

**OVERTIME ADMINISTRATION GUIDELINES
PHOENIX WEST REGIONAL MARKET GROUP
Effective January 1, 2019 through December 31, 2019**

The following Overtime Administration guidelines will be utilized in the CWA Local 7019 jurisdiction of Phoenix Metro- West Regional Market Group for Network Technicians and Broadband Technicians.

- Company will canvass the crew for volunteers available to work overtime (daily and/or "A" days).
- Overtime Tracking Sheet to be updated every Monday by the Company and posted in the crew room.
- All overtime worked counts towards overtime hours on the list (voluntary and mandatory).
- Overtime Tracking Sheet shall only disclose the order in which technicians will be called for overtime (annual accumulation).
- Volunteers for 6th day tours shall be picked by low overtime based on year to previous week's total, **taking into consideration working beyond the 55th hour, utilizing Company discretion on limiting double time.**
- The Company will utilize volunteers from available workgroups **based on their availability due to the needs of the business.** Volunteers must have the necessary skill sets/equipment for the function.
- The Company has the ability to limit voluntary overtime for any technician not meeting performance targets. The Company and Union will work together on a case-by-case basis in determining the appropriateness of limiting overtime in the event of unsatisfactory performance of a technician.
- In the event of mandatory overtime, technicians will be forced by low overtime, per crew, by geographic area, using the Overtime Tracking Sheet.
- The Company has the right to manage overtime premiums to minimize or prevent double-time.
- The first week of the new year will be by seniority.
- Voluntary, Incidental and Mandatory overtime are as defined in Contract Article 4, Section 4.7.

These guidelines are intended to meet the needs of the business and the needs/desires of the employee. They are effective January 1, 2019 through December 31, 2019. The above guidelines reflect the discussions that occurred previously between management and Local 7019 and our intended plan for 2019.

Note: These guidelines will be reviewed/renegotiated if requested by the Company or Union at any time during the effective dates of the guidelines.

Union Representative

Date

Company Representative

Date

(1/2/19)