



## **ESC Local 20 PG&E Steward Training Module 7: Hours, Meals and Overtime**

### **HOURS (Title 7)**

**Hourly:** The basic schedule in the contract is 8am to 5pm Monday thru Friday. Hourly employees usually have the same start and end time with a choice of 7am, 7:30am or 8am. Monthly employees may have individual start times.

The Design classifications have Flex time in Exhibit I.

Per Arbitration 96 and 97: Company must have a business reason to deny hour change request.

**Alternate Work Schedules - 9x80's and 4x10's.** AWS are established by Local LOA (most have a cancellation clause). RDO swapping generally permitted within the same pay period with supervisor approval.

The travel time from home is time worked for members temporarily assigned to another HQ (*Section 7.6*).

Provisions for Holidays, sick and vacation, etc. for employees on AWS are contained in Exhibit P.

### **MEALS (Title 16)**

Hourly classifications are entitled to meal payment if work prevents their usual meal practice. As of the 2009 contract, meal periods are defined as:

Breakfast: 1/2 hour to 1 hour prior to regular work hours.

Lunch: non-workday lunch is same as workday lunch time period.

Dinner: Between 6:00 p.m. and 7:00 p.m.

The definitions do not preclude payment for meals prevented outside of these hours, but in general there must be justifiable circumstances, such and a 2:30pm end time to justify a prevent dinner between 5pm and 6pm.

Work more than hour after scheduled end time results in a meal payment and 1/2 hour of pay.

As of the 2009 contract meal payments have been increased to:

Breakfast & Lunch: \$15.

Dinner: \$20.

Notes:

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- General Construction may be on per diem payments if moved by the Company.
- State law requires that Hourly employees take a lunch break after 5 hours of work.
- Monthly employees are generally reimbursed for meals when working away from their regular HQ (Section 16.7).

### OVERTIME

#### Pre-Arranged Overtime – Hourly Employees

Pre-arranged overtime (POT or PAOT) distribution for hourly paid member is to be equal (Sec 17.5).

**Open OT** means that all Members are offered the opportunity to work the same number of hours – e.g. everyone can work up to 8 hours of OT per week, it is automatically approved. This is sometimes referred to as “blanket” overtime.

**Closed OT** means that POT is to be tracked and posted (on a share drive, bulletin board or other agreed-to place). Each HQ may initiate its own OT tracking method via Labor Management (LOA 90-36).

If an employee is offered POT and declines, they are “charged”, meaning that the number of hours declined is added to their account for the purpose of determining who has the least POT for the next POT offer.

Employees bypassed for POT due them should get POT scheduled as a remedy.

\* See the 2000 Overtime Guidelines (separate document).

#### EOT (Emergency Overtime)– Hourly Employees

Employees sign up on a list at the Local HQ. The list is initially ranked by seniority, but Company should try to call Members out in order of who has worked the least EOT. EOT is tracked and reported, but there is no “charging” of EOT if an employee has declined EOT.

RMC Estimators can sign up on the EOT List at one (only one) Local HQ that is near their home.

Hiring Hall employees can sign up for EOT (although they will likely be low on the list due to their low seniority). The supervisor and ADE must agree that they are capable and qualified to be on call.

**Monthly employees (“Additional Hours”):**

- Additional hours are paid at the straight time rate after 1 hour on normal work days.
- All time is paid at straight time on non-work days (weekend or RDO), for all monthly groups.

**TRAVEL TIME**

**Hourly employees:**

- Travel time both ways from home is paid when on Temp Assignment to another HQ (Sec 7.6.a)
- For daily OT, If you come in early (must be pre-approved), you get travel time on the way in. If you stay late, you don’t get travel time going home. (Sec 17.9)
- Travel time is paid both ways when called in (pre-approved) on non-work days (Sec 17.9)

**Monthly employees:**

Travel time is paid when travelling to another HQ or job site. Travel time on workdays is not paid only if you are coming in to your regular HQ to work pre-arranged OT (if you are called back to your regular HQ after you already left, travel time is worked). On non-work days, all travel time is paid, regardless of location, i.e. even if coming in to your regular HQ. (Sec. 7.6.b)

Travel time is always the actual travel time, not a “flat rate” based on Google Maps or some other website or calculation. Travel time for the same route can be different on different days, based on traffic or if the employee chooses to take public transport, etc.