

Four-Day (10-Hour Day) Work Week Union-Represented Employees

As initiated in 1984 Union negotiations, the Company proposes to consider four-day (10-hour day) work weeks in work groups where operating requirements, including service to the public and safety commitments, permit and where no additional costs would be incurred. Policies, benefits, pay and entitlements are basically the same as under eight-hour day schedules.

Several considerations, which constitute a starting point for local determination of four-day work week schedules, are outlined below:

Regular Schedule

The four-day work week schedule is considered a regular schedule. Changing from four to five day schedule to meet transient needs or to avoid temporary overtime situations is not permitted.

Determination of Suitable Groups

Final determination of classifications or work groups suitable for four-day weeks shall be at the discretion of Management. The Union or Management may raise this topic for a given work group and requests will be considered in turn, by appropriate Human Resources staffs.

Affected Employees

If the change to four-day work week must encompass an entire work group or the majority of the group, it will only be implemented by the approval of at least 70% of affected bargaining unit employees. "Affected" employees shall be defined by Management in a reasonable manner such as by working unit, shift, department, etc.

Schedules affecting a lesser number may be negotiated through Shop Committee with Human Resources assistance. However, we recommend that the Union poll its membership to determine the level of support among those who would be required to work the 4/10 schedule.

Hardship

Prior to such a vote, any complaints or explanations of individual hardship which might be caused by such a schedule change will be discussed by the relevant Shop Committee.

Where the entire work group is involved, once a four-day week is implemented, all affected employees will adhere to that schedule. Only in isolated instances will deviations be accommodated by Management as determined solely by Management. In no case will employees transferring into the group after conversion to the 4/10 plan be permitted to work a different schedule.

Days of Work

If employees adopt the four-day week, the extra day or days off (if various four-day weeks within the group are feasible or necessary) will be determined by operating necessity and, if flexibility is feasible, the work group's option.

Daily Hours of Work 6⁰⁰-5⁰⁰

If one of several daily schedules is possible, a simple majority of affected employees may vote to decide the daily schedule.

Rest Periods/Meal Periods

A non-paid meal period of at least 30 minutes is required. Either two 20-minute paid rest periods as close to the midpoint of each five-hour period as practicable, or a 15-minute morning and 25-minute afternoon break are also required.

Overtime

Overtime will be paid at time-and-one-half for hours in excess of ten on a daily basis, 40 on a weekly basis and for other work outside the employee's schedule. Double-time will be paid for work in excess of 12 hours according to current guidelines.

Premiums

No premiums (shift differential, split days off, etc.) will be paid if they result from the change to 10-hour day schedules. In general, split day off schedules which separate the extra day off under the 4/10 schedule from the other two days off should be avoided.

Time-Off With Pay

Time charged to vacation time, sick leave, personal business, bereavement/emergency illness and other time-off with pay must be based on the 10-hour daily schedule. That is, vacation must be taken in 10-hour increments and other whole days off will be charged in 10-hour increments. Allowances for vacation, sick leave, personal business, etc., are not increased based on working a 4/10 schedule.

Vacation allowances for regular employees who complete their first year of service are expressed in number of days. These days of allowance are based on the eight-hour day.

It is expected that there will be fewer requests for controllable personal business because an additional day off is available during the week.

Jury Duty

Wherever possible, the current practice of assigning the employee to a five-day shift, Monday - Friday will continue. However, if no such schedule can be accommodated, the employee will remain on the 4/10 schedule. No overtime is paid for jury duty occurring after work or on non-scheduled days.

Holiday Pay

Holidays observed by the Company are based on the eight-hour work day. Therefore, when a holiday falls on an employee's day off, the employee is credited with eight hours of vacation. For example, if the four-day week were adopted in 1986 with Monday off, employees would accrue 32 hours of additional vacation. This occurs because there are four Monday holidays in 1986. If a "Friday-off" work week were adopted in 1986, an additional 16 hours would accrue for July 4th and the Day After Thanksgiving. Of course, if all holidays occur on scheduled work days, no additional vacation would accrue. When a holiday occurs on a regular work day, the employee is charged with 10 hours for the day. The total number of available holiday hours including the two holiday credits is 96 (beginning January 1, 1989, this increases to 104 due to the addition of Martin Luther King's birthday as a holiday).

Benefits

There is no impact on benefits such as pension, Retirement Savings Plan, Life Insurance, etc., because the biweekly period still consists of 80 hours and no change in compensation occurs.

Reversing the Vote

If employees wish to revert to a five-day schedule, a majority of employees in the affected unit must petition (through their representatives) Management for a new vote. Then, if 50% of the employees vote to revert, the change to a five-day week will be implemented within a reasonable time period. The schedule can be reversed by employees after a trial period of six months on a one-time-only basis.

Management retains the right to revert at any time to an eight-hour day work schedule or otherwise change schedules by giving reasonable notice.

Movement Into/Out of 4/10 Work Units

Employees who are promoted, transferred or who bid into a 4/10 work group on a temporary or regular basis accept such assignments based on all provisions outlined above. Movement into and out of a 4/10 group, including 90-day returns, must occur on Saturdays. Notification of desire to exercise return rights must, however, occur within 90 days.