

February 16, 2010

To: SA-B1 Safety Specialists  
From: SA-B1 Management/AFGE Local 513 Union  
Subject: Memorandum of Understanding (Overtime)  
Control Number: 2010-002

Weekend overtime is a normal requirement within the LC39 area and all Launch Vehicle Processing Safety Specialists are expected to support and share the overtime workload in an attempt to assure fairness within the system.

In accordance with Article 9, Section 12 of the Collective Bargaining Agreement, the overtime provisions of the agreement are modified as follows for SA-B1 Safety Specialists:

- Employees will be required to input their Yes/No, day, and shift preference for weekend work on the "Overtime Survey", no later than 0800 hours every Friday. If no preference is entered, it is assumed the employee has requested "NO" for both days.
- All requests for exclusion (to avoid being directed) from weekend overtime must be submitted via e-mail to employee's supervisor and lead no later than 2400 hours Wednesday. Employee must enter e-mail on the weekend overtime survey.
- SA-B1 Safety Specialist Supervision and Leads, or their designee, will make every attempt to honor exclusions. Mission and workload requirements, along with other factors (special certifications, training, and experience) are criteria that will be evaluated and may justify denying a request for exclusion.
- Exclusions will not be accepted, or approved, for two consecutive weekends and/or holidays except for extended periods of A/L, S/L, M/L, TDY or other extenuating circumstances. This must be annotated on the weekend overtime survey
- A cumulative list of overtime hours will be maintained by the SA-B1 Safety Specialist Leads for the Safety Specialists. Cumulative hours worked will include all overtime worked and weekend overtime that was offered to, but turned down by the Specialist, that was worked by another Specialist with more cumulative hours.
- Overtime hours performed by employees in a TDY status (i.e. DFRC) will be counted and applied to the cumulative hours list. Worked holiday hours, weekday overtime, and compensatory time will also be added.
- Qualified volunteers, as determined by management, with the lowest cumulative overtime hours will be selected first.

- If overtime demands cannot be met with volunteers, qualified Safety Specialists assigned to the SA-B1 Section will be directed to work based on the least amount of cumulative overtime hours.

Additional understandings of overtime policy:

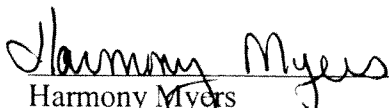
- **Details & matrix/rotational assignments** – Safety Specialists on details, matrix assignments, rotational assignments, etc., working outside the SA-B1 section, may still be required to work occasional overtime in their home organization if deemed necessary by SA-B1 management. The Safety Specialist on detail/matrix may remain in the Safety Specialist overtime while on detail/matrix if they obtain written authorization by the detail/matrix/rotational organization management. The written authorization provided by the detail/matrix/rotational organization management must be for the extent of the detail. Remaining in the Safety Specialist overtime would subject the detail/matrix Safety Specialist to directed overtime if required. However, when deemed appropriate by management (i.e. under unusual circumstances), management may direct overtime outside of this agreement.
- **Returning Employee** - Employees returning to the SA-B1 Section after completion of a detail/matrix /rotational assignment (in excess of 45 days), who were unable to support Section overtime while assigned elsewhere and have fewer than the Section average of overtime hours, will be entered back into the overtime cumulative list and assigned the overtime average at the time of their return.
- **New Employee** - New or transferring employees assigned to the Branch will be entered into the cumulative overtime hours when deemed qualified to perform that function, with a cumulative overtime equal to the Safety Specialist with the highest cumulative hours.
- **Work Week Overtime** - Management will give priority to work-week (Monday – Friday) overtime requirements to individuals normally working in the facility requiring the overtime, regardless of the cumulative overtime list. This workweek overtime consists of first shift and second shift personnel possibly pre-shifting or post-shifting to satisfy overtime requirements. Work-week overtime will be added to the cumulative overtime list.
- **Weekend Assignment** - Management will attempt to assign employees to their regular work area on the weekends when possible, but employees may be assigned to any work area to meet manpower requirements. When weekend shifts are required volunteer personnel with the lowest cumulative overtime hours will be assigned first.
- **Weekend overtime shift/day assignments** – Assignments will be made by management in an effort to best utilize volunteers and avoid the direction of personnel. Personnel volunteering for both Saturday and Sunday work will only be assigned to work both days when the overtime does not violate the maximum work time procedures (7-day rule, etc).

This may be waived for support to critical launch and landing support with the concurrence of SA-B management.


- **Individual Responsibility** - It is the Safety Specialist's responsibility to notify the respective Safety Specialist Leads or their designee when personnel scheduling changes are proposed to the published weekend overtime list, i.e., having another employee work in your place, employees trading days/shifts, etc. Safety Specialists will coordinate the scheduling changes in advance with Safety Specialist Leads or their designee, as the overtime may be assigned to a more-eligible individual. Safety Specialists will provide the lead with the proposed schedule change which will include the proposed substitutes standing on the cumulative list, and if applicable, rationale for deviation from the list. It is understood that it is the original assigned employee's responsibility to ensure the overtime assignment is met unless the change has been approved by a Safety Specialist Lead and posted in a revision. Final approval of scheduling changes is subject to Safety Specialist Leads or their designee.
- **Yes/No preference deadline** – The 0800 Friday deadline may be adjusted to accommodate work weeks that include a holiday.
- **Cumulative Overtime List Exceptions** - Assignment of overtime may occasionally take place without utilizing the cumulative overtime list. This includes situations where work assignments require time critical support or continuity of personnel. Examples include Launch and landing team assignments, unique audit/inspection teams, unique training requirements, time critical support requirements, etc.
- **Off Shift Volunteering** - Employees may volunteer for off shifts provided that the requirement for eight hours off duty between shifts is observed, and the maximum work time policy for the Center is not violated.

At the end of each calendar year, the year-to-date cumulative hours are cleared and a new overtime personnel listing will be generated.

This Memorandum of Understanding supersedes all previously documented weekend overtime correspondence and agreements, e.g., MOU, AVO, and Policies addressing this and any weekend overtime issue.

  
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Harmony Myers  
Chief, LVP Safety Engineering & Assurance Branch

2-19-10  
Date

  
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Ed Bollenback  
President, AFGE Local 513

2-19-2010  
Date