

# **MAKE-UP OVERTIME POLICY**

## **Section 1. Use of Make-Up Overtime**

A. Make-up overtime may not be utilized in lieu of OTDL (Overtime Desired List). Management may not circumvent the OTDL by utilizing make-up overtime in place of normal overtime requirements.

B. Make-up overtime must not disrupt the normal rotation of the OTDL. An employee who has worked make-up overtime may not be bypassed on the OTDL as a result of the employee working make-up overtime.

C. Unless mutually agreed by both parties, make-up overtime shall be similar to the opportunity missed. For example, if an employee is skipped on 8 OT list (day off overtime), then the make-up should be day off overtime, not split into 4 chunks of 2 OT. Also, a person skipped on 2 OT late list at four different times may not be offered a combined 8 OT day off make-up opportunity.

D. Make-up overtime will be considered invalid if any other employee is working similar non make-up overtime in any portion of that same time frame. However, an employee may work overtime during the use of make-up of that employee is working in an area requiring special skills or training that the make-up overtime employee does not possess. A person may work 2 OT (early or late) make-up over-time while normal day-off overtime is being utilized. A person may work 8 OT (day off) make-up if no more than 2 hours of that 8OT shift has normal overtime employees working during that same timeframe.

## **Section 2. Scheduling**

A. An employee's make-up overtime will not be counted, for scheduling purposes, as overtime hours worked for that week. For example, an employee should not be bypassed to avoid penalty overtime on his fifth day of overtime of one of those days were make-up. If management decides to bypass the employee in this situation, the employee will be reinstated with their original make-up overtime and date. Additionally, if an employee is on 8 OT make-up, he may not be skipped if normal overtime is utilized on the same day. The 12/60 hour limits outlined in the ELM still apply.

B. Only five employees may be on make-up overtime from the 2 OT list at any one time. Only two employees may be working day off (8 OT) make-up overtime at any one time.

C. Make-up overtime must be offered in advance, when possible, for the following:

1. One hour notice for after tour (p.m.) make-up overtime.
2. One hour notice for before tour (a.m.) make-up overtime.
3. One day notice for day-off (8 OT) make-up overtime.

If an employee can not be contacted for make-up overtime, the opportunity will not be considered offered. The employee must be contacted personally and decline the offer in order for the make-up opportunity to be considered complete.

D. If an employee has annual leave or change of schedule approved in advance that is in conjunction with the offered opportunity, the employee may chose to pass and the make-up opportunity will not be considered resolved. An employee on sick leave may not be offered make-up overtime.

**Section 3. Remedy for Violations**

1. Any violation of the make-up overtime guidelines will result in reinstatement of the employee's make-up overtime with the original date of error. A case by case review will also be done by both parties to determine if displacement of additional employees on the OTDL occurred. This will be determined by a joint review of the OTDL to check rotation and qualifications.

2. If the make-up overtime opportunity is not offered within 90 days, the aggrieved employee will be compensated at the overtime rate for a period equal to the opportunity missed.

**Section 4. Make-up Overtime Work**

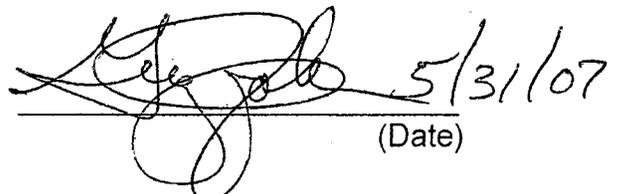
1. While all work can be utilized during make-up overtime, the work performed must not be work that would have been performed by use of the OTDL. Therefore, the parties have agreed to the following list of specific job duties as "non-OTDL duties". These duties have been identified as jobs that are typically not utilized for overtime, and may be modified at a later date by mutual consent. The duties listed are suggested items only, as management is not required to utilize them. However, if an employee performs over 50% of their make-up overtime in the listed duties below (75% on an 8 hour make-up), the union will not be allowed to challenge the validity of that particular make-up overtime.

**Suggested work for make-up:**

- safety training—OJT, reviewing manuals, watching videos
- career enhancement—watching FOCUS videos, reading "Postal Life", study DMM for job specific applications,..etc
- manual chores—sweeping the floors, replacing broken label holders on FSM tubs and letter trays, stocking areas with empty tubs and trays, straightening up area full of clutter, cleaning the refrigerator and microwaves in the break areas...etc.
- review "CUSTOMER PERFECT" goals
- organize labels for FSM and automation areas- make additional copies of labels for outgoing APC's
- reweigh equipment to verify correct weight
- restock mailing supplies in lobby
- UBBM –waste mail

  
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