

Wednesday, May 30, 2007

To: Presidents, Vice Presidents, Recording Secretaries and Chief Job Stewards

Subject: Schedules of Work, Filling Shifts, Summer Winter Schedules  
Temporary Vacancies

Dear Sirs, Brothers and Sisters:

Apparently there is some confusion concerning Paragraph 35(a) (4). The following is the paragraph with clarification on how it is intended to be used;

(a)(4) Distribution employees (excluding ERC) may be scheduled five (5) days of eight (8) hours per day with two (2) consecutive days off except as provided in subparagraphs (a)(6) and (c).

1. Hours scheduled between 6:00 a.m. and 6:00 p.m. shall be exclusive of mealtime except for rotating shifts. Rotating shifts will be inclusive of meals time. The following schedule starting times, including days off will be established and applied for through the application system.

- a. 6 AM – 9:30 AM (Day shift)
- b. 12 PM – 4 PM (Afternoon shift)\*
- c. 11 PM – 12 Midnight (Late shift)

\*Employees that work the 12 PM to 4PM shift may be rescheduled to work outside these hours. (Requires mutual agreement between the employees and the employees' supervisor) All affected employees must agree to the rescheduled hours outside the 12 noon to 4 PM starting times, before the shift may be changed. These employees may be returned to their regular afternoon shift with twenty-four (24) hours notice. (See 5 below)

2. These employees may be scheduled to work staggered starting times but will work the same regular hours during the workweek.

3. Employees, by classification, within the defined shifts above will have the ability to select the type of work by seniority made available by the company. (Service, Street Light, URD, etc.)

- *The employee will have the ability to select the type of work being done within the scheduled hours and days of the employees normal (bid) position.*
- *Service work, street lights, URD, etc. scheduled to be done Monday thru Friday, between the hours of 06:00 and 18:00 can be selected*

*by those employees normally scheduled to work Monday thru Friday, Day Shift.*

- *Service work, street lights, URD, etc. scheduled to be done Tuesday thru Saturday between the hours of 12:00 and 24:00 can be selected by those employees normally scheduled to work Tuesday thru Saturday, Afternoon Shift.*

4. The schedules will only be shifted in their range for the summer/winter time periods. These shifts will be posted by giving employees 30 days notice and stay in effect until notification of impending changes has been given in the same manner.

5. Schedules for each classification, by shift, shall be posted in each work headquarters. These schedules will be offered by shift, by classification and by seniority to fill the crew make-up as determined by the Company. Inverse seniority will be used if there are not enough volunteers.

- *Monday thru Friday, day shift (06:00 - 09:30) employees will be offered Monday thru Friday positions that have starting times between the hours of 06:00 and 09:30 Monday thru Friday.*
- *Monday thru Friday, day shift (06:00 - 09:30) employees will be forced by inverse seniority to fill the Monday thru Friday positions that have starting times between the hours of 06:00 and 09:30 Monday thru Friday.*
- *Monday thru Friday, afternoon shift (12:00 - 16:00) employees will be offered Monday thru Friday positions that have starting times between the hours of 12:00 and 16:00.*
- *Monday thru Friday, afternoon shift (12:00 - 16:00) employees will be forced by inverse seniority to fill the Monday thru Friday positions that have starting times between the hours of 12:00 and 16:00 Monday thru Friday.*
- *The same scenario would apply for Tuesday thru Saturday and the Sunday thru Thursday crews. Employees will be offered and/or forced based on seniority and the days of the schedule they bid.*

6. It is agreed that schedules/hours may be changed with twenty four (24) hour advance notice; however such schedule change shall be for four (4) or more days.

7. The schedule of any individual will not be changed more than one time during the scheduled workweek without mutual agreement between the employee and the employee's supervisor.

8. Any additional manpower required for temporary vacancies that need to be filled as determined by Management that are less than forty (40) hours

per week will be filled by overtime, provided the vacancies can not be filled from the existing employees normally working those hours.

9. Any temporary vacancies of forty (40) hours or more will be filled from the shift determined by management, offered by seniority, or forced by inverse seniority with twenty-four (24) hours advance notice.

- *All eligible employees within the selected shift defined in paragraph 35 (a) (4)1.a, b, c, will be offered to fill the temporary vacancy regardless of days off. (G.O. #02-0179 settlement)*
- *There is a "Temporary" vacancy Sunday thru Thursday afternoon position, management determines which shift (early, afternoon or late) to offer by seniority the vacancy, all eligible employee within that shift, regardless of days off. Employees within the selected shift will be forced by inverse seniority.*

10. Permanent vacancies will be applied for, per Paragraph 20.

11. Ratios: The total number of employees (exclusive of rotating shift employees) working outside the hours of 6:00 a.m. and 6:00 p.m. and working Saturday or Sunday shall not be more than 28% of the total number of employees. Employees will not be scheduled to work both Saturday and Sunday.

12. Rotating shifts shall be arranged so that each shift shall be rotated as regularly and evenly as is reasonably possible among all employees assigned to rotating shifts. However, due to the nature of some dispatcher type work (field investigation and board updating, switching desk) it has been recognized that some shifts may rotate less frequently than others at the dispatch office. The length between these rotations should be determined locally by the employees and management.

13. Employees will upon request be permitted to trade shifts temporarily from time to time, if they so desire, provided that such temporary interchange does not lead to the payment of overtime.

14. Employees held over for emergency type work will be used primarily for restoration.

Hopefully this should help to clear up any confusion,

Fraternally,

Glenn S. Forbes  
Senior Assistant Business Manager