

SIDE LETTER

Overtime Assignment- Facilities Management

Coordination and scheduling of overtime in Facilities Management, pursuant to Article 8, *Overtime*, will be assigned as follows:

1. A roster will be kept of all overtime hours an employee worked or was offered. The number of hours worked and/or offered each month will be added to the list for the following month. Scheduled overtime (OT) will be offered to the employees with the least amount of OT hours worked/offered per their trade.
2. Adding Employees to the List: When an employee expresses interest in working overtime, s/he will be added to the "Overtime Roster" with the average of the preceding month's hours for his/her trade.
3. Revisions: No revisions will be made on the OT roster until the 1st of the month.
4. Returning from an Excused Absence, Injury or Temporary Duty Assignment: An employee returning from an excused absence, injury (industrial or non-industrial) or temporary duty assignment of 90 days or less will be placed back on the OT roster for the month following their return with the same number of hours when they left. An employee returning after more than 90 days will be subject to the provisions of Section 2, above. If an employee returns to work before the 1st of the month, s/he will have to wait until the 1st to be placed back on the roster.
5. Excused Absences Defined: All approved leaves pursuant to Article 16, *Leaves of Absence*.
6. Vacation/Sick Leave: When an employee is on vacation or sick leave, this will be considered a missed opportunity and overtime offered will be added to the score as a declined assignment.
7. Advance notice of Scheduled OT: Where practicable, 24 hour notice will be provided to the employee for scheduled overtime.
8. Trade Assignment: Where practicable, an employee given an overtime assignment will also complete the assignment.

Michael P. Placencia Date
Chief Negotiator
International Union of Operating
Engineers Local 501

Farfalla Borah Date
Chief Negotiator
University of California
Santa Barbara