

## Part-Time Employee Overtime Payment Clarification

The Company and Union agree to the following clarification language pertaining to the payment of overtime for Part-Time employees.

1. Per Article IV, Section A of the Supplemental Agreement for Clerical Part-Time Employees dated February 19, 1996, Part-Time employees shall be paid at the rate of time and one-half for all hours worked beyond forty (40) hours in a basic work week. All hours worked at the straight time rate of pay shall be counted towards the forty (40) hours including those that fall under Article IV, Section B1 and B2 of that agreement.

Example: A Part-Time CSR's schedule is as follows:

- a. Monday – scheduled for ten (10) hours and works an additional one (1) hour for a total of eleven (11) hours worked – ten (10) of which is paid at the straight time rate and one (1) of which is paid at the rate of time and one-half.
- b. Tuesday - scheduled for six (6) hours and works an additional two (2) hours for a total of eight (8) hours worked – all of which is paid at straight time.
- c. Wednesday - scheduled for eight (8) hours and works an additional four (4) hours for a total of twelve (12) hours worked – ten (10) of which is paid at straight time and two (2) of which is paid at the rate of time and one-half.
- d. Thursday - scheduled for six (6) hours and works an additional four (4) hours for a total of ten (10) hours worked – eight (8) of which is paid at straight time and two (2) of which is paid at the rate of time and one-half.
- e. Friday – RDO / employee is called out and works eight (8) hours. In this scenario the employee has already worked forty-one (41) hours total for the week, thirty-six (36) of which have been paid at the straight time rate of pay. The employee would be paid the first four (4) hours worked on this day at the straight time rate of pay (to get the employee to forty (40) hours at the straight time rate of pay for the week) and the remaining four (4) hours would be paid at the rate of time and one-half.
- f. For the example above the employee was paid a total of forty-nine hours (49) [forty hours (40) worked at the straight time rate of pay and nine (9) hours at time and one-half rate of pay].

Note: Refer to Sections 2 and 3 below for payments to be made for overtime hours worked daily.

2. Per Article IV, Section B.1. of the Supplemental Agreement for Clerical Part-Time Employees dated February 19, 1996, Part-Time employees shall be paid at the rate of time and one-half for all hours worked beyond ten (10) hours in a work day when the employee was originally scheduled to work a ten (10) hour shift.
  - a. Example: A Part-Time CSR is scheduled to work a ten (10) hour shift but works total of twelve (12) hours. The employee would be paid at the basic hourly rate for the first ten (10) hours and would then be paid at the rate of time and one-half for

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the additional two (2) hours worked beyond their originally scheduled ten (10) hour shift.

Note: The ten (10) hours paid at the straight time rate of pay the employee worked would count towards the forty (40) hour requirement for overtime payments covered under Section 1.a. above.

3. Per Article IV, Section B.2. of the Supplemental Agreement for Clerical Part-Time Employees dated February 19, 1996, Part-Time employees shall be paid at the rate of time and one-half for all hours worked in a day when the employee has worked at least two (2) hours past their normally scheduled hours and the time worked amounts to more than eight (8) hours worked.

- a. Example: A Part-Time CSR is scheduled to work a six (6) hour shift but works a total of ten (10) hours. The employee would be paid at the basic hourly rate for the first eight (8) hours worked and then paid at the rate of time and one-half for the additional two (2) hours worked beyond eight (8).

Note: The eight (8) hours worked at the straight time rate of pay would count towards the forty (40) hour requirement for overtime payments covered under Section 1.a. above.

- b. The Company and Union agree that any changes to the method in which overtime is calculated for Part-Time employees as clarified by this agreement will be made retroactive to August 20, 2018.

### 4. Overtime Payment examples:

a)

32 Hour Week Example	M	T	W	Th	F	Ttl Hours
Reg Scheduled Hrs	10	8	8	6		32
Additional hrs (at 1x pay)	0	2	2	2		6
OT Hrs (eligible for 1.5x pay)	1	0	2	2		5
<b>Total Hours</b>	<b>11</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>43</b>

b)

38 Hour Week Example	M	T	W	Th	F	Ttl Hours
Reg Scheduled Hrs	10	8	8	6	2	34
Additional hrs (at 1x pay)		2	2	2		6
OT Hrs (eligible for 1.5x pay)		1	1	2	4	
<b>Total Hours</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>6</b>	<b>48</b>

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Company	Date	Union	Date
<u>Nichole Owens</u>	<u>10-19-18</u>	<u>Michael Freeman</u>	<u>10-19-2018</u>
Nichole Owens – Director, Call Center Representative Commonwealth Edison		Michael Freeman – Business IBEW, Local 15	
<u>Debra Staples</u>	<u>10-18-18</u>	<u>Fabian Vela</u>	<u>10-19-2018</u>
Debra Staples - Labor Relations Commonwealth Edison		Fabian Vela - Business Representative IBEW, Local 15	