Keith McCoy, Chief Steward: _____ Date: _____

WSI Oak Ridge

Gary Brandon, Dir., Y-12 Pro Force: _____ Date: _____

Larry Garrett, Major, Y-12 Pro Force: _____ Date: _____

Pitt Tarrant, Major, Y-12 Pro Force: _____ Date: _____

David McGhee, Sched. Y-12 Pro Force: _____ Date: _____

Clarification of Mandatory Overtime

- Any time that you are held beyond your regularly scheduled shift (against your will), except in the case of a late relief at the fault of your relief that does not exceed thirty (30) minutes, is a mandatory.
- Anytime that you are working pre-scheduled voluntary overtime and are not relieved at the completion of the overtime taken, it is a mandatory.
- Anytime that you are brought in for training, physicals, run qualifications, or any administrative function on your SDO, it is a mandatory.
- If you volunteer for overtime in your training group and are moved to a job outside your training group, this will be a mandatory.

Note: If you accept voluntary overtime for VSR in your training group and are moved to a job other than in your training group for four (4) hours or more, this will be considered a mandatory.

- Late relief due to the tardiness of your relief which causes you to stay thirty (30) minutes or more will be considered a mandatory.
- If you accept a job in your training group and are moved to another job in your training group, this is not a mandatory.
- If you accept a job outside of your training group and are moved to another job outside your training group, this is not a mandatory.
- If you accept a job outside of your training group and are moved back into your group, this is not a mandatory.
- If you take VSR in your training group and are moved to a job outside of your normal training group for less than four (4) hours, this is not a mandatory.
- If you are mandatoried and someone offers to work that job, you cannot “keep” your mandatory. If you work the job after someone else has offered, this is not a mandatory.