

## LIT Overtime/Hold-Over Policy

Article 11 of the Labor Agreement describes what overtime is and indicates the manner in which Inventory Control Specialist shall be paid. The Company and Union are establishing the following policy for the selection of Inventory Control Specialist for overtime.

### SELECTION

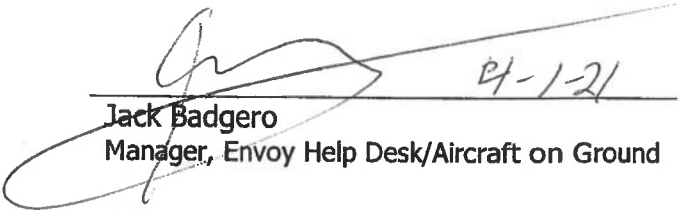
1. Management and a union member (shop steward preferred) will contact and award overtime to qualified employees as needed in the following order, (1) day off (2) hold over (3) call-in early that have signed up for overtime for that date, shift and job classification using inverse order of accrued overtime hours. If an employee calls back prior to the required number of employees accepting the work, they will be offered it.
2. If no Inventory Control Specialist are signed up or all signed up have been called, the Supervisor may call anyone for volunteers.
3. If an Inventory Control Specialist is involved in a task at the end of their shift and the Inventory Control Specialist volunteers to finish the task, they can be held over for up to three (3) hours without calling in overtime.

### RESTRICTIONS/GUIDELINES

1. The overtime sign-up book/sheet will be located outside the supervisor's office.
2. All Inventory Control Specialist/Crew Chiefs wishing to be considered for day off, hold over or call-in early overtime shall sign up in the overtime sign up book/sheet, enter a contact number to be called at and their preferred date and shift to work. Employees will not sign up on days designated as Change of Shift Off "CSO" or CPDO "VC".
3. In the event an employee refuses overtime when contacted, the employee will be charged for the hours of the shift refused, or if limited overtime is available the corresponding number of hours not to exceed (10) ten hours. These charged hours will be added to the overtime accumulation log.
4. Any employee may request overtime prior to the start of their scheduled shift as long as they have been off duty for at least (8) eight hours.
5. A new hire or transferee will assume the station average as far as overtime accrued when placed on the overtime accumulation log.
6. All overtime accrued by an employee will be computed and added to the overtime accumulation log.
7. Management will document overtime work call outs. There will be a call out log maintained for thirty (30) days. This log will include the employee's name, date, time, and employee's answer or reason they could not be contacted. A Supervisor and a Union Member will sign this log.
8. Bi-weekly the Company will make available to all employees an overtime accumulation log of overtime accrued by all station employees.
9. In the event that all overtime resources have been exhausted the Company reserves the right to institute mandatory overtime in accordance with Article 11 of the CBA.

Provisions of the TWU contract remain applicable unchanged and are not in any way deemed to be voided or amended by this policy.

  
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