

UNITED STATES POST OFFICE

DATE: March 13, 1990
OUR REF: CED03:RHarris:mra:50318-9703
SUBJECT: Exceeding Sixty (60) Hours
In A Service Week
TO: TOUR I SUPERVISORS
TOUR I 204B'S

Effective immediately, we must ensure that APWU employees DO NOT exceed sixty (60) paid hours within a service week. The cumulative paid hour computation will include straight time hours worked, overtime hours worked, paid leave hours, plus hours worked within service week for holiday scheduling purposes. Do not compute LWOP in the sixty (60) hour ceiling.

In accordance with Article 8, Section 5-F, 6 of the National Agreement, EL 901, "Excluding December, no full-time regular employee will be required to work overtime on more than four (4) of the employees five (5) scheduled days in a service week or work over ten (10) hours on a regular scheduled day, over eight (8) hours on a non-scheduled day, or over six (6) days in a service week.....Employees on the Overtime Desired List:

- 1) may be required to work up to twelve (12) hours in a day and sixty (60) hours in a service week; and
- 2) excluding December, shall be limited to no more than twelve (12) hours in a work day and no more than sixty (60) hours in a service week.

The LAMPS team has taken the position that employees who are permitted to exceed sixty (60) hours in a service week will receive monetary remuneration for those hours worked in excess of the contractual maximum. Settlements will be based upon inadvertent oversight, as compared to a blatant disregard for each individual situation. A blatant disregard would be when an employee notifies you that they will be exceeding the sixty (60) hour maximum, and you disregard this information, then the monetary remuneration will probably exceed more than the employees normal straight time rate of pay, i.e. two and one-half (2 1/2) times their normal rate of pay.

Please keep in mind that we must administer overtime within contractual guarantees. For example, if an employee has worked fifty-six (56) hours within the service week, then this employee would be considered unavailable to work their non-scheduled day, which has an eight (8) hour guarantee. This same situation is applicable to begin/end tour overtime; if the overtime call will place an employee beyond sixty (60) hours, then this employee will not be permitted to work beyond the sixteenth hour and the remaining overtime opportunity is to be construed that they were not available. If an employee would happen to reach the sixty hour ceiling during a regular scheduled work day, they must end tour and will be placed in a ADMINISTRATIVE leave status for the remainder of their work week. Additionally, holiday scheduling guarantees impact the sixty (60) hour ceiling.

We must commence properly monitoring overtime hours. Utilize daily EAR reports, log hours on your work units assignment sheets, utilize the overtime log located in the Tour Superintendent's office, and, most importantly communication with your peers and/or relief. We need to track cumulative paid hours on a daily basis.

Regardless, measures must be taken to immediately abate this situation. I have every confidence that we will be able to institute immediate corrective action.

If you need any assistance with establishing an abatement program, please feel free to contact me.



Ron Harris
Tour Superintendent, Tour I

cc: Kaye Smith, General Supervisor
Bill Stoner, General Supervisor