

ART. 8.4 (OVERTIME By-pass through use of MHAs)
GRIEVANCE CHECKLIST

CITE: Article 5, 8.4E prior to utilizing an MHA in excess of eight (8) work hours in a service day or forty (40) hours in a service week', Article 8.5 and Improper By Pass Overtime Memorandum, LMOU Overtime Desired List Provision, and CIM.

CORRECTIVE ACTION: Pay the appropriate and available OTDL Mail Handler(s) at the overtime rate of pay for all hours worked improperly by non-OTDL employee(s) (---- hours and ----minutes)

1. Overtime Alert Report
2. Copy of Mail Handler Overtime Desired List(s)
3. Copy of Mail Handler Seniority List
4. Copy of TACS EER (Employee Everything Report) (or copy of electronic data clock rings), for all Designation/Activity (D/A) code 82-0 used more than eight (8) hours in a service day or forty (40) hours in a service week and those denied overtime during the period.
5. Copy of Mail Handler work schedule and MHA Work Schedule
6. Copy of LMOU provisions for OTDL and Sections (where relevant). Item L
7. Description of work performed to include evidence of whether a legitimate "operational window" was involved. (Request SOP or operating plan for the operations involved.)
8. Identify scheduling practices that led to violation. For example; identify the practice involved of scheduling MHAs to work sets of hours that create 'operational window' issues as cited above in # 7
9. Prior Labor-Management minutes if this has been a recurring problem on that Tour and/or Section.
10. Be sure to state exactly or obtain witness statements when and how the overtime was called and by whom.