

OVERTIME LOCAL AGREEMENT

1. This is an Overtime Local Agreement between AFSCME Council 24, Local 2748, herein after called the Union, and Department of Workforce Development, Division of Vocational Rehabilitation, herein after called the Employer.
2. It is the intent and purpose of the parties hereto, that this agreement constitutes an implementation of the provisions of 11/2/8(T) of the agreement between the State of Wisconsin and AFSCME Council 24, Wisconsin State Employees Union, AFL-CIO (herein after Master Agreement) consistent with the contractual authority therein. Nothing in this local agreement shall be construed to override any contractual provision in the Master Agreement unless specifically allowed by the terms of the Master Agreement.
3. This agreement shall take effect upon the signature of all parties and shall expire upon the termination of the 2000-2001 Master Agreement, as extended by agreement between representatives of AFSCME Council 24, WSEU and the State of Wisconsin represented by the Department of Employment Relations. Upon termination, all obligations are automatically cancelled. All previous agreements pertaining to overtime are null and void except as provided herein.
4. Pursuant to 11/2/8(T) of the Master Agreement, both parties agree to the following General provisions:
 - A. Overtime may be appropriate due to unanticipated circumstances For example:
 - a. Lengthy absences of an employee or co-worker
 - b. Employee reassignment
 - c. Higher than normal workloads due to a special project
 - d. Employee backlog or helping address co-workers backlog.
 - e. Addressing an unanticipated high specialty (ex. Specialist for the Blind) workload.
 - B. An employee must have prior supervisory approval to work overtime.
 - C. A backlog may not be sufficient reason to warrant overtime. For example, a backlog due to poor performance may not result in overtime for an employee.
 - D. An employee must work overtime hours on the duties causing the need for overtime.
 - E. An employee or management can initiate overtime requests.
 - a. Employee requests must be submitted to the employee's supervisor in writing, preferably through e-mail. The request must include: 1) the employee's classification, (2) rationale for overtime, (3) number of overtime hours requested, (4) options other than overtime, (5) preferred payment (cash or Compensatory time).
 - b. A face-to-face meeting between the employee and supervisor will be arranged, if possible, to discuss the request and the supervisor

will provide a written response to the request, as soon as reasonably possible and within a maximum of 5 working days.

- c. A process may be established between employees and their supervisors, where appropriate, that may allow an employee limited ability to make ad-hoc adjustments his/her schedule to meet unanticipated workload needs without overtime. For example, an employee, who traveled to a distant location, may need an extra 15-30 minutes to complete a consumer contact at the end of the day. This arrangement may allow an employee, at the employee's discretion, to adjust his/her schedule to stay within the 40-hour workweek and not create overtime. The employee may be required to make an attempt to contact the appropriate supervisor for approval and be provided advanced instruction on what action to take if a supervisor can't be contacted.
- F. The Local and the Employer agree to follow the general policy in Section 435 of the DWD Policy Manual where it is not in conflict with the Master Agreement.
- G. Assignment of non-case specific overtime (does not include work on cases already assigned to an employee) will be assigned on the following basis:
 - a. Voluntary overtime will be offered to the most senior employee(s), who normally performs the work involved, and is interested in the overtime.
 - b. Employees must have the necessary skills to perform the work.
 - c. Employees must have met key standards on his/her most recent Goals and Accomplishments Review or within the past 6 months.
 - d. Mandatory overtime will be assigned in reverse seniority order if there is a greater need for overtime than is covered by employees volunteering for overtime. No more than 10 hours of overtime per week will be required unless specifically approved by the Office of the Administrator.
 - e. Management reserves the right to allow or preclude voluntary or mandatory overtime for probationary employees.
- H. When work requiring overtime is case specific (involves work on a case already assigned to an employee), the supervisor may require the employee, already assigned the work, to perform the overtime or the supervisor may reassign it using the procedure in G.
- I. An employee who is denied overtime under this agreement may appeal the denial under appropriate contract procedures.

For Local 2748:

Barbara Miller 3/14/03

For the Division of Vocational Rehabilitation:

Gerald Hunt 3/18/03