



Refer to

Memorandum

Date: February 17, 1999

From: Ylita R. Edd, EVP
Local 2505

Subject: See below

To: LaVerna Williams
District Manager

It has come to our attention that Oklahoma City management is allowing employees on a CWS work tour to work overtime, often on their non-duty day. Further, some of these employees are allowed to work 9 hours of overtime in one day. These practices violate the National Agreement overtime provisions, demonstrates prejudice against employees on flex tours, and appears to violate law and regulations concerning the payment of overtime.

Therefore, under the provisions of 5USC7114(b)(4), the Union request the following information described below. The information is necessary to allow the Union to determine if improper practices are in operation, and if so, to allow the Union to determine the course of action to take. The information will allow full and proper discussion of the matter.

1. Time and attendance records for all Claims Representatives (OKC) which show activity from and including January 4, 1999 to the present.

This information will show actual overtime worked and on what dates by which particular employee. The Union will use this information to map our particulars, such as position type (T2 or T16), work tours of employees involved (flexitime or CWS), frequency and amount of overtime worked in order to analyze patterns of compliance with requirements of Contract, law and regulation. This shall be necessary for discussion and/or litigation of the overtime issue.

2. All overtime sign-in sheets from and including January 4, 1999 to present.

In conjunction with other information requested, this information will enable the Union to determine that overtime is properly accounted for. This information will aid in identification of patterns of overtime and will aid the Union to make a considered judgement as to the appropriateness of overtime allocation. The Union may then determine the proper course (bargaining or grievance) to take, and what type of remedies to effect.

3. All notices of overtime availability issued to employees and all records of employee request to work overtime from and including December 14, 1998.

This information will allow the Union to determine if Contract procedures were observed in the allocation of overtime. If not, then litigation may be necessary to correct the violations. This information will also allow the Union to determine if actual overtime practices are equitable and based on work needs and not on personal considerations or other inappropriate criteria.

Please deliver the information to me within 5 working days of this request.