

Pre/Post Shift Overtime Memorandum of Understanding

This Memorandum of Understanding shall be used for any pre/post shift overtime that extends 30 minutes or more beyond the beginning or end of a "Normal" shift. Exceptions to this general understanding may be made to permit job continuity or to accommodate unique job requirements.

Our goal will be to provide as much notification of pre/post shift activities as possible prior to directing an employee to work pre/post shift work.

If an employee wishes to be considered for pre/post shift overtime in an area other than their normally assigned area, they may submit an AVO stating their desire to be considered for pre/post shift overtime in that area. This AVO shall include their phone and pager numbers, and be submitted to the appropriate Functional Group Chief(s)/leads. This AVO shall be effective from the date submitted until the next annual shift assignment change (presently the first pay period in May) unless rescinded by AVO. A new AVO is required each year. For the purposes of pre/post shift overtime, this employee shall be considered on an equal basis as the employees in the area.

The supervisor will seek volunteers first. These volunteers shall be obtained from the pool of employees in each area (i.e. VAB, OPF1/2, OPF3, Pad), including those submitting AVO's requesting consideration outside of their normal work area. The volunteer with the least amount of overtime on the most recent "Year to Date" list shall be chosen. If this employee cannot be reached in a reasonable amount of time (15 minutes) they may be bypassed. If a volunteer cannot be obtained from the local area, the supervisor may solicit a volunteer from another area.

In case of conflict of pre/post shift requirements in multiple work areas, the leads/supervisors will coordinate or, if necessary, may deviate from the normal process to minimize the impact of the scheduling conflicts. In any event, the employee's normal work area shall have priority for work assignments.

If a volunteer cannot be obtained the supervisor may direct the employee with the least amount of total overtime from the most recent "Year to Date" list from that area to work. This includes employees who submitted AVO's.

If at all possible the supervisor will make every effort NOT to direct someone to work who did pre/post shift work the previous day.

Robert Hammond 3 April 2002

Robert Hammond
Branch Chief, PH-P4

Tim Williamson
Tim Williamson
President, AVOE Local 513 *4/4/02*