

# Handbook Utility Addendum

## CALL-IN AND STANDBY

An employee who is on-call must be able to report to the COLUMBUS UTILITIES facility within 30 minutes of notification.

An employee called back to work after having completed their regular day's work shall be given not less than two (2) hours pay at time and one-half (1-1/2) their regular hourly rate of pay or time and one-half (1-1/2) for all hours worked, whichever is greater, provided, however, that this two (2) hour guarantee shall not apply to worked consecutively prior to or subsequent to an employee's regular schedule of hours.

- A. Employees who are required to be on standby on weekends or holidays shall receive five (5) hours' pay at time and one-half (1-1/2) their regular hourly rate of pay (Saturday and Sunday) for each such day of standby.
  - i. Plus (1) hours pay at time and one-half (1-1/2) their regular hourly rate of pay (Saturday and Sunday) for water utility readings.
  - ii. Plus (2) hours pay at time and one-half (1-1/2) their regular hourly rate of pay (Saturday and Sunday) for wastewater utility readings
- B. Employees who are called out while on standby shall receive two (2) hours of pay at time and one-half (1-1/2) for each call-out if not in the same hours or time and one-half (1-1/2) for actual hours worked, whichever is greater.
- C. Employees called out on paid holidays shall receive two (2) hours of pay at double the normal hourly rate for each call-out if not the same hours or double time for actual hours worked, whichever is greater. The employee shall receive one (1) hour pay at double the normal hourly rate on these days for recording the plant readings.
- D. When an inexperienced apprentice lineman is scheduled for a week of standby, one of the journeyman linemen will be designated as the "back up" lineman and receive 100% of the normal standby time for the week as compensation. A Journeyman Lineman shall be on standby each weekend/week.
- E. When COLUMBUS UTILITIES Employees are called into work for emergency reasons, overtime will be paid, at time and one-half, until the emergency is repaired, or the new workday starts. The new workday begins at 7:00 am, Monday through Friday. If the emergency falls on the weekend the new workday will begin at 7:00 am on Saturday or Sunday.
- F. A minimum of six hours (6) rest time will be required for COLUMBUS UTILITIES Employees that have been working on an extended outage emergency.

- **Example A** - A crew is called out for an after-hours emergency and shall get paid for rest time in the following manor. Depending on the Emergency, the Utility Director, Line Foreman or their designee can decide to split the crew and send some crew members home in order to have enough COLUMBUS UTILITIES Staff on duty at 7:00 am the next morning. The crew are called out and begin work at 12:01 am; they complete the repairs and arrive back at the COLUMBUS UTILITIES shop at 8:30 am. Overtime will be paid to crew members working in the after-hour emergency from 12:01 am until 7:00 am. (The normal workday shift begins at 7:00 am) 1.5 hours will be paid at the normal wage rate. At 8:30 am, the crew leaves for the day and will be paid the remainder of the workday as rest time at their normal hourly rate. Which would be 8:30 am until 4:30 pm, minus ½ hour for lunch or 7.5 hours. If the after-hour emergency begins at 12:01 am on Friday, the paid rest time shall reflect the crew being done with work at 11 am. If they left at 8:30 am as explained above the paid rest time would be 8:30 am until 11:00 am or 2.5 hours at their normal hourly rate.

**Example B** – A crew is called out for an afterhours emergency beginning at 7:00 pm. The crew works until 4:00 am the next morning. Overtime wages will be paid from 7:00 pm until 4:00 am. The normal working day begins at 7:00 am. The Crew will be required to have a minimum of 6 hours of rest-time before reporting to work for the normal workday. The normal workday begins at 7:00 am, seeing as how the crew worked until 4:00 am, they will report for their normally scheduled workday at 10:00 am and will receive 3 hours of pay for rest time (at their standard hourly rate) based on the example above. Depending on the Emergency, the Utility Director, Line Foreman or their designee can decide to split the crew and send some crew members home in order to have enough COLUMBUS UTILITIES Staff on duty at 7:00 am the next morning.

## UNIFORM POLICY

Full-time, operational employees of the COLUMBUS UTILITIES will be required to wear Flame Resistant (FR) clothing, as specified and approved by the Columbus Utility Director, when performing their duties.

COLUMBUS UTILITIES linemen are required to adhere to the following protective clothing guidelines:

All inner layers of clothing must be constructed of natural fiber materials or be fire retardant (FR).

All outer layers of clothing must be FR meeting the requirement of the most recent arc flash hazard assessment.

The following will be the policy of the COLUMBUS UTILITIES line personnel for FR clothing:

1. This policy will be reviewed on an annual basis during annual negotiations. The Columbus Utility Commission will decide if it should continue or other options considered.
2. All shirts will be required to have the Utilities logo and employees' name on them before being placed into service.
3. All clothing purchased will meet NFPA 70E and OSHA 1910.269 compliance based on arc flash studies being conducted by COLUMBUS UTILITIES.
4. In the event that an employee is no longer employed by COLUMBUS UTILITIES all clothing is to be returned to COLUMBUS UTILITIES before the final employees' paycheck will be issued.
5. Clothing will be treated the same as PPE which means that it shall be worn any time that there is any risk of electrical exposure.
6. The Columbus Utility Commission has approved the following initial purchases for COLUMBUS UTILITIES Employees:
7. Line workers – 5 pairs of FR pants, 5 FR long sleeve shirts button-up or Henley style shirts
8. Water Operators / Wastewater Operators – 5 pairs regular duty pants, a total of 5 button-up duty shirts, a combination of long and short sleeve
9. COLUMBUS UTILITIES will provide a yearly clothing allowance per Line Worker – Water Operator – Wastewater Operator
10. Any clothing that is damaged beyond repair during work hours will be replaced and will not be counted against replacement clothing allowance.
11. Any clothing damaged needs to be reported to the Utility Director immediately,
12. Clothing may be mended by approved methods no more than two times after which the Utility Director will have final determination if the mended clothing is acceptable for public wear.
13. Clothing determined to be unfit for duty due to damage or unsightly appearance will need to be turned into the Utility Director and disposed of properly.

## **CDL DRIVERS LICENSE REIMBURSEMENT**

As a condition of employment, certain employees are required to obtain a Commercial Driver's License (CDL). COLUMBUS UTILITIES will reimburse the employees for the cost to obtain the original CDL. In the event the Employee remains employed for less than two years, the Employee shall repay the utility portion of the non-wage related expenses according to the following schedule.

Terms of Employment	Repayment Amount
Less than 12 months	100%
12 months to 15 months	75%
16 months to 20 months	50%
21 months to 24 months	25%
After 24 months	0%

In addition,

COLUMBUS UTILITIES will reimburse employees for the difference between the renewal cost of the regular driver license and the renewal cost of the CDL.

## **PERSONAL EQUIPMENT**

COLUMBUS UTILITIES will provide tools and equipment required to perform normal duties.

Except in the case of emergency situations, COLUMBUS UTILITIES prohibit the use of laptops, hand-held cell phones and similar devices while driving. Hands-free devices for cell phone use are acceptable.

Safety glasses will be provided. If an employee wears prescription eyeglasses, COLUMBUS UTILITIES will provide safety glasses that fit over the prescription eyeglasses.

COLUMBUS UTILITIES personnel designated by the COLUMBUS UTILITIES Utility Director will be paid \$25.00 per month as compensation for the use of their personal cell phone for COLUMBUS UTILITIES-related communications.

Personal tools, equipment or property will not be stored at any COLUMBUS UTILITIES Facilities.