

## ARTICLE 10

### OVERTIME

SECTION 1. The basic non-overtime workdays shall not exceed eight (8) working hours except employees that are assigned to an approved Compressed Workweek Schedule which contains workdays in excess of eight (8) hours.

SECTION 2. Overtime assignments will be made on fair and equitable basis. A record of actual overtime worked by employees will be maintained by first level supervisors and may be reviewed by the shop steward if requested.

SECTION 3. In the assignment of overtime, the Employer agrees to provide the employee with advance notice. All employees designated to work overtime on days outside their basic workweek will be notified, except in cases of emergency, no later than the end of their scheduled workday on the day next to the last scheduled shift within the basic workweek. When work is planned in advance to be performed on a holiday, as much advance notice as possible will be provided, except in the case of an emergency.

SECTION 4. Overtime shall not be compulsory except in an emergency or when official requirements must be met as determined by the supervisor of the work center. If an employee assigned overtime in a planned or emergency situation has compelling reason(s) precluding performance of that overtime, management will make every attempt to find a suitable replacement to perform the overtime for that situation.

SECTION 5. Employees called in to work outside of, and unconnected with, their basic workweek, shall be paid a minimum of two (2) hours pay, regardless of whether the employee is required to work the entire two (2) hours.

SECTION 6. When an employee is required to work overtime because of the unexpected absence of another employee on the shift immediately following theirs, he or she will be relieved as soon as possible, provided a qualified substitute can be obtained to perform the work required.

## ARTICLE 11

### PROMOTION PROGRAM

SECTION 1. All in-service placement and promotion actions shall be accomplished in accordance with applicable directives. Prior to effecting changes in the Base Merit Promotion Plan, the views of the Union will be considered and I & I (Impact and Implementation) Bargaining will be completed.

SECTION 2. The parties agree a sound promotion program is essential to ensure that positions are filled by the best qualified candidates available to assure that all employees have an opportunity to develop and advance to their full potential according to their capabilities. This demands the highest order of honesty and integrity in interviewing and selecting employees for promotion and for details and training which would increase promotion potential. The parties further agree that selection procedures must provide equal opportunity for advancement for all qualified employees. An official, in recommending or selecting candidates for promotion or in operating a promotion program, may not show or give preference to any candidate based upon facts not pertinent to the candidate's qualifications for performing work of a higher level, including personal friendships. A supervisor or other official will not attempt to persuade a candidate either directly or indirectly to withdraw from competition or discourage eligible employees in career development program.

SECTION 3. The parties agree that there will be no discrimination in promotions or selections for positions because of age, race, sex, color, creed, physical and mental handicap, origin, or membership in or activity on behalf of the Union.

## ARTICLE 12

### POSITION CLASSIFICATION

SECTION 1. Position descriptions will be based on the principle duties and responsibilities of each position. Employees will be furnished a copy of their current position description, and any changes in it will be discussed with them by their supervisors.

SECTION 2. All employees who believe their positions are improperly classified will first discuss the matter with their immediate supervisors. If necessary, a meeting may be arranged for the employee by the supervisor with appropriate representatives of the Civilian Personnel Flight in an effort to informally resolve the dissatisfaction. The employee may invite a Union representative to be present at that meeting. This provision does not apply to site audits. If the matter cannot be informally resolved, the employee will be advised of his/her appeal rights.

SECTION 3. A copy of new job grading standards covering unit employees will be provided to the local as received.

SECTION 4. Assignments of work to employees shall generally be consistent with their grade levels. This does not mean that unrelated work may not be assigned on an occasional basis, such as in a general cleanup or cleaning of immediate work area, but

not to include custodial services. Management may not consistently assign work to employees outside the primary duties in their position without amending the position descriptions.

## ARTICLE 13

### DETAILS

SECTION 1. A detail exists when an employee continues in his/her current status and pay and is temporarily assigned to another position, or one requiring different qualifications from those required in his/her current position assignment.

SECTION 2. Selection of an employee for detail will be fair and equitable in relation to qualified employees reasonably available for detail. Procedures for affecting assignments that may enhance qualifications, offer promotion possibilities, or entail other benefits will be made in accordance with the Merit Promotion Plan.

SECTION 3. All details for periods of more than thirty (30) days will be made a matter of record in an employee's Official Personnel Folder. The experience gained on detail may be used, as appropriate, in making qualifications determinations.

SECTION 4. Details will be arranged to minimize personal hardship and inconvenience, such as performing the detail at a different location. The personal dignity of the employee and the type and level of the duties and responsibilities against those that will be performed will be recognized.

SECTION 5. The supervisor will record on the automated Air Force Form 971 all the time spent by an employee on official details and not recorded in the employee's Official Personnel Folder. This form will be shown to the employee upon request.

SECTION 6. Upon request, the Employer agrees to provide to the Union information on employees who are loaned out of their zones. Information will include number of hours worked, where work was performed, who performed the work, and the name of immediate supervisor. This agreement pertains to employees who work under the ROOMS/Zone concept.

## ARTICLE 14

### PUBLICITY

SECTION 1. This Union will be authorized to display their literature, correspondence, notices, and related types of information on bulletin boards in appropriate work areas. The

Union shall be required to maintain their portion of the bulletin boards in a neat and current condition as is required of employer bulletin boards.

SECTION 2. The Employer will post a copy of this Agreement on each bulletin board where unit employees are assigned. This posting will be accessible to employees at all times and management will furnish 200 copies to the Union.

SECTION 3. New employees will be advised by the Civilian Personnel Flight of their rights to freely and without fear of penalty or reprisal, form, join, or assist a labor organization or to refrain from such activity. In the event a group orientation is held, the Union is entitled to have a representative present.

SECTION 4. The Employer agrees to include notices of forthcoming Union meetings in issues of its personnel bulletin when requested in writing.

#### ARTICLE 15

##### EQUAL EMPLOYMENT OPPORTUNITY

SECTION 1. The Employer and the Union agree to cooperate in all policies and procedures providing equal employment opportunity for all persons to prohibit discrimination because of age, sex, race, color, religion, physical or mental handicap, or National origin and to promote the full realization of equal employment opportunity through a positive and continuing effort.

SECTION 2. To further foster the spirit and intent of the Equal Employment Opportunity Program, the Union agrees to brief unit employees in attendance at their regular meeting on activity within the EEO Program. Data and information may be obtained from the Civilian Personnel Flight or the Office of the Chief, EEO Counselor. Further, the Union agrees to support Management's affirmative action and recruitment efforts.

#### ARTICLE 16

##### LEAVE

SECTION 1. The Employer agrees to administer the leave program in accordance with applicable law and Air Force regulations. Leave is considered a right of the employee, subject to the approval of the supervisor, and can be granted in 15 minute increments (Annual and Sick).

a. Annual Leave. The Employer in conjunction with the

employee is required to establish a tentative annual leave schedule for all employees for the leave year by 15 February of each year and reverify them not later than 30 August of each year. Leave for extended periods of time may be scheduled subject to approval for specific situations. Disputes between employees desiring the same time shall be resolved through discussion with employees involved. The supervisor will determine leave in a fair and equitable manner based on such items as personal hardships, leave history, past practice, and reasonable rotation of leave. If the conflict is not so resolved, the senior employee from the standpoint of service computation date (SCD) (for leave purposes) shall be given preference.

b. Unscheduled annual leave will be requested as far in advance as possible. If the request is denied, the employee may submit an SF-71, on which the supervisor will state the reasons for denial and attempt to return the SF-71 within one workday.

c. The Employer reserves the right to cancel previously scheduled or requested annual leave subject to essential mission requirements, in accordance with appropriate laws and regulations, when work load necessitates such actions. Employees may request, in writing, the reasons for leave cancellation. Employees will be given the opportunity to reschedule the cancelled leave. Leave cannot be arbitrarily cancelled.

d. Management will make every effort to accommodate employees wishing to observe religious holidays.

e. Leave For Death In The Family. An employee will be granted annual leave or leave without pay in case of death in the immediate family or, in the case of a death of a relative, annual leave or leave without pay will be granted except where unusual circumstances prevent approval.

f. Employees will be encouraged to take annual leave or leave without pay upon the shutdown of activities.

g. An employee who is a steward or Union official will be granted annual leave to attend internal functions which are not covered by official time. Normally, one week advance notice will be required and such leave will be approved subject to unusual conditions.

h. Short notice leave requests will be requested through the immediate supervisor or other designated official. If the supervisor or other designated official is unavailable to accept the request, the employee may leave a message with the person accepting the call, stating the reason for the absence, the anticipated duration, and location where the employee can be reached.

d. Records of individual employee leave balances will be restricted to those with a need to know, unless the leave balances are publicized as examples of large accumulations with prior consent of the employee.

SECTION 3. When a substantial number of employees request unscheduled sick leave for the same time frame, management may contact the Union representative, and at management's discretion, can require the individuals to present physician-certified medical certificates regardless of the length of absence. If it is suspected that employees at the unit are abusing sick leave, the Union will join management in its efforts to alleviate the problems by investigating the situation and obtaining the cooperation of the employees involved.

SECTION 4. Leave Without Pay. Leave without pay may be granted to not more than two of the members of the unit to serve with AFGE for one year. An extension may be granted for the second year upon written request.

## ARTICLE 17

### HEALTH AND SAFETY

SECTION 1. The Employer shall make every reasonable effort to provide and maintain safe working conditions for employees.

a. Occupational safety, fire prevention, and health training shall be provided in compliance with AFR 127-12.

b. Designated safety representatives of Bargaining Unit members may be included to assist in maintaining safe and healthful work places.

SECTION 2. It is agreed between the parties hereto that safety is a collective effort and responsibility of both management and employees. All officers and stewards of the Union will cooperate to that end by encouraging employees to observe all safety rules, requirements, and regulations in the performance of assigned duties; to report promptly to the supervisors any observed unsafe practices and conditions; and if injured on the job, to report or have same reported to their concerned supervisors on appropriate accident forms in accordance with OWCP guidelines.

SECTION 3. Imminent Danger Situations. When an employee or group of employees, during the course of performing their official duties reasonably perceive they are being required to work under conditions which are unsafe or unhealthy and present an imminent danger which may cause death or serious bodily harm, coupled with reasonable belief that there is not sufficient time to seek relief through normal hazard reporting and abatement

channels, shall cease the activity and notify the nearest available supervisor and Union representative of the alleged hazard. The supervisor shall make an evaluation of the situation and after discussion with appropriate safety persons and Union, shall make a determination as to whether work may proceed. If a determination is made that an imminent danger situation does exist, work shall not resume until such danger can be eliminated through normal abatement procedures which may include interim control measures. The Employer agrees to post notice of hazardous conditions discovered in a work place as required by AFR 127-12.

SECTION 4. Emergency/First Aid Treatment.

a. The Employer agrees to provide emergency/first aid treatment for job-related injury and/or illness which occurs during the employee's duty hours.

b. The Employer will arrange for transportation to an appropriate medical facility in the event of on-the-job injury or illness.

c. In the event that adequate medical facilities are not available (e.g., missile sites, remote sites), first aid kits will be provided to render emergency care.

SECTION 5. The Union will designate one person to meet with an official of the Employer periodically to discuss any known safety problems. Time and date of this meeting will be agreed on by the parties concerned.

SECTION 6. The Union will designate one person to meet with an official of the Ground Safety Office periodically to discuss any known safety problems. Time and date of this meeting will be agreed on by the parties concerned. The Union and Employer will meet periodically to discuss known safety problems.

SECTION 7. When filing compensation forms, it is the responsibility of the employees to seek advice from their supervisors, Civilian Personnel Flight, or Union stewards on their rights and benefits under the Federal Employees Compensation Act.

SECTION 8. Management recognizes that representatives of the Secretary of Labor (OSHA/NIOSH officials) are authorized to enter and inspect, at reasonable times and without delay, applicable work places and environments where civilian employees work.

## ARTICLE 18

### ENVIRONMENTAL DIFFERENTIAL PAY AND HAZARDOUS DUTY PAY

SECTION 1. The parties hereby agree that Environmental Differential Pay will be paid for exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature in accordance with applicable agency and OPM regulations. The expert and technical competence of the Employer will be used in determining whether or not a hazard has been practically eliminated.

SECTION 2. The concern of the Union in regards to environmental problems and hazardous duty conditions is that management makes every possible effort to eliminate these types of problems and conditions. If the Employer cannot completely eliminate the hazard, Environmental Differential Pay may be paid in accordance with criteria in Appendix J of FPM Supplement 532-1 and applicable Air Force regulation including revisions.

## ARTICLE 19

### TRAINING

SECTION 1. The Employer will determine training needs and plan for training and development of employees as required to accomplish the mission. This may involve many different types of training such as refresher training, technical training, training in new or shortage skills categories, cooperative work study programs, on-the-job training, etc. Whenever practicable, training opportunities will be made known to employees. Selection for the training will be made on an equitable basis.

SECTION 2. The Employer agrees to make a reasonable effort, including retraining, to minimize RIF actions resulting from the introduction of new equipment and processes.

SECTION 3. If an employee fails to perform satisfactorily after a reasonable period of time in a position to which they have been assigned as the result of a retraining program, a reasonable effort will be made to locate another position at the same grade level to which they may be reassigned.

SECTION 4. The Employer agrees to give advance notice to the Union with regard to the installation of any new equipment, machinery, or process which would result in changes of working conditions.

SECTION 5. Employees who are required to attend schools or TDY that require travel on weekends in order to be in attendance on

Monday, will be paid for the time spent traveling in accordance with Title 5 and the Fair Labor Standards Act.

SECTION 6. Employer agrees to provide initial training to new Union officers and stewards, in regards to the Partnership Act Training under DoD implementating instructions, guidance, and training development. Union officials and stewards agree to render assistance in communicating and counseling with employees on the operating procedures of the Merit Promotion Program.

## ARTICLE 20

### USE OF OFFICIAL FACILITIES

SECTION 1. On-base facilities may be used for Union membership meetings after regular (day shift) working hours. Requests will be made to the office responsible for administering the facility. Use of the facility will be subject to availability and any procedures or requirements established by the approving office.

SECTION 2. The Employer agrees that a reasonable effort will be made to provide adequate office facilities for use of the Union. Management agrees to install a Class "C" telephone in the office provided.

SECTION 3. Reserved parking spaces will be authorized for employees with handicaps that impede walking. Requests for such a reserved space will be made by the employee to his/her supervisor.

## ARTICLE 21

### INCENTIVE AWARDS

SECTION 1. It is agreed that employees meeting the performance criteria outlined in AFR 40-452 should be considered for recognition under the Performance Management Program. Employees and supervisors are encouraged to strive for improved employee performance and recognition under the program.

SECTION 2. Information regarding how to improve performance in order to qualify for different awards within the award program will be provided to employees upon request.

SECTION 3. The Employer and the Union encourage voluntary participation in improving efficiency, economy, and effectiveness of the Air Force by the use of the Air Force Suggestion Program.

SECTION 4. Supervisors may use the Suggestion Program as a factor in recommending deserving employees for special achievement awards.

i. Accrual/Availability of Leave. Annual leave to be accrued during the leave year becomes available to the employee on the first day of the leave year. Applicable leave requesting procedures will be followed. The supervisor authorized to approve leave must have reasonable assurance that the employee will be in a duty status long enough to earn the leave granted before the end of the leave year if the leave is in excess of the amount actually earned up to that time.

SECTION 2. Sick Leave. The Union joins the Employer in recognizing the insurance value of sick leave and agrees to encourage employees to conserve such leave so it will be available to them in case of illness. Sick leave will be granted to employees when they are incapacitated for the performance of their duties for reason of sickness, injury, or other reasons as provided by sick leave regulations. When an employee requires use of sick leave, he/she will be responsible for notifying his/her supervisor by telephone or other means prior to the beginning of his/her scheduled work shift if possible under the circumstances. It is agreed that employees desiring medical, dental, optical examinations or treatment, who cannot arrange appointments outside of work hours, will be granted the amount of time required on sick leave for this purpose. Employees should request such leave as far in advance as possible on an SF-71.

a. Written notice of sick leave abuse may be used after counseling for suspected abuse of sick leave. The notice will be reviewed every six months. The employee will be advised of the results of the review and informed, in writing, that the notice is either cancelled or extended. When an employee has been provided written notice, he/she must then submit a physician-certified medical certificate immediately upon return to duty for the period reported as sick.

b. When an employee is out for more than three consecutive workdays and attended by a physician, a certificate from the physician will be required unless specifically waived by the supervisor. If the employee is out sick for more than three consecutive work days and not attended by a physician, the supervisor, at his/her discretion, may require the employee's personal written statement as to the nature of the illness and that he/she was incapacitated for duty.

c. Consistent with delegated authority, the Employer will make every possible effort to provide light duty for an employee temporarily incapacitated or disabled from performing normally assigned duties. Additionally, a temporarily disabled employee may be detailed under AFR 40-321 to available work he/she can perform so as to minimize loss of accumulated sick leave. If the above is not appropriate, the employee will be placed on leave.