

# ELECTRICIANS OVERTIME RULES

1/11/11

## CALLER RESPONSIBILITY

1. PRIOR TO CALLING ANYONE FOR OVERTIME, MAKE SURE THE BOARD HAS BEEN ROTATED AND IS UP TO DATE.
2. MAKE ALL OVERTIME ENTRIES IN INK. WRITE:
  - DATE
  - SHIFT (1<sup>ST</sup>, 2<sup>ND</sup>, OR 3<sup>RD</sup>)
  - JOBS BEING CALLED
3. CALL NO EARLIER THAN **2.5** HOURS PRIOR TO THE BEGINNING OF THE EARLIEST SHIFT BEING CALLED. IF A MEMBER IS CALLED OUTSIDE THE 2.5 HOUR WINDOW, THEY WILL **NOT** BE CHARGED IF THEY CANNOT BE REACHED.
4. IF OVERTIME IS CALLED AFTER THE STANDARD 2.5 HOUR WINDOW, ONLY THOSE ACCEPTING THE OVERTIME WILL BE CHARGED.
5. CALL ALL ELIGIBLE MEMBERS IN NUMERICAL ORDER AS THEY APPEAR IN THE O.P.S (OVERTIME PLANNING SYSTEM)
6. IF OTHER OVERTIME JOBS BECOME AVAILABLE WHILE OVERTIME IS BEING CALLED, THE CALLER DOES NOT HAVE TO OFFER THESE JOBS TO PERSONNEL THAT HAVE ALREADY BEEN CALLED. THE CALLER IS ALLOWED TO USE THEIR DISCRETION WHEN DECIDING WHETHER TO CALL BACK ANY PREVIOUSLY CALLED PERSONNEL WHEN JOBS ARE ADDED, TIME PERMITTED.
7. WHEN CALLING OVERTIME, THE CALLER MUST LET THE PHONE RING AT LEAST 6 TIMES PRIOR TO HANGING UP OR UNTIL VOICE-MAIL PICKS UP THEN LEAVE MESSAGE AND SELECT APPLICABLE RESPONSE IN O.P.S.
8. IF THE OVERTIME CALLER MAKES A CALL AND IS DISCONNECTED OR FEELS THAT THE NUMBER CALLED WAS INCORRECT, CALLER SHOULD ATTEMPT TO CONTACT THE PERSON AGAIN TO ENSURE THEY HAVE A FAIR OPPORTUNITY.
9. IF A PERSON CANNOT BE CONTACTED BY PHONE, INTERCOM, RADIO, OR BY THEIR RESPECTIVE FOREMAN, THE CALLER MUST MOVE ON TO THE NEXT PERSON AFTER A REASONABLE PERIOD OF TIME (THE TIME PERIOD IS AT THE DISCRETION OF THE CALLER) THE UNAVAILABLE PERSON WILL BE BYPASSED AND CHARGED 4 HOURS.
10. IT IS ULTIMATELY THE RESPONSIBILITY OF THE MEMBER TO NOTIFY THE CALLER OF THEIR INTENTION AND ELIGIBILITY FOR DOUBLE-TIME AND H.O.S. (HOURS OF SERVICE). MEMBERS WORKING IN LOCATIONS WHICH MAKES IT UNUSUALLY DIFFICULT TO CONTACT THEM (COAL-TRAINS, IBOB, IBD) ARE STRONGLY ENCOURAGED TO NOTIFY THE CALLER IF THEY WISH TO WORK OVERTIME. NO CREDIT WILL BE GIVEN FOR MEMBERS WHO CANNOT BE CONTACTED.

## CHARGING

1. WHEN A PERSON IS CALLED FOR OVERTIME THEY WILL BE CHARGED 4 HOURS. THE EXCEPTION IS IF IT THE PERSON'S REST DAY AND THEY **TAKE** 8 HOURS OF OVERTIME, THEN THEY ARE CHARGED 8 HOURS. NO PERSON WILL WORK MORE THAN 12 HOURS CONSECUTIVELY IN A 24 HOUR PERIOD, WITH THE EXCEPTION OF ROAD TRIPS.
2. **LAYING OFF**: IF A PERSON LAYS OFF FOR A COMPLETE SHIFT (8 HOURS), THEY ARE NOT ELIGIBLE FOR OVERTIME PRIOR TO OR AFTER THEIR REGULARLY SCHEDULED SHIFT. THEY WILL BE CHARGED 4 HOURS RESPECTIVELY, IF ELIGIBLE FOR EITHER SHIFT.
3. **ABSENT OR LATE FOR OVERTIME**: IF A PERSON ACCEPTS AN OVERTIME CALL FOR WORK AND IS NOT ABLE TO WORK, FAILS TO SHOW UP, OR IS AT LEAST 2 HOURS LATE FOR THEIR OVERTIME, THAT PERSON WILL BE PLACED AT THE BOTTOM OF THE BOARD. THIS CHARGE CAN BE REVERSED WITH A VALID REASON WHICH MUST BE SUBMITTED TO THE LOCAL CHAIRMAN AND APPROVED BY THE EXECUTIVE BOARD OR UNION BODY.
4. **CHARGING**: ANY OVERTIME WORKED OTHER THAN A NORMAL OVERTIME CALL (ROAD TRIP, MAINT., Ect...) MUST BE REPORTED TO THE O.T. CALLER OR LOCAL CHAIRMAN, IF THE OVERTIME IS LESS THAN 1 HOUR IT DOES NOT NEED TO BE REPORTED. IT IS THE RESPONSIBLITY OF THE PERSON TO NOTIFY THE CALLER IF THIS MAKES THEM INELIGIBLE FOR NEXT CALL.
5. **RELIEF FOREMAN**: AN ELECTRICIAN WORKING IN ANOTHER CRAFT OR AS A RELIEF FOREMAN WILL BE CHARGED THE SAME AS IF THEY WERE WORKING THEIR REGULAR BID JOB. WHEN WORKING AS A RELIEF FOREMAN OR GOING THRU FOREMAN TRAINING, THAT PERSON IS NOT ELIGIBLE 16 HOURS PRIOR TO AND AFTER THEY WORKED AS A FOREMAN. IT IS THE PERSONS RESPONSIBILITY TO INFORM THE CALLER OF THIS SITUATION.
6. **LATE VACATION REQUESTS**: LATE VACATION REQUESTS OF ANY TYPE WILL NOT BE CREDITED FOR BACK HOURS UP TO THE TIME THE VACATION WAS REQUESTED.
7. **LEAVE OF ABSENCE**: ANY PERSON ON A LEAVE OF ABSENCE OR ABSENT FROM WORK (ATTENDING CONVENTIONS, UNION MEETINGS, TEACHING SCHOOLS, Ect...) WILL BE CHARGED THE SAME AS IF THEY WERE PRESENT AND WORKING THEIR REGULAR JOB.
8. **DOUBLE-TIME**: ANY MEMBER WHO HAS MET THE REQUIREMENTS TO BE PAID DOUBLE-TIME ON THEIR 2<sup>ND</sup> REST DAY AND ARE NOT ALLOWED BY THE CARRIER TO WORK, WILL NOT BE CHARGED. IT IS THE RESPONSIBILITY OF THE MEMBER TO NOTIFY THE CALLER OF THIS SITUATION.

**ANY QUESTIONS ON HOW OVERTIME IS CHARGED  
IN O.P.S. PLEASE ASK THE LOCAL CHAIRMAN**

9. **CHARGING OF THE OVERTIME BOARD:** WHEN THE BOARD IS ROTATED, MEMBERS NAMES ARE PLACED ON THE O.P.S. ROSTER AS FOLLOWS
- 1<sup>ST</sup>---THOSE WHO WERE NOT CHARGED
  - 2<sup>ND</sup>---THOSE WHO WERE CHARGED 4 HOURS
  - 3<sup>RD</sup>---THOSE WHO WERE CHARGED 8 HOURS
- KEEPING THE ORIGINAL SEQUENCE OF THE MEMBERS IN EACH GROUP.
10. **CREDIT:** WHEN A MEMBER IS CREDITED ANY AMOUNT OF HOURS AND IT IS IMPOSSIBLE TO DETERMINE CORRECT PLACEMENT ON THE OVERTIME BOARD THEY WILL BE PLACED AS FOLLOWS.
- 1. BEHIND THE LAST PERSON THAT WAS NOT CHARGED ON THE PREVIOUS SHIFT.
  - 2. AHEAD OF THE FIRST PERSON CHARGED ON THE PREVIOUS SHIFT.
11. **HOURS OF SERVICE:** AS A UNION PACIFIC EMPLOYEE, IT IS YOUR RESPONSIBILITY TO FOLLOW THE H.O.S. RULES AND TO WORK YOUR JOB AS A PRIORITY. WHEN AN EMPLOYEE IS WORKING AN H.O.S. JOB OR PERFORMING DUTIES THAT FALL UNDER H.O.S. RULES, THEY MAY WORK FOR 8 OR 12 HOURS, THEN THEY MUST HAVE AT LEAST 10 HOURS OFF BEFORE RETURNING TO WORK. EMPLOYEES MUST HAVE AT LEAST 10 HOURS OFF PRIOR TO WORKING AN H.O.S. JOB, INCLUDING 4 AND 8 HOUR SHIFTS.
12. **SCHOOLS:** PERSONNEL CALLING OVERTIME SHALL NOT CALL A MEMBER ATTENDING UPRR SCHOOLS, IF THE DURATION OF THE SCHOOL IS BETWEEN 1-4 DAYS IN LENGTH. THAT PERSON IS NOT ELIGIBLE FOR 1 SHIFT PRIOR TO AND 1 SHIFT AFTER COMPLETION OF THE SCHOOL. ANY SCHOOL 5 DAYS OR MORE IN LENGTH, THE PERSON CANNOT BE CHARGED IF THEY ELECT TO TAKE THE WEEKEND OFF AFTER THE COMPLETION OF THE SCHOOL. THEY ARE ELIGIBLE FOR OVERTIME AFTER THEIR FIRST SHIFT BACK TO WORK. THAT PERSON CAN ELECT TO WORK OVERTIME DURING THEIR OFF WEEKEND BY EITHER NOTIFYING THE LOCAL CHAIRMAN OR BY RETURNING TO THEIR REGULAR JOB THAT SAT. OR SUN.. ANY MEMBER ATTENDING A SCHOOL OF AT LEAST 8 HOURS IN LENGTH WILL BE ELIGIBLE TO WORK OVERTIME UP TO BUT NOT INCLUDING THE SHIFT PRECEDING THEIR SCHOOL. THIS DOES NOT INCLUDE REGULAR APPRENTICE CLASSES.
13. **HOLIDAY:** AFTER THE HOLIDAY SCHEDULE IS POSTED, ANYONE CANCELING OFF THE LIST WILL BE PLACED LAST ON THE OVERTIME BOARD, UNLESS A VALID REASON IS GIVEN TO THE LOCAL CHAIRMAN **AND** APPROVED BY THE EXECUTIVE BOARD. THERE WILL BE NO CHANGING OF JOB ASSIGNMENTS ONCE THE LIST IS POSTED EXCEPT WHEN MEMBERS ARE FORCED AND THERE IS A LATE VOLUNTEER, THE VOLUNTEER WILL REPLACE THE SENIOR MOST MEMBER THAT IS FORCED.

14. **HOLIDAY – VACATION:** IF THE HOLIDAY LIST HAS NOT BEEN POSTED AND A MEMBER IS GOING ON A WEEKS VACATION AND IS ELIGIBLE TO WORK THE HOLIDAY FOLLOWING THEIR VACATION, THAT PERSON MUST NOTIFY THE LOCAL CHAIRMAN OF THEIR INTENTIONS PRIOR TO LEAVING FOR VACATION. YOU MAY CONSIDER IT A VACATION DAY IF YOU DESIRE BUT MUST MARK VACATION ON THE HOLIDAY SIGN UP SHEET OR NOTIFY THE LOCAL CHAIRMAN. FAILURE TO DO SO WILL RESULT IN YOU BEING CHARGED FOR THE HOLIDAY. ONE DAYS ARE NOT ELIGIBLE.
15. **NEW MEMBERS ON THE OVERTIME BOARD:** WHEN A NEW MEMBER IS ADDED TO THE OVERTIME BOARD, THEY MUST START AT THE BOTTOM OF THE OVERTIME LIST IN O.P.S. (THEY MUST BE MANUALLY MOVED IN O.P.S. FROM THE TOP OF THE LIST TO LAST POSITION)
16. **ONE WEEK VACATIONS:** A MEMBER ON THEIR REST DAYS PRIOR TO AND AFTER THEIR ONE WEEK VACATION ARE CONSIDERED **“ON VACATION”** AND THEY SHOULD NOT BE CHARGED OR CALLED. VACATION STARTS AT THE END OF THE SHIFT ON THE LAST WORKING DAY AND DOES NOT END UNTIL THE BEGINNING OF THEIR SHIFT ON THE FIRST REGULAR DAY BACK TO WORK.
17. **ONE DAYS, VACATION, PERSONAL DAYS:** MEMBERS ON THESE DAYS WILL NOT BE CHARGED 16 HOURS PRIOR TO AND AFTER THE SHIFT TAKEN OFF, EVEN IF IT IS TAKEN IN CONJUNCTION WITH REST DAYS OR OTHER VACATION. MEMBERS ON FULL WEEK, ONE DAY, OR PERSONAL DAY VACATIONS CANNOT WORK ANY RAILROAD POSITIONS WHILE ON VACATION OR WILL BE PLACED AT THE BOTTOM OF THE OVERTIME BOARD. IT IS THE RESPONSIBILITY OF THE PERSON CALLED TO ADVISE THE CALLER THAT THEY ARE ON VACATION.
18. **4 HOUR VACATIONS:** MEMBERS ON HALF DAY VACATIONS ARE ELIGIBLE TO WORK A 4 HOUR OVERTIME ON EITHER SIDE OF THEIR HALF DAY. NO 8 HOUR OVERTIMES ARE PERMITTED.
19. **NOT PERMITTED:** MEMBERS MAY NOT WORK 8 HOURS ON, 4 HOURS OFF, 4 HOURS ON. THE 12 HOURS MUST BE CONSECUTIVE IF WORKED. NO MEMBER SHALL WORK 3 CONSECUTIVE SHIFTS.

**PENALTIES:**

1. IF A MEMBER VOLUNTEERS FOR, OR TAKES ANY OVERTIME THAT IS NOT IN THE ABOVE PRESCRIBED GUIDELINES, THAT PRACTICE WILL BE CONSIDERED **“CREATING YOUR OWN OVERTIME”**. THIS PRACTICE WILL RESULT IN A PENALTY OF BEING PLACED AT THE BOTTOM OF THE BOARD FOR 30 DAYS. THAT MEMBER MAY STILL BE CALLED FOR OVERTIME AFTER ALL OTHER MEMBERS HAVE BEEN CALLED.