

**Local Agreement – Article 21 *Overtime Assignments***

**BETWEEN**

**DLA Distribution Headquarters (HQ) and DLA Distribution Susquehanna, PA (DDSP)  
(includes all the bargaining unit employees in the area)**

**AND**

**American Federation of Government Employees (AFGE), Local 2004 and Local 1156**

**Section 1: General**

- A. Article 21 *Overtime Assignments* Section 3(I) and Section 4(B) of the Master Labor Agreement (MLA) between DLA and AFGE C169 allow for overtime procedures and rostering procedures not specifically negotiated in Article 21 to be locally negotiated at each site. Article 21, Section 7 of the MLA allows for the parties to negotiate the timeframes for temporarily removing employees from an overtime roster due to absenteeism. Accordingly, the parties agree to the overtime, rostering, and absenteeism procedures set forth below.

**Section 2: Overtime and Rostering Procedures**

- A. An overtime roster will be established and maintained for each work area. The roster will include the name of each employee in seniority order according to service computation date and pay plan, series, grade, and work area. Sign-up sheets will be made available to employees as soon as an overtime requirement is identified. Once overtime is approved, a roster showing who was selected for overtime will be posted/published. The Employer is responsible for maintaining records of overtime usage.
1. Operations (Warehouse): Employees will normally have until the beginning of shift on Wednesday to sign up for overtime opportunities from Thursday through the following Wednesday. The Employer will post approved overtime rosters in the work area normally by end of shift Thursday. The Employer's intent is to provide an ample opportunity for all qualified employees to sign up for overtime in a timely manner.
- B. Voluntary Overtime
1. Qualified volunteers will be selected for overtime in seniority order. The cut-off point for each solicitation will be recorded, identifying the last employee on the roster who was solicited for overtime. The next overtime solicitation will begin at the cut-off point with the next most senior employee on the roster receiving the first offer.
  2. The solicitation hierarchy for voluntary overtime is as follows:
    - i. All qualified employees by pay plan, series, grade, and work area within a work area.

1. A work area may encompass multiple first-line supervisors if that is the smallest unit possible where the overtime work is needed.
  - ii. All qualified employees by pay plan, series, grade, and work area within a Branch.
  - iii. All qualified employees by pay plan, series, grade, and work area within a division.
  - iv. All qualified employees by pay plan, series, grade, and work area within DDSP by local site (New Cumberland or Mechanicsburg)
  - v. All qualified employees by pay plan, series, grade, and work area within DDSP.
3. If voluntary overtime is to follow the tour of duty, the Employer will not be obligated to contact and solicit an employee who is in a non-duty status (e.g., an employee who is on leave or on a regular day off) unless the employee has previously indicated their availability for voluntary overtime on that date. Otherwise, the Employer will only solicit those employees who are in a duty status. Employees may sign up for voluntary overtime on their RDO in increments determined by the Employer.
4. When voluntary overtime is available during what would be considered the normal duty hours of an area, but on a weekend, the overtime will be broken down and solicited on a daily basis. For example, if voluntary overtime is available on both Saturday and Sunday, qualified employees will be solicited for voluntary overtime on Saturday first and then solicited for overtime on Sunday next. Saturday and Sunday will not be combined for a solicitation.
5. When voluntary overtime is available before and/or after the scheduled workday, it will be treated as a single solicitation.

C. Tiebreaker

1. In the event of a tie in SCD, the tie breaker will be a blind draw.

D. Eligibility/Qualifications

1. IAW MLA Article 21 Section 2B, the Employer has the sole and exclusive right to determine who meets the appropriate qualifications for overtime assignments and may consider a number of factors including physical requirements, medical restrictions, documented performance deficiencies, training requirements, licensure requirements, and system access requirements.
2. Use of scheduled leave during an employee's normal duty hours does not preclude the employee from working overtime that day.
3. Employees are normally ineligible to work voluntary overtime during any workday when four (4) or more hours of unscheduled leave is charged, unless medical certification or other reasons acceptable to the Employer are presented.

### **Section 3: Overtime Absenteeism**

- A. Once an overtime roster is approved and posted, the employee is considered scheduled to work the overtime and the employee is expected to report to work.

- B. An employee who fails to report for his/her scheduled overtime and does not utilize the established overtime call-off procedures will be temporarily removed from the overtime roster for a period of twenty-eight (28) calendar days.
- C. An employee who removes himself/herself from a posted overtime roster after being selected for overtime (e.g., crosses his/her name off the posted roster or notifies his/her supervisor) or an employee who utilizes the established overtime call-off procedures to call-off from overtime will be cautioned regarding the impact on mission, production, and fellow employees. Repeat offenders will be temporarily removed from the overtime roster for a period of twenty-eight (28) calendar days.

#### **Section 4: Applicability**

- A. Overtime procedures for police, firefighter, child development center and non-appropriated fund (NAF) positions and operations are not covered by this Local Agreement and will be negotiated separately under the provisions of Article 44.

For the Union:

For DLA:

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