

**LOCAL AGREEMENT between DLA Installation Management at Susquehanna and
AFGE Local 2004 (ARTICLE 44)**

POLICE OFFICERS

SECTION 1. GENERAL: This local agreement supplements the Defense Logistics Agency/American Federation of Government Employees Council 169 Master Labor Agreement, dated September 2022.

SECTION 2. SCHEDULING AND APPROVAL OF OVERTIME:

VOLUNTARY OVERTIME

1. Police Management will make every effort to notify Officers of scheduled overtime seven calendar days in advance of the overtime to be worked.
 - a. Police Management will use 2 methods to notify individuals of their overtime assignments:
 - 1) Email and
 - 2) In person, phone/voicemail or text message
2. During periods of limited voluntary overtime, Police Management will maintain a roster of his/her direct reports by Title/Series/Grade (T/S/G) in SCD order. Every quarter, Police Management will prepare a new roster and all officers will start out with a zero balance in regard to artificial hours (overtime hours offered but not worked) and real time hours (overtime hours offered and actually worked) work. Sign-up sheets will be posted in the Training Room as soon as the overtime requirement is identified. The assignment and tracking of artificial hours facilitate the fair and equitable offering of overtime.
3. Selection of Officers for limited voluntary overtime/compensatory time shall be accomplished according to the following sequence:
 - a. Where the overtime duties cannot be specifically identified as belonging to the job duties of particular individuals, and adequate planning time is available prior to the overtime, volunteers for overtime will be considered as follows:
 - 1) If overtime is to follow the tour of duty, the Employer will not be obligated to contact Employees of the required title, series and grade (T/S/G) for voluntary overtime while the Employee is in a non-duty status (e.g. leave, RDO). Volunteers will be sought from Employees in a duty status of the appropriate T/S/G assigned to the area where the overtime work is to be performed. When an Employee in a duty status elects not to work overtime the employee will be credited with "artificial hours" (i.e. hours offered but not worked).

- 2) Generally, no more than 14 hours of duty will be authorized without an off duty substantial rest period (roughly eight hours) unless it causes mandatory overtime and/or exception is approved by Shift Supervisor.
- 3) Solicitation hierarchy for contacting eligible Employees for voluntary overtime is as follows: All qualified by T/S/G within the Chief's area of responsibility or designee (rostered).

Note 1- Hierarchy is subject to revision upon reorganization.

Note 2 - Intent of solicitation sequence - remain close to target grade to the maximum extent practicable. The officers in the T/S/G of the work being performed will be given first opportunity at the overtime assignment.

Note 3 - In the event of a tie on the roster in hours (worked/offered) and SCD., the tie breaker, will be a blind draw (draw names from a hat).

Note 4 – If an officer has been awarded overtime and additional overtime hours become available that would normally be solicited with that officer's current overtime award, that officer will be offered the additional hours before a new solicitation/offering is initiated. (This note only applies if the officer would remain compliant with SECTION 2.3.a.2).

- 4) If an officer volunteers for only part of the overtime posting and the remaining hours of that posting are not volunteered for by another officer, the shift supervisor can offer the remaining overtime hours to a higher graded officer who volunteered for the assignment before proceeding with MOT procedures.
 - i. Example: eight hours of overtime offered. A GS-06 officer signed up to work four of the eight hours and no other officer signed up for the remaining four hours. A higher graded officer signed up for the entire eight hours of overtime. The higher graded officer would be offered the remaining four hours of overtime.

MANDATORY OVERTIME (MOT)

1. Procedure

- a. In the event the overtime cannot be filled with volunteers the person filling the overtime will utilize the mandatory overtime-book (MOB). Starting at the last entry in the MOB and working backwards all the names of personnel working at the time will be listed from the person that has most recently worked mandatory overtime to the person who has not worked mandatory for the longest period. The person(s) at the bottom of this list will be directed to work overtime.

- b. Personnel already at work may be directed to stay or to come in early the following day prior to their regular scheduled shift. Personnel directed to work mandatory hours will have their name, the hours they were directed to work, the post/patrol and the date and times annotated in the mandatory overtime book.

2. Requests to Be Excused from Mandatory Overtime

- a. Upon notification of mandatory overtime and whenever possible prior to the beginning of the shift brief, Officers may submit a request to be excused along with appropriate backup information/documentation to the shift supervisor.
 - b. An officer on approved leave for his/her administrative workweek will be excused from MOT work on the established RDOs 'immediately before or after the scheduled leave.
 - c. Officers who have not been excused and who refuse to report for mandatory overtime may be subject to formal disciplinary action.
- 3. The overtime roster will be zeroed out on a quarterly basis by a designated individual. New officers and officers returning from training, light/limited duty or administrative duty will be added to the overtime roster will start with an average of all other officers combined.
 - 4. Call-Off Procedures- In the event of unforeseen circumstances impacting an employee's ability to perform scheduled MOT - standard call-off procedures will be followed.

DOCUMENTATION

- 1. The Employer is responsible for maintaining proper controls and records of overtime usage.
- 2. The overtime rosters (record) will be maintained in the supervisor's office area and made available upon request

FAILURE TO REPORT FOR VOLUNTARY OVERTIME

- 1. Individuals who fail to report for voluntary overtime after they have been selected to work shall not be considered for voluntary overtime for the period of 28 days unless the Employee is in compliance with established call off procedures. For future scheduling purposes, the Employee will be credited with the "artificial hours" the Employee could have worked during the 28-day period; however, the Employee will not be permitted to work the voluntary overtime.
- 2. Individuals who remove themselves from a published overtime roster after being selected for overtime within 24 hours of the overtime assignment to be worked, will be cautioned regarding the impact on mission and on fellow Officers. Repeat offenders (more than one occurrence in a 12-month period) will be subject to the 28-day rule above.

CALL OFF PROCEDURES

1. Call offs (unscheduled leave requests) will be made through Police Dispatch. Officers should state their name (this is Officer John Doe) and ask for the on-duty Shift Supervisor. Dispatch will then transfer the call to the on-duty Shift Supervisor. If the Shift Supervisor does not answer, the Officer will leave a voicemail with their name, type of and amount of leave being requested and a return phone number. All leave is assumed approved if a return call is not received within 30 minutes of submitting the leave request unless a leave restriction or other similar requirement has been previously addressed with the employee.
2. All Call offs must be made at least 15 minutes prior to the start of the shift and when possible, more than two hours before the start of the shift. This allows the Employer to identify staffing levels and if necessary to coordinate overtime.
3. The Employer will decide to approve or deny emergency (unscheduled) annual leave on an individual case- by-case basis and may require documentation to support the leave.

For the Union:

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DA'LAINÉ SIMPSON
President
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For the Agency:

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