


To: Vehicle Maintenance Supervisor

From: Jim Clayton, Superintendent of Maintenance 

Date: December 5, 2008

Re: Calling Overtime

We have just recently paid a grievance for 8 hours of overtime as a result of the Supervisor making the calls only let the phone ring for 6 seconds.

The grievance was paid because we feel that 6 seconds (2 rings) is not sufficient time to allow the person your calling to respond to the phone call.

In the second step agreement management agreed that we would establish a protocol to follow when calling for overtime.

Please follow this agreement which is: When calling for overtime you must let the phone ring for a minimum of **6** rings per call. The union has the ability to pull phone records and is capable of determining the length of the phone call.

Please start this practice immediately, if you have any questions please contact myself, Walt Woodward or Ted Stone for clarification.

Cc: Ted Stone  
Walt Woodward