

# **IBEW 1920 OVERTIME RULES**

## **EFFECTIVE DATE: 09/08/2020**

### **MEMBER`S RESPONSIBILITY:**

THE OVERTIME RULES ARE CREATED FOR THE GOOD OF ALL MEMBERS OF THE UNION AND TO SERVE THE UNION AS A WHOLE. THE OVERTIME RULES ARE DEVELOPED ON THE PREMISE THAT ANY ELECTRICIAN CAN BE CALLED ON TO WORK HOURS OF SERVICE. THE RULES ARE BUILT ON THE HOURS OF SERVICE CRITERIA. IT IS EVERY MEMBER'S RESPONSIBILITY TO UNDERSTAND THE OVERTIME RULES. ALL QUESTIONS AND MISUNDERSTANDINGS OF THE RULES SHOULD BE DIRECTED TO THE SHIFT GRIEVER OR UNION GRIEVER.

### **CALLER`S RESPONSIBILITY:**

1. PRIOR TO CALLING ANYONE FOR OVERTIME, MAKE SURE THE BOARD HAS BEEN ROTATED, AND IS UP TO DATE.
2. MAKE ALL OVERTIME ENTRIES IN INK, RECORD:
  - A. DATE
  - B. SHIFT (1st, 2nd, or 3rd)
  - C. JOBS BEING CALLED
  - D. REASON JOB IS CALLED (WHEN KNOWN)
3. CALL NO EARLIER THAN 2.5 HOURS PRIOR TO THE BEGINNING OF THE EARLIEST SHIFT BEING CALLED. IF A MEMBER IS CALLED OUTSIDE THE 2.5 HOUR WINDOW, THEY WILL NOT BE CHARGED IF THEY CAN'T BE REACHED.
4. IF OVERTIME IS CALLED AFTER THE STANDARD 2.5 HOUR WINDOW, ONLY THOSE ACCEPTING THE OVERTIME WILL BE CHARGED.
5. CALL ALL ELIGIBLE MEMBERS IN NUMERICAL ORDER AS THEY APPEAR IN THE O.P.S. (OVERTIME PLANNING SYSTEM).
6. IF OTHER OVERTIME JOBS BECOME AVAILABLE WHILE OVERTIME IS BEING CALLED, THE CALLER DOES NOT HAVE TO OFFER THESE JOBS TO PERSONNEL THAT HAVE ALREADY BEEN CALLED. THE CALLER IS ALLOWED TO USE THEIR DISCRETION WHEN DECIDING WHETHER TO CALL BACK ANY PREVIOUSLY CALLED PERSONNEL WHEN JOBS ARE ADDED, TIME PERMITTED.
7. WHEN CALLING OVERTIME, THE CALLER MUST LET THE PHONE RING AT LEAST 6 TIMES PRIOR TO HANGING UP OR UNTIL THE VOICEMAIL PICKS UP. THEN LEAVE A MESSAGE AND SELECT APPLICABLE RESPONSE IN O.P.S.
8. IF THE OVERTIME CALLER MAKES A CALL AND IS DISCONNECTED, OR FEELS THAT THE NUMBER CALLED WAS INCORRECT, CALLER SHOULD ATTEMPT TO CONTACT THE PERSON AGAIN TO ENSURE THEY HAVE A FAIR OPPORTUNITY.

9. IF A PERSON CANNOT BE CONTACTED BY PHONE, INTERCOM, RADIO, OR BY THEIR RESPECTIVE FOREMAN, THE CALLER MUST MOVE ON TO THE NEXT PERSON AFTER A REASONABLE PERIOD OF TIME (THE TIME PERIOD IS AT THE DISCRETION OF THE CALLER). THE UNAVAILABLE PERSON WILL BE BYPASSED AND CHARGED 4 HOURS.
10. IT IS ULTIMATELY THE RESPONSIBILITY OF THE MEMBER TO NOTIFY THE CALLER OF THEIR INTENTION AND ELIGIBILITY FOR DOUBLE-TIME AND H.O.S. (HOURS OF SERVICE). MEMBERS WORKING LOCATIONS WHERE CONTACTING SAID MEMBER IS UNUSUALLY DIFFICULT, (COAL-TRAINS, IBOB, IBD) ARE STRONGLY ENCOURAGED TO NOTIFY THE CALLER IF THEY WISH TO WORK OVERTIME. NO CREDIT WILL BE GIVEN MEMBERS WHO CAN'T BE LOCATED. IT IS NOT THE CALLER'S RESPONSIBILITY TO DETERMINE WHO IS ELIGIBLE FOR OVERTIME. FOLLOW THE UNION GUIDELINES AND O.P.S.

## **CHARGING**

1. WHEN A PERSON IS CALLED FOR OVERTIME, THEY WILL BE CHARGED 4 HOURS. IF A MEMBER WORKS 8 HOURS OVERTIME ON THEIR REST DAY, THEY ARE CHARGED 8 HOURS. NO PERSON WILL WORK MORE THAN 12 HOURS IN A 24 HOUR PERIOD, WITH THE EXCEPTION OF ROAD TRIPS.
2. **LAYING OFF:** IF A PERSON LAYS OFF FOR A COMPLETE SHIFT (8 HOURS), THEY ARE NOT ELIGIBLE FOR OVERTIME PRIOR TO OR AFTER THEIR REGULARLY SCHEDULED SHIFT. THEY WILL BE CHARGED 4 HOURS RESPECTIVELY, IF ELIGIBLE FOR EITHER SHIFT.
3. **CHARGING:** ANY OVERTIME WORKED OTHER THAN A NORMAL OVERTIME CALL (ROAD TRIP, MAINT, HELD OVER, ETC...) MUST BE REPORTED TO THE OT CALLER OR LOCAL CHAIRMAN. THAT MEMBER WILL BE CHARGED AS IF A 4 HOUR OVERTIME WAS WORKED.
4. **RELIEF FOREMAN:** AN ELECTRICIAN WORKING IN ANOTHER CRAFT OR AS A RELIEF FOREMAN WILL BE CHARGED THE SAME AS IF THEY WERE WORKING THEIR REGULAR BID JOB. WHEN WORKING AS A RELIEF FOREMEN, THAT PERSON IS NOT ELIGIBLE 16 HOURS. PRIOR TO AND AFTER THE SHIFT THEY WORKED AS A FOREMAN. IT IS THE MEMBER'S RESPONSIBILITY TO INFORM THE CALLER OF THE SITUATION.
5. **LATE VACATION REQUESTS:** LATE VACATION REQUESTS OF ANY TYPE WILL NOT BE CREDITED FOR BACK HOURS UP TO THE TIME THE VACATION WAS REQUESTED.
6. **LEAVE OF ABSENCE:** ANY PERSON ON A LEAVE OF ABSENCE OR ABSENT FROM WORK WILL BE CHARGED THE SAME AS IF THEY WERE PRESENT AND WORKING THEIR REGULAR JOB.
7. **MILITARY SERVICE AND UNION BUSINESS:** MEMBERS ABSENT ON MILITARY SERVICE OR ABSENT ON OFFICIAL UNION BUSINESS WILL NOT BE CHARGED.
8. **DOUBLE-TIME:** ANY MEMBER WHO HAS MET THE REQUIREMENTS TO BE PAID DOUBLE-TIME ON THEIR 2ND REST DAY, AND ARE NOT ALLOWED BY THE CARRIER TO WORK, WILL NOT BE CHARGED. THE MEMBER IS TO NOTIFY THE CALLER OF THIS SITUATION.

9. **CHARGING OF THE OVERTIME BOARD:** WHEN THE BOARD IS ROTATED, MEMBERS NAMES ARE PLACED ON THE O.P.S. ROSTER AS FOLLOWS, KEEPING THE ORIGINAL SEQUENCE OF THE MEMBERS IN EACH GROUP:
  - A. 1ST--- THOSE WHO WERE NOT CHARGED
  - B. 2ND--- THOSE WHO WERE CHARGED 4 HOURS
  - C. 3RD--- THOSE WHO WERE CHARGED 8 HOURS
  
10. **CREDITS:** WHEN A MEMBER IS CREDITED ANY AMOUNT OF HOURS AND IT CAN'T BE DETERMINED THE CORRECT PLACEMENT ON THE OVERTIME BOARD THEY WILL BE PLACED AS FOLLOWS:
  - A. BEHIND THE LAST PERSON THAT WAS NOT CHARGED ON THE PREVIOUS SHIFT.
  - B. AHEAD OF THE FIRST PERSON CHARGED ON THE PREVIOUS SHIFT.
  
11. **SCHOOLS:** MEMBERS ATTENDING UPRR SCHOOLS MAY WORK OVERTIME IF IT DOES NOT CONFLICT WITH ATTENDING THE SCHEDULED CLASSES. ANY SCHOOL OF 5 DAYS OR MORE IN LENGTH, THE PERSON **CANNOT** BE CALLED IF THEY ELECT TO TAKE THE WEEKEND OFF AFTER COMPLETION OF THE SCHOOL. THEY ARE ELIGIBLE FOR OVERTIME AFTER THEIR FIRST SHIFT BACK TO WORK. THAT PERSON CAN ELECT TO WORK OVERTIME DURING THEIR OFF WEEKEND BY RETURNING TO THEIR REGULAR JOB.. THEY SHALL CONTACT THE LOCAL CHAIRMAN OF THEIR INTENTIONS TO ENSURE PROPER CALLING OF OVERTIME. THIS DOES NOT INCLUDE REGULAR APPRENTICE CLASSES.
  
12. **4 HOUR VACATIONS:** MEMBERS ON HALF DAY VACATIONS ARE ELIGIBLE TO WORK A 4 HOUR OVERTIME ON EITHER SIDE OF THEIR HALF DAY. NO 8 HOUR OVERTIMES ARE PERMITTED.
  
13. **ONE DAYS VACATIONS, PERSONAL DAYS:** MEMBERS ON THESE DAYS WILL NOT BE CHARGED 16 HOURS PRIOR TO AND 16 HOURS AFTER THE SHIFT TAKEN OFF, INCLUDING IF IT IS TAKEN IN CONJUNCTION WITH REST DAYS OR OTHER VACATION.
  
14. **ONE WEEK VACATION:** A MEMBER ON THEIR REST DAYS PRIOR TO AND AFTER THEIR ONE WEEK VACATION IS CONSIDERED "ON VACATION" AND THEY SHOULD NOT BE CHARGED OR CALLED. VACATION STARTS AT THE END OF THE SHIFT ON THE LAST WORKING DAY AND DOES NOT END UNTIL THE BEGINNING OF THEIR SHIFT ON THE FIRST REGULAR DAY BACK TO WORK.
  
15. **NEW MEMBERS ON THE OVERTIME BOARD:** WHEN A NEW MEMBER IS ADDED TO THE OVERTIME BOARD, THEY MUST START AT THE BOTTOM OF THE OVERTIME LIST IN O.P.S. (THEY MUST BE MANUALLY MOVED IN O.P.S. FROM THE TOP OF THE LIST TO THE LAST POSITION).
  
16. **NEW HIRES:** NEWLY HIRED ELECTRICIANS ARE NOT ELIGIBLE TO WORK OVERTIME UNTIL COMPLETION OF THEIR ASSIGNED BREAK IN PERIOD.
  
17. **APPRENTICES:** APPRENTICES ARE NOT ELIGIBLE TO WORK OVERTIME.
  
18. **SET UP APPRENTICES:** APPRENTICES WHO HAVE BEEN SET UP AS A JOURNEYMAN SHALL BE CALLED IN THE SAME MANNER AS THE JOURNEYMAN OVERTIME ROSTER.

## **ELIGIBILITY FOR OVERTIME:**

DISTRIBUTION OF OVERTIME MUST BE FAIR AND EQUITABLE FOR ALL MEMBERS OF THE UNION. THEREFORE, ELIGIBILITY FOR ALL OVERTIME IS CONTINGENT UPON MEETING CURRENT FRA HOURS OF SERVICE REQUIREMENTS FOR NON MOVER MECHANICAL EMPLOYEES.

1. MEMBERS MAY WORK UP TO 12 CONSECUTIVE HOURS.
2. MEMBERS CAN NOT WORK MORE THAN 12 CONSECUTIVE HOURS.
3. MEMBERS CAN NOT WORK 8 HOURS ON, 4 HOURS OFF, 4 HOURS ON.
4. MEMBERS MUST HAVE 10 HOURS OFF BETWEEN SHIFTS.
5. MEMBERS WHO WORK OVERTIME ON THEIR 2ND REST DAY MUST HAVE 10 HOURS OFF PRIOR TO THEIR REGULARLY SCHEDULED SHIFT.
6. IN ADDITION TO FAIR & EQUITABLE DISTRIBUTION THE LOCAL'S RULES FOR ELIGIBILITY FOR OVERTIME ALSO SERVE TO PROTECT FULL VACATIONS FOR MEMBERS THEREFORE THE LOCAL WILL NOT FORCE MEMBERS ON OVERTIME (I.E. HOLIDAYS) FOR A PERIOD IN WHICH THEY'RE INELIGIBLE ACCORDING TO THE LOCAL'S OVERTIME RULES. IF A MEMBER WANTS OVERTIME FOR A PERIOD THEY'RE CONSIDERED INELIGIBLE BY THE LOCAL'S OVERTIME RULES BUT ISN'T IN CONFLICT WITH HOURS OF SERVICE OR COMPANY POLICY IT IS UP TO THEM TO NOTIFY THE CALLER OF THEIR INTENTIONS.

## **PENALTIES:**

1. **VIOLATING ELIGIBILITY:** IT IS EACH MEMBER'S RESPONSIBILITY TO UNDERSTAND THEIR ELIGIBILITY ACCORDING TO IBEW 1920 RULES, LOCAL MANAGEMENT AGREEMENTS, UNION PACIFIC PRACTICES AND FRA STANDARDS. IT IS THE RESPONSIBILITY OF THE PERSON BEING CALLED TO ADVISE THE CALLER THAT ARE NOT ELIGIBLE FOR OVERTIME. ANY QUESTIONS SHOULD BE ADDRESSED TO THE LOCAL CHAIRMAN, LOCAL PRESIDENT OR SHIFT CHAIRMAN **PRIOR** TO TAKING AN OVERTIME POSITION.
2. **ABSENT OR LATE FOR OVERTIME:** A PERSON WHO ACCEPTS AN OVERTIME CALL FOR WORK AND IS NOT ABLE TO WORK, FAILS TO SHOW UP, OR IS AT LEAST 2 HOURS LATE FOR THEIR OVERTIME, SHALL BE CONSIDERED ABSENT FOR OVERTIME.
3. **CREATING OVERTIME:** IF A MEMBER VOLUNTEERS FOR, OR TAKES ANY OVERTIME THAT IS NOT IN THE PRESCRIBED GUIDELINES, THAT WILL BE CONSIDERED "CREATING YOUR OWN OVERTIME".
4. **HOLIDAY VIOLATION:** AFTER THE HOLIDAY LIST HAS BEEN POSTED, MEMBERS MUST COMPLY WITH THE HOLIDAY OVERTIME GUIDELINES. MEMBERS NOT FOLLOWING HOLIDAY OVERTIME GUIDELINES WILL BE CONSIDERED AS VIOLATING HOLIDAY OVERTIME.
5. **PENALTIES:** ANY PERSON VIOLATING ELIGIBILITY, ABSENT FOR OVERTIME, "CREATING THEIR OWN OVERTIME" OR VIOLATING A HOLIDAY OVERTIME WILL BE PENALISED AS FOLLOWS:  
**1ST OFFENSE:** COUNSELING BY LOCAL CHAIRMAN (OR PRESIDENT IN THEIR ABSENCE).  
**2ND OFFENSE:** PLACED AT BACK OF OT ROSTER FOR 10 DAYS.  
**3RD (AND SUBSEQUENT) OFFENSE:** PLACED AT BACK OF OT ROSTER FOR 30 DAYS.

6. **WORKING WHILE ON VACATION, PERSONAL DAYS:** MEMBERS ON FULL WEEK VACATION, ONE DAY VACATION, OR PERSONAL DAY VACATIONS CANNOT WORK ANY RAILROAD POSITIONS WHILE ON VACATION. IT IS THE RESPONSIBILITY OF THE PERSON CALLED TO ADVISE THE CALLER THAT THEY ARE ON VACATION. PERSONS VIOLATING THIS RULE SHALL BE PLACED AT THE BACK OF THE OT ROSTER FOR 30 DAYS.
7. **MEMBERS PLACED AT THE BACK OF THE OVERTIME ROSTER:** MEMBERS PLACED AT THE BACK OF THE ROSTER MAY STILL BE CALLED FOR OVERTIME AFTER ALL OTHER MEMBERS HAVE BEEN CALLED.
8. **PENALTY CHALLENGES:** THESE PENALTIES CAN BE REVERSED WITH A VALID REASON, WHICH MUST BE SUBMITTED TO THE LOCAL CHAIRMAN AND APPROVED BY THE EXECUTIVE BOARD OR UNION BODY.
9. **REPORTING:** ALL OVERTIME VIOLATIONS AND PENALTIES SHALL BE REPORTED BY THE LOCAL CHAIRMAN AT THE EARLIEST REGULARLY SCHEDULED UNION MEETING.

## **HOLIDAYS:**

1. **ELIGIBILITY:** ELIGIBILITY FOR HOLIDAY OVERTIME SHALL FOLLOW THE SAME ELIGIBILITY GUIDELINES PRESCRIBED FOR ALL NON-HOLIDAY OVERTIME.
2. **BIDS:** BIDS WILL BE AWARDED IN THE ORDER OF THE APPROPRIATE HOLIDAY BOARD.
3. **CANCELLING OFF THE LIST:** AFTER THE HOLIDAY IS POSTED, MEMBERS CAN NOT NOT CANCEL OFF THE LIST.
4. **JOB CHANGES:** AFTER THE HOLIDAY LIST IS POSTED, MEMBERS ARE NOT ALLOWED TO CHANGE JOBS WITHOUT APPROVAL OF THE LOCAL CHAIRMAN. AFTER THE VOLUNTARY BID PERIOD HAS PASSED AND BEFORE THE HOLIDAY IS FORCED, THE LOCAL CHAIRMAN CAN APPROVE JOB CHANGES AND ADDITIONS IN THE ATTEMPT TO KEEP FORCING POSITIONS AT A MINIMUM. MEMBERS WHO BID ONLY A 4 HOUR SHIFT CAN BE SUBJECT TO A SHIFT/JOB REASSIGNMENT AND/OR BEING FORCED FOLLOWING THESE GUIDELINES.
5. **FORCES:** IT IS OUR UNION'S POSITION TO KEEP FORCED HOLIDAY JOBS TO A MINIMUM. HOWEVER, THE UNION IS RESPONSIBLE FOR FILLING ALL HOLIDAY JOBS THE COMPANY MANDATES. IF REQUIRED OPENINGS STILL EXIST AFTER ALL VOLUNTARY POSITIONS HAVE BEEN FILLED AND THE UNION HAS MET WITH MANAGEMENT TO BLANK JOBS, THE EMPTY POSITIONS WILL BE FORCED. FORCING OF JOBS WILL FOLLOW THESE GUIDELINES:
  - A. FORCED BY UNION ROSTER SENIORITY, FROM LOWEST TO HIGHEST UNTIL NECESSARY POSITIONS ARE FILLED.
  - B. 8 HOUR OPENINGS WILL BE FILLED FIRST, FOLLOWED BY 4 HOUR OPENINGS.
  - C. MEMBERS CAN BE FORCED FOLLOWING ELIGIBILITY GUIDELINES, INCLUDING WORKING 12 HOURS.
  - D. IF THERE IS A LATE VOLUNTEER, THE VOLUNTEER WILL REPLACE THE MOST SENIOR FORCED MEMBER.
6. **HOLIDAY - VACATION:** A MEMBER WHO IS ON A ONE DAY VACATION, A PERSONAL DAY, OR ON A WEEK'S VACATION MEET THE SAME STANDARD AS NORMAL VACATION. THAT PERSON IS NOT ELIGIBLE TO WORK A HOLIDAY, NOR WILL THEY BE FORCED.

**CTIS:**

CTIS ARE TO FOLLOW THE UNIQUE STANDARDS SET FOR THAT POSITION. THEY WILL BE CALLED THE SAME AS ALL OTHER ELECTRICIANS. IT IS THEIR RESPONSIBILITY TO INFORM THE CALLER THEY ARE NOT ELIGIBLE. THEY WILL BE CONSIDERED THE SAME AS ALL OTHER UNION MEMBERS IN THE HOLIDAY BIDDING, INCLUDING BEING FORCED.

**MANIPULATION OR VIOLATION OF OVERTIME:**

THE PRECEDING RULES HAVE BEEN ESTABLISHED IN ORDER TO KEEP OVERTIME FAIR AND EQUITABLE TO ALL MEMBERS. IT FOLLOWS THE SENIORITY RULES AND STANDARDS LONG ESTABLISHED WITHIN OUR LOCAL UNION. MANIPULATION OR VIOLATING OF THESE RULES WILL NOT BE TOLERATED. ANY MEMBER SUSPECTED OF DOING SO SHOULD BE REPORTED TO THE LOCAL CHAIRMAN FOR ACTION BEFORE THE EXECUTIVE BOARD OR UNION BODY.

**ANY QUESTIONS ON OVERTIME  
OR HOW TO MANAGE O.P.S. SHOULD BE DIRECTED  
TO THE LOCAL CHAIRMAN.**