



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

MAR 18 2010

IN REPLY
REFER TO

J-13

MEMORANDUM FOR MR. SEAN EDWARDS AND MR. ANTHONY SIMPSON,
CHIEF NEGOTIATORS FOR DEFENSE LOGISTICS
AGENCY ENTERPRISE SUPPORT, SAN JOAQUIN, CA

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 20
(Hours of Work), 20A, 20E, 21, 21B, and 25

The subject LOCNOPS, some dated February 19, 2010, and others dated February 22, 2010, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement (MLA) between the Defense Logistics Agency (DLA) and American Federation of Government Employees (AFGE) Council 169. Article 20, Hours of Work; Article 20A, Regular Day Off; Article 21, Overtime; and Article 21B, Mandatory Overtime, are hereby approved by both DLA Headquarters and AFGE Council 169.

Article 20, Hours of Work, is approved with the understanding that the last sentence is not applicable because there is no section 2 in the article. Also, since Section 1(b) refers to Section 1(a), the section above 1(b) should be labeled as "a."

Article 20E, Mutual Aid, Strike Team, and Arson Task Force, is approved with the understanding that there is no document between the parties titled "AFGE Local 1546 Master Labor Agreement," so it is understood that the language in Section 2 applies to the DLA-AFGE Council 169 MLA.

Article 25, Sick Leave, is approved with the understanding that there is no document between the parties titled "AFGE Local 1546 Master Labor Agreement," so it is understood that the introductory sentence applies to the DLA-AFGE Council 169 MLA.

If there are any questions on this matter, please contact me at (703) 767-6412 or DSN 427-6412.

PAMELA S. MOLLOY
Staff Director
Labor and Employee Relations
Human Resources

cc:
Mr. Frank Rienti, AFGE Council 169

ARTICLE 21

OVERTIME

Section 1. An established overtime list (s) will determine which employees will be offered overtime. The overtime shall be assigned on a rotational basis. This list shall be established according to seniority (SCD). The employee at the top of the list will be offered the overtime first, if that employee refuses then the next employee on the list will be offered the overtime. The names of employee(s) assigned to work the overtime Or refuse, will rotate to the bottom of the list, however a refusal shall not be implied. The list will be comprised of all unit employees from both fire stations. The employer agrees to maintain and post an accurate record of all overtime offered and worked.

Section 2. Supervisors shall make every effort to contact persons for overtime as soon as an overtime situation is known. Once the overtime is accepted, the overtime list will be updated to reflect the hours offered and the employee(s) working the overtime. Employees wishing not to work overtime may be removed from the unscheduled overtime list; this however does not remove them from the mandatory overtime list or exclude them from being called back to duty during times of an emergency such as; earthquake, flooding, etc.

Section 3. Employees that are contacted for overtime must decide to work or refuse the overtime within the time limits set forth by the on duty supervisor.

Section 4. When an employee reports for duty on overtime, that employee shall receive at least two hours pay at the applicable rate regardless of the time worked during this two hour period in accordance with Title 5 U.S.C. overtime provisions and this agreement.

Section 5. Employees on annual leave may volunteer for overtime so long as the overtime is offered during their Kelly day and not on a day in which that employee would have otherwise worked. Employees wishing to do so must inform the duty assistant chief before going on annual leave. The Assistant Chief Officer will make a note in the attendance tracking log book of that employee(s) intent to work overtime.

Section 6. For payroll purposes, all employees shall be credited with the actual number of hours worked.

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ARTICLE 21B

MANDATORY OVERTIME

Mandatory overtime will be required anytime that a shift is below minimum staffing requirements and no other employee has volunteered to work the overtime. It requires an employee of the off going shift be held on overtime to make up the staffing requirements.

Section 1. A list separate from the unscheduled overtime list will be established.

Section 2. Employees will be notified as soon as possible that they will be working mandatory overtime by the on duty supervisor or captain.

Section 3. Mandatory overtime will work in a reverse seniority order (the junior person based on SCD) will be at the top of the list and the most senior employee on the bottom of the rotation. There is no minimum amount of time to have worked in order to be rotated on the mandatory overtime list. When tasked, an employee shall either work the overtime or find a suitable replacement to work the overtime. Once an employee has worked or found someone to work, the list shall be rotated to the next employee according to the reverse seniority rotation.

SB
1/22/10