

U. S. POSTAL SERVICE				ARTICLE VIII	
LABOR RELATIONS REPORTER				SECTION 5	
				PARAGRAPH	
ISSUE NO.	DATE	PAGES	SUPERSEDES: ISSUE NO.	PAGES	TRANSMITTAL LETTER NO.
28	8/14/74	1			9

SUBJECT: SCHEDULING OF OVERTIME WORK

When overtime work is required, the number and categories of employees needed to perform the overtime work shall be determined by local management. If management elects to utilize full-time regular employees to perform the available overtime work, such employees shall be selected from the established "Overtime Desired" list. Employees selected from the "Overtime Desired" list for overtime work may not refuse the overtime assignment, however, an employee may request to be excused from such overtime assignment in exceptional cases based on equity.

In the event the "Overtime Desired" list does not provide sufficient qualified people to satisfy the overtime needs, management may obtain the needed employees by exercising any one or a combination of the following options:

1. Solicit volunteers among qualified full-time regular employees not on the "Overtime Desired" list; or
2. Select qualified part-time flexibles or casuals;
or
3. Require qualified full-time regular employees not on the "Overtime Desired" list to work the overtime on a rotating basis by juniority.