

DEFENSE DISTRIBUTION SAN JOAQUIN AND AFGE LOCAL 1546  
LOCALLY NEGOTIATED OPERATING PROCEDURE  
ARTICLE 21 OVERTIME ASSIGNMENTS

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 3. I. OVERTIME PROCEDURES NOT SPECIFICALLY NEGOTIATED

1. Employees must be on board (not in a leave status) in order to sign up for overtime. When the supervisor anticipates the need for overtime for second shift employees, overtime will be solicited on tentative basis using the overtime roster. Tentative overtime is defined as overtime that cannot be determined or approved in advance due to unforeseen circumstances. The employees will call the point of contact between one to three hours prior to the start of the tentative overtime, to determine if overtime has been approved. This procedure will not be used to circumvent the normal procedures used for solicitation of overtime. This procedure may be expanded by mutual agreement of the parties. If agreement is reached to expand the procedure, this provision of the Local agreements will be reopened.
2. The Agency agrees to make all efforts to minimize employee inconvenience when overtime is scheduled or cancelled on short notice. In the event questions arise as to the reasons for overtime of the above nature, the Agency agrees to discuss the reasons and action taken with the Union in order to promote better understanding and to keep such instances to minimum.

SECTION 4. B. ROSTERING PROCEDURES

1. An overtime roster will be established and maintained by the Agency in each work area which will include the name of each qualified area employee in seniority order according to service computation date (SCD), pay plan, series, and grade. The roster will be posted in clear view for employees and the Union representative's review. The roster will include the Supervisor or designated representatives' contact number.
2. Employees held over will not be considered to have worked their rotation and may be offered overtime at the next scheduled opportunity, depending on the rotation. 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 that was solicited for overtime. The next overtime solicitation will be begin at the cut-off point with the next most senior employee on the roster receiving the first offer. Offers for overtime which fall on a employees' regular day off will be made separately for each day (e.g. Saturday one offer, Sunday one offer).

3. Seniority tie-breakers will utilize the following method:
  - a. Service Comp Date; if same SCD then utilize (b).
  - b. Month and day of the birthday (not year) using the Julian Date, in ascending order.
4. 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.

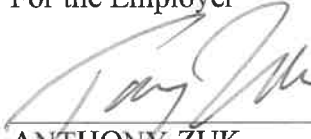
#### SECTION 7. OVERTIME ABSENTEEISM

1. 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.
2. If an employee is unexpectedly going to be absent due to either an illness or other emergency, then they must contact the appropriate overtime supervisor or the supervisor's designated representative within one (1) hour of the start of overtime. Employees who fail to report for their scheduled overtime, fail to follow established overtime procedures will be temporarily removed from the overtime roster for a period of 30 calendar days. An employee who utilizes the establish call-off procedures to call-off from overtime will be cautioned regarding the impact on mission, production, and fellow employees. Employees who repeatedly call-off (three instances within a six-month period) will be temporarily removed from the overtime roster for a period of 30 calendar days.

For the Union

  
DAMIANA L. MAGGIO  
CHIEF NEGOTIATOR, UNION

For the Employer

 5/23/2023  
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CHIEF NEGOTIATOR, AGENCY