

**ARTICLE VII
OVERTIME**

1. SECTION 1. Planned overtime work shall be compensated at
2. the appropriate overtime rate to include any shift
3. differential or additional pay to which the employee is
4. entitled, or by compensatory time off given in accordance
5. with governing regulations.

6. SECTION 2. The Employer agrees that planned overtime work
7. will be distributed equitably among all employees within the
8. trade or occupation within an organizational element.
9. Employees assigned to work overtime must be qualified as
10. determined by the Employer to perform the overtime work in
11. an efficient and expeditious manner. For the purpose of
12. this Section, organizational element is defined as the
13. lowest organizational component shown in the official
14. organizational chart as maintained by the Civilian
15. Personnel Office. It is recognized that certain factors,
16. i.e., leave, continuity on jobs of short duration, peculiar
17. and environmental or skills requirements, etc., may cause
18. temporary imbalance in the equitable distribution of
19. overtime. However, nothing in this Section shall be
20. construed as alleviating the responsibility of the Employer
21. to distribute overtime fairly and equitably over a 12-month
22. period. This Section does not apply to employees assigned
23. to emergency situations requiring immediate action; however,
24. the Employer will avoid the continuous use of a single
25. employee in emergency situations when other qualified
26. employees are available who can react in sufficient time to
27. aid in resolution of the emergency.

28. SECTION 3. The Employer will solicit employees for overtime
29. work from a roster maintained by the immediate supervisor.
30. Whenever possible, the activity may, upon request from the
31. employee, relieve that employee from an overtime assignment
32. when another employee is available for the assignment, is
33. willing to work and as long as full requirements can
34. reasonably be met. If an employee is relieved of overtime
35. assignment at his request, the hours of overtime declined
36. will be marked on the roster as declined and will be
37. considered as overtime hours worked for the purposes of
38. determining the equity of overtime distribution.

39. SECTION 4. The Employer shall notify affected employees of
40. the requirements for all planned overtime work promptly
41. after establishing firm overtime requirements. Every
42. reasonable effort will be made to provide this notice at
43. least 24 hours prior to the requirements or by the close of
44. business on Thursday, when the overtime involves Saturday or
45. Sunday. This section does not apply to employees assigned
46. to emergencies requiring immediate actions outside and/or
47. beyond regular shifts who must be kept on duty, on an
48. overtime basis, to accomplish the emergency requirements.

49. SECTION 5. The opportunity to work overtime shall not be
50. denied to any employee for the reasons that annual or sick
51. leave have been granted in accordance with established
52. regulations and conditions outlined in this Agreement.
53. However, if an employee is incapacitated for duty, they will
54. not be allowed be allowed to work overtime that same day
55. without providing a medical certificate clearing them to
56. perform the duties required by the overtime

57. SECTION 6. Compensatory time off shall be in accordance
58. with appropriate government-wide law, rules, and/or
59. regulations.

60. SECTION 7. Employees called in to work outside their
61. regular shift hours shall be compensated for a minimum of
62. two (2) hours, unless the call comes less than two hours
63. prior to the start of the employees regular shift, in
64. accordance with appropriate regulations regardless of
65. whether the employees are required to work or not. An
66. employee called in to work outside their regular shift hours
67. may be promptly excused at the completion of the mission
68. which they were called in to perform; unless their regular
69. shift begins prior to the completion of the mission.

70. SECTION 8. Employees shall not be required to perform any
71. work or duty before or after their scheduled work hours
72. without compensating the employee by overtime pay or
73. compensatory time in accordance with appropriate regulations
74. for such work or duty. If an employee is directed by the
75. Employer to report to a designated location at a specified
76. time prior to or subsequent to his scheduled shift hours,
77. such time shall be compensable at the existing overtime rate
78. or compensatory time rate in accordance with appropriate
79. regulations.

80. SECTION 9. When employees are scheduled to report for
81. overtime work at the regular scheduled starting time on
82. Saturday, or Sunday for an eight (8) hour shift, and the
83. activity determines the employee's services cannot be
84. utilized for the entire eight (8) hour shift, the affected
85. employee may be relieved from duty at any time. The
86. Employer agrees, however, that every reasonable effort will
87. be made to provide at least four (4) hours of work under
88. these circumstances.