

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN IBEW LOCAL 46 AND PORT OF SEATTLE**  
**AV/M OVERTIME DISTRIBUTION PROCESS FOR ALL SHIFTS**

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The Port will endeavor to equalize overtime in the AV/M Electric Shop. The AV/M Electric Shop will keep a list of the amount of overtime hours for individuals within each Shift. The “Maximo Overtime Hours Report” will be used weekly to update the Overtime List and will be posted by a Electrician General Supervisor /Supervisor and with Shop Stewards’ awareness.

Overtime will be offered first to the person with the least amount of overtime hours first within the affected Shift. If that person declines, then the person with the next least amount of overtime hours within the affected shift will be offered the Overtime. This will continue until someone on the affected shift accepts the Overtime. **If no one within that shift is available for the overtime**, the opportunity will be made available to the person with the least amount of overtime within the Electric Shop, regardless of what shift that person works.

The following procedure shall be used:

- Calls shall be sequenced based on the individual's position within the overtime list.
- Calls shall proceed from the individual with the lowest amount of overtime hours awarded to the highest. Until the shift(s) are filled
- Individuals being called to fill a shift will receive one telephone call, to a designated telephone number. It is the individual's responsibility to designate the telephone number for such calls, and ensure the correct number is on the telephone call list.
- As Overtime is accepted, the employee’s hour bank will be updated to reflect the Overtime that employee worked. In the case that the employee is unable to work the overtime they accepted, that time will be deducted the following Tuesday.
- After an individual works OT, their name shall be placed below others with equal OT hours on the Overtime List, excluding the Reset.

All overtime will be offered off the list first. If Leadership (Manager, Electrician General Supervisor, and/or Electrical Supervisor) deems the OT requires a special skill, a person with special skills will be offered OT **in addition** to the person off the list. **Examples of special skills** are welding, cable splicing, or extensive experience with a specific system or piece of equipment.

The overtime list will be reset every Feb. 1<sup>st</sup>. The order of the list will not change with the reset of hours. The list will reflect that everyone will have zero (0) overtime hours.

When a Probationary Employee becomes a Seniority Employee and has been assigned to a permanent shift, a Electrician General Supervisor/Electrical Supervisor will average the number of hours on their shift and assign them to the new Seniority Employee (total hours of that shifts overtime hours worked divided by number of employees on shift).

When a Seniority Employee changes a shift permanently, their Overtime hours will follow them. If the employee is on a shift temporarily (more than 2 weeks) they will use this process. When a Seniority Employee moves to the temporary shift, their hours will follow them. When they move back to their permanent shift, their hour bank will follow.

The Electrician General Supervisor / Electrical Supervisor assigning the overtime will keep a running list of hours for each individual accepting the overtime, which the shop stewards may review. The list will be updated on **Wednesday** before the OT is assigned. These hours will count towards the overall hours in the overtime distribution and tracked/updated on the current overtime sheet.

Disputes regarding the application and results of this procedure shall be referred to the Business Partnership Committee for resolution. The BP Committee can resolve disputes regarding this MOU at more frequent intervals than waiting for their regularly scheduled BP meetings.

Refinements and modifications may be made by mutual agreement between the parties (i.e. Labor Relations, shop stewards, and Union Reps.) during the term of this Agreement.

For the Port

Kree Robson Acting E.O.

Stephen P. Metruck, Port of Seattle  
Executive Director

Date:

10.23.2024

For the Union

Sean Bagsby

Sean Bagsby, IBEW Local 46  
Business Manager/Financial Sec.

Date:

10-16-24