

Revised Premium Pay/Comp Time Proposal

September 16, 2016

Modify Article II - Hours And Overtime, Section G as follows:

G. Premium Pay and Compensatory Time Off. This Section applies to certain situations where Employees are assigned to work on a Scheduled Day Off (“SDO”). SDOs include the days of the week when the Employee is not scheduled to work (e.g., Saturday and Sunday for an employee normally scheduled to work Monday through Friday), and also any scheduled vacation day or floating holiday. An assignment to work on an SDO means that an authorized manager has instructed the Employee to report for work, or to perform work from home. Overtime exempt Employees may, in some circumstances, take it upon themselves to perform work on their day off, but such work will not be subject to the provisions of this Section (G) unless the work was assigned by a supervisor to be done on the SDO.

1. **For Overtime Eligible Employees.** Work on a Scheduled Day Off, whether from home or in the office, will normally be treated as overtime for a full-time employee unless the employee’s work schedule for that week has been altered in anticipation of an unusual work schedule. If an overtime eligible (non-exempt) employee is assigned to come into the office on an SDO, time worked for the day will include travel to and from the office.

2. **For Overtime Exempt (Salaried) employees.** When an overtime exempt employee is assigned by his supervisor to work on a Scheduled Day Off such that the employee’s SDO is substantially interrupted, the employee will be granted Premium Pay or Compensatory Time (“Comp Time”) as provided below. In addition, if the day is a previously scheduled floater or vacation day, and if the assignment involves more than two hours of work, the employee will not be charged with having used the floater or vacation day and will be permitted to use that day off on a future day.

(a) **Assignments at the Office.** If an overtime exempt employee is required to come into the office to work (or is assigned to report to a location away from home) on an SDO, he or she shall receive Premium Pay at the rate of time-and-one-half for all hours worked (in quarter-hour increments), including travel time to and from the office, up to a maximum of 5 hours of Premium Pay, provided that after 5 hours, any additional hours shall be compensated with Comp Time at the rate of 1.5 hours of Comp Time for each additional hour worked, in half-hour increments, to a maximum of 7 hours of Comp Time. This provision shall not apply to newsgathering employees who are assigned at least one week in advance to cover an event outside their home. Such planned assignments will generate Comp Time only, calculated from the first hour, including travel time to and from the assignment, accruing at the rate of 1.5 hours of Comp Time for each hour of work to a maximum of 12 hours of Comp Time in a single day.

(b) **Work From Home.** Overtime exempt employees who are assigned to work from home on an SDO for periods in excess of two hours shall be compensated with Comp Time (at the rate of 1.5 hours of Comp Time for each hour worked) in half-hour increments, up to a total of 7 hours of total Comp Time (one full day off with pay) in a single day. ~~NOTE: For newsgathering employees, the first two hours of work performed will be excluded from the calculation of Comp Time. For non-newsgathering employees, when work time exceeds two hours, all time worked, including the first two hours, will be included in the calculation of Comp Time.~~

3. **Compensatory Time and Premium Pay Procedures.**

(a) ~~Employees must advise their immediate supervisor of the number of hours claimed to have been worked that qualify for Comp Time immediately after the time is worked, but in no case more than five (5) days after the time is worked. The supervisor will record the number of Comp Time hours and give the employee written acknowledgement of the number of Comp Time hours credited~~ enter the number of hours claimed to have been worked that qualify for Comp Time in a central calendar/time recording system immediately after the time is worked, but in no case more than ten (10) working days after the time is worked.

(b) All Comp Time shall be scheduled with the approval of management in the same manner as personal holidays (floaters). Employees are responsible for scheduling days off in order to use up all available Comp Time within ~~ninety (90)~~ sixty (60) days of when it is earned. ~~Employees must exercise reasonable diligence in attempting to schedule all available Comp Time. If the employee's manager denies all requests and~~ If the employee is prevented from scheduling has not scheduled the Comp Time within ~~ninety (90)~~ sixty (60) days, the Company shall pay out the Comp Time in cash at straight time rates.

(c) Employees must submit a claim for Premium Pay within thirty (30) days of the date worked. The appropriate manager must approve or deny the claim within thirty (30) days of submission. Any grievance concerning a claim for Premium Pay must be filed within forty-five (45) days after the denial of the submitted claim, and in no event more than 105 days after the date worked.

Condition of agreement: Given the confusion over premium pay in the Washington, DC bureau and the inability for overtime exempt employees to file for premium pay earlier this year, overtime exempt employees shall be permitted to submit claims for premium pay for eligible hours worked between March and September of 2016.