

**CALLOUT AND OVERTIME GUIDELINES**  
**FLORIDA DISTRIBUTION OPERATIONS**  
**LINE DEPARTMENT CLASSIFICATIONS (Excluding DCC)**

Expectations

1. These guidelines are for the purposes of record keeping and distribution of overtime only, and are not to explain the payroll posting procedure.
2. ARCOS will update and roll the list each week on Tuesday at 1500 hours. Only hours worked shall be counted in the total for the purpose of distribution of overtime. The exception to this provision is out-of-town overnight restoration duty. Red time (declined hours) will be counted for an employee who turns down such an assignment.
3. All records (including log sheets) shall be kept by the Company.
4. Employees should make themselves available upon completion of any overtime worked. Failure to do so results in ARCOS not calling the employee for future calls. Any calls missed as a result of an employee not making himself or herself available will result in those calls being counted as declined and the employee's record adjusted accordingly.
5. ARCOS will prompt the employee to indicate whether the employee will qualify for rest time during their regular hours. Employees should indicate that they will be on rest time if they qualify. **EMPLOYEES WILL CONTINUE TO RECEIVE CALLS UP UNTIL THE NORMAL START TIME.**
6. Employees may make themselves unavailable at any time in order to not receive calls. However, employees will still be charged with a decline if a callout is made and the employee would have received the call.
7. No Answer – ARCOS will exhaust all telephone numbers, not to exceed three, provided by the employees. Eight (8) rings of a telephone without an answer are sufficient to record the call as "no answer".
8. Each year, when the list rolls to zero, employees will be in the same order as they were in the last list of the prior year, all showing zero hours.
9. Each week, when the list rolls, if two or more employees have the same number of hours, they shall be ordered in the same order as they were, compared to each other, in the prior week's list.
10. Employees who decline calls are charged with a decline. If management or the DCC decides to run a list a second time back to back and someone finally accepts, calls will be removed from employees who declined the call who are lower on the list than the employee who accepted the call.
11. If all employees decline a call and management goes to a neighboring yard, calls are not removed from employees who declined the call.
12. Employees will not be charged with calls in the 30 minutes immediately following their quitting time (regular or off-scheduled hours).
13. ARCOS should reflect actual hours worked and not hours paid. Employees working less than the 2.5 hour minimum pay should make themselves available in ARCOS upon completion of the work so that ARCOS reflects actual hours worked.

## **OVERTIME CODES**

Code 10 - Accepted Prearranged - Any overtime worked with 12 hours or more notice – Code 10 counts toward an employee's call-out response record. This provision shall not apply to overtime worked as the result of a change in schedule that applies to the entire headquarters where an additional day of overtime is scheduled in advance to be worked. **(See MOU dated 12-8-2016)**

Example: An employee whose schedule is Tuesday through Friday, fills a shift or schedule on Saturday. The employee is given a credit for accepting a code 10.

Example: An employee whose schedule is Wednesday – Saturday, works a transformer oil abatement on Sunday. The employee is given a credit for accepting a code 10.

Example: An employee is pre-arranged (more than 12 hours in advance) to return to work at 10:00 at night on a regular work day to switch out equipment. The employee is given a credit for accepting a code 10.

Example: Management makes decision to offer overtime on a normal off-scheduled day to anyone who wants to work to work off a backlog. Employees who accept are given credit for a code 10. Employees who chose not to work are charged a decline.

Example: Management schedules a mandatory meeting that requires certain employees to attend on overtime. For those employees the overtime is considered pre-arranged and therefore credit is provided. However, these employees would not be removed from the callout list for the 8 hours prior to the meeting.

**Code 11** – Emergent call - any overtime worked with less than 12 hours-notice. Code 11 also applies to holdover overtime for a Troubleman who is already on duty and is requested to work and works the shift immediately following the regular shift as a result of a short notice absence of another employee. To qualify, the Troubleman must work all the remaining hours of the covered shift. **(See MOU dated 10-27-2014)** Code 11 counts toward an employee's call-out response record.

Example: An employee works 2300 to 0700. The employee is called out at 1600 to respond to an outage. The employee would be given credit for accepting a code 11.

Example: An employee works 0700 to 1730 Monday through Thursday. On Friday the employee is called out at 0600 to start work at 0700. The employee would be given credit for accepting a code 11.

Example: A Troubleman working the 3:00 – 11:00 pm shift is asked at 10:00 to cover for the 11:00 – 7:00 shift due to that employee calling off. The employee would be given credit for accepting a code 11. If the shift being covered was a 10:00 – 6:00 shift and the Troubleman only covers for 11:00 – 6:00, the Troubleman still gets credit for accepting a Code 11. Should management only request the Troubleman to cover a partial shift, say until 3:00 then this is considered a holdover and Code 17 is used.

**Code 12** – Accepted Prearranged (entire Ops Center) – Used when pre-arranged overtime is mandatory for the whole yard. Code 12 does not count toward an employee’s call-out response record. If the scheduled overtime is to be worked within 1.5 hours of regular start time, Code 18 applies.

Example: The line department at the Ops Center is currently on a 4-10’s schedule, Monday – Thursday. Due to an increased workload, management mandates the yard to work a 5-10’s week by adding Friday as a pre-arranged overtime day. Employees do not get credit for accepting a call out in this example.

**Code 14** – (Out of town duty) - When the overtime worked is in another operating center other than the employee’s headquarters and the duty results in the employee being provided lodging in order to stay overnight. Employees declining out-of-town storm response shall receive Red Time for hours not worked minus the hours actually worked by the employee during the period of time of the Out-of-Town duty. The number of hours will be based on the employee’s actual schedule overlaid with the schedule being worked by crews going out of town. Code 14 counts toward an employee’s call-out response record. Employees accepting Code 14 assignment with overtime shall be given credit for ONE callout at the beginning of the assignment. To assign Red Time to an employee who declines the assignment, use the lowest number of overtime hours worked by the employees accepting the assignment and subtract any overtime that the employee worked during the same time period. Code 14 is entered on the first day of the assignment. For subsequent days, all overtime hours should be coded as code 17.

**Code 15** – (Worked through lunch) -Will be used when employees are required to work through their normally scheduled mealtime. Code 15 does not count toward an employee’s call-out response record. **(See Article VII, Section 7F)**

**Code 17** – (Finish Job/Holdover and Last Hour of the Day) –Will be used for an employee who continues to work on a job or is held over after the end of the normal work day. Code 17 does not count toward an employee’s call-out response record. For holdover overtime, management is not required to use the callout list to assign the work, unless, in accordance with **Article VI, Section 6(A)(1)**, the holdover is due to emergency work occurring within the last one (1) hour of the employee’s regular scheduled day, then the overtime list will be used to make the assignment.

Example: A storm is coming and the decision is made to “hold” the entire yard.

Example: A crew is required to stay late to finish building a three pot bank. The crew normally works 0700 to 1730. The crew completed the work and signed out at 1900. In this case management was not required to use the list.

Example: A crew of 4 employees works 0700 to 1730. An outage comes in at 1600 and it is deemed necessary at 1630 to hold two employees over to work the outage. The callout list is used for the employees who are at work.

**Code 18** – (Accepted Prearranged 1.5 hours or less before employees starting time) This call is for an accepted prearranged overtime assignment to be worked less than one and one half (1 ½ ) hours prior to the employees’ start time in accordance with **Article VI, Section 6(A)(3)**. Code 18 does not count toward an employee’s call-out response record.

Example: A crew is normally scheduled to start their work day at 0700. Due to cold weather they are asked the day before to come in at 0600.

Example: Switching is scheduled for 0600 to take a transformer out of service for a contractor to replace the transformer. It is decided that a Troubleman will perform the work. There are six Troublemans in the yard; four work 0700 – 1530; one works 1500 – 2300 and the other works 2300 – 0700. The list is used to select the employee ONLY from the four who are coming on duty at 0700. If no one volunteers, the first person on the list can be compelled. It is not required that we go to other employees in that workgroup.

Example: Employees are scheduled to work 0700 – 1530. A safety meeting is scheduled for 0700 in a neighboring yard. If the employee's schedule is changed to 0630 and the employee can arrive at the other yard by 0700 this would be in accordance with the MOA. If it is determined to simply assign the extra time as overtime, then it would be a code 18.

**Code 19** – (Emergent overtime before reporting time) Will be used when an employee is called out to work within one and one-half (1 ½) hours of the employee's start time. The overtime list is used for only the employees working within the next 1.5 hours. Code 19 counts toward an employee's call-out response record. Code 19 contains an exception that allows management to bypass employees on the list when the assignment will result in rest time or delay of work. **(See Article VI, Section 6(A)(3))**

Example: A Troubleman normally works 1600 - midnight. At 1448 the employee is called to report at 1500. The employee will receive credit for the accepted call. If more than one Troubleman is scheduled to work those hours then the list is used. If any Troubleman on the list has previously worked that day and has not had eight hours of rest and the assignment will result in this employee receiving rest time for his normal hours, then the employee may be bypassed.

**Code XX** – Fatigue – This code may be used when an employee has worked at least a combined 16 hours in the preceding twenty four (24) hour period. The employee may make him/herself unavailable for up to eight (8) consecutive hours, or the employee may receive calls and any declined calls may be removed from the employee's record.

ALL OVERTIME HOURS WORKED, except for overtime worked by an employee assigned to work outside the bargaining unit for 40 hours or more, are counted toward the employee's total overtime record in ARCOS. However, only overtime worked in certain codes are counted toward an employee's call-out response record.

## **DEFINITIONS**

**Call-Out Overtime** – Call-outs shall be defined as any overtime offered where the employee is contacted and comes to work with less than 12 hours' notice.

**Pre-Arranged Overtime** - Overtime offered to an employee that is expected to be worked anytime more than 12 hours in the future.

**Call-Outs Worked** - The number of times COORS credited overtime was available and worked by the employee.

**Call-Outs Not Worked** - The number of times COORS credited overtime was available but not worked by the employee, subject to the guidelines contained in this manual.

**Total Call-Outs** – Credited Call-outs worked plus credited call-outs not worked. Any overtime that counts toward an employee’s call-out response record. Employees accepting such overtime shall be given a credit for accepting the overtime. Employees who are called or asked to work who do not work shall be given a decline.

**Call-Out Response Record** – This is the percentage of certain call-outs received that an employee works. Only overtime associated with certain codes count toward an employee’s call-out response record. (See Response Code Definitions)

**Removal from the List** - The following situations result in an employee being removed from the call-out list and such employees are excused from receiving a call. Should an employee receive a call the employee is not charged a decline for missing the call. See pages 11 – 14 for specifics for each of the below items.

- Vacation
- Sick Day/Short Term Disability/FMLA
- Leave of absence
- Floating Holiday
- In-lieu of Holidays
- Fatigue
- Hardship – With Supervisor approval
- Light Duty
- Jury Duty\*\*
- Training
- Funeral Leave
- Military Duty \*\*
- Union Business\*\*
- Assigned Out of Town
- Assignment Already Accepted
- Rest Time (During employee’s normal schedule)

\*\*At the employee’s discretion, the employee will be coded unavailable for call and released from duty up to twelve (12) hours prior to these codes being used and made available as soon as practicable after the employee’s obligation is fulfilled.

**Total Hours** - HOURS WORKED plus HOURS ASSUMED. This is the number used to determine the overtime sequence. HOURS NOT WORKED are only included as the result of declining an out of town, overnight assignment.

**Hours Worked** - The number of overtime hours an employee works and receives pay for hours worked.

**Hours not Worked** - Overtime hours available but not worked by an employee. These hours are not counted toward the employee's overtime record except in the case of out of town overnight storm response.

**Hours Assumed** - Overtime hours assigned to an employee for the following reasons:

- Change of classification or work headquarters
- Extended sick leave
- Returning from Training Crew to regular crew
- Returning from a non-bargaining unit position where the employee was selected for a permanent non-bargaining unit position and returned in accordance with the MOA.

**Premium Pay** - Premium pay is compensation over and above an employee's straight time rate due to various contract provisions. Premium pay is not overtime pay and shall not be posted to ARCOS. Premium pay is paid at the rate of 1½ times the regular rate of pay for the following:

- Lack of 24 hours-notice of change of schedule
- Working on a holiday during regular scheduled hours on a regular scheduled day
- If an employee who has not had 8 consecutive hours of rest in the 15 hours preceding his normal starting time is required to work during the employee's regular hours. However, it will be paid at the double time rate during regular workings hours if the employee had worked 16 or more consecutive hours and returns to work regular hours before the employee had 8 hours of rest. None of the above is to be posted as overtime hours worked or refused.

**Work Through Lunch** - Overtime when an employee is required to work through the employee's normally scheduled lunch period. The normal lunch period shall begin no later than one (1) hour after they customarily start their lunch period. **(See Article VII, Section 7(F))**

**Low Person on the List** – Person with the least amount of overtime in the classification at the headquarters. This person is first on the list to receive overtime. (This is the same as being on the top of the list)

**High Person on the List** – Person with the most amount of overtime in the classification at the headquarters. This person is the last person contacted for overtime. (This is the same as being on the bottom of the list)

## **GENERAL GUIDELINES**

**Callout Log** – ARCOS should record all appropriate data for every call made. When more than one attempt is made to contact an employee for the same case of trouble, the time of each call shall be logged. (This is to prevent possible problems resulting from different HOURS WORKED for the same case of trouble).

**Maximum charge for calls not worked** – An employee shall not be charged with more than two (2) CALLS NOT WORKED a day (midnight to midnight). Employees may only be charged one decline in a day for calls from a neighboring headquarters. However, the CALLS WORKED and the TOTAL CALLS can exceed two.

Example: An employee is called 8 times in one day. (One time each for 8 separate cases of trouble) and works three (3) times. The employee's record would show:

TOTAL CALLS	8	
CALLS WORKED	3	
CALLS NOT WORKED	5	
RECORDED CALLS NOT WORKED	2	(maximum per/day)

**Repeat Calls** – An employee shall not be charged with more than one CALL NOT WORKED for each case of trouble, even if more than one attempt was made to contact the employee. Note that even though every call made to an employee will be recorded, only one CALL NOT WORKED will actually be charged per case of trouble. For events such as a car hit pole or other similar outage, the case of trouble is easily identifiable. In the event of a storm it is not easily identifiable as to what is the same case of trouble. For situations such as this, an employee can be charged one (1) additional decline if it has been longer than four (4) hours since the prior call. If the event continues past midnight, additional declines will be charged after four (4) hours since the prior call up to a maximum of two declines each day.

Example: During a storm, all Line Employees in that yard are called to work. It is decided that more Linemen are needed than accepted the callout, so a second pass is made through the call sheet. All Linemen that do not work will be charged with only one CALL NOT WORKED, even though several calls may have been placed in an effort to contact them. Linemen who did work will receive a CALL WORKED and HOURS WORKED.

Example: During a storm, a call-out is made for employees to respond. Six out of ten employees accept the call and report for work. Management feels that this is sufficient. However, after four (4) hours, the storm has not subsided and management determines more employees are needed and another callout is performed. Those employees who previously declined may now be charged with another decline if they do not respond.

A storm hits and there is significant damage that ends up taking four days of restoration. Employees who decline will be charged a second decline after four (4) hours after the first call. Since the event goes past midnight for several days, each day a new call will be made and employees may be charged up to two times each day.

Example: Employee C is offered a pre-arranged fill shift for a Saturday due the planned absence of employee A. Employee declines. On Saturday, another employee, employee B, also calls in sick. Another call-out is made to Employee A. Employee A is charged with two declines as this is not the same case of trouble.

**Hours not Worked – Overnight Restoration** – Overnight restoration, for the purposes of ARCOS and Article VI, Section 6(C)(2), is defined as when the overtime worked is in another operating center other than the employee's headquarters and the duty results in the employee being provided lodging in order to stay overnight. Calculation of Refused Hours, will include the lowest total overtime for the week of the employee that worked minus any overtime made available and worked by the employee who declined the opportunity, during the period used to calculate the refused hours. Hours will not be compounded or duplicated. For assignments where the hours worked overlap the time each Tuesday when the list rolls, the hours worked by the employees on the out-of-town assignment will be uploaded into ARCOS prior to rolling the list. However, in doing so, it shall not have an effect on who

continues to work the assignment. **NOTE:** The HOURS NOT WORKED should be the minimum of the hours worked for the same classification, where more than one employee is called.

Example:

Employee (A) is called and accepts (outside center)

Employee (B) is called and refuses

(Assuming B's job classification same as A's) - During Employee (A)'s overtime period, Employee (B) is called and accepts. He works 9 hours.

Record of Distribution of Overtime:

Employee (A)	1 – Accepted Code	25 hours
Employee (B)	1 – Refused (25-9 hours)	16 hours
	1 – Accepted Code	9 hours

Note: Response Code 14 – Out-of-Town Overnight Restoration is used for Employee (A).

Red time shall be calculated each week prior to the list rolling on Tuesday.

**Overtime Offered and Worked Out of the Normal Operating Center** – In accordance with Article VI, Section 5(D), employees may be required to answer call outs to respond to work in another headquarters. Acceptance and decline of call outs will be tracked in ARCOS in the same manner as calls in the headquarters. However, employees can only be charged one declined call each day from neighboring headquarters. Should the list in the headquarters be exhausted and the overtime is eventually filled in another headquarters or through another resource, the declined calls in both headquarters are retained and are not removed from the record.

**Off-System Response** – Callouts for Off-System Response shall be offered by callout percentage, highest to lowest. Hours not worked (Red Time) shall be counted for Off-System in the same manner as Out-Of-Town Overnight Restoration if the Off-System work involves an overnight stay. **NOTE** – Until such time as an employee has received any calls to accept, the employee will have a percentage of 100%.

**Holidays** – In accordance with Article VI, Section 6(H) holiday work is not overtime work for employees already scheduled to work that day. Holiday pay is premium pay and any hours worked by an employee during the employee's regularly scheduled days and hours (if it was not a holiday) are not counted as overtime hours. The following exceptions and guidelines apply:

In most cases, employees will be pre-arranged to work on the holiday based on holiday staffing needs. When offering work on the holiday in advance, the overtime list will be used first for employees normally scheduled to work that day first, even though the hours are not overtime hours. Employees accepting the advance holiday staffing will have their time recorded as Premium Time and not overtime unless they work hours outside their normal hours. Employees working overtime outside the hours the employee would normally work, shall have those hours recorded as overtime hours. If not enough employees accept the pre-arranged assignment management may force employees to work using reverse seniority. Employees observing the holiday by not working are NOT removed from the call-out list. All employees not working are subject to call on holidays.

All employees who are required to work on a calendar Thanksgiving Day or calendar Christmas Day shall be paid two (2) times their regular rate of pay for such hours worked.

If management determines a need to call out additional employees to respond to emergent work on a holiday, the work will be considered a normal call out. All hours worked by these employees will be considered overtime. Employees accepting these calls will receive a credit for a code 11. Employees declining the call out will be charged accordingly. **(See Settlement Agreement Grievance 10-02-0012, Wilson)** Although it may be technically pre-arranged overtime, employees who are scheduled in advance to work a holiday, but outside their normal schedule are NOT removed from the callout list during the eight hours preceding the holiday work.

**Qualifying for a day off in lieu of the holiday** - In accordance with Article IV, Section 3(B) in order to qualify for a day off in lieu of holiday pay, the employee is required to work the equivalent number of hours he or she would have been required to work had there not been a holiday. The hours need not consecutive but must be actual hours worked and not accumulated by the 2.5 hours minimum callout pay or paid time to eat meals added to the end of the schedule. The hours can accumulate any time in the 24 hour period of the holiday. **(See Settlement Agreement Grievance 07-02-0360, Lungren)**

Employees are NOT removed from the list on observed holidays. Employees ARE excused from calls on Floating Holidays in the same manner as vacation days. Employees taking a day off in lieu of holiday pay, are removed from the call out list for their regular scheduled hours. If the in lieu of days are taken as multiple consecutive calendar days or in conjunction with vacation the employee is removed from the callout list for the entire day.

Example: Line crew is pre-arranged to work the Fourth of July Holiday. The normal work hours for this crew are 0700 – 1530. They are pre-arranged to work 07:00 to 15:30. They would be paid premium time for hours worked between 07:00 and 15:30. The crew members would also have the option to take the holiday in lieu of at a later date. All time worked outside of this pre-arranged schedule will be considered overtime and recorded in ARCOS.

Example: Same as above, however, storms roll in and additional resources are called to respond. Those additional resources are given credit for a call (code 11) and the hours are all recorded as overtime. If these employees work the same or more hours than their normal scheduled hours, they could elect to not receive the holiday pay and take another day off in lieu of the holiday.

Example: Employee normally works 0700 -1730 on the day observed on the holiday and is not selected to work the holiday in advance. Employee is called out at 0500 and works until 1000. He goes home and is called out again at 1100 and works until 1200. Called out again at 1400 and works until 1600. The employee is paid as follows:

0500 – 1000	5 hours of OT
1100 – 1200	2.5 hours OT (minimum call)
1400 – 1600	2.5 hours OT (minimum call)

However, employee does NOT earn an in-lieu of day off. Although the employee was paid for 10 hours of overtime the employee only worked 8 hours. Employee must actually work 10 hours (his normal scheduled hours) to earn an in-lieu of day.

For NS and SL Line Crews, if the Company determines the need to staff a Holiday, the assignment will be offered in the following manner:

- The assignment will be offered by the callout list to the SL and NS employees who are normally scheduled to work that day by job classifications.
- If there are not enough employees accepting the assignment as noted in #1 above, the schedule will then be filled by offering the assignment by the callout list.
- In the event there are not enough employees accepting the assignment as noted in #1 & #2 above, the schedule will then be filled by utilizing the employee with the least amount of seniority in the classification at the headquarters of the work assignment.

Example: July 4 holiday falls on calendar Saturday. Employees working M – F observe the holiday on Friday. SL employees working Wednesday – Saturday observe the holiday on Saturday. The SL employees are NOT given Friday off and are also not paid premium time to work that day. However, to staff Saturday, offer the work to the SL employees who normally work Saturday as holiday coverage. If unable to fill the requested number of positions, then utilize the entire call-out list (excluding the SL employees who are scheduled that day) and offer Saturday as overtime. Utilize the call-out procedure including going to a neighboring yard prior to compelling an employee to work. If you need to compel an employee to work Saturday, it would be the junior person on the Saturday SL crew.

For all other Line Department employees the holidays shall be offered first only to those employees normally scheduled to work those hours on that day. **(See September 5, 2006 letter from R. Krotseng to J. Adams)**

**Change of headquarters** - Upon change of work headquarters, the employee will assume high person hours in that yard. The employee is inserted in ARCOS as the last person on the list and assumes .1 (1/10<sup>th</sup>) hour more than the high (last) person on the list. **The employee's call-out percentage shall not reset when an employee changes locations.**

**Change of classification** – Employees who change classifications shall assume 1. (1/10<sup>th</sup>) hour more than the high person on the list. **The employee's call-out percentage shall not reset when an employee changes classification. (See MOU dated 6/20/13)**

### **REMOVAL FROM THE CALL OUT LIST (Excused from call)**

All calls will be counted and all employees will be called in the proper order unless they are covered by one of the following exceptions. Employees will be coded out in ARCOS and should not be contacted by ARCOS.

### **Vacation -**

- Scheduled Full Weeks of vacation – in accordance with Article V, Section 2(A) an employee's vacation will start when the employee is released from duty on his last regularly scheduled working day prior to the scheduled vacation and shall end at the start of his first regularly scheduled working day following the scheduled vacation (not to exceed 10 consecutive days). (This shall mean that the employee is off the list until the start of the employee's regular

scheduled shift on the day of return) **(See grievance response 15-02-0115, Collum)** Schedules that span Sunday and Monday will be treated the same even though the schedule spans two payroll work weeks. The language in Article V, Section 2(A) only applies to scheduled full weeks of vacation. **(See grievance response 15-02-0068, Tunison)**

Example – NS Employee working Monday – Thursday (4-10's) schedules the entire week off work. The employee is removed from the callout list beginning with the end of his shift on the Thursday before the vacation and is returned to the list on the Monday following his vacation period. Employees may, at their option, be allowed to remain on the callout list on the normal days off (Friday – Sunday) on either or both ends of the vacation. If the employee elects to do so, all calls accepted and declined are counted. In addition, should a holiday fall on any day during the week an employee has requested a week of vacation, that shall still be considered a week of vacation and the employee is removed from the list for the entire week. **(See grievance settlement 07-02-0018, Edenfield)**

- Single days of vacation – Employees are removed from the callout list for the 24 hour period on their day of vacation. The 24 hour period shall be midnight to midnight on the day containing the vacation period. This includes a single day of vacation on the last day of the workweek. **(See Tunison, 15-02-0068)**
- Multiple days of vacation not equaling a full week – same as single days.
- Single day of vacation on last day of work week and first day of following work week. Removed from the call out list for the two days of vacation and the weekend days in between. However, should an employee who was approved for the last and first days of vacation later chooses to come into work on the first day of the work week (cancels their own vacation day), the weekend is no longer bridged and all calls are counted.
- Partial Day of vacation – employees are not removed from the call out list as a result of an employee taking a partial day of vacation.

Example: Employee requests two days of vacation on the last two days of the work week. The following week, the employee calls in prior to the start of the first day and requests that day as vacation and is approved. Calls received over the weekend are NOT removed from the call record as the vacation was not originally approved to cover the weekend.

**Holidays** – Employees are not removed from the call-out list on observed holidays. Employees are removed from the call out list on floating holidays in the same manner as vacations. Employees taking a day off in lieu of holiday pay are removed from the call out list during their regular scheduled hours, except when the days in lieu of holiday pay is taken in conjunction with vacation or scheduled consecutively on multiple days in a row.

#### **Sick Leave –**

- **Single Day Employee's Own Illness** – employee is removed from the callout list from the point of time of the call until 24 hours after the start of the employee's shift. If the sick day is the last day of the work week the employee will not be considered sick on the normal days off following the sick leave unless the employee notifies his or her supervisor. (The supervisor could be the on-call/on-duty supervisor)
- **Single Day Employee's Own Illness on Days Off** – employee must first notify his or her supervisor to notify the supervisor that the employee is ill. (The supervisor could be the on-

call/on-duty supervisor) Employee is removed from the list and calls not worked during this period shall not be counted. Employee must call in each day. Any overtime calls received and not worked by the employee prior to the employee notifying his or her supervisor will be counted in the response record. **(See letter dated May 20, 2013 from R. Krotseng to E. Mobsby)**

- **Single Day Family Member Illness** – Same as for the employee’s own illness except that the employee may contact ARCOS and make himself available once the employee feels he is no longer needed to care for the family member.
- **Single Day or less for Medical Appointment** – Employee will only be removed during the period of time the employee is at the medical appointment as well as any impacted time due to travel or medically necessary issues.
- **Multiple Days** – Employees must contact their supervisor each day they are out for their own illness or that of a family member.
- **Partial day illness** – Employee shall be coded out for the remainder of that day and until the start of the employee’s next shift. This does not apply if the partial day illness is the result of an employee who leave work early on the last day of the work week. Employees who leave work for a partial day illness on the last day of the work week are not coded out for the days off. The employee must notify the supervisor each day off.

**Fatigue** – After an employee has worked at least a combined sixteen (16) hours in the preceding twenty-four (24) hour period, upon the employee’s release from duty, at the employee’s option, the employee may be excused from calls for the eight (8) hour period immediately following. The employee may make him/herself unavailable in ARCOS during the period or, the employee may elect to receive calls and decline calls without any penalty. Nothing in this paragraph will contradict Article VI, Section 4 paragraph (C) of the Memorandum of Agreement.

**Training** – Employees assigned to training at an off-site location will not be subject to call-outs from the employee’s regular headquarters during any day the employee is scheduled for training, except for a call-out for an “all hands” event or for any opportunity to accept an offered out of town storm restoration assignment.

- Employees scheduled for training are removed from the list at 1800 hours the day prior to the scheduled training and are placed back on the list as soon as reasonably possible to allow the employees to travel back to their headquarters.
- For training spanning multiple weeks, employees are placed back onto their respective regular headquarters call-out list for the weekend as of 1800 hours on the last day of training for that week. They are removed again as of 1800 hours the day before training resumes.
- Employees assigned to an off-site location for training shall not work overtime that places them on rest time during training without approval of their supervisor unless called out for overtime for an “all hands” event or a callout for any opportunity to accept an offered out of town storm restoration assignment.

#### **Temporary Upgrade to a Non-Bargaining Unit Position -**

- **More than forty hours** - When employees in the Line Department are assigned to work outside the Bargaining Unit for forty (40) regular hours within a work week, any overtime hours earned will not be reflected in the callout and overtime recording system. Employees are removed from the list and not subject to call. When the employees return to their Bargaining

Unit position, they will be reinstated to their prior position on the call-out list, minus 0.1 (-1/10<sup>th</sup>) overtime hours. **(See Article VI, Section 6(C)(3))**

- **Less than Forty Hours** - Overtime worked will be counted in ARCOS. When the Employees are notified at least one day prior to being upgraded, they will be removed from the call-out list eight (8) hours prior to the assignment (in order to be properly rested) until they return to their normal duty. Employees are returned to the list in the order where their cumulative hours place them.

Example: B.U. Employee is moved to an Exempt Position and is notified at the end of their shift the day prior that the Supervisor will not be at work for the next two days. The B.U. Employee accepting the upgrade will be removed from the call-list from the time the employee's shift ends that day until the employee's shift ends on the second day and the employee returns to normal duty. At that time the employee will be returned to the call-out list. Any overtime worked will be counted in ARCOS and the employee is returned to the list wherever the cumulative hours place the employee.

Example: The B.U. employee reports to work on a regular scheduled day and is informed that there's a supervisor shift that needs to be filled for that day only. The B.U. Employee accepts the shift for the day. He will not be removed from the call-out list.

**Death in immediate family** – any employee authorized to be off duty for funeral or bereavement leave in accordance with the Bargaining Unit Policy will be removed from the call-out list from the time the employee notifies management that the leave begins, until the approved leave is over and the employee returns to regular duty.

**Active Military Leave** - Employee will be removed from the list until the first day of the employee's return to work. For leaves greater than two (2) weeks, the employee shall be returned to the list in the same order as the employee was on the list prior to the leave. **(Refer to procedure for returning from Extended Time Off)**

**Jury Duty** – employee shall be removed from the callout list twelve (12) hours prior to reporting to jury duty and shall be returned to the callout list as soon as possible upon release from jury duty for the week.

**School approved by Supervisor** (classes reimbursed by Company Education Reimbursement Procedure) – Employee will be removed from the call-out list (or have any calls removed) for those hours specifically scheduled to attend classes.

**Union Official on Union Business** (not Regular Union meetings) – Union official will not be subject to call beginning twelve (12) hours prior to the scheduled business. If multiple days, Union official will be off until the official returns to work.

**Union Official on Company/Union Business** – For example, third step grievance week. - Union official will not be subject to call beginning twelve (12) hours prior to the scheduled business. If multiple days, Union official will be off until the official returns to work.

**Lineman's Rodeo** – Handle the same as in training.

**Prior to Pre-arranged Overtime** – In accordance with Article VI, Section 4(C)(2) employees shall be removed from the call-out list for the eight hours directly preceding an accepted pre-arranged overtime assignment with the following exceptions: **(See MOU dated 10/27/2014)**

- At the option of the employee, employee pre-arranged to work on the employee's day off for the purpose of filling the shift of an absent employee
- Entire yard is pre-arranged to work overtime. In such cases no employees are removed from the list. Includes situations where the entire yard is offered work on a day off such as to work off a back log. Even if the entire yard does not accept or is not required to work.
- Employee(s) pre-arranged to report early for weather related events, 1 ½ hours or less prior to scheduled reporting time.

If management fails to remove an employee from the list the employee shall have any declined calls deleted from his record. (Article VI, Section 4(C)(2)) If the employee chooses to remain on the list, all accepted calls and declined calls are counted.

### **DOUBLE TIME**

Hours worked in the following situations will be paid at the overtime rate of 2.0 times the regular rate of pay and shall be considered overtime for ARCOS.

**Working more than 16 consecutive hours** - When an employee is required to work more than sixteen (16) consecutive hours, exclusive of the regularly scheduled unpaid meal period. (The issue of not counting unpaid lunch periods in the calculation of the sixteen hours was settled in grievances Baptista - 09-02-0195, and Dreggors - 15-02-0037) Overtime meal periods that are earned and taken during the work period are included in the calculation of the sixteen (16) hours. (Hours that intersect regular scheduled hours become premium hours and do not count toward ARCOS) If the employee has been required to work sixteen (16) consecutive hours or more without eight (8) consecutive hours off duty and the work continues into the employee's scheduled start time the employee will continue to be paid at double time. However, these hours that coincide with the employee's regular hours are recorded as premium time and are not calculated into the employee's cumulative overtime.

Example 1: Employee is working a 4-10 schedule 07:00 to 17:30 and takes his normally scheduled unpaid lunch. The employee continues to work until 23:30. Employee is then called at 04:00 the following day and works until 07:00. From 17:30 to 23:30 the employee is paid 6 hours at the time and one-half rate. When the employee returns at 04:00 the rate of pay changes to the double-time rate of pay and employee is paid double-time for three hours 04:00 to 07:00. Should the employee continue working into his or her regularly scheduled hours, the employee continues to be paid at the premium rate of double time until such time the employee receives eight consecutive hours of rest.

Example 2: Employee is working a 4-10 schedule 07:00 to 17:30 and works through his normally scheduled unpaid lunch on overtime. The employee works until 23:30. Employee is then called at 04:00 the following day and works until 07:00. The employee is paid one-half hour at the time and a half rate for working through lunch (assuming lunch is one-half hour), from 17:30 to 23:00 the employee is paid 5.5 hours at the time and one-half rate and from 23:00 to 23:30 one-half hour at the double-time rate. When the employee returns at 04:00 the rate of pay would continue at the double-time rate of pay for three hours 04:00 to 07:00.

**Working 16 hours and then returning with less than eight (8) hours rest** - When an employee is sent home after working sixteen consecutive hours exclusive of the regularly scheduled unpaid meal period, but returns to work before receiving eight (8) hours of rest the employee is paid at the double time rate until such time that the employee gets eight (8) hours of rest. (hours that intersect regular scheduled hours become premium hours and do not count toward ARCOS)

**Double time for working scheduled days off** - In accordance with Article VI, Section 4(D) employees on a five (5)-day schedule are paid double time on the second day off if they work at least eight (8) hours on the first day off. Employees working a four (4)-day schedule are paid double time on the third day off if they work at least eight (8) hours on both the first and second day off. For the purposes of administering this section, the days off are interpreted as consecutive days off and not the second or third day off in the payroll work week. For example, an SL employee working a Wednesday – Saturday schedule with days off as Sunday – Tuesday, the days off span two payroll work weeks. Sunday is technically the last day off in the payroll work week. However, for the double time language Tuesday would be the double time day as it is the third consecutive day off.

**Vacation** - When an employee is required to work overtime hours outside the employee's regular scheduled working hours during the employee's scheduled vacation period, those overtime hours count toward ARCOS and are paid at the double-time rate of pay.

## **OTHER OVERTIME PROVISIONS**

**Filling vacant weekend SL Shifts** - If a weekend shift of an SL employee comes available and management determines to fill the vacant shift, management will offer the vacant shift to employees using the call-out list. If the SL Crew is split into two shifts on the weekend day, the vacant shift shall be offered as it is. Management shall not offer the SL employees on the opposite shift, the opportunity to change start times that day. The overtime offered will be for the hours of the vacated shift. Employees shall also not trade shifts for the day, prior to taking the time off in an effort to change the vacant shift time. **(See Settlement Agreement Smilee 09-02-0242)**

**Overtime for NS employees on weekends working with SL Crews** – When NS employees are pre-arranged or called out to work overtime on the weekends whether to tie in with the SL crew or even to cover a vacant shift, these NS employees are NOT paid the SL premium. SL premium is only paid to employees that have been scheduled or rescheduled to the SL crew. In such cases, the employee will not be on overtime but will be on straight time and therefore owed the premium. NS employees working OT with the SL crew have not been “scheduled” as intended by the language of Article VI, Section 2(C)(7). **(See Grievance Response Bennett 08-02-0285)**

**Troublemens filling shifts** – When Troublemans, who is already on duty working his or her regularly scheduled shift, is requested to work the shift immediately following his or her regular shift, as the result of a short notice absence of the employee scheduled to work that following shift, such overtime shall be considered a Code 11 (fill shift) Accepts and declines will be so coded. It shall be considered “working the shift” when the employee remains on duty after completing his or her regular shift for the purpose of working all the remaining hours of that following shift. If the Troublemans is simply held over to cover for emergent work, storms, or to finish other work, etc. and is not asked to “fill the shift” then the overtime shall be coded as Code 17. **(See MOU dated 10/27/2014)**

**Volunteer to move up the list** - In the Line Department prior to the roll of the call out list, employees will be offered the opportunity to voluntarily move up on the call out list. If no employees volunteer the call out list will roll normally as required. Total overtime hours will be used to determine placement on the call out list. **(See Item 15 – 2011 MOC as modified by MOU dated 8/27/2012)**

Tuesday the list rolls in the following order:

John	25 hours
Sam	32 hours
Joe	50 hours
Mike	84 hours
Dave	85 hours
Mark	90 hours
Scott	91 hours
Allan	96 hours

Joe, Mark and Allan submit their requests by calling the ARCOS line prior to 1500 each Tuesday volunteer to move up the list for that week. Management will place these employees in order from low man to high. The employees will then be placed on the call out list in order before all employees who did not volunteer to be considered low man that week.

The list would be adjusted as follows:

Joe	50 hours*
Mark	90 hours*
Allan	96 hours*
John	25 hours
Sam	32 hours
Mike	84 hours
Dave	85 hours
Scott	91 hours

In order to remain low on the call out list, each employee must sign up on the volunteer list each week. If no one volunteers to move up, the call out list will remain as originally rolled. To sign up, employees must call into the ARCOS line prior to 1430 each Tuesday and follow the telephone prompts.

**Extended Time-Off** – This procedure should be used for the purpose of returning to the call-out list those employees who experience extended time off for Short-term disability (STD), Long-Term disability, Family Medical Leave, Hardship Leave, a work-related injury or illness, Military Leave or any other approved leave of more than 15 consecutive working days. Employees on such leaves are excused from the call-out list from the time the absence begins and are coded as such in ARCOS. Upon their return, employees may choose to be placed on the call out list wherever their current overtime hours place them or, they may utilize the following procedure applies:

- 1) Locate and record the date of when the STD/LTD/LOA/FMLA/Hardship/Workers Compensation Time started.

- 2) Utilizing the call-out list for that week, find the employee on the Callout list, record the position the employee is in within their classification at the time the employee went out for the absence. (the employee 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc. For the purpose of this example, the employee was 5<sup>th</sup> on the list at the time of the absence)
- 3) Show the employee as STD/LTD/LOA/FMLA/ Hardship/Workers Compensation in ARCOS.
- 4) Upon the employee's return, utilize the current call-out list locate the employee holding the spot on the current list that the returning employee is to be inserted. (for this example that is 5<sup>th</sup>)
- 5) Insert returning employee on the COORS list into the 5<sup>th</sup> position. The returning employee is given Assumed Hours equaling .1 (1/10<sup>th</sup>) hour less than the employee who was in that position.

**Assignment to a Training Crew – (Excerpts from Exhibit “J” and Training Crew MOU dated 2/13/2012)**

- 1) Employees assigned to a Training Crew where the assignment is within a 50-mile driving distance of the employee's regular headquarters will not be subject to call outs from the employee's regular headquarters during any day the employee is scheduled for regular hours or pre-arranged overtime, except for a call out for an “all hands” event or any opportunity to accept an offered out of town storm restoration assignment.
  - a. These employees will be subject to call out at their headquarters on all scheduled days off when not working pre-arranged overtime with the Training Crew.
  - b. This requirement (for weekend call out) will begin at 0600 on the first scheduled day off for the Crew and will end at 1800 on the day before the next regular scheduled work day for the Crew for the duration of the assignment.
  - c. Each employee will be placed on the bottom of the call out list in ARCOS at each employee's respective headquarters during the period identified in a & b above. Employees shall be able to utilize the volunteer call out list for all days required to be available for call outs as indicated in a and b above.
- 2) If the Training Crew work is outside the 50-mile driving distance, the employee will be taken off the call out list at the employee's regular headquarters for the duration of the assignment.
  - a. Employees may opt back on the call out list for the weekends upon making themselves available through ARCOS prior to 0600 on the first scheduled day off and then making themselves unavailable in ARCOS at 1800 on the day before the next scheduled work day.
  - b. Each employee who volunteers will be placed at the bottom of the call out list.
  - c. Employees who volunteer will be able to utilize the volunteer list to move up the list.
- 3) At the conclusion of the assignment members will be returned to their headquarters call out list in accordance with either a or b below, whichever places the employee lower on the list. (Lower on the list means higher number of hours and a lower placement compared to other employees)
  - a. Determine employee's previous place on the call out list at the time the employee was assigned to the Training Crew. Determine the employee in that same place on the current list. Place the returning employee on the list in that place minus .1 hours.
  - b. Place the employee on the list wherever the employee's overtime hours worked place that employee.

EXAMPLE – Employee was number 5 on the list when the employee left for TC assignment. Employee had 100 hours of overtime at that time. Upon his return, the employee now has 150

hours of overtime. The employee in place 5 on the current list has 140 hours of overtime. The employee in place 6 has 149 hours and the employee in place 7 has 160 hours. Method a returns the employee to number 5 on the list with 139.9 hours. Method b returns the employee to number 7 on the list with 150 hours. Method b results in the employee being lower on the list. The choice is not the employee's. You must utilize the method described above.

**Meals – (From Item 9 of the 2013 Memorandum of Changes)**

The following provides examples of how to calculate the times when employees earn Meal Allowances and the Paid Meal Periods under Section 7(G)(5):

Schedule	1 <sup>st</sup> Meal Allowance	1 <sup>st</sup> Paid Meal Period	2 <sup>nd</sup> Meal Allowance	2 <sup>nd</sup> Paid Meal Period	3 <sup>rd</sup> Meal Allowance	3 <sup>rd</sup> Paid Meal Period
0800-1630 (8h)	1800	1930	2300	2300	0400	0400
0700-1730 (10h)	1800	2000	2300	2300	0400	0400
0600-1800 (12h)	1830	1900	2330	2330	0430	0430

NOTE: Only one meal allowance can be earned for the same meal time. Separate language in Article VII, provides for a meal after being held over a certain period after the normal shift and also for any callout that occurs within 3 hours after quitting time. The language was not intended to overlap or allow for two meal allowances at the same time. For example, an employee who works 0700 – 1530 is held over for 1.5 hours and earns a meal. That employee leaves work and is then called out and it is still within 3 hours after the end of the employee's shift. While the two separate clauses in the Agreement could be interpreted to provide two meal allowances, it would be common sense that once the employee earned the first meal then that particular meal has been provided and an employee would have to work another five hours to earn a second meal.

The following documents are attached to the COORS manual as reference material:

- Grievance Response – Edenfield 07-02-0018
- Grievance Response – Bennett 08-02-0285
- Grievance Response – Nelson 15-02-0018
- Grievance Response – Tunison 15-02-0068
- Grievance Response – Collum 15-02-0115
- MOU – Call-Out Percentage for Promoted or Transferred Line Department Employees - 6/20/2013
- MOU – Modifications to Call-Out Provisions - 12/8/2016
- MOU – Item 15 – 2011 MOC Voluntary Overtime Call Out list Amended - 8/27/2012
- Settlement Agreement – Lungren 07-02-0360
- Settlement Agreement – Smilee 09-02-0242
- Settlement Agreement – Wilson 10-02-0012
- Letter to Joe Adams from Richard Krotseng dated 9/5/2006 – Holidays
- Letter to Ed Mobsby from Richard Krotseng dated 5/20/2013 – Weekend Call-Outs and Illness

New grievance responses, MOUs, Settlement Agreements or other communications will be added to the electronic version of the COORS manual on an on-going basis, as mutually agreed to between the Union and the Company.