

## **9/80 WORK WEEK PLAN**

### **INSTRUMENT AND PIPELINE GROUPS**

#### **TAFT DISTRICT – TRANSMISSION**

This plan sets forth the expectations and requirements associated with instituting a 9/80 work schedule for the Taft district. This plan will outline a 2 week schedule whereby all employees will work 9 hours each Monday thru Thursday, 8 hours one Friday and the other Friday will be a scheduled day off. This totals 80 regular hours in a 2 week period.

The proposal was presented to the Taft work group, who voted unanimously in favor of a 3 month trial of the 9/80 work schedule.

#### **HOURS**

Regular work hours will be 6:30 AM to 4:00 PM Monday thru Thursday and 7:00 to 3:30 on Fridays. There will be no shift premiums as a result of going to a 9/80 schedule.

#### **REST AND MEAL PERIODS**

A non-paid meal period would remain at 30 minutes and should start no later than 5 hours from the start of the shift. Two (2) fifteen (15) minute rest periods, morning and afternoon.

#### **OVERTIME**

Overtime will be paid at time-and-one-half for hours in excess of 9 on Monday thru Thursday, after 8 on Friday, and all scheduled days off. Double-time will be paid for work in excess of 12 hours according to current guidelines.

## **VACATION PERIODS**

One day vacation requests for Fridays will be limited. Operating needs, illness, work load, training, jury duty and regular scheduled vacations will be the deciding factors for approval.

Unscheduled vacations will be considered on a first-come, first-served basis, and granted as work load permits.

Regular vacation periods will be limited to one employee at a time per classification.

## **TIME OFF**

Time charged to vacation, sick leave, bereavement/emergency illness and other time-off with pay for those employees on the 9/80 schedule, must be based on the 9 or 8 hour day taken off.

Holidays will continue to be earned in 8-hour increments but used in 8 or 9 hour increments. When a holiday falls on an employee's day off, the employee is credited with 8 hours. When a holiday occurs on a regular work day, the employee is charged 9 hours for the day.

## **ON-CALL**

On-call will continue as scheduled weekly, no matter how many scheduled days off an employee has in that week.