

ART. 8.5 (OVERTIME BY-PASS)
GRIEVANCE CHECKLIST

CITE: Article 5, 8.5 MOU- Improper By-Pass Overtime, LMOU Overtime Desired List Provision and CIM.

CORRECTIVE ACTION: Cease and desist, 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)

OR

Give OTDL Mail Handler(s) similar make-up opportunity within ninety days of discovery for all hours worked improperly by other OTDL employees.

1. Overtime Alert Report
2. Copy of Mail Handler Overtime Desired List(s)
3. Copy of Mail Handler Seniority List
4. Copy of EER (Employee Everything Report) (or copy of electronic data clock rings), for all Mail Handlers used on overtime and those denied overtime during the period.
5. Copy of Mail Handler work schedule.
6. Copy of LMOU provisions for OTDL and Sections (where relevant). Item L
7. Proof of a prior practice if employees are called for NSD or early overtime.
8. Description of work performed to include evidence of whether a legitimate "operational window" was involved. (Request SOP or operating plan for the operations involved.)
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.