

## FOUR-DAY/TEN-HOUR WORK SCHEDULE

North Basin (Newhall) Instrument Department  
Union-Represented Employees

April 8, 1991

The following policy sets forth the expectations and requirements associated with the 4/10 schedule for the North Basin (Newhall) Instrument Department. Many elements have been developed specifically with the Instrument Department in mind. This policy should not be construed as precedent-setting for other department requests.

This policy has utilized input from affected employees, local management, and various company guidelines to arrive at a schedule which will accommodate operating requirements and where no additional cost will be incurred. Policies, benefits, pay and entitlements are basically the same as under eight hour day schedules.

It is expected that more work will be done each day by any given employee, since the work day is 25% longer. Traditional work schedules and routes may be revised to take advantage of longer work days. Basically, five full eight hour days of work must be distributed among the 4-day/10-hour schedule. Optimistically, an increase in productivity will result due to a smaller percentage of any given day being interrupted by breaks and lunch. The level of service provided to other departments should not decrease.

### Regular Schedule

The four-day work week schedule is considered a regular schedule. Changing from a four day to a five day schedule to meet transient needs or to avoid temporary overtime situations is not permitted. Shifting of an employee's scheduled day off may be done to meet operating needs, such as staffing for a full crew. The first six months after the implementation date will be a trial period, after which time, the permanent regular schedule will be determined.

### Affected Employees

If the change to 4-day work week must encompass an entire work group, or the majority of a 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 in 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.

#### Hours of Work

Selected days off will be Mondays and Fridays, and may be determined within a district by general consensus. Failing that, seniority will determine the selection process. Employees may alternate days off over 12 month periods. All employees within the district must start work at the same time, determined by a simple majority vote among all district instrument employees, subject to approval by local management.

#### Rest Periods/Meal Periods

A non paid meal period of 30 minutes duration will commence 5 hours after the scheduled starting time. Two twenty-minute paid rest periods, as close to the midpoint of each 5 hour period are also provided.

#### Overtime

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

#### Time-off With Pay

Time charged to vacation time, sick leave, personal business, bereavement/emergency illness, and other

time-off with pay, must be taken based on the 10-hour daily schedule. That is, vacation must be taken in 10, 5, or 2-hour increments, subject to the restrictions described in the Union Agreement, 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

Whenever 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. When a holiday occurs on a regular work day, the employee is charged with 10 hours for the day. Eight of these hours are taken from the regular holiday allotment, and two hours are taken from holiday credits. When an affected employee works on a holiday, whether it is a scheduled day off or not, the employee shall receive overtime pay for that day or may elect to have the equivalent time off added to his vacation.

#### 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 management, through their representatives, for a new vote. Then, if at least 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 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.

I.M. Schedule

X-Off  
D-Work

	SUN	MON	TUE	WED	THUR	FRI	SAT
Ed 8 hour day	X	D	D	D	D	D	X
Mickey 10 hour day	X	X	D	D	D	D	X
John 10 hour day	X	D	D	D	D	X	X

Prefered start time is 6:30 a.m.