SIDE LETTER

Overtime Assignment - Facilities Management

Coordination and scheduling of overtime in Facilities Management, pursuant to Article 8, Overtime, will be assigned as follows:

1. A roster (by trade) will be printed from KRONOS on the last Monday of each month ranking employees in order from the least to the most accumulated number of overtime hours (OT) worked year-to-date. This system for assignment of overtime shall begin July 2016, based on the June rankings, with overtime hours to begin accumulating as of July 1, 2016.
2. Each January, the number of hours worked will be reset to zero and the roster order will be in order of the hours accumulated as of the last Monday in the month of December.
3. Overtime (OT) will be offered to the employees with the least amount of OT hours worked, in ascending order.
4. For overtime other than call outs, if an employee declines the overtime assignment, s/he shall sign off indicating that s/he was offered the assignment and declined. An employee working on a job that will require OT to complete will continue that job on OT. If the employee requires additional help that will lead to OT, the roster order must be followed.
5. Adding Employees to the overtime list: When an employee ends probation and expresses interest in working overtime, s/he will be added to the “Overtime Roster” starting at the beginning of the next month with the average of the hours for his/her trade.
6. Revisions: No revisions will be made on the OT rosters until the 1st of the month.
7. Returning from an Excused Absence, Injury or Temporary Duty Assignment: An employee returning from an excused absence, injury (industrial or non-industrial) or temporary duty assignment of 90 days or less will be placed back on the OT roster for the month following their return with the same number of hours when they left. An employee returning after more than 90 days will be subject to the provisions of Section 4, above. If an employee returns to work before the 1st of the month, s/he will have to wait until the 1st to be placed back on the roster.
8. Excused Absences Defined: All approved leaves pursuant to Article 16, Leaves of Absence.
9. If an employee on an excused leave will be at work for a scheduled overtime, the supervisor will call and offer the overtime. If there is no answer, it is considered a missed opportunity for overtime. The sign off pursuant to paragraph 4 is not required.
10. Advance notice of Scheduled OT: Where practicable, 24 hour notice will be provided to the employee for scheduled overtime.

11. For the electrical shop, a second overtime roster will also be prepared in order of seniority to use for only special events. A list of special events will be prepared in September of each year. Overtime for a special event on the list will be offered by seniority and the list will continually rotate. If the overtime is declined, the employee will go to the end of the list. If a new employee (electrician) wants to be added to this list after probation has ended, s/he will be placed onto the list by his/her seniority. The event overtime list will be maintained by the electricians in the trade shop.

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