

PLEASE BE ADVISED

PL 610-10 Has been moved to:

<http://www.bpa.gov/Careers/Benefits/Labor/Pages/BPA-AFGE-mou.aspx>

This PL and the associated MOU, if any, remains in effect.

BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
Portland, Oregon

PERSONNEL LETTER (PL): 610-10

DATE: December 9, 2007

SUBJECT: Compressed Work Schedule for Safety and Occupational Health Managers

AFGE

**BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
Portland, Oregon**

PERSONNEL LETTER NO. 610-10

DATE: DEC 09 2007

SUBJECT: Compressed Work Schedule for Safety and Occupational Health Managers

I. PURPOSE

A. This Personnel Letter supplements Personnel Letter 610-5, Hours of Duty. Specifically, it sets forth procedures for a Compressed Work Schedule (CWS) for designated Safety and Occupational Health Managers. This CWS will allow for work schedules to be consistent with work performed by Construction and other field crews. This CWS also allows efficiencies to be gained because of the amount and length of travel necessary.

II. REFERENCE

- 5 CFR, Part 550, Subchapter A—Premium Pay
- 5 CFR, Part 610, Hours of Work

III. SCOPE

This Compressed Work Schedule applies only to full-time Safety and Occupational Health Managers who are assigned to cover work performed by Construction staff and Spokane regional staff.

IV. GENERAL PROVISION

- A. This plan supplements provisions of the collective bargaining agreement between the Bonneville Power administration (BPA), and the American Federation of Government Employees (AFGE) Local 928, and shall be consistent with any revisions made to such labor agreements and applicable laws and regulations.
- B. The standard work-week shall include four consecutive 10-hour workdays per week, totaling 80 hours in every pay period.
- C. Employees will have a 30-minute unpaid lunch break between the hours of 11:00 a.m. to 1:00 p.m. as determined by management.

V. PLAN CHARACTERISTICS

- A. **Administrative workweek.** The administrative workweek will be from 0000 hours Sunday to 0000 hours the following Sunday.
- B. **Regularly Scheduled Administrative Workweek.** The workweek will consist of four consecutive 10-hour workdays.
- C. **Tour of Duty.** Will be 10-hours per day with the start time assigned by management. Start time may vary between 6:00 a.m. and 7:30 a.m. The ending time shall not exceed 6:00 p.m.
- D. **Overtime Work.** Overtime hours are all hours an employee is ordered to work in excess of either 10 hours per day or 80 hours per pay period.
- E. **Compensatory Time Off.** Compensatory time off is time off in lieu of pay for irregular or occasional overtime work.
- F. **Credit hours.** Credit hours cannot be earned by employees working a compressed work schedule.
- G. **Holidays Falling on Non-workdays.** For a Monday through Thursday compressed work schedule, when a holiday falls on Friday or Saturday, Thursday shall be designated as the holiday in lieu. When a holiday falls on Sunday, Monday is designated as the holiday in lieu.

For a Tuesday through Friday compressed work schedule, when a holiday falls on a Saturday, Friday shall be designated as the holiday in lieu. When a holiday falls on a Sunday or Monday, Tuesday shall be designated as the holiday in lieu.

- H. **Holiday Premium Pay:** An employee who performs non-overtime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to his or her rate of basic pay for that holiday work. Holiday premium pay is limited to the number of hours normally scheduled to be worked on that day. Additional ordered or authorized work on that day is compensable as overtime.
- I. **Absence from Work:** Time off during an employee's basic work requirement must be charged to the appropriate leave category unless he or she is granted compensatory time off or an excused absence. The amount charged for an entire day off will be 10 hours. Employees on a 4-10 work schedule will receive 10 hours of holiday pay, as well as 10 hours of holiday premium pay if the employee worked the entire day on that holiday. Ten hours of leave or other time off will be charged if the employee takes the entire day off on a 4-10 work schedule.

J. Training, Travel, Court Leave, etc: Employees may be assigned to an 8-hour per day tour (5/8 schedule) when they are engaged in authorized activities that take them away from their regular work. Decisions on whether to change an employee's weekly tour in such a case will take into consideration the impact on the employee, the potential for increases/decreases in overtime expense, and work load needs.


Cleve Brooks
Human Capital Officer

MEMORANDUM OF UNDERSTANDING

**COMPRESSED WORK SCHEDULE FOR FIELD SAFETY AND
OCCUPATIONAL HEALTH MANAGERS**

This memorandum of understanding (MOU) between BPA and the American Federation of Government Employees (AFGE), Local 928, establishes a compressed work schedule (CWS) for designated Field Safety and Occupational Health Managers, as described in Personnel Letter No. 610-10. The purpose of the work schedule is to meet BPA's business needs in a cost-effective manner.

Start Date. December 9, 2007.


Modification/Termination Each party retains the right to request modification or termination of the compressed work schedule and its provisions at any time. The obligation to bargain is permissive on the part of both parties except as noted in the next paragraph.

The work schedule will be terminated if management unilaterally eliminates the work performed by employees covered by the work schedule. Each party retains the right to compel good faith bargaining on any proposed modification or termination in the following circumstances: (a) if any law or regulation applicable to BPA conflicts with any provision of the Personnel Letter; (b) as part of negotiating the BPA-AFGE collective bargaining agreement upon the expiration of such agreement; or (c) upon presenting proposed changes in writing to the other party between 30 and 60 days prior to the anniversary date of this MOU. Additionally, this MOU will automatically renew each year unless either party requests re-negotiation within the time frame required as stated above.

Agreed to this 30th day of November 2007



BPA Labor Relations Officer



AFGE Local 928 President

MOUPL610-16