

- 2021 NCO Wage Scale
- USW Leadership Chart
- WRPS Management
- Standard of Conduct & Employee Discipline
- NCO Appendix A Agreement
- Safe and Drug Free Workplace
- Timecards (TIS) & ETVS
- CFR 707 WSAP
- Absence Sheet & PTB Procedure
- Time Keeping
- Control of Working Hours & Overtime
- GPS Government Vehicle Use & Discipline
- Covid-19 Policy
- OATS – Overtime Tracking/Authorization

NCO Wage Scale

Time Employed	D&D	2022
0-6 Months	\$22.940	\$27.526
6-12 Months	\$ 25.231	\$29.821
12-18 Months	\$ 27.526	\$32.114
18-24 Months	\$ 29.821	\$34.406
24-30 Months	\$ 32.114	\$36.702
30-36 Months	\$ 34.406	\$38.996
36-42 Months	\$ 36.702	\$41.291
42-48 Months	-----	\$43.581
48+ Months	-----	\$45.876
Working Lead	-----	\$48.170
Temp Lead	Current + 5%	

UNITED STEELWORKERS LOCAL 12-369 WRPS LEADERSHIP FLOW CHART

HAMTC SAFETY REPS

Jason Green 509-948-1466

Brian Ivey 509-460-9243

Josh Herrick 509-531-1675

Bill Collins

USW 12-369 Local President

Mike McWain

Vice President

Brian Ivey
Unit VP

Aaron Keck

Unit Griever/Chief Steward
509-551-7113

Aaron Keck

Material Coordinators
509-551-7113

Justin Weathers

2704HV Building
Project/Retrieval Closure
208-403-8841

Daniel Andrews
Sampling Services Projects
509-942-8300

TBD Aaron Keck
Base Waste Services
509-551-7113

Sarah Southerland
Production Ops
509-591-7117

Retrieval Closure

Greg Parker
509-713-4696

Projects/Field

Jerimiah Pavel
253-355-2030

Robin King
Prod Ops Field Crew
509-528-2388

Steve Hall
242-A Building
509-420-0985

Robert Valdez
ETF
509-948-6680

Scott Thompson
Shift Relief Team
509-440-9087

Kyle Foster
A-Shift
509-987-7490

Brian Ennen
B-Shift
509-554-0855

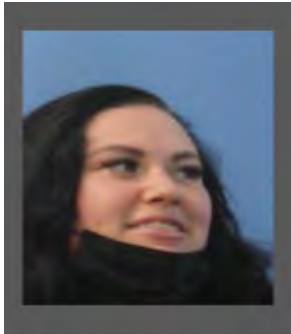
Julia Myers
C-Shift
509-778-1403

Daniel Harris Jr.
D-Shift
509-203-5014

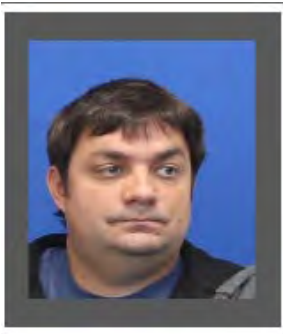
Aaron Keck
Chief Steward
509-551-7113



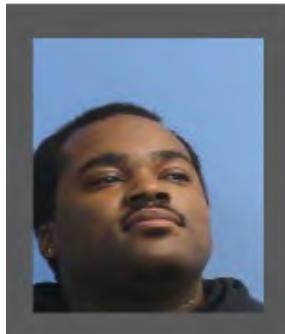
Sarah Southerland
Production Ops



Daniel Andrews
Sampling Group



Justin Weathers
Projects Fieldcrew



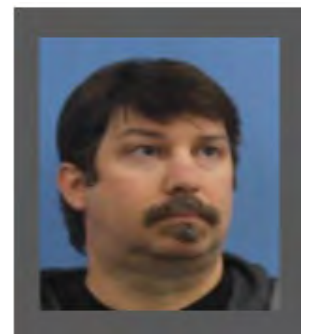
Vacant
Waste Group



Greg Parker
Retrieval Group



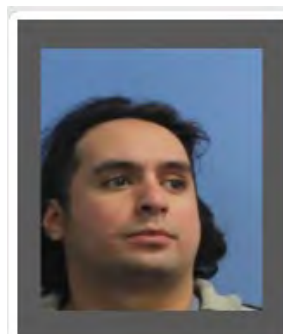
Brian Ennen
B – Shift



Robin King
Prod Ops Fieldcrew



Dan Harris Jr.
D – Shift



Julia Myers
C – Shift



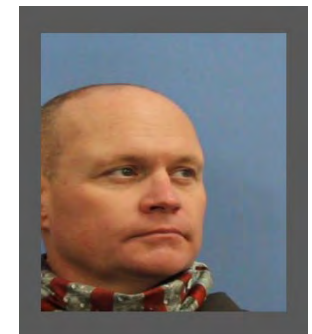
Robert Valdez
Prod Ops ETF



Kyle Foster
A – Shift



Scott Thompson
Prod Ops Shift Relief



Senior Staff

[Click Link for Full Org Charts](#)



These Standards of Conduct are intended to provide each employee with notice of those behaviors, acts, performance or failure of performance which may result in disciplinary actions. All employees are expected to abide by these Standards of Conduct. This is not intended to be an all-inclusive list, but is descriptive of behaviors, acts or performance that will be addressed to keep our company a safe, pleasant, productive, and desirable place to work. Other behaviors, acts, violations, or misconduct that could be the basis for disciplinary action are contained in the Conduct of Operations Manual and other Company policies and procedures. Each issue will be reviewed on its own merit and discipline will be rendered accordingly.

Conduct and performance not in the best interest of WRPS or its employees is considered serious and can result in disciplinary action up to and including termination. Some examples of violations of conduct and performance standards are listed below. The examples are neither a complete listing of all possible types of misconduct that can result in discipline nor do they specify the exact severity of the discipline in every case. Any disciplinary action will be based on the fact and circumstance in each specific case.

A. EXTREMELY SERIOUS MISCONDUCT

Any of the following are considered **extremely serious misconduct** and may result in immediate discharge.

1. Deliberate disregard of safety rules or safety procedures. This includes conduct demonstrating reckless indifference or disregard for safety rules or procedures, including willful action or inaction resulting in injury to personnel or damage to property or equipment or the environment.
2. Insubordination, including, but not limited to, the failure to carry out definite instructions or assignments. This includes the unjustified refusal to accept work assignments or comply with work requests, instructions, or refusing to submit to drug and/or alcohol screening.
3. Taking or receiving, without authorization, property belonging to the company, fellow employees, a contractor, a vendor, the government, or others.
4. Improper use of or deliberate damage to company property, government property, or the property of another employee. This includes, but is not limited to, computers (including the Internet), vehicles, facsimile machines, pagers, copiers, cellular phones, and personal digital assistants (PDAs).
5. Falsification of records or reports, including falsely reporting time worked. This includes conduct that demonstrates a disregard or indifference to whether a document, report, time card (or equivalent), written document, or statement contain false or materially misleading information.
6. Violations of any criminal or civil law (including immoral or obscene acts), on or off company/government property, which could likely have an impact on the employment relationship, the work place, or the image/reputation of the company and/or the customer.
7. Possessing, passing, using, or threatening to use weapons, incendiary devices, or explosives, or conspiring to take such action when not a part of assigned duties.
8. Security violations, which jeopardize the proper control of Government or company property or information. This includes interfering with or failing to cooperate with Site Security personnel in the performance of their duties.
9. Fighting, assaulting, or other threatening, intentionally disruptive or physical misconduct.
10. Disorderly conduct, such as the use of abusive, humiliating, or threatening language directed towards a co-worker, customer, or other contractor personnel, and vendor or subcontractor employees. This includes acts or behaviors that are determined to be harassment, intimidation, retaliation, or discrimination towards an individual, or which result in an impact on the work environment.

11. Sleeping on the job during working hours.
12. Using, possessing, passing (or conspiring to use, possess, or pass), or testing positive for presence in the system of any intoxicants, narcotics, hallucinogens, depressants, stimulants, or other such drugs anywhere on the Hanford Site, company or government location, or any other location where work takes place when on or off duty when it remains in the system leading to a positive result when tested. This includes the failure to comply with the terms of a substance abuse agreement.
13. Concealing or misrepresenting defective work, safety or conduct of operations violations, permit violations, or other non-compliance with policies or procedures.
14. Engaging in business acts or practices that are illegal or violate the Code of Business Ethics and Conduct. This includes creating, or failing to disclose a conflict with the business interests of the company or the U.S. Government or the unauthorized disclosure, use, or disposition of company or government records.
15. An unreported absence of three consecutive working days.

B. SERIOUS MISCONDUCT

The following actions are considered **serious misconduct**. The first infraction may result in at least a three-day suspension without pay. Suspensions for exempt personnel will be in weekly increments. A second infraction, not necessarily of the same type, may result in progressively more severe discipline up to and including discharge.

1. Violation of safety rules and safety practices or failure to use or wear designated safety or personal protective equipment.
2. Producing non-compliant, unacceptable, or defective work through carelessness or negligence. This includes careless waste of material or abuse of tools and equipment.
3. Engaging in behaviors which cause a disruption in the workplace, including the use of non-threatening gestures, inappropriate verbal comments, and inappropriate written or electronic communications.
4. Organizing, operating, or conducting gambling activities.
5. Failure to follow Company policies or procedures.
6. Unauthorized use of a government vehicle. This includes use of a government vehicle while not in possession of a valid state driver's license.
7. Leaving the job or work area without permission or satisfactory reason.

C. MISCONDUCT

The following actions are considered **misconduct**. The first infraction may result in a written warning or documented verbal warning. A second infraction, not necessarily of the same type, may result in at least a three-day suspension without pay. Suspensions for exempt personnel will be in weekly increments. A third infraction, not necessarily of the same type, may result in progressively more severe discipline up to and including discharge.

1. Failure to report a personal injury to the supervisor or manager on the day it occurs.
2. Excessive absences or tardiness, unreported absence, or absence/tardiness without justifiable cause. This includes arriving late and leaving early.
3. Posting unauthorized notes, defacing company or government property, or tampering with company bulletin boards.
4. Improper parking or operation of vehicles on company or government property.
5. Security infractions.
6. Unsatisfactory work performance.

Ownership matrix	RPP-27195
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TABLE OF CONTENTS

1.0	PURPOSE AND SCOPE	2
2.0	IMPLEMENTATION	2
3.0	RESPONSIBILITIES.....	2
4.0	PROCEDURE	2
4.1	Violation of Acceptable Work Behaviors, Standards or Practices	2
4.2	Removal from Work Place Pending Investigation.....	3
4.3	Disciplinary Investigation and Review	4
4.4	Disciplinary Process	6
4.5	Removal of Disciplinary Letter/Notice from Human Resources File.....	7
5.0	DEFINITIONS	8
6.0	RECORDS	8
7.0	SOURCES.....	8
7.1	Requirements	8
7.2	References.....	8

TABLE OF ATTACHMENTS

ATTACHMENT A - STANDARDS OF CONDUCT.....	9
ATTACHMENT B - LEVELS OF PROGRESSIVE DISCIPLINARY ACTION.....	12

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 2 of 12 June 25, 2018
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1.0 PURPOSE AND SCOPE

(7.1.1)

This procedure defines the expected standards that govern the conduct and performance of Washington River Protection Solutions, LLC (WRPS) employees and covers work performance, and activities when conducting company business addressing unsatisfactory work performance and conduct.

Employee performance is critical to the company reaching its many goals and objectives. When unsatisfactory performance occurs that does not meet the minimum requirements of the job, it is necessary to promptly initiate discussions that will correct unsatisfactory performance or conduct. Correction of behaviors, standards, and practices will be addressed through the disciplinary process as noted below.

In order to ensure that employees have a safe, productive, and desirable working environment, the company must establish and enforce acceptable work behaviors, standards, and practices. In the event that violations of these acceptable work behaviors, standards, or practices occur, the company has established a disciplinary process that will ensure a thorough evaluation of the facts and a consistent application of the principles of discipline, if disciplinary action is warranted. Generally, WRPS will try to exercise the progressive nature of this procedure before proceeding to a recommendation to terminate employment. However, WRPS reserves the right to combine and skip steps, depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

The behaviors, acts, violations, or misconduct that could be the basis for disciplinary action are contained in the WRPS “Standards of Conduct,” Conduct of Operations Manual and company policies and procedures. All employees are expected to abide by these work behaviors, standards, and practices.

This procedure describes the actions to be taken by supervisors and/or managers and appropriate support organizations if a violation of acceptable work behaviors, standards, or practices occurs, and also identifies the steps of progressive discipline (Attachment B). Management reserves the right to bypass the steps of the progressive discipline procedure, as deemed appropriate.

This procedure applies to all employees of WRPS.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

4.1 Violation of Acceptable Work Behaviors, Standards or Practices

Managers are expected to immediately address violations of acceptable work behaviors, standards, or practices when they become aware of them. Managers are responsible to immediately initiate the steps outlined in this procedure.

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 3 of 12 June 25, 2018
---------------------	--	--

Manager

1. Notify the respective line of management when you become aware of an alleged violation by an employee.
2. Notify Workforce Resources, Human Resources (HR), or Labor Relations (LR) of the alleged violation.

NOTE: Workforce Resources, HR, or LR will ensure that appropriate interaction with the WRPS Legal counsel is maintained throughout the process.

3. Review the circumstances of the allegation with respective management, HR, and/or LR (if Bargaining Unit employee), and determine if investigative removal from the work place is appropriate.
 - a. If investigative removal is appropriate, continue the process as outlined in Section 4.2.
 - b. If investigative removal is not appropriate, continue the process as outlined in Section 4.3.

4.2 Removal from Work Place Pending Investigation

Investigative removal from the work place may be appropriate in order to conduct a fair, thorough and timely investigation or prevent major disruptions in the work place. Investigative removal may be imposed for alleged violations such as fighting on the job, illegal conduct, threats of violence or retaliation, or where the safety of operations or personnel may be compromised or pending identification of drug use.

NOTE: The process of removing an employee from the work place due to an investigation originates with the HR Operations Manager (or designee), Field Operations Supervisor (or designee), and must be done in a prompt manner, nominally less than one shift, in order to prevent delays in conducting the investigation.

HR Operations
Manager, (or
designee)

1. Prepare a written notice of investigative removal from the work place addressed to the employee. Notice will include the following:
 - Reason for the removal
 - Duration of removal, if known
 - Specification that the removal will be either paid or unpaid, pending outcome of investigation
 - Employee must be available for interviews
 - Notice to the employee that WRPS has a compelling interest in protecting the integrity of investigations

- In every investigation, WRPS has a desire to protect witnesses from harassment, intimidation, and retaliation; to keep evidence from being destroyed; to ensure that testimony is not fabricated; and to prevent a cover-up. WRPS may decide in some circumstances that in order to achieve these objectives, details related to the investigation and the company's role must be maintained in strict confidence.
- | | | |
|---|----|---|
| Responsible Level 1 Manager (or designee) | 2. | Approve/disapprove the notice of investigative removal. |
| | a. | If approved, continue with step 3. |
| | b. | If not approved, continue with Section 4.3. |
- | | | |
|--|----|--|
| Responsible Manager and HR/LR Representative | 3. | Present written notice of investigative removal to the employee. |
| | 4. | Ensure Bargaining Unit employees have access to their union steward. |
- | | | |
|----------|----|--|
| Employee | 5. | Sign acknowledgment of receipt of the notice of investigative removal from work place. |
|----------|----|--|
- | | | |
|--|----|--|
| Responsible Manager and HR/LR Representative | 6. | If required, arrange for escort off-site. |
| | 7. | Ensure the employee's badge is retained, pending outcome of investigation. |
- | | | |
|----------|----|---|
| Employee | 8. | Remain away from the work place until directed by management to return. |
|----------|----|---|
- | | | |
|-------------------|----|--|
| HR Representative | 9. | Ensure a copy of the letter regarding work place investigative removal is retained for the personnel file. |
|-------------------|----|--|

4.3 Disciplinary Investigation and Review

HR Field Representatives are responsible for conducting the disciplinary investigation and coordinating the activity with the appropriate WRPS departments. The purpose of the investigation is to gather all the facts surrounding the event that has prompted the investigation. It is imperative that the investigation is unbiased, comprehensive and professional in order to determine whether disciplinary action is warranted. At all times throughout the investigation, the employee involved and all witnesses will be treated with dignity and respect. Managers are expected to assist in the investigation, if requested. Labor Relations is available to assist investigations involving bargaining unit employees when necessary.

- | | | |
|-------------------|----|---|
| HR Representative | 1. | Conduct and/or coordinate an investigation into the alleged violation as soon as practicable. |
|-------------------|----|---|
- In some instances an investigation may be conducted by other authorized individuals, e.g., Ethics and Compliance.

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 5 of 12 June 25, 2018
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2. Contact the WRPS General Counsel Office, as appropriate.
3. If the proposed discipline is associated with absenteeism and is less than the unpaid suspension level, complete the Attendance Discipline Checklist and proceed to Section 4.4.
 - a. If not, proceed to Step 4.
4. Determine and document the following, including the observations and statements from the employee under investigation and witnesses, if any:
 - Who was involved?
 - What happened?
 - Where did it happen?
 - When did it happen?
 - What was the actual performance or behavior?
 - What actions did the parties take?
 - What were other facts discovered during the investigation?
5. Ensure that documents generated are appropriately marked.
6. Review investigation results with the respective organization's management and the General Counsel (when applicable) to determine if the alleged violation is substantiated.
7. If no violation is substantiated, determine whether coaching is appropriate, and document in the employee's field file and the manager's field file; make appropriate notifications to those involved, and end this process.
8. If a violation is substantiated, complete a Disciplinary Review Summary Report.
9. If the recommended action is less than the suspension level, review the facts of the event and obtain approval for implementation of the disciplinary action with the following:
 - HR
 - LR (if Bargaining Unit employee)
 - Legal
 - Respective organization's management.

NOTE: General Counsel will be present to provide legal advice.

10. If the recommended action is a suspension or termination, review the facts of the event with Legal (Attorney-Client privilege).

NOTE: Necessary support staff may attend to present facts, findings, and any other pertinent information, and to answer questions or provide clarifications where required. The support staff will be excused when Disciplinary Review Board (DRB) members discuss and determine the disciplinary action outcome.

- a. Schedule a DRB comprised of the following members to further review the facts of the event, and obtain approval for implementation of the disciplinary action.
 - HR Operations Manager (or designee)
 - Workforce Resources Manager (or designee)
 - LR Manager (or designee), if Bargaining Unit employee
 - Organization Level 1 Manager (or designee)
 - WRPS Project Manager (or designee).

4.4 Disciplinary Process

In order for disciplinary action to be effective in changing behavior, it is important that the action is implemented as soon as is practicable after the initiating event. The actions outlined in this section should occur within one working day of the DRB approved recommended disciplinary action, if practicable.

- | | |
|--|--|
| HR Field Ops. Supv. | <ol style="list-style-type: none"> 1. Prepare a Disciplinary Letter/Notice including: <ul style="list-style-type: none"> • When and where the violation occurred • Action determined from investigation results are a violation of the WRPS Standards of Conduct, and are considered Extremely Serious Misconduct, Serious Misconduct, or Misconduct • Level of disciplinary action • Consequences of further violations • Appropriate signatures. 2. Ensure appropriate review of the draft letter/notice is conducted and approved prior to any further action. 3. Forward the completed letter/notice to the applicable HR or LR representative of the employee being disciplined. |
| HR/LR
Representative and
Dept. Manager | <ol style="list-style-type: none"> 4. Coordinate a time to meet with the employee. |

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 7 of 12 June 25, 2018
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- If the employee is on investigative removal, HR/LR is to contact the employee and provide specifics on when they are to return to the work place, and make arrangements to return their badge.
- A Bargaining Unit employee may request the presence of a Union Steward.

5. Present the Disciplinary Letter/Notice to the employee and discuss disciplinary action; if disciplinary action is termination, end this process and refer to [TFC-BSM-HR EM-C-06](#) for further guidance.

NOTE: Employee signature is intended only to acknowledge receipt of Disciplinary Letter/Notice; it does not imply agreement or disagreement with the letter/notice itself.

Employee

6. Sign the Disciplinary Letter/Notice acknowledging receipt.
 - If the employee refuses to sign, someone in a supervisory, HR, or LR position within the company will initial the form, indicating the employee received a copy of the letter/notice.

HR Representative

7. Provide the original Disciplinary Letter/Notice to the employee.

NOTE: Non-Bargaining Unit employees may dispute any disciplinary action and appeal through their respective line of management. Bargaining Unit employees must use the grievance process as outlined in the applicable Collective Bargaining Agreement. Any employee who believes that the action is retaliatory for raising concerns has the right to raise that concern with the Employee Concerns Program or other appropriate resources.

8. Forward the copy of the signed Disciplinary Letter/Notice to the HR Records Specialist for inclusion in the personnel file.

4.5 Removal of Disciplinary Letter/Notice from Human Resources File

Records of disciplinary action are maintained by the HR Records office.

If after one year, or sooner by mutual agreement, an employee has had no further disciplinary action(s), the Disciplinary Letter/Notice will be removed from the personnel and field files.

If after two years, or earlier by mutual agreement, an employee who has a Last Chance Letter in their file has had no further disciplinary action(s), the Last Chance Letter will be removed from the personnel and field files.

Removal may be delayed if the letter is related to an outstanding legal action (e.g., grievance, arbitration, lawsuit, etc.).

5.0 DEFINITIONS

Discharge. Final step of the disciplinary process. The Company severs the employment relationship when the disciplinary process fails to correct or improve work performance or conduct, or when a single incident of work performance or conduct warrant discharge. Discharge of an employee requires the review and approval by the Discipline Review Board (DRB).

Investigative Removal. Removing an employee from the workplace during the period while an investigation into improper conduct is underway. The suspension may be with or without pay, depending on the circumstances and the outcome of the investigation. Investigative removal/suspension originates with the HR Operations Manager, (or designee), and is approved by the respective Level 1 Manager (or designee).

Unsatisfactory Performance. Conduct or performance that does not meet the minimum requirements of the job.

Work Performance. Encompass many factors including, but not limited to, attendance, punctuality, personal conduct, job proficiency, productivity and/or compliance with company standards, policies, and procedures.

6.0 RECORDS

The following records are generated during the performance of this procedure:

- Disciplinary Review Summary Report
- Disciplinary Letter/Notice
- If applicable, written notice of investigative removal.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

7.0 SOURCES

7.1 Requirements

7.1.1 TFC-PLN-41, "Integrated Safety Management System Description."

7.2 References

7.2.1 TFC-BSM-HR_EM-C-06, "Termination of Employment."

7.2.2 TFC-BSM-IRM_DC-C-02, "Records Management."

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 9 of 12 June 25, 2018
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ATTACHMENT A - STANDARDS OF CONDUCT

I. INTRODUCTION

These Standards of Conduct are intended to provide each employee with notice of those behaviors, acts, performance or failure of performance which may result in disciplinary actions. All employees are expected to abide by these Standards of Conduct. This is not intended to be an all-inclusive list, but is descriptive of behaviors, acts or performance that will be addressed to keep our company a safe, pleasant, productive, and desirable place to work. Other behaviors, acts, violations, or misconduct that could be the basis for disciplinary action are contained in the Conduct of Operations Manual and other Company policies and procedures. Each issue will be reviewed on its own merit and discipline will be rendered accordingly.

Conduct and performance not in the best interest of WRPS or its employees is considered serious and can result in disciplinary action up to and including termination. Some examples of violations of conduct and performance standards are listed below. The examples are neither a complete listing of all possible types of misconduct that can result in discipline, nor do they specify the exact severity of the discipline in every case. Any disciplinary action will be based on the facts and circumstances in each specific case.

A. EXTREMELY SERIOUS MISCONDUCT

Any of the following are considered **extremely serious misconduct** and may result in immediate discharge.

1. Deliberate disregard of safety rules or safety procedures. This includes conduct demonstrating reckless indifference or disregard for safety rules or procedures, including willful action or inaction resulting in injury to personnel or damage to property or equipment or the environment.
2. Insubordination, including, but not limited to, the failure to carry out definite instructions or assignments. This includes the unjustified refusal to accept work assignments or comply with work requests, instructions, or refusing to submit to drug and/or alcohol screening.
3. Taking or receiving, without authorization, property belonging to the company, fellow employees, a contractor, a vendor, the government, or others.
4. Improper use of, or deliberate damage to, company property, government property, or the property of another employee. This includes, but is not limited to, computers (including the Internet), vehicles, facsimile machines, pagers, copiers, cellular phones, and personal digital assistants (PDAs).
5. Falsification of records or reports, including falsely reporting time worked. This includes conduct that demonstrates a disregard or indifference to whether a document, report, time card (or equivalent), written document, or statement, contain false or materially misleading information.

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 10 of 12 June 25, 2018
----------------------------	--	---

ATTACHMENT A - STANDARDS OF CONDUCT (cont.)

6. Violations of criminal or civil law (including immoral or obscene acts), on or off company/government property, which could likely have an impact on the employment relationship, the work place, or the image/reputation of the company and/or the customer.
7. Possessing, passing, using, or threatening to use weapons, incendiary devices, or explosives, or conspiring to take such action when not a part of assigned duties.
8. Security violations, which jeopardize the proper control of government or company property or information. This includes interfering with, or failing to cooperate with, Site Security personnel in the performance of their duties.
9. Fighting, assaulting, or other threatening, intentionally disruptive or physical misconduct.
10. Disorderly conduct, such as the use of abusive, humiliating, or threatening language directed towards a co-worker, customer, or other contractor personnel, and vendor or subcontractor employees. This includes acts or behaviors that are determined to be harassment, intimidation, retaliation, or discrimination towards an individual, or which result in an impact on the work environment.
11. Sleeping on the job during working hours.
12. Using, possessing, passing (or conspiring to use, possess, or pass), or testing positive for presence in the system of any intoxicants, narcotics, hallucinogens, depressants, stimulants, or other such drugs anywhere on the Hanford Site, company or government location, or any other location where work takes place when on or off duty when it remains in the system leading to a positive result when tested. This includes the failure to comply with the terms of a substance abuse agreement.
13. Concealing or misrepresenting defective work, safety or conduct of operations violations, permit violations, or other non-compliance with policies or procedures.
14. Engaging in business acts or practices that are illegal or violate the Code of Business Ethics and Conduct. This includes creating, or failing to disclose a conflict with the business interests of the company or the U.S. government or the unauthorized disclosure, use, or disposition of company or government records.
15. An unreported absence of three consecutive working days.

B. SERIOUS MISCONDUCT

The following actions are considered **serious misconduct**. The first infraction may result in at least a three-day suspension without pay. Suspensions for exempt personnel will be in weekly increments. A second infraction, not necessarily of the same type, may result in progressively more severe discipline, up to and including discharge.

1. Violation of safety rules and safety practices or failure to use or wear designated safety or personal protective equipment.

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 11 of 12 June 25, 2018
----------------------------	--	---

ATTACHMENT A - STANDARDS OF CONDUCT (cont.)

2. Producing non-compliant, unacceptable, or defective work through carelessness or negligence. This includes careless waste of material or abuse of tools and equipment.
3. Engaging in behaviors that cause a disruption in the workplace, including the use of non-threatening gestures, inappropriate verbal comments, and inappropriate written or electronic communications.
4. Organizing, operating, or conducting gambling activities.
5. Failure to follow Company policies or procedures.
6. Unauthorized use of a government vehicle. This includes use of a government vehicle while not in possession of a valid state driver's license.
7. Leaving the job or work area without permission or satisfactory reason.

C. MISCONDUCT

The following actions are considered **misconduct**. The first infraction may result in a written warning or documented verbal warning. A second infraction, not necessarily of the same type, may result in at least a three-day suspension without pay. Suspensions for exempt personnel will be in weekly increments. A third infraction, not necessarily of the same type, may result in progressively more severe discipline, up to and including discharge.

1. Failure to report a personal injury to the supervisor or manager on the day it occurs.
2. Excessive absences or tardiness, unreported absence, or absence/tardiness without justifiable cause. This includes arriving late and leaving early.
3. Posting unauthorized notes, defacing company or government property, or tampering with company bulletin boards.
4. Improper parking or operation of vehicles on company or government property.
5. Security infractions.
6. Unsatisfactory work performance.

Employee Discipline	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-02, REV D-3 12 of 12 June 25, 2018
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ATTACHMENT B - LEVELS OF PROGRESSIVE DISCIPLINARY ACTION

1.0 DOCUMENTED VERBAL WARNING

A documented verbal warning informs an employee of a violation of the company's acceptable work behaviors, standards or practices. Documentation will be forwarded to Human Resources for record keeping.

The employee should be advised that another violation of the company's acceptable work behaviors, standards, or practices could result in further disciplinary action, up to and including termination.

2.0 WRITTEN WARNING

Employees may be given a written warning for a violation of the company's acceptable work behaviors, standards or practices.

A written warning can also be used when a violation is repeated after a verbal warning.

Written warnings are not to be used in place of performance appraisals or as documentation of long-term performance problems.

The employee should be advised that another violation of the company's acceptable work behaviors, standards or practices could result in further disciplinary action, up to and including termination.

3.0 UNPAID SUSPENSION

Employees will be given a written notice when suspended without pay. Suspensions without pay for exempt personnel will be in work week increments unless safety related, in which case suspension without pay may be for part of a work week. Suspensions for bargaining unit and salaried non-exempt employees will typically be a minimum of three days; however, it could be fewer or more, depending on mitigating circumstances.

The employee should be advised that another violation of the company's acceptable work behaviors, standards, or practices could result in further disciplinary action, up to and including termination.

4.0 TERMINATION OF EMPLOYMENT

Employees will be given a written notice of termination stating the cause. The respective Level 1 Manager will sign the notice of termination letter after it has been reviewed by the HR Manager, Field Operations (or designee), and Legal Counsel. Refer to [TFC-BSM-HR_EM-C-06](#) for termination procedures.

**APPENDIX "A" AGREEMENT(S) – NUCLEAR CHEMICAL OPERATORS,
SENIORITY GROUP 004, LOCAL 12-369**

JOB DEFINITION

NUCLEAR CHEMICAL OPERATOR (NCO) - JOURNEYMAN

Responsible for carrying out assignments in many different areas covering a wide variety of products and processes, in operating diverse equipment, in performing a sequence of complex operations. Work with a minimum of supervision and take the lead in performing work including troubleshooting, indoctrination of new employees, emergency procedures, and similar items. May direct and train others.

NUCLEAR OPERATOR (NO)

Responsible for the operation of diverse equipment, performing a sequence of complex operations, generally, in accordance with operational procedures. May direct and train others.

OPERATOR TRAINEE (OT)

Operate equipment and perform a variety of functions following standard work processes. Perform and assist on complex operation under direction.

DECONTAMINATION & DECOMMISSION WORKER

Perform any and all work required to stabilize, decontaminate, disassemble and and/or package items identified for stabilization, decontamination and/or decommissioning including any property, facility, structure or system such as piping, machine, electrical, ventilation or others. Must be able to use a variety of supplies, tools and equipment in the decontamination, disassembly or packaging process.

The following job functions and jurisdiction shall apply to the above classifications and job definitions. It is agreed that all jurisdictional areas covered by the former Seniority Groups 004, 052, and 053 are in full effect in the above classifications.

- Nuclear Chemical Operator
- Nuclear Reactor Control Operator/Certified
- Reactor Fuels Operator
- Metal Fuels Operator

UNDERSTANDINGS:

The terms of this Agreement apply to personnel employed in the classifications identified as Nuclear Chemical Operator (NCO), Nuclear Operator (NO) and Operator Trainee (OT) in Seniority Group 004.

1. OVERTIME GROUPS

The following overtime groups within Washington River Protection Solutions (WRPS) are:

- Base Operations (including 222S Labs)
- Base Waste Services
- Retrieval and Closure/Tank Farm Projects
- Sampling Service Projects

Base Operations

1. Base Waste Services
2. Sampling Services Projects
3. Retrieval/Projects

Base Waste Services

1. Base Operations
2. Sampling Service projects
3. Retrieval/Projects

Sampling Services Projects

1. Retrieval/Projects
2. Base Waste Service
3. Base Operations

Retrieval/Projects

1. Sampling Services Projects
2. Base Waste Services
3. Base Operations

Overtime Hours Accumulation

Overtime hours accumulated throughout the calendar year will be recorded as hours worked or refused regardless of absences. Overtime hours will be re-zeroed after the first full week in January of each year. This language is intended to affect only members of 004 Seniority Group under this Appendix A Agreement.

In the event the Company's overtime requirement exceeds the available volunteers, defer to the Attachment A Overtime Procedure.

2. OPERATOR RECALL ORDER FOR SENIORITY GROUP 004

The following recall order shall be established for those individuals within seniority group 004:

- A. An employee laid off from the operator classifications who exercised bump rights to the D&D classification, will be recalled to the operator classification in reverse order of layoff, without regard to the length of time out of the classification as long as he/she retains active employment status as a D&D worker.
- B. An employee laid off from the operator classifications who did not bump to the classification of D&D worker will have recall rights to the operator classification only, in reverse order of layoff. However, seniority and recall rights shall be

extinguished pursuant to Article XII, Section 12.A based upon the date of the layoff.

- C. A D&D worker with recall rights to operator who quits or is terminated from his/her job as a D&D worker or refuses recall to D&D shall immediately activate the operator recall time limits pursuant to Article XII, Section 12.A based upon the layoff date from the operator classification.
- D. An employee laid off from the operator classification who exercised bump rights to the D&D worker classification and is subsequently laid off from D&D, will have recall rights to the operator and D&D classifications pursuant to the time limits in Article XII, Section 12.A, based upon the date of layoff as a D&D worker. If the individual is recalled to D&D worker first, the time limits for recall to operator will be waived.

3. SHIFT TO DAY SHIFT BUMP PROCEDURE

This procedure establishes the manner in which Nuclear Chemical Operators will be assigned and/or rotated on days and shift within each overtime group.

This procedure applies to Journeyman (NCO'S). Trainees may be assigned shift work for training purposes as determined by the manager. The word "shift" is meant to include all shift assignments other than a "Straight Day" employee, as described in the Employer/HAMTC Labor Agreement.

- A. An operator desiring to bump from shift to day shift must submit a written request a minimum of 30 days prior to the date of the bump. Normally the request will be honored within that 30 days period.
- B. Once the operator has agreed to the move and the exchange in assignments has been scheduled, the operator will be required to make the move.
- C. An operator must work at least six (6) months on shift within his/her assigned overtime group before becoming eligible to bump to day shift as outlined below:
 - 1) An operator on shift may bump a less senior operator on the day shift within the same Overtime Group.
 - 2) Lacking volunteers, the least senior operator on the day shift will be bumped.
 - 3) Building Stewards working days are not eligible to be bumped. Building Stewards are required to work days and will be moved to day shift on a priority basis. Only one building steward per overtime group is exempt from the bump procedure

- D. Operator Trainees will not be eligible for the bump procedure. All operators including Stewards may be assigned to shift for up to six (6) months to obtain assigned certifications.
- E. Operators being bumped from days to shift shall retain their vacation selections on the shift to which they are being bumped.
 - 1) The vacation periods selected by the members of the shift will not be affected by the assignment of the bumped operator to the shift.
 - 2) Operators bumping to day shift will select their vacation from unused periods on the day shift vacation calendar.
 - 3) Vacated vacation periods will be filled by certified operators on a seniority basis, including both operators affected by the bump. Trading of vacation selections will not be allowed, if the trade prevents a higher seniority operator from selecting the vacated vacation period.
- F. The Company may accommodate day shift restricted personnel, as long as the operator's restriction does not impact a more senior operator's bump rights as granted under Section 3.C.1 and 3.C.2 of this procedure.
 - 1) All restrictions must be verified by the Site Occupational Medical Provider (SOMP).
 - 2) All day shift restricted personnel will be exempt from working segments of rotating shifts. They will be deleted from the applicable overtime list.
- G. It is the intent of this procedure to maintain adequate skill levels within all shifts involved in bumping actions while at the same time giving consideration to the wishes and desires of the employees.
- H. If this procedure proves unworkable in practice, the Company and the Council will negotiate the changes necessary to maintain this procedure as an effective vehicle for shift to days bumping.

4. NON-TEMPORARY TRANSFERS

- A. The non-temporary transfer of the operators between Overtime Groups will be accomplished via the rules of seniority. In practice, if management elects to reduce the number of operators in a particular Overtime Group and increase operators by a like number in another Overtime Group, the adjustment will be made by seeking volunteers, and lacking sufficient volunteers assigning the least senior operators from the Overtime Group reducing operators to the Overtime Group increasing Operators.

- B. Health and Safety of the employees, security clearances, work restrictions, radiation exposure, training and certification, circumstances of individual hardship to the employee and other factors may preclude rigid adherence to the least senior employee being assigned.

5. OPERATOR TRAINING AND CERTIFICATION PROGRAM

A. OBJECTIVE

The Objective of the training and certification program for Seniority Group 004 (Operators) is to provide fully trained and certified operating personnel to operate the Tank Farm facilities in compliance with plant operating procedures, Technical Safety Requirements, and appropriate Department of Energy orders and directives along with all other applicable laws and regulations.

B. PROGRAM REQUIREMENTS

Per the Training and Implementation Matrix (TIM) that describes the training plan for the Office of River Protection (ORP) Project Tank Farm Contractor, the Tank Farms are a Category 2, Non-Reactor Nuclear Facility. The TIM, approved by ORP, defines the organization, planning, and administration of training programs, and sets forth the responsibilities, authority, and methods for conducting training for non-reactor nuclear facilities as described in DOE Order 426.2.

C. TRAINING REQUIRED FOR CERTIFICATION

All operators shall be trained to safely, efficiently and effectively operate the Tank Farms facilities. As designated by management, operators are qualified to perform certain activities based upon their meeting of entry level requirements, completion of the Core Training, and previous experiences. The operator training program shall consist of:

1. Core Training - Training shall include: fundamentals of mathematics, chemistry, instrumentation, electrical theory, and system and process fundamentals.
2. Base Certification – Training shall include plant interrelationships, operational safety and plant operating requirements, surveillance, equipment safety, alarm response, abnormal and emergency response, and other details of processes, equipment, and procedures specific to the Tank Farms.

3. Assigned Certifications - Operators who have met the Base Certification will be assigned up to five (5) certifications based on assigned work scopes.
4. Additional Certifications – Operators who have obtained all their assigned certifications may request additional certifications under the following provisions:
 - Operators may pursue additional certifications that are in their overtime group on a voluntary basis. Scheduled training time will not be provided, and the operator must arrange for voluntary training on a basis that does not interfere with his/her regular work assignments.
 - Additional certifications beyond those assigned by management may be obtained outside an operator's assigned overtime group, on an exception basis. Such exceptions require specific approval of the responsible operations managers of both overtime groups. A written request to obtain certification outside the overtime group must be submitted to the operator's manager. If approved, scheduled training time will not be provided, and the operator must arrange for voluntary training on a basis that does not interfere with his/her regular work assignments.
5. Re-certification Process- Each operator shall re-qualify on the Base Certification and additional assigned certifications on a two (2) year cycle, as determined by the original date of each initial certification. Re-certification will consist of a reexamination and an operational evaluation.
6. Components of certification programs include: classroom training, examinations, on-the-job training (OJT), and on-the-job evaluations (OJE). The application of program components will be based on the level of difficulty and/or complexity of the tasks being performed. Per DOE Order 426.2, a graded approach shall be used to establish the systematic approach to training for operations personnel.

D. CLASSROOM TRAINING

Classroom training may include formal classroom presentations, web based training, required reading and self-study.

E. EXAMINATIONS

1. Training evaluations may consist of written and web-based examinations, operational evaluations, or any combination thereof. All examinations and

operational evaluations will be based on knowledge and skill requirements covered in the training materials.

2. Examinations and operational evaluations will be used as a basis for achieving certifications. Operators must make a passing score of at least 70% on each examination.
3. Sufficient training time will be provided for all training which the operator is required to achieve the certification. The time required for completing a certification is dependent upon the size and complexity of the certification and, therefore is determined as a function of training package development.

It is the responsibility of Management and the Employee to ensure that assigned training is completed in a timely manner. It is recognized that strict adherence to the expected time for completion may not be possible in all cases due to factors such as other job assignments, planned vacations, the availability and assignment of OJT instructors, etc. Where Management has determined that adequate time and support has been provided to complete assigned training, and it has not been completed, this matter should be brought before the Training Review Board (TRB) for review. The TRB will make a recommendation to the Line Management on how to disposition the issue.

F. ON THE JOB TRAINING AND EVALUATION

1. On-the-job training (OJT) will be used to demonstrate operator proficiency to safely and effectively perform a job function. On-The-Job Training guides are used to achieve the level of skill required. In addition to their regular duties, certified operators will be designated by management to perform on-the-job training (OJT). Designated operators must satisfactorily complete the OJT training course. Under the direction of a certified operator, trainees will receive practical “hands-on” training in the operation of the plant/facility systems and equipment. If there are no trained/certified operators available the OJT may be conducted by a management-designated representative. The trainee’s understanding and proficiency in each task are documented. Management will periodically review OJT progress with the certified operator directing the OJT and the trainee, to monitor and assess training progress.
2. On-the-Job Evaluations (OJE) will be conducted by line management or line management appointed representatives to independently evaluate the individual’s understanding of and familiarity with facility systems, equipment and procedures.

3. Training Review Boards (TRB) normally consisting of training and line management, a certified NCO and the USW Chief Steward, shall be established to address individual problems in meeting training and certification requirements. As necessary, a TRB is convened by the facility operations or Training manager to evaluate factors contributing to an individual's insufficient progress within the training program. Employees having difficulties meeting training requirements can request a TRB to address their concerns and issues. When a TRB is convened, the United Steelworkers Chief Steward will be notified by the appropriate Manager. The Chief Steward or his designee may attend the meeting of the Training Review Board in an advisory capacity. The TRB will function in an advisory capacity, with the final decision on the course of action to be taken resting with management.

G. TRAINING METHODOLOGY

1. Operator subject matter experts (SMEs) will be identified by the USW to provide input on the accuracy of the training material for the establishment of new certifications and changes to certifications, other than minor systems and or process changes. In the event USW does not designate within ten (10) working days of the Company's request, management will designate and assign the needed SME's. Management shall approve the certification packages and assure training is administered for personnel as required. It is the intention of the Company to make reasonable efforts to ensure that the sizes of the certification packages are no larger than necessary. The final decision regarding training requirements and training material will remain with the Employer.
2. The appropriate SME, Operations Manager and Training Representative shall perform and document a biyearly review of all active certifications within each overtime group, to ensure the training material remains accurate as to the equipment and task requirements of the certifications.
3. Retraining, re-examination and re-certification are accomplished through continuing training. Continuing training may include classroom training, OJT, and examinations to maintain operator skills and knowledge, and provide training updates on new systems or processes and lessons learned from operating experience throughout the DOE complex.

H. OPERATOR TRAINEE (OT) PROGRAM

1. All OTs will be required to complete the Core Training within four (4) months, and the Base Tank Farm Certification within the three (3) month period immediately following completion of the Core Training.
2. Operator trainees who have successfully completed the Core Training and Base Certification will then undertake certification training for their assigned overtime group. OTs will remain in a training probationary status until they reach their twelve (12) month anniversary and completion of their Core Training and Base Certifications.
3. An OT who fails to pass the required examinations for any portion of the OT training program will be provided additional training. An OT who fails to pass a required examination on the second attempt, or fails to complete the OT training program will be removed from the Operator Seniority Group and another job will be found within the Company if one is available. If another job is not available the employee will be terminated from employment
4. An OT who has a continuous two-week or longer excused absence will have the training probationary period extended by the length of the excused absence.

I. SPECIFIC ASSIGNED OPERATOR CERTIFICATIONS

1. Nuclear Operators and Nuclear Chemical Operators will maintain qualification in up to five (5) Assigned Certifications as assigned by management for the specific work scope assigned to their respective overtime groups:

- Base Operations(including 222S Labs)
- Retrieval &Closure/Tank Farm Projects

Management may re-assign an Operator's Assigned Certifications as needed to meet the business needs of the Company. Certifications that have been achieved but then replaced via management re-assigning an operator's Assigned Certifications may at the operator's request remain valid for the balance of their 2-year certification period. Otherwise, a replaced certification will be cancelled upon the operator achieving the new certification.

Specific Assigned Operator Certifications will be developed based on the specific task required of a work group. The training requirements, course materials, and length of training will depend upon the level of complexity and difficulty of the subject material. Nuclear Operators and Nuclear

Chemical Operators who fail to pass an initial certification written examination or re-certification written examination will be given the opportunity to retake the examination within two (2) weeks. Nuclear Operators and Nuclear Chemical Operators who fail to pass any assigned certification examination after two (2) attempts, may be removed from the 004 seniority group and reassigned to another suitable job in the Company if one is available. If another job is not available the employee will be terminated from employment.

2. Operators coming into WRPS will be required to obtain the Base Certification within three (3) months after their date of transfer.

6. GENERAL PROVISIONS OF THE OPERATOR TRAINING AND CERTIFICATION PROGRAM

- A. The general provisions of the Operator Seniority Group 004 training and certification program are as follows:
 1. This program does not alter nor modify the general seniority provisions of the current WRPS/HAMTC Agreement. Failure to complete certification will not change an operator's seniority date as long as the operator remains in the 004 Seniority Group.
 2. The job progression titles of Operator Trainee, Nuclear Operator and Nuclear Chemical Operator remain the same.
 3. The Union assures the Company that all employees will make a sincere effort to qualify on all assigned jobs and pass all required examinations.
 4. Operators certified under the previous training program will retain their existing certifications for the purpose of job assignments until their certifications expire.
 5. This training and certification program will result in a documentation of the operator's certification.

7. CERTIFICATION PREMIUM PAY PROGRESSION SCHEDULE

	6-Months	12-Months	18-Months	24-Months	30 Months and more
OT	\$10/Week	\$20/Week			
NO			\$40/Week	\$50/Week	
NO/NCO					\$62.50/Week

WRPS ELECTRONIC TIME VERIFICATION SYSTEM (ETVS)



USER GUIDE

Issued December 10, 2018

Washington River Protection Solutions

ETVS USER GUIDE

TABLE OF CONTENTS

EMPLOYEE RESPONSIBILITIES FOR DAILY RECORDING.....	3
WRPS PROCEDURES	3
PURPOSE AND SCOPE	3
ETVS DESCRIPTION - COMPONENTS.....	4
ETVS PROX KIOSK DESCRIPTION AND INSTRUCTIONS.....	4
PROX KIOSK ERROR MESSAGES	6
REPLACEMENT BADGES	8
PROX KIOSK LOCATIONS	8
TIME ROUNDING METHOD.....	8
ETVS CUSTOM APPLICATION	9
CUSTOM APPLICATION - EMPLOYEE VIEW.....	10
CUSTOM APPLICATION - MANAGER VIEW.....	14
CUSTOM APPLICATION ERROR MESSAGES.....	17
ETVS REQUIREMENTS AND REPONSIBILITIES.....	17
PROX AND TIME REPORTING REQUIREMENTS	17
ARRIVAL/DEPARTURE TIMES CONSISTENT WITH SHIFT SCHEDULE.....	17
ARRIVAL AND DEPARTURE 33 MINUTE BAND.....	18
EMPLOYEE RESPONSIBILITIES.....	19
DAILY ETVS PROX-IN	19
DAILY TIS TIME KEEPING AND TIME VERIFICATION.....	19
DAILY ETVS PROX-OUT	19
WEEKLY ETVS TIME VERIFICATION AND TIS SUBMITTAL.....	19
MANAGER RESPONSIBILITIES.....	20
PERIODIC ETVS REVIEW AND ETVS TIME VERIFICATION.....	20
WEEKLY ETVS TIME VERIFICATION AND TIS REVIEW/APPROVAL	20

ETVS USER GUIDE

List of Figures

Figure 3-1. ETVS Prox Kiosk Screen Saver	4
Figure 3-1a. Prox Kiosk Message – Swipe Badge	4
Figure 3-2/3-2a. Prox Kiosk Message – Clock In or Clock Out Screen	5
Figure 3-3. Prox Kiosk Message - Successful Prox.....	6
Figure 3-4. Prox Kiosk Message - Already Proxed-In	6
Figure 3-5. Prox Kiosk Message - Not Proxed-In	7
Figure 3-6. Prox Kiosk Message - Proxed-In 99.5 Hours.....	7
Figure 3-7. Custom Application Log-in Screen	9
Figure 3-7a. Custom Application Options.....	9
Figure 3-8. Custom Application Employee View Screen (no hours recorded).....	10
Figure 3-9. Custom Application Employee View Screen	12
Figure 3-10. Custom Application Discrepancy Comment Screen	13
Figure 3-11. Custom Application TIS Comment Screen	13
Figure 3-12. Custom Application Dashboard View.....	14
Figure 3-13. Custom Application Manager View Screen	15
Figure 3-14. Custom Application In-Town Proxing Details	26

ETVS USER GUIDE

EMPLOYEE RESPONSIBILITIES FOR DAILY RECORDING

Every Washington River Protection Solutions (WRPS) employee is responsible for accurately reporting hours worked on their Time Information System (TIS) time card. Hourly (non-exempt and bargaining unit) employees are also required to use the Electronic Time Verification System (ETVS) in addition to recording their time in TIS.

WRPS PROCEDURES

Procedures governing time recording and labor charging practices for WRPS are on the WRPS intranet. Employees can access time charging procedures by going to WRPS Intranet, Departments & Services, under Business Financial click on TIS Information. The applicable WRPS procedures are as follows:

TFC-BSM-AC-C-01 – Time Keeping

TFC-BSM-HR_AT-C-04 – Exempt Overtime and Shift Differential

TFC-BSM-HR_CB-C-03 – Salaried Non-Exempt Overtime & Shift Differential

Also available on the WRPS Intranet, Departments & Services, Workforce Resources click on Labor Relations:

2014 TOC-HAMTC Agreement

PURPOSE AND SCOPE

This user guide was prepared to assist hourly (non-exempt and bargaining unit) employees and their managers in understanding the details of ETVS System and process, as well as their responsibilities and requirements as WRPS employees to use the system. The primary purposes of the user guide are:

- To help hourly (non-exempt and bargaining unit) employees use ETVS to clock-in and clock-out at the employee's assigned work location at the start and end of the shift.
- To help hourly (non-exempt and bargaining unit) employees and managers/approval delegates verify the ETVS times are consistent with the "time-in" and "time-out" entries in TIS through the use of the ETVS Custom Application (CA).

The following sections provide a description of the ETVS components and use, the employee and manager requirements and responsibilities for compliance.

It is not within the scope of this guide to cover the steps in the time keeping process or to be used in place of approved project procedures. The WRPS *Time Keeping* procedure, TFC-BSM-AC-C-01, identifies the requirements for TIS time keeping practices. The ETVS is supplemental to TIS and does not replace TIS. Information collected in ETVS is intended to verify the information that is entered and submitted on TIS time cards.

ETVS DESCRIPTION - COMPONENTS

The ETVS consists of:

- ETVS prox kiosks, and
- ETVS CA software and reports

ETVS PROX KIOSK DESCRIPTION AND INSTRUCTIONS

The ETVS prox kiosk is an electronic time clock that records the employee's prox times and locations. Employees are required to check-in and check-out at the start and end of each shift using a prox kiosk. This process is referred to as "prox-in/out" or "Clock in /out."

Step 1:

The Hanford badge is used as the prox card. The badge is held up to within a few inches of the prox kiosk reader (see Figure 3-1 and Figure 3-1a). Swiping from either screen will take you to Step 2.

Figure 3-1. ETVS Prox Kiosk- Screen Saver



Figure 3-1a. ETVS Prox Kiosk- Swipe Badge Screen



ETVS USER GUIDE

Step 2:

After the badge is swiped, listen for one “beep,” and you will be asked to Clock in or Clock out (Figure 3-2 and 3-2a) Note: Under your name will be your current status (Figure 3-2 “Clocked out” or Figure 3-2a “Clocked in and the time you clocked in”). Once Clock In or Clock Out is selected, the prox-in/out time and the location of the prox kiosk are recorded in ETVS for use in the ETVS CA software.

Figure 3-2. Prox Kiosk- Clock In or Clock Out Screen

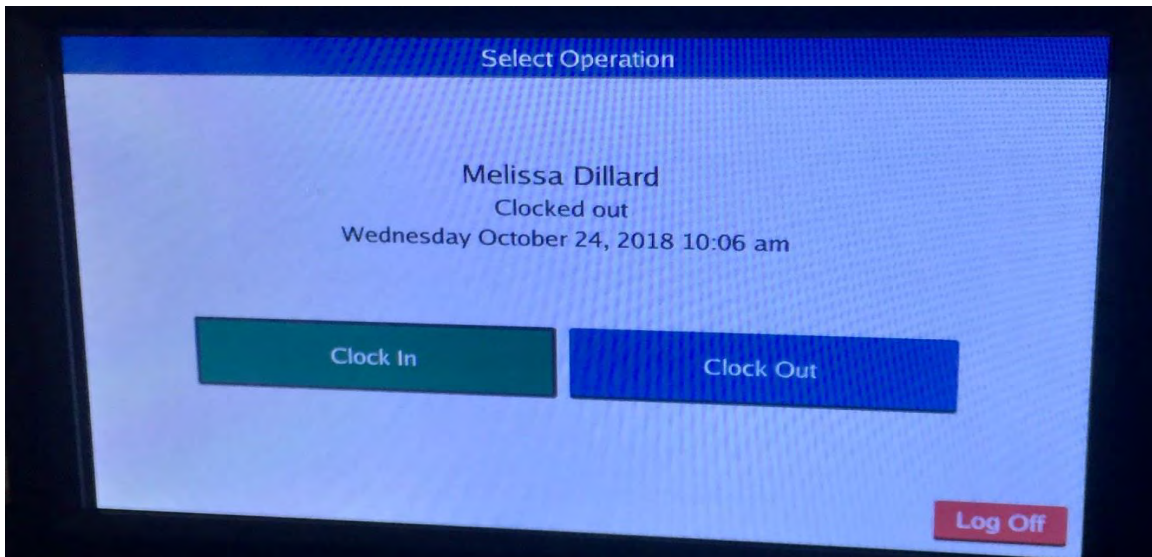
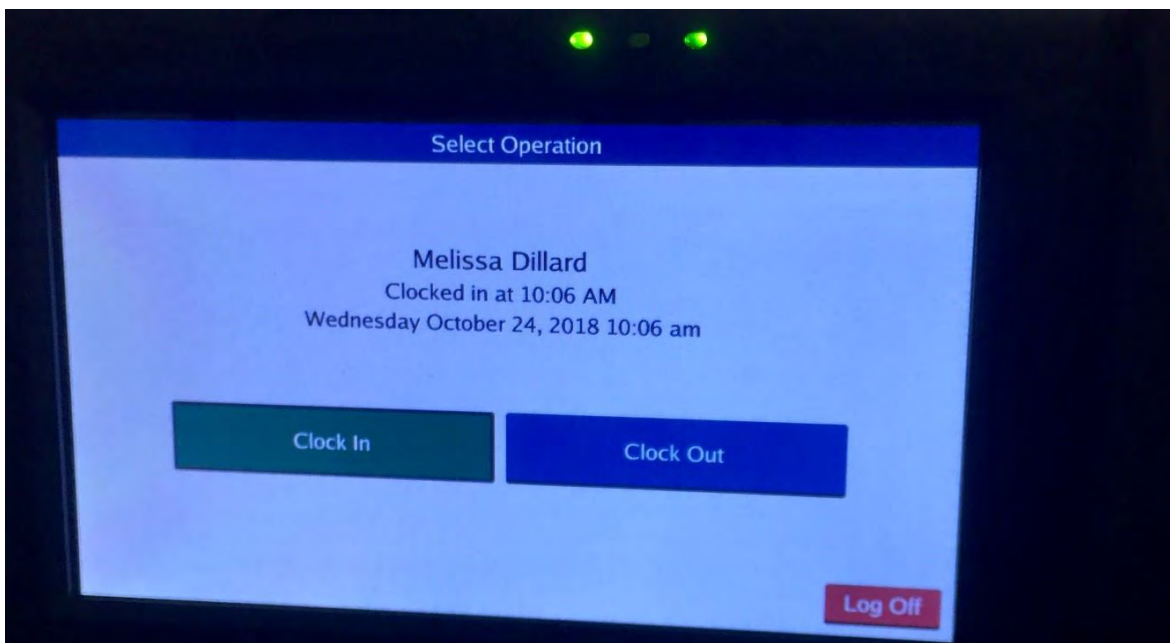


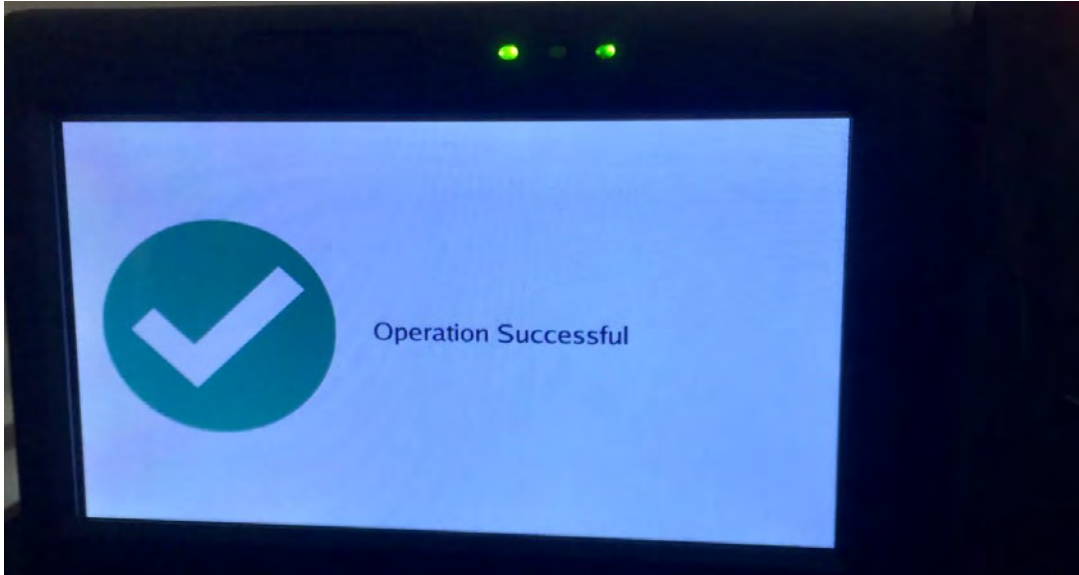
Figure 3-2a. Prox Kiosk- Clock In or Clock Out Screen



Step 3:

Look at prox kiosk screen for visual confirmation that prox was successful. You will then see the “Operation Successful” screen (Figure 3-3) if no errors were detected.

Figure 3-3. Prox Kiosk Message – Operation Successful.

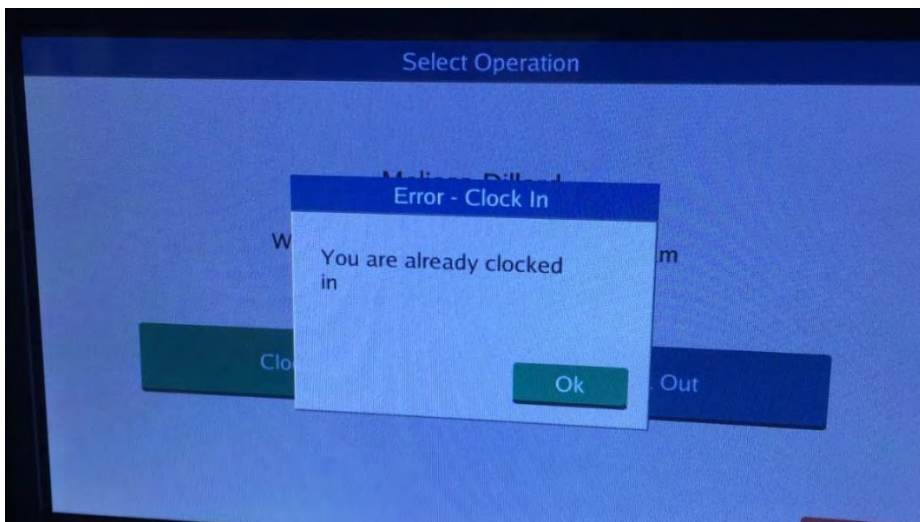


Note: Approximately five seconds after each use, the message on the prox kiosk screen resets to the Swipe Badge Now position (Figure 3-1a). After approximately 3 minutes, it will return to the Screen Saver (Figure 3-1).

PROX KIOSK ERROR MESSAGES

If you try to clock in while already clocked in, then you will see the error “You are already clocked in” (Figure 3-4). You will need to first clock “out” in order to clock “in” for the current day.

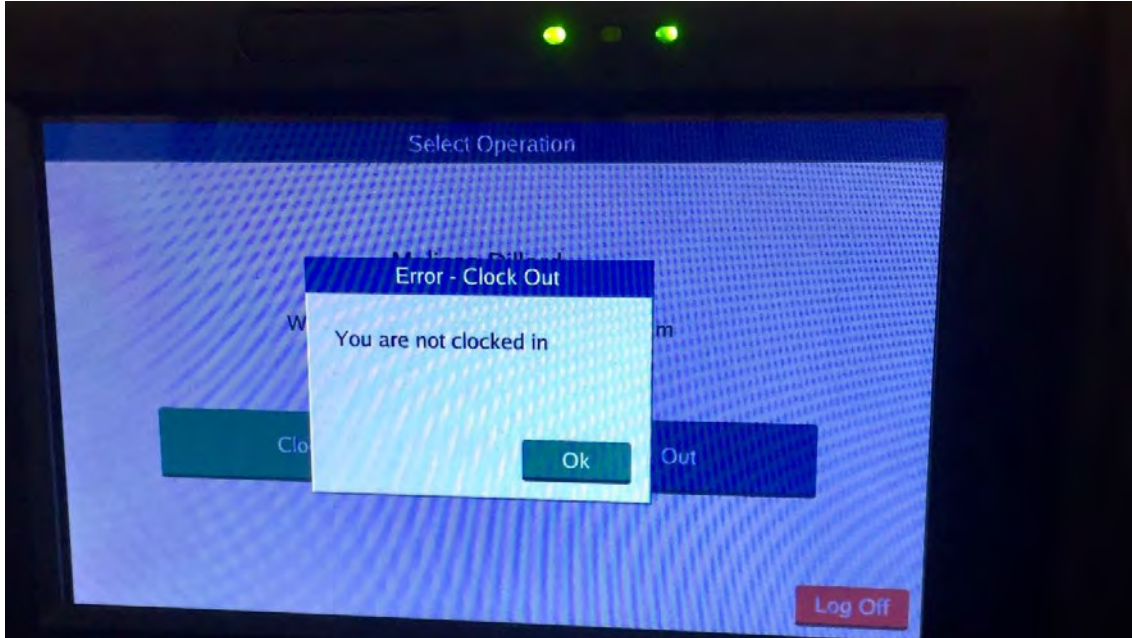
Figure 3-4. Prox Kiosk Message – Error-Clock In



ETVS USER GUIDE

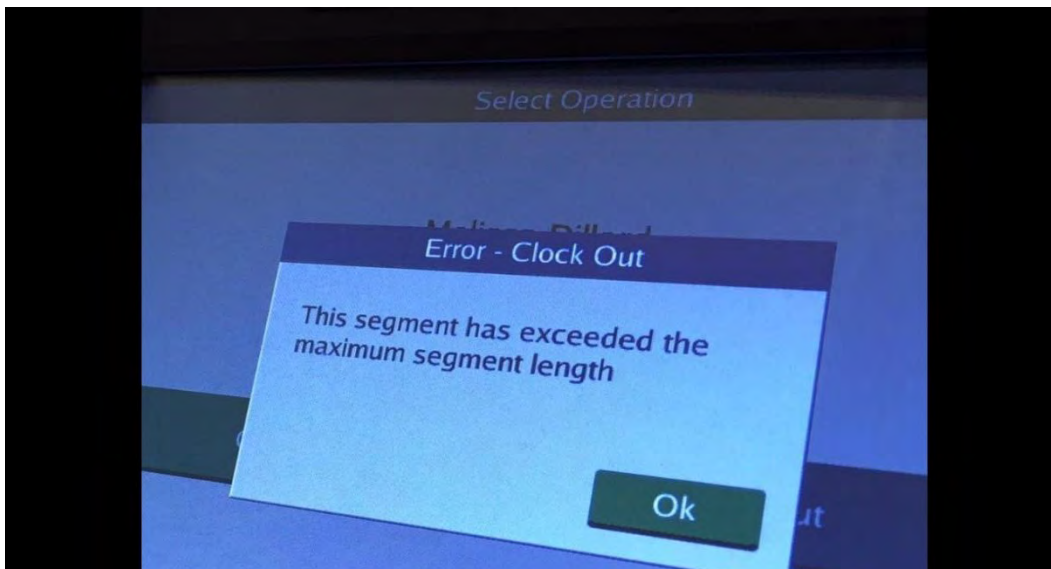
If you try to clock out while already clocked out, then you will see the Error “You are not clocked in” (Figure 3-5). You will need to first clock “in” before you are able to clock “out.”

Figure 3-5. Prox Kiosk Message – Error-Clock Out



If an employee fails to clock out after 99.5 hours (i.e., over 4 days), then you will see the error message “This segment has exceeded the maximum segment length” (Figure 3-6). The employee must contact their manager and the ETVS Prox System Administrator by sending an email to ^ETVS, or call the ETVS POC’s listed on the company website to resolve this error.

Figure 3-6. Prox Kiosk Message – Error-Clock Out



ETVS USER GUIDE

REPLACEMENT BADGES

Employees who report to Central Badging for a replacement badge must stop by 851 SmartPark (Melissa Dillard, Dulcie Benbow or Bonnie Nelson) or contact Jackie Campbell in 200E to have ETVS proxy set up on the new badge. Central Badging cannot transfer the ETVS Proxy.

PROX KIOSK LOCATIONS

Most facilities where WRPS employees work have one or more prox kiosks located near the entrance of the building.

The ETVS website, located on the WRPS Intranet, provides a complete list of prox kiosk locations.

TIME ROUNDING METHOD

WRPS has established a rounding method for reporting time worked to the nearest 1/10 of an hour consistent with the HAMTC Contract and WRPS Timekeeping Procedure.

The time rounding method, as explained in the WRPS *Salaried Non-Exempt and Bargaining Unit Overtime and Shift Differential* procedure, TFC-BSM-HR_CB-C-03, Section 4.0, Step 7, requires hourly employees to calculate incremental minutes as follows and record in TIS:

“One-tenth of an hour represents an increment of six minutes. Working the 0 through the end of the second minute results in rounding down, working the third through the end of the fifth minute results in rounding up.”

Effective December 2018, The ETVS Custom Application will round your in/out times to the nearest 1/10th of an hour.

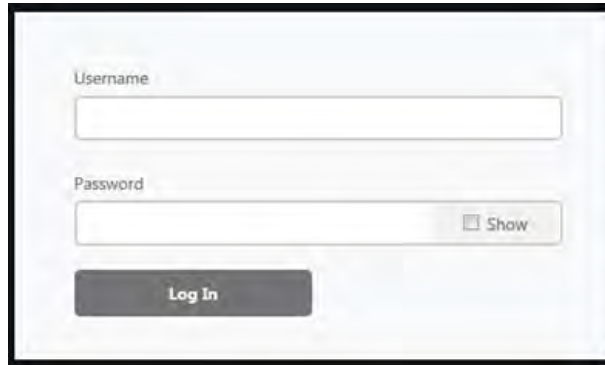
Hourly employees who work shifts would record in TIS as follows - The day for Hourly's would end at 11:59 pm, so the remainder of the time worked would be recorded on the next day as a start time of 12:00 am.

Minutes	Record		Time Sheet Minutes to Tenths Conversion			
			Minutes	Tenths	Minutes	Tenths
0-2 minutes	0/10 of an hour		1	.0	31	.5
3-8 minutes	1/10 of an hour		2	.0	32	.5
9-14 minutes	2/10 of an hour		3	.1	33	.6
15-20 minutes	3/10 of an hour		4	.1	34	.6
21-26 minutes	4/10 of an hour		5	.1	35	.6
27-32 minutes	5/10 of an hour		6	.1	36	.6
33-38 minutes	6/10 of an hour		7	.1	37	.6
39-44 minutes	7/10 of an hour		8	.1	38	.6
45-50 minutes	8/10 of an hour		9	.2	39	.7
51-56 minutes	9/10 of an hour		10	.2	40	.7
57-59 minutes	one hour		11	.2	41	.7
			12	.2	42	.7
			13	.2	43	.7
			14	.2	44	.7
ETVS program will calculate 6:02am as 6am, 6:03	as 6:06am		15	.3	45	.8
			16	.3	46	.8
			17	.3	47	.8
			18	.3	48	.8
			19	.3	49	.8
			20	.3	50	.8
			21	.4	51	.9
			22	.4	52	.9
			23	.4	53	.9
			24	.4	54	.9
			25	.4	55	.9
			26	.4	56	.9
			27	.5	57	1
			28	.5	58	1
			29	.5	59	1
			30	.5	60	.0

ETVS CUSTOM APPLICATION

Hourly employees and Managers log-in to the ETVS CA using their HLAN user name and password (see Figure 3-7).

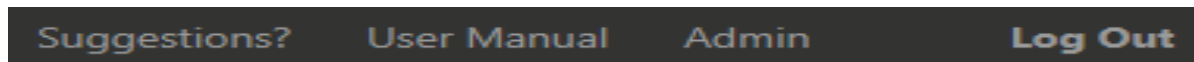
Figure 3-7. Custom Application Log-in Screen.

A screenshot of the Custom Application Log-in Screen. It features a light blue background with a white login form. The form has two input fields: 'Username' and 'Password'. The 'Password' field has a 'Show' button next to it. Below the input fields is a dark blue 'Log In' button.

After logging in, the upper right hand corner will have a header with the following options (see Figure 3-7a):

- Suggestions? – Clicking on “Suggestions?” will open up an email window addressed to ^ETVS.
- User Manual -- Clicking on “User Manual” will open up the User Manual document.
- Admin – Clicking on “Admin” will display if you are a designated Admin for the application.
- Log Out - Clicking on “Log Out” will log the user out of the application.

Figure 3-7a. Custom Application Options.



The concept of the ETVS CA is to take information captured by the ETVS prox kiosks to a centralized database and compare the data with information from TIS through Hanford Local Area Network (HLAN).

In the footer of the all views, the date and time are provided to indicate when the TIS data was last updated and when the next update is expected. The ETVS prox data is updated every fifteen minutes in the custom application. The TIS information in the ETVS custom application is not live; it is updated several times daily (i.e., approximately 5 a.m., 8 a.m., noon, and 5 p.m.). The ETVS custom application must be reviewed at the start of the next shift to verify the ETVS prox times and TIS times match for the previous day's recorded end of shift time.

CUSTOM APPLICATION - EMPLOYEE VIEW

The top row in the upper portion of the screen identifies the employee's name. Either the calendar icon or the date range icon may be used to change the week being viewed. The print icon generates a .pdf file to be printed or saved. The second row in the upper portion provides other employee-specific details (i.e., Hanford ID #, shift code, manager, and department). The third row is a legend that identifies the respective symbols used to indicate (see Figure 3-8):

- In-Town Proxing
- No Time Out (NTO)
- TIS Comment
- Discrepancy Comment
- TIS Daily Details

Figure 3-8. Custom Application Employee View Screen (no hours recorded).

Electronic Time Verification System

Washington River Protection Solutions

Employee: Smith, John

Calendar icon | Jan. 27 to Feb. 2 2014 | Manager Options | Print

HID: H0000000 | Shift Code: NONE | Employee Manager: Anderson, Christopher G | Employee Department: SST R & C INDUSTRIAL HYGIENE

Status Legend: In-Town Proxing | No Time Out | TIS Comment | Discrepancy Comment | TIS Daily Details

Smith, John	Total
TIS	0.0
ETVS	0.0
Delta	0.0
Status	
Discrepancy Comment (Daily)	
TIS Comment (Weekly)	

Approving Manager:

ETVS USER GUIDE

The Employee View includes (see Figure 3-9):




- Total hours worked daily as recorded in TIS and ETVS
- Any deltas noted between ETVS and TIS times
- Flags indicating in-town proxing, ETVS discrepancy comments, and TIS comments
- Daily ETVS prox-in/out times and locations
 - Click on the “*i*” symbol and the TIS daily details displays at the bottom of the screen.

Examples:

- If employee was scheduled for an eight hour day and worked no hours, then the TIS line for that day would read “**0.0 (8.0) *i***”. This example is shown in Figure 3-9 below for Monday 2/17.
- If employee was scheduled for an eight hour day, worked 7.7 hours and took .3 hours PTB, then the TIS line for that day would read “**7.7 (8.0) *i***”. This example is shown in Figure 3-9 below for Tuesday 2/18.
- If an employee works outside of their shift schedule, worked ten hours of overtime, then the TIS line for that day would read “**10.0 *i***”. This example is shown in Figure 3-9 below for Saturday 2/22.
- In the bottom half of Figure 3-9 below it shows the TIS daily details for Tuesday 2/18. The example below indicates that the employee worked 7.7 hours and took .3 hours of PTB for a total of eight hours entered in TIS.
- The “TIS” row identifies number of hours recorded in TIS, followed by the “TIS daily details”
(*i*) symbol.
 - If an absence code was used, two numbers will appear in this row, with the second number in parentheses. The first number indicates the hours worked, and the second number (in parentheses) indicates the total hours recorded in TIS including absence hours.

ETVS USER GUIDE

Figure 3-9. Custom Application Employee View Screen.

	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
TIS	0.0 (8.0)	7.7 (8.0)	8.0	8.0	8.0	10.0	0.0	41.7 (50.0)
ETVS	0.0	7.7	8.0	8.0	8.0	10.1	0.0	41.8
Delta	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.1
Status								
Discrepancy Comment (Daily)								
TIS Comment (Week)								
Approving Manager Foster, James L.								
<	Tue 02/18	>	Wed 02/19	Thu 02/20	Fri 02/21	Sat 02/22	Sun 02/23	Mon 02/24
Time Clock	In	Location			Out	Location		
	7:30 am	MO-524 (200 East)			3:43 pm	MO-524 (200 East)		
TIS Entries	Time In				Time Out			
	07:30am				03:45pm			
Attendance Codes	Type		Code			Hours		
	Absence		PTB			0.3		
	Regular		RW			7.7		
Shift Schedule	Time In				Time Out			
	7:30 am				4:00 pm			

ETVS/TIS Discrepancy and TIS Daily Detail Examples:

- The “ETVS” row shown in the Employee View Screen (Figure 3-9) displays the number of hours recorded in the ETVS based on prox-in/out times.
- Any discrepancy between TIS and ETVS times is calculated and provided in the “Delta” row, as shown in the Employee View Screen (Figure 3-9).
- The “Status” row in the Employee View Screen (Figure 3-9) shows the “In-Town Proxing” symbol if prox-in/out occurred in town. Click on this symbol to view prox date, time, and location details. An NTO symbol also appears in this row if NTO was recorded in TIS.
- Any discrepancies noted between TIS and ETVS or between ETVS prox times and shift schedule times are flagged in the “Discrepancy Comment” row in the Employee View Screen (Figure 3-9). Click on the “Discrepancy Comment” symbol to view discrepancy flag message. Examples of scenarios that prompt a discrepancy flag are provided below.
 - Figure 3-9 (above) provides an example where an employee’s TIS and prox times do not match because the employee took PTB.
 - Figure 3-10 (below) provides an example where the employee proxed out early, time worked was less than scheduled shift hours, and there was a mis-match between TIS and ETVS.

ETVS USER GUIDE

Figure 3-10. Custom Application Discrepancy Comment Screen.

	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	Total
TIS	10.0	10.0	10.0	0.0 (10.0)	0.0	0.0	0.0	30.0 (40.0)
ETVS	10.0	10.0	9.0	0.0	0.0	0.0	0.0	29.0
Delta	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0
Status								
Discrepancy Comment (Daily)								
TIS Comment (Week)								
Approving Manager Brooks, Robert D								
<div> <div>Wed 09/26</div> <div> <div>Time Clock</div> <div>In</div> <div>6:00 am</div> <div>Location</div> <div>clkmo-564</div> <div>Out</div> <div>3:29 pm</div> <div>Location</div> <div>clkmo-564</div> </div> <div> <div>TIS Entries</div> <div>Time In</div> <div>6:00 am</div> <div>Time Out</div> <div>4:30 pm</div> </div> <div> <div>Attendance Codes</div> <div>Type</div> <div>Regular</div> <div>Code</div> <div>MRW</div> <div>Hours</div> <div>10.0</div> </div> <div> <div>Shift Schedule</div> <div>Time In</div> <div>6:00 am</div> <div>Time Out</div> <div>4:30 pm</div> </div> </div>								

Discrepancy Comment

Clocked OUT early
Mis-Match with TIS/ETVS

- A symbol is shown in the “TIS Comment” row of the Employee View Screen (Figure 3-10) if the employee has made a TIS comment. Click on this symbol to view TIS comment details (see Figure 3-11).

Figure 3-11. Custom Application TIS Comment Screen.

	Mon 1/06	Tue 1/07	Wed 1/08	Thu 1/09	Fri 1/10	Sat 1/11	Sun 1/12	Total
TIS	15.5					0.0	0.0	39.5 (47.5)
ETVS	15.8					0.0	0.0	39.8
Delta	0.3					0.0	0.0	0.3
Status								
Discrepancy Comment (Daily)								
TIS Comment (Week)								
Approving Manager Foster, James L								
<div> <div>Mon 01/06</div> <div> <div>Time Clock</div> <div>In</div> <div>7:09 am</div> <div>Location</div> <div>MO-524 (200 East)</div> <div>Out</div> <div>10:56 pm</div> <div>Location</div> <div>MO-597 (200 East)</div> </div> <div> <div>TIS Entries</div> <div>Time In</div> <div>07:30am</div> <div>Time Out</div> <div>11:00pm</div> </div> <div> <div>Attendance Codes</div> <div>Type</div> <div>Regular</div> <div>Code</div> <div>RW</div> <div>Hours</div> <div>8.0</div> <div>Overtime</div> <div>OD</div> <div>3.5</div> <div>Overtime</div> <div>OT</div> <div>4.0</div> </div> <div> <div>Shift Schedule</div> <div>Time In</div> <div>Time Out</div> </div> </div>								

TIS Comment

General
Monday 1-6-14 I
hold over 201544

was the pic for the
was the NTO

ETVS USER GUIDE

CUSTOM APPLICATION - MANAGER VIEW

Managers and approval delegates have access to the Employee View as well as the Manager View and the Dashboard View (Figure 3-12).

From the Dashboard you can toggle between ETVS and TIS.

Figure 3-12. Custom Application Dashboard View

Employee Search

Employee	HID	Payroll No.	Timecard Status	Manager	TIS Version
[REDACTED]	[REDACTED]	[REDACTED]	Processed	Francis, Michael J	1

Employee Phone	Company/Paygroup	Shift	Cost Code	PTB Balance	Manager Phone	Week Ending
[REDACTED]	WRPS/NEX	410N6A	2DE00	84.8	(509) 376-8908	« 10/28/2018 »

CACN	Description	COA	ATT Code	MON 10/22	TUE 10/23	WED 10/24	THU 10/25	FRI 10/26	SAT 10/27	SUN 10/28	Total
200257	RFETS ADMIN DIRECT LABOR	JTOC	RW				0.2				0.2
200259	MOUND ADMIN DIRECT LABOR	JTOC	RW				0.2				0.2
201151	Finance/CFO (G&A non-PMB)	JTOC	RW		10.0	10.0	9.6				29.6
LEDGER		LABS	PTB	10.0							10.0
TIS COMMENTS:				Δ							0.0
				ETVS		10.0	10.0	10.0			30.0
				TIME IN/OUT		06:00AM 04:30PM	06:00AM 04:30PM	06:00AM 04:30PM			
				TIS	10.0	10.0	10.0	10.0			40.0
				TIME IN/OUT		06:00AM 04:30PM	06:00AM 04:30PM	06:00AM 04:30PM			
				IN TOWN		Y	Y	Y			
				NTO							
				ECI							
				HO							
				SO							
				SHIFT							
				Deviate							
				Change							

ETVS USER GUIDE

The following sections describe the ETVS CA Manager View screens.

Figure 3-13 shows the ETVS CA Manager View screen. The Manager View is a summary of all of the Manager's employees and indicates if employees proxed in town, worked overtime, have satisfactory prox times (i.e., prox times that match TIS and shift schedule times), or have flags identified due to discrepancies. The Manager Option button when clicked allows three options:

- Click Manager View to switch to Manager View screen
- Type in a different employees name to view ETVS data for that employee
- Allows the manager to pull reports
- Clicking directly on the employees name will give you the Dashboard View (Figure 3-12)


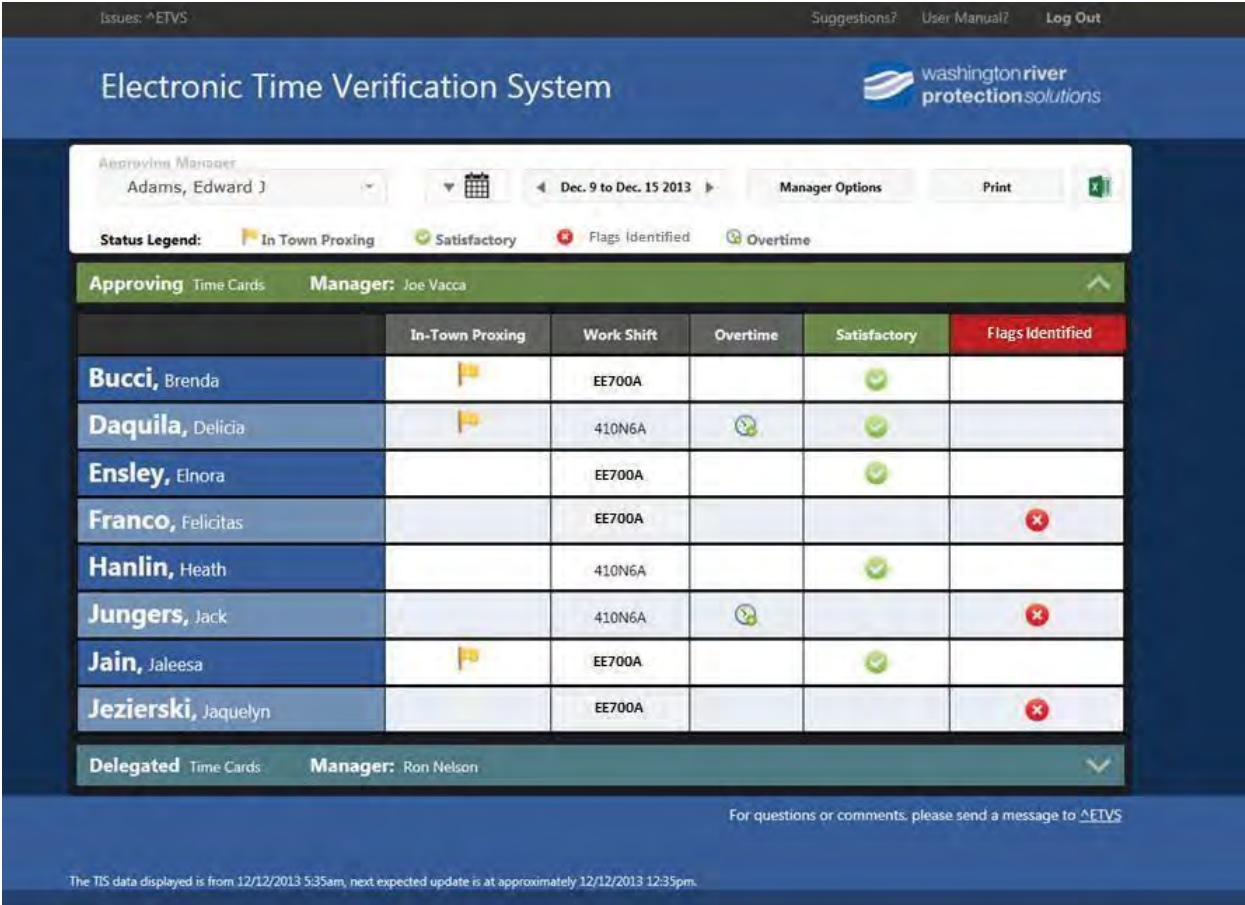
The green "X" button  exports information to an Excel spreadsheet, which may be saved as an Excel file.


Figure 3-13. Custom Application Manager View Screen.







Issues: ^ETVS Suggestions? User Manual? Log Out














Electronic Time Verification System

washington river protection solutions

Approving Manager: Adams, Edward J. Dec. 9 to Dec. 15 2013 Manager Options Print 

Status Legend:  In Town Proxing  Satisfactory  Flags Identified  Overtime

Approving Time Cards Manager: Joe Vacca

	In-Town Proxing	Work Shift	Overtime	Satisfactory	Flags Identified
Bucci, Brenda		EE700A			
Daquila, Delicia		410N6A			
Ensley, Elnora		EE700A			
Franco, Felicitas		EE700A			
Hanlin, Heath		410N6A			
Jungers, Jack		410N6A			
Jain, Jaleesa		EE700A			
Jezierski, Jaquelyn		EE700A			

Delegated Time Cards Manager: Ron Nelson

For questions or comments, please send a message to ^ETVS

The TIS data displayed is from 12/12/2013 5:35am, next expected update is at approximately 12/12/2013 12:35pm.

The Manager View identifies the Manager's name and the employees reporting to them. The Manager may view an employee by either clicking on the employee name, by using the Manager Option icon, or by typing in the name in the Employee field to view the Employee detail information.

The Status Legend identifies the respective symbols for In-town Proxing, Satisfactory, Flags

ETVS USER GUIDE

Identified, and Overtime. Details as follows:

- In-Town Proxing: the symbol (🚩) indicates if employee proxed in town. This column is blank if employee proxed on-site. The symbol can be clicked on to view date, time, and location details (see Figure 3-14 below).
- Satisfactory: the symbol (✅) indicates that the employee's ETVS prox times match TIS times and shift schedule (see Figure 3-14 below).
- Flags Identified: the symbol (❌) appears when an employee's ETVS prox times are not satisfactory.
- Overtime (OT): The symbol (🕒) indicates that the employee recorded overtime in TIS.

Figure 3-14. Custom Application In-Town Proxing Details.

The screenshot shows the ETVS interface for Manager Joe Vacca. The main table lists employees with columns for In-Town Proxing, Work Shift, Overtime, Satisfactory, and Flags Identified. A pop-up window for Brenda Bucci shows her In-Town Proxing details.

Employee	In-Town Proxing	Work Shift	Overtime	Satisfactory	Flags Identified
Bucci, Brenda	🚩	EE700A		✅	
Carter, Christian		EE700A		✅	
Caspers, Cordell				✅	
Dao, Darlena				✅	
Durgan, Deanna					❌
Daquila, Delicia				✅	
Ensley, Elnora				✅	
Franco, Felicitas		EE700A			❌
Hanlin, Heath		410N6A		✅	
Jungers, Jack		410N6A	🕒		❌
Jain, Jaleesa	🚩	EE700A		✅	
Jezierski, Jaquelyn		EE700A			❌

In-Town Proxing Details for Brenda Bucci:

Date	Time	Location
12/09/2013	16:00	2440 Stevens Drive
12/10/2013	16:00	2440 Stevens Drive
12/11/2013	16:00	2440 Stevens Drive
12/12/2013	16:00	2440 Stevens Drive
12/13/2013	16:00	2440 Stevens Drive

ETVS USER GUIDE

CUSTOM APPLICATION ERROR MESSAGES

Hourly employees, TIS managers, and TIS delegates will automatically have access to ETVS. Otherwise, employees will receive this error: “Not a valid ETVS user. Please contact Site Administrator at ^ETVS for access.”

ETVS REQUIREMENTS AND REPONSIBILITIES

This section identifies the requirements of the ETVS as well as individual responsibilities identified for hourly employees and their Managers to be in compliance with the ETVS process.

PROX AND TIME REPORTING REQUIREMENTS

Satisfactory prox and time reporting requirements for the hourly employee include:

- ETVS prox (arrival/departure) times must be consistent with scheduled shift times.
- Shift start and end times reported in TIS must be consistent with ETVS prox times.
- Review any ETVS “Flag” warnings and reconcile as needed (using a dated comment in TIS explaining the Delta).
- Employees must prox in/out at their assigned work location. If proxying anywhere other than assigned location enter a dated comment in TIS explaining the situation.

If employee leaves assigned work location during shift:

- Before end of day to continue working at a location where a prox kiosk is not available, prox-out before leaving and provide a dated comment in TIS explaining the situation.
- When using PTB or other absence code, prox-out when leaving assigned work location. If returning to work after personal business during same shift, employee must prox-in upon returning to work at the assigned work location.

Employees will continue to be allowed to attend off-site meetings, activities, and events with prior management approval. These may include steward meetings, safety representative and site-wide standard delegate activities, and other off-site DOE or WRPS-related events. Employees are required to prox-in upon late arrival or prox-out before early departure for the purpose of attending off-site meetings, activities, or events. Employees must provide a dated comment in TIS explaining why their prox time deviated from shift schedule and charge their time in TIS appropriately, in accordance with the *Time Keeping* procedure, TFC-BSM-AC-C-01, and *Personal Time Bank and Other Absences* procedure, TFC-BSM-HR_AT-C-03.

Note: It is typically not necessary to prox-in/out for lunch, but ETVS calculates a 30 minute break once 5 hours hve been worked. If a longer lunch is planned, employee must prox-out when lunch begins and prox-in when lunch ends at the assigned work location.

ARRIVAL/DEPARTURE TIMES CONSISTENT WITH SHIFT SCHEDULE

Employee arrival and departure times should match up with their assigned Shift Schedule unless overtime or a shift deviation is authorized in advance.

ETVS USER GUIDE

ARRIVAL AND DEPARTURE 33 MINUTE BAND

WRPS has established an 'arrival/departure band' for employees. The arrival band allows for early arrival within 30 minutes before normal shift start times, late arrival within the first three minutes of shift start times, and early departure within the last three minutes of shift end time. As long as clock times are within the band, ETVS will automatically round in/out times to the designated shift in TIS. The provision of the arrival/departure band by WRPS does not give the employee permission to work before the start or past the end times of their shift schedule nor to leave prior to end of shift. Overtime and/or shift deviation approval must be granted before employees may work outside shift schedule hours.

Employee must record accurate TIS times that are verified by the ETVS:

- Employee is required to record time worked to the nearest 1/10th of an hour.
- The employee's shift start and end times reported in TIS must be consistent with ETVS prox times rounded to the nearest 1/10th of an hour.
- When hours worked are less than scheduled shift hours, the non-worked hours must be assigned to an absence code in accordance with the *Personal Time Bank and Other Absences* procedure (TFC-BSM-HR_AT-C-03).
- Any Delta or discrepancy between TIS and the ETVS requires a dated comment in TIS by the end of the current week.
- Manager is required to reject the time card if ETVS and TIS times do not match and a dated TIS comment with an explanation is not provided.

***Note:** The WRPS *Time Keeping* Procedure, TFC-BSM-AC-C-01, establishes the required time charging practices for all employees. ETVS is only an accountability system and does not replace TIS.

ETVS USER GUIDE

EMPLOYEE RESPONSIBILITIES

DAILY ETVS PROX-IN

Step 1: Upon daily arrival, prox-in at ETVS prox kiosk at assigned work location.

DAILY TIS TIME KEEPING AND TIME VERIFICATION

Step 2: Enter time daily into TIS in 6 minutes increments and compare times in TIS with ETVS times in accordance with the *Time Keeping* procedure, TFC-BSM-AC-C-01.

Step 3: Verify TIS times are consistent with the ETVS times by reviewing ETVS CA Employee View (shown previously in Figure 3-9.) If times do not match:

- a. Add a dated comment in TIS explaining the reason times do not match for the Delta.

Note: Any corrections made to TIS must be made in accordance with the *Time Keeping* Procedure, TFC-BSM-AC-C-01.

Note: The TIS comments section allows employees to enter explanations or information regarding time entries for the week and explain Deltas and discrepancies between ETVS and TIS. Remember to click “Save Comment Changes” before clicking the “Close” button or any comments entered during that session will be lost.

DAILY ETVS PROX-OUT

Step 4: Upon daily departure, prox-out at ETVS prox kiosk at assigned work location.

WEEKLY ETVS TIME VERIFICATION AND TIS SUBMITTAL

Step 1: On last day of week, record time into TIS at the end of the shift. Access and review the ETVS custom application Employee View to compare ETVS times with times in TIS. Since prox-out for the last day of the week has not occurred, the last ETVS time must be verified at start of next shift. If necessary, add a dated comment or correction in TIS.

Step 2: Verify TIS times are consistent with ETVS times. If times do not match, either add a dated comment in TIS explaining the Delta or enter a correction into TIS.

Step 3: Submit completed TIS time card to manager for review and approval.

MANAGER RESPONSIBILITIES

PERIODIC ETVS REVIEW AND ETVS TIME VERIFICATION

- Step 1: Perform periodic review (weekly or more frequently – daily recommended) of employee TIS and ETVS times by reviewing the ETVS CA Manager View (Figure 3-13) or the Dashboard View (Figure 3-12).
- Step 2: Verify TIS times are consistent with ETVS times by reviewing the “Satisfactory” column in the Manager View.
- Step 3: If all employees have green check marks and no flags, no further action is required.
If employees do not have satisfactory ETVS prox data or have system flags:
- Click on employee’s name to take you to the Dashboard (Figure 3-12).
 - After reviewing for prox times and flag details, provide specific feedback by clicking on the employee name to send an email with directions as to what needs to be corrected in TIS.

WEEKLY ETVS TIME VERIFICATION AND TIS REVIEW/APPROVAL

- Step 1: Perform weekly review of employees’ TIS time cards and ETVS CA Employee and Manager Views (Figures 3-9 and 3-13). For all hourly employees: review the ETVS times, TIS times, overtime hours, in-town prox flags, TIS comments, clock in and out locations, and ETVS discrepancy comments.
- Step 2: Verify TIS times are consistent with the ETVS times.
- If times are consistent and other criteria are met, in accordance with the *Time Keeping* procedure, TFC-BSM-AC-C-01, approve time card.
 - Additional views that the manager needs to look at; location the employee is clocking in and out (employees are required to clock in and out at their assigned work location). Otherwise, enter a dated comment in TIS explaining the situation. ETVS will flag if the employee is assigned on-site and is clocking “in-town” (i.e., Hammer or 2425 Stevens). It is the Manager’s responsibility to review any abnormality of locations (other than assigned work location) with the employee.

Ownership matrix	RPP-27195
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TABLE OF CONTENTS

1.0	PURPOSE AND SCOPE	2
2.0	IMPLEMENTATION	2
3.0	RESPONSIBILITIES.....	3
4.0	PROCEDURE	4
4.1	Pre-Employment Testing	4
4.2	Reasonable Suspicion of Substance Abuse Testing.....	4
4.3	Occurrence Testing.....	8
4.4	Random Testing for Department of Transportation and Testing Designated Positions ...	12
4.5	Random Testing for Non Represented Employees.....	14
4.6	Self-Identification of Substance Abuse	16
4.7	Maintaining Employment	16
4.8	Violations Meriting Discharge.....	19
5.0	DEFINITIONS	20
6.0	RECORDS	22
7.0	SOURCES.....	22
7.1	Requirements	22
7.2	References.....	22

TABLE OF TABLES

Table 1.	Testing Panel.....	24
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Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 2 of 24 November 4, 2019
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1.0 PURPOSE AND SCOPE

Washington River Protection Solutions, LLC (WRPS) maintains the commitment to all employees to promote high standards of conduct to ensure safety, foster productivity, protect the environment, maintain public health and safety, safeguard national security, and maintain employee confidentiality. To achieve these standards, the company prohibits the possession, use, dispensing, distribution, manufacture, sale, or presence of any intoxicants, alcohol, narcotics, hallucinogenic, depressants, stimulants, or other such drugs (e.g., controlled substances, except where legally prescribed) anywhere on the Hanford Site and any company or government location.

All employees are subject to certain drug and alcohol testing requirements. Many of the requirements come from laws and regulations, while others are good business practice to ensure a safe and drug free workplace. This procedure applies to all personnel assigned to WRPS. Certain WRPS identified positions are subject to additional testing requirements and enrollment in unique regulatory testing programs. All employees are required to report to work drug and alcohol free and fit for duty. Testing includes random, reasonable suspicion, fit for duty, and incident or occurrence. At this time, the random drug-testing program is applicable to non-represented employees, testing designated positions, and DOT employees only. Violation of these requirements may result in unpaid suspension or termination of employment, or employees may be subject to successful completion of an approved substance abuse rehabilitation program. If the manager notices a behavioral change in an employee that may be an indication of substance abuse, this may also warrant a discussion with the HR/LR staff for further evaluation by the site occupational medical contractor (SOMC).

This procedure ensures that the drug and alcohol testing of WRPS employees meets and/or exceeds the testing requirements and methods identified in the applicable federal drug and alcohol testing regulations. Drug and alcohol testing, depending on the purpose and the tested individual, will follow the appropriate criteria identified for the specified test outlined in this procedure. (7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6)

This procedure references Mission Support Alliance, LLC (MSA) responsibility to administer the drug-testing program and maintain the procedures for testing and databases for the Other Hanford Contractors (OHC).

Specific requirements and implementation of the DOT and WSAP testing programs, including any requirements for random testing, are not covered in detail by this procedure but are covered in other MSA documents, endorsed by WRPS:

- MSC-PRO-TRANS-37561, "Department of Transportation Federal Motor Carrier Safety Management Plan"
- MSC-PRO-SEC-43780, "Workplace Substance Abuse Program (WSAP) Procedure"
- MSC-RD-SEC-27561, "Drug & Alcohol Testing Requirements."

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

WRPS Human Resources and Labor Relations (HR/LR) have programmatic authority and responsibility for administration of the Safe and Drug-Free Workplace policy and its implementation.

MSA Personnel Security Programs Office supports WRPS HR/LR in managing and administering the drug and alcohol testing. Testing result records for DOT and TDP employees are managed and filed with MSA Personnel Security. WRPS may receive copies of results for tests done on their behalf.

Procurement Services has administrative responsibility for WRPS subcontractors in the implementation of this procedure, as appropriate.

The Site Occupational Medical Contractor (SOMC) has programmatic authority and responsibility for providing the site occupational medical services. SOMC hires and designates Medical Review Officers (MROs) to evaluate the laboratory drug test results. SOMC awards and administers the subcontract(s) for the certified laboratory(ies) for testing the specimen. The SOMC is also responsible for management of the specimen collectors and breath alcohol technicians (BAT).

- All employees are responsible for maintaining a safe and drug-free workplace.
- All employees are subject to certain drug and alcohol testing requirements.
- Employees must avoid inappropriate use of a controlled substance or illegal drugs/alcohol either on or off company premises that may directly, or by their residual effects, adversely affect job performance or the safety or security of the workplace.
- Manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol on company premises is prohibited.
- Employees are required to inform management and/or the SOMC when taking prescribed medication or over-the-counter medications likely to cause drowsiness or inattention at their workstations.
- Employees are responsible for maintaining confidentiality when aware of an employee undergoing counseling or rehabilitation.
- Employees are to complete training as required (Hanford General Employee Training, [HGET], etc.) and required reading on company policies with respect to the use of alcohol or controlled substances, including any consequences for an employee found to have a specified alcohol or controlled substances level. This includes company policy and information on available assistance services.

4.0 PROCEDURE

4.1 Pre-Employment Testing

All candidates who receive an offer of employment must meet pre-employment suitability requirements and successfully complete drug/alcohol screening requirements (producing a negative pre-employment drug test) as outlined in [TFC-BSM-HR_EM-C-02](#).

Washington River Protection Solutions LLC (WRPS) will conduct drug screening through a urine drug screen on a controlled and carefully monitored basis to prevent the use and presence of controlled substances in the workplace.

A certified testing laboratory will test for the presence of THCA [Cannabinoids 50], Cocaine, Codeine, Morphine, Synthetic Opioids, PCP, Amphetamines, MDMA, MDA, and additional drugs/alcohol, as requested.

NOTE: For U.S. Department of Transportation (DOT) testing for commercial driver's license (CDL) employees only, testing will be limited to amphetamines, cocaine metabolites, marijuana metabolites, opiate metabolites, and phencyclidine (PCP). (7.1.2, 7.1.8)

Alcohol testing will be done by a certified BAT, in accordance with DOT procedures, to test for the presence of alcohol with an evidential breath analysis device.

4.2 Reasonable Suspicion of Substance Abuse Testing

NOTE: If the observer is not the immediate manager of the affected employee, the observer shall report the specific information to his/her own immediate manager or the immediate manager of the affected employee.

Manager

1. If observed or it has been determined an employee is in a condition that may be unfit for duty, or exhibits aberrant behavior that be attributed to the effects of substance abuse, contact the appropriate HR/LR Representative and request a fitness for duty or work suitability evaluation based on observations of the employee's deteriorating job performance and/or uncharacteristic behavior.

NOTE: The behavioral observation requires two managers, at least one of whom is in the employee's immediate chain of command.

- a. Contact another manager to assist in observing the employee's behavior.
 - b. Complete the Continual Behavioral Observation Checklist (A-6003-826).
2. If safety and/or security is an immediate issue and/or the employee appears to present a danger to himself/herself, to others, or the Hanford Site, request assistance from the Patrol Operations Center (373-3800).

Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 5 of 24 November 4, 2019
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- a. Stop the work activity in which the affected employee is engaged, or temporarily reassign the employee to a standby position.
- b. Proceed with step 5 as soon as possible.

NOTE: The requirements of this procedure relating to the testing for the use of illegal drugs are not intended to prohibit the manager from pursuing other existing disciplinary procedures, or from requiring medical evaluation of any employee exhibiting aberrant or unusual behavior. The manager should consider referral of the employee to the SOMC Behavioral Health Services (BHS) or Employee Assistance Program.

Immediate Manager,
Second Manager

3. Review the Continual Behavioral Observation Checklist while observing the employee at work.
 - a. If there is reason to suspect substance abuse, proceed to step 5.

NOTE: If determined there is reasonable suspicion of substance abuse and an interview has been scheduled, an employee can no longer choose self-identification.

 - b. If there is no reason to suspect substance abuse, document the event, and provide HR with a copy of the Continual Behavioral Observation Checklist.
 - c. Exit this procedure.
4. Arrange for an interview with the employee.
 - a. If the employee is represented, contact LR and a Union Steward.
 - b. If the employee is non-represented, contact HR.
 - c. If the incident occurred on the backshift, contact the shift office to obtain appropriate contact information, Production Operations 373-2689.
 - d. Conduct a reasonable suspicion interview and document additional information on the Continual Behavioral Observation Checklist.
5. If the interview results in alleviating suspicion of substance abuse:
 - a. Document the event, and provide a copy of the Continual Behavioral Observation Checklist to HR/LR.
 - b. Ensure the Employee Assistance Program (EAP) and/or other available resources are communicated to the employee.

- c. Contact HR/LR for any additional assistance.
- d. Exit this procedure.
- 6. If suspicion of substance abuse is confirmed, review with HR/LR and obtain approvals to proceed with testing from HR/LR managers and organizational Level 1 managers.
- 7. Obtain the employee's signature on the Testing Consent Agreement (A-6003-828).

NOTE: A refusal is considered insubordination and the employee will be subject to immediate termination.

- 8. If the employee refuses to sign the Testing Consent Agreement form, perform the following:
 - a. Ensure the employee understands that a refusal will be treated as a positive test result.
 - b. Document refusal on the form and sign as witness.
 - c. Provide a copy of the form to HR.
 - d. Contact HR/LR for further guidance and exit this procedure.

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| Employee/Manager | <ul style="list-style-type: none"> 9. Complete parts 1 and 2 of the Testing Notification form (A-6002-965). <ul style="list-style-type: none"> a. Copy the Testing Consent Agreement form and the Testing Notification form. b. Forward to the responsible HR/LR representative. |
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NOTE: WRPS HR/LR will contact the employee only after receiving SOMC clearance determination.

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| Manager/Human Resources/Labor Relations | <ul style="list-style-type: none"> 10. Notify the employee that he/she is suspended with pay and not to report to work until further notice by WRPS HR/LR. |
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NOTE: Prior arrangements should be made for MSA Personnel Security (Personnel Security) to be immediately available prior to collecting the employee's badge.

- 11. Collect the employee's badge and send/turn in to MSA Personnel Security (Personnel Security) and, notify them that the employee is suspended until further notice.
- 12. Escort the employee to the testing facility for drug/alcohol screening:

HPMC (SOMC)
1979 Snyder, Richland, WA

Hours: 6:00 a.m. – 4:30 p.m., Monday - Friday
Telephone: 376-3333

After Hours Testing for
Reasonable Suspicion/FFD/Post Accident ONLY collected at

Tri Cities Laboratory
780 Swift Boulevard, Suite 110, Richland, WA
Telephone: 946-4887

13. Give the Testing Notification form to the testing facility worker.
14. Send the Testing Consent Agreement form to the HR/LR representative.

NOTE: Under no circumstances allow the employee to drive themselves.

15. Transport the employee safely home, or ensure another person transports the employee home.

NOTE 1: The SOMC MRO will contact the employee to discuss any positive test results. The SOMC MRO will make a determination if the employee has a medical reason for a positive result and will contact HR and the Company's designated employee representative (DER) with the finding.

NOTE 2: Any employee who has been notified of a positive test result may request a retest of the split specimen at a different certified laboratory within 72 hours of being notified of the initial positive test. The individual shall bear the costs of transportation and/or testing of the specimen. HPMC does not accept cash, nor will they bill the employee for this cost.

Human Resources/
Designated
Employee
Representative

16. Receive the test results from the SOMC MRO.

Manager/Human
Resources

17. Contact the employee's manager with the test results.
 - a. If the test results are negative, contact the employee and make arrangements for his/her return to work.
 - b. If applicable, review the documented event and determine if further actions are necessary.
 - c. If results are positive, place the employee on unpaid leave and initiate the disciplinary process in accordance with [TFC-BSM-HR_EP-C-02](#).

Manager

18. Send the following completed forms to HR Records:
 - Continual Behavioral Observation Checklist

- Testing Consent Agreement
- Testing Notification.

4.3 Occurrence Testing (7.1.1)

Occurrence testing includes testing for two separate groups of employees based on the occurrence. Employees in Testing Designated Positions (TDPs) may be tested for any occurrence that the employee could have caused or contributed to the occurrence. All employees will be tested if they are involved in a vehicle accident involving a company owned/leased vehicle or GSA vehicle. Follow the appropriate guide for the type of testing and notifications required, depending on whether the employee is a TDP employee or was in a vehicle accident.

4.3.1 Testing Designated Positions

Occurrence testing must be conducted as soon as possible after the occurrence, unless WRPS determines that it is not feasible to do so. If it is not feasible to do so, WRPS must obtain DOE approval. Testing for the use of illegal drugs and/or alcohol must occur if an employee could have caused or contributed to the conditions that caused the occurrence.

- Manager
1. Determine whether the occurrence is required to be reported to DOE as specified in the contract or DOE order. (See Section 5.0 for definition of an occurrence.)
 2. Review the occurrence to determine whether the actions of the employee in a testing designated position could have caused or contributed to the conditions, which caused the occurrence.
 3. Refer the employee for testing as soon as possible after the occurrence, if appropriate, but no later than 24 hours after the occurrence unless DOE determines it is not feasible.

SOMC - HPMC
1979 Snyder, Richland, WA
Hours: 6:00 a.m. – 4:30 p.m., Monday - Friday
Telephone: 376-3333

200 West Health Clinic (2719 WB)
6:00 a.m. to 4:30 p.m.
By exception only

After Hours Weekends, Holidays only
Tri-City Laboratory
780 Swift Boulevard, Suite 110, Richland, WA
Telephone: 946-4887

4. Obtain the employee's signature on the Testing Consent Agreement (A-6003-828) and forward to the responsible HR/LR representative.

NOTE: A refusal is considered insubordination and the employee will be subject to immediate termination.

5. If the employee refuses to sign the Testing Consent Agreement form:
 - a. Explain and confirm the employee understands that a refusal will be treated as a positive test result.
 - b. Document the refusal on the form and sign as a witness.
 - c. Contact HR for further guidance and exit this procedure.
 - Employee/Manager 6. Complete parts 1 and 2 of the Testing Notification form (A-6002-965).
 - Manager 7. Transport the employee to the testing facility.
 8. Give the Testing Notification form to the testing facility worker.
 - Manager/Human Resources/Labor Relations 9. Notify the employee that he/she is suspended with pay until further notice, collect the employee's badge, and ensure the employee is transported safely home.
- NOTE 1: The SOMC MRO will contact the employee to discuss any positive test results. The SOMC MRO will make a determination if the employee has a medical reason for a positive result and will contact the Company DER (HR) with the finding.
- NOTE 2: An employee who has been notified of a positive test result may request a retest of the split specimen at a different certified laboratory within 72 hours of being notified of the initial positive test. The individual shall bear the costs of transportation and/or testing of the specimen. HPMC does not accept cash, nor will they bill the employee for this cost.
- Human Resources/DER 10. Receive the test results from the SOMC MRO.
 - Human Resources/Labor Relations 11. Contact the employee's manager with the test results.
 - a. If the test results are negative, contact the employee and make arrangements for his/her return to work.
 - b. If applicable, review the documented event and determine if further actions are necessary including, but not limited to a Fitness for Duty/Workplace Suitability Study and/or referral to the EAP.
 - c. If the results are positive, initiate the disciplinary process in accordance with [TFC-BSM-HR EP-C-02](#).
 - Manager 12. Document the event in the employee's field file and send the following completed forms to the HR Representative:

- Testing Consent Agreement
- Testing Notification.

4.3.2 Post-Accident Testing (7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.6)

Because vehicle accidents may be classified as an occurrence, substance abuse testing will be required for any accident identified in this part. All WRPS employees driving a company owned, leased vehicle, or a government vehicle at any time will be tested for substance abuse immediately following a vehicle accident. CDL employees will additionally be tested for alcohol following any vehicle accident where they may have been part of, or contributed, to the cause.

NOTE 1: Breath alcohol testing for CDL employees must be administered within two hours, but not later than eight hours after the occurrence. The manager will document the reasons for failure to administer the test within the prescribed time period.

NOTE 2: Controlled substance testing for CDL employees must be administered within 32 hours of the occurrence. The manager will document the reasons for failure to administer the test within the prescribed time period.

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| Employee | 1. If injured, notify 911 and contact your immediate manager. |
| Manager | 2. Contact the HR Representative for exempt/non-exempt and LR for bargaining unit employees to schedule post-vehicle accident substance abuse testing. <ul style="list-style-type: none"> a. If the employee is a CDL employee, request additional alcohol testing. 3. Obtain the employee's signature on the Testing Consent Agreement (A-6003-828) and forward to the responsible HR representative. |
| | NOTE: A refusal is considered insubordination and the employee will be subject to immediate termination. |
| | 4. If the employee refuses to sign the Testing Consent Agreement form: <ul style="list-style-type: none"> a. Ensure the employee understands that a refusal will be treated as a positive test result. b. Document the refusal on the form and sign as a witness. c. Contact HR for further guidance and exit this procedure. |
| Employee/Manager | 5. Complete parts 1 and 2 of the Testing Notification form (A-6002-965).
6. Transport the employee to the testing facility. |

Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 11 of 24 November 4, 2019
-------------------------------------	--	--

Hours: 6:00 a.m. – 4:30 p.m., Monday - Friday.
Telephone: 376-3333

200 West Health Clinic (2719 WB)
6:00 a.m. to 4:30 p.m.
By exception only

After Hours, Weekends, Holidays only
Tri-City Laboratory
780 Swift Boulevard, Suite 110, Richland, WA
Telephone: 946-4887

7. Give the Testing Notification form to the testing facility worker.

NOTE: Any employee who has been notified of a positive test result may request a retest of the split specimen at a different certified laboratory within 72 hours of being notified of the initial positive test. The individual shall bear the costs of transportation and/or testing of the specimen.

Manager/Human
Resources/Labor
Relations

8. Notify the employee that he/she is suspended with pay until further notice, collect the employee's badge, and ensure the employee is transported safely home.

NOTE 1: The SOMC MRO will contact the employee to discuss any positive test results. The MRO will make a determination if the employee has a medical reason for a positive result and will contact the Company DER with the finding.

NOTE 2: Any employee who has been notified of a positive test result may request a retest of the split specimen at a different certified laboratory within 72 hours of being notified of the initial positive test. The individual shall bear the costs of transportation and/or testing of the specimen. HPMC does not accept cash, nor will they bill the employee for this cost.

Human Resources
DER

9. Receive the test results from SOMC MRO.

Human Resources/
Labor Relations

10. Contact the employee's manager with the test results.
 - a. If the test results are negative, contact the employee and make arrangements for his/her return to work.
 - b. If applicable, review the documented event and determine if further actions are necessary including, but not limited to a Fitness for Duty/Workplace Suitability evaluation and/or referral to EAP (Employee Assistance Program).
 - c. If the results are positive, initiate the disciplinary process in accordance with [TFC-BSM-HR EP-C-02](#).

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| Manager | <p>11. Document the event in the employee's field file and send the following completed forms to HR Records:</p> <ul style="list-style-type: none"> • Testing Consent Agreement • Testing Notification. |
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4.4 Random Testing for Department of Transportation and Testing Designated Positions (7.1.1, 7.1.5, 7.1.7)

Employees working in a testing designated position will be subject to random, unannounced drug testing. Employees required to have a CDL to perform their job, will be subject to random, unannounced drug and alcohol testing. Employees returning to work after a positive determination has been made by the SOMC MRO will be subject to random, unannounced drug/alcohol testing at intervals for a period of at least twelve months; any subsequent positive test will result in termination.

Employees in testing designated positions and employees required to have a CDL will participate in random drug/alcohol testing as administered under the Personnel Security Workplace Substance Abuse Program, Department of Transportation, Department of Energy, or Substance Abuse Monitoring Program. If prevention measures are unsuccessful, and rehabilitation is not appropriate, proper disciplinary measures will be taken. Discipline will be proportional to the magnitude of the offense. Failure to comply with drug/alcohol testing or to follow through with recommended treatment will be viewed as insubordination and will result in termination.

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| Manager | 1. Receive notification from the MSA Drug Testing Administrator of the employee's random drug/alcohol testing appointment and the location and hours of testing. |
| Manager/Employee | 2. Complete parts 1 and 2 of WORKPLACE SUBSTANCE ABUSE PROGRAM (WSAP) Testing Notification form (A-6003-928). |

NOTE 1: An employee who has been given firm notice to report to provide a sample for testing cannot be able to self-identify for substance abuse at this point.

NOTE 2: An employee failing to arrive for testing within two hours of being formally notified will be removed from the workplace until the incident is reviewed and any issues resolved.

NOTE 3: Refusal to submit to or cooperate with the drug testing will be cause for termination.

NOTE 4: Due to the nature of the testing and with no reasonable suspicion, the employee returns to work immediately after testing.

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| Employee | 3. Promptly report to the designated testing center within two hours of receiving notification from your manager. |
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NOTE: The SOMC MRO will contact the employee to discuss any positive test results. The MRO will make a determination if the employee has a

medical reason for a positive result and will contact the Company DER (HR) with the finding.

Human Resources
DER

4. Receive the test results from the SOMC MRO.

Human
Resources/Labor
Relations

5. Contact the employee's manager with the test results.

a. If applicable, review the documented event and determine if further actions are necessary including, but not limited to, a Fitness for Duty/Workplace Suitability Evaluation with SOMC/BHS and/or referral to EAP (Employee Assistance Program).

NOTE 1: Any individual who has been notified of a positive test result may request a retest of the same sample at the same or another certified laboratory within 72 hours of being notified of the initial positive test. The employee shall bear the cost of transportation and/or testing of the specimen. HPMC does not accept cash, nor will they bill the employee for this cost.

b. If the results are positive, immediately remove the employee from the workplace.

c. If the employee either holds, or is an applicant for, an access authorization, immediately notify DOE security officials for appropriate adjudication.

d. Meet with the employee to advise the mandatory Fitness for Duty evaluation and Substance Abuse Assessment (conducted by the SOMC/BHS).

- The employee is subject to a required/mandatory rehabilitation and/or follow-up monitoring program as determined by SOMC/BHS.
- The follow-up monitoring program will occur for a period of no less than 12 months and will include unannounced tests for illegal drugs, alcohol and relevant counseling through the direction of the SOMC/BHS.

NOTE: An employee who tests positive for the first time is eligible for rehabilitative benefits assistance. Payment of such rehabilitative assistance shall be in accordance with the WRPS Benefits plans relative to substance abuse treatment. An employee may be eligible for salary continuance and/or short-term disability consistent with these benefit programs.

e. If the employee does not adhere to the programs, or if the employee tests positive during the monitoring program, then

HR will initiate the disciplinary process in accordance with TFC-BSM-HR EP-C-02.

- f. Receipt of a positive drug test result a second time for any reason will result in termination of the employee.

Employee

- 6. Participate in mandatory rehabilitation and/or follow-up monitoring program under the direction of the SOMC/BHS.
- 7. Undergo a urine drug test with a negative result.

NOTE: After the SOMC has determined the employee may return to work, the employee shall be subject to unannounced drug testing at intervals for a period of no less than 12 months.

- 8. Return to work when cleared by the SOMC.

4.5 Random Testing for Non Represented Employees

(7.1.1, 7.1.2)

This random testing includes non-bargaining employees who are otherwise not included in another random testing program. Non-represented employees working in exempt and non-exempt positions that are not in a testing designated position (WSAP, DOT) will be subject to random, unannounced drug testing. Employees returning to work after a positive determination has been made by the SOMC MRO will be subject to random, unannounced drug/alcohol testing at intervals for a period of no less than twelve months. Any subsequent positive test will result in termination.

Non-represented employees working in exempt and non-exempt positions will participate in random drug/alcohol testing as administered under the Safe and Drug Free Workplace Program. If prevention measures are unsuccessful, and rehabilitation is not appropriate, proper disciplinary measures will be taken. Discipline will be proportional to the magnitude of the offense. Failure to comply with drug/alcohol testing or to follow through with recommended treatment determined by SOMC/BHS will be treated as insubordination and will result in termination.

Manager

- 1. Ensure training plans for assigned employees reflect required drug/alcohol training for random testing.
- 2. Receive notification from the MSA Drug Testing Administrator of the employee's random drug testing appointment and the location and hours of testing.

Manager/Employee

- 3. Notify employee when identified for testing as directed by the MSA Drug Testing Administrator.
 - a. Complete parts 1 and 2 of WORKPLACE SUBSTANCE ABUSE PROGRAM (WSAP) Testing Notification form (A-6003-928).

NOTE: An employee who has been given firm notice to report to provide a sample for testing cannot be able to self-identify for substance abuse at this point.

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| Employee | <p>4. Promptly report to the designated testing center within two hours of receiving notification from your manager.</p> <ul style="list-style-type: none"> • An employee failing to arrive for testing within two hours of being formally notified will be removed from the workplace until the incident is reviewed and any issues resolved. • Refusal to submit to or cooperate with the drug testing shall be cause for termination. • Due to the nature of the testing and with no reasonable suspicion, the employee may return to work immediately after testing. |
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NOTE: The SOMC MRO will contact the employee to discuss any positive test results. The MRO will make a determination if the employee has a medical reason for a positive result and will contact the Company DER (HR) with the finding.

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| Human Resources | <p>5. Receive the positive test results from SOMC MRO.</p> <p>6. Contact the employee's manager with the test results.</p> <p>a. If applicable, review the documented event and determine if further actions are necessary including, but not limited to a Fitness for Duty/Workplace Suitability Evaluation and/or referral to EAP (Employee Assistance Program).</p> |
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NOTE: An employee who has been notified of a positive test result may request a retest of the same sample at the same or another certified laboratory within 72 hours of being notified of the initial positive test. The individual shall bear the costs of transportation and/or testing of the specimen.

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| | <p>b. If the results are positive, remove the employee from work and offer them rehabilitative services through the SOMC.</p> <p>c. If the employee is an applicant for an access authorization, immediately notify DOE security officials for appropriate adjudication.</p> |
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NOTE: Receipt of a second positive drug test result will result in termination.

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| Employee | <p>7. Participate in mandatory rehabilitation and/or follow-up monitoring program under the direction of the SOMC/BHS.</p> <p>NOTE: An employee who tests positive for the first time is eligible for rehabilitative benefits assistance. Payment of such rehabilitative</p> |
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assistance shall be in accordance with the WRPS Benefits plans relative to substance abuse treatment. An employee may be eligible for salary continuance and/or short-term disability consistent with these benefit programs.

8. Undergo a urine drug/alcohol test with a negative result.

NOTE: After an employee has been determined to have used illegal drugs has been cleared to return to work by the SOMC, the employee shall be subject to unannounced drug testing at intervals for a period of no less than twelve months.

9. Return to work when cleared by the SOMC.

4.6 Self-Identification of Substance Abuse

An employee may self-identify a substance abuse problem to HR, LR, his/her manager, or to the SOMC.

NOTE: An employee may self-identify only if the self-identification occurs prior to any of the initiating events described in Sections 4.2, 4.3, and 4.4 of this procedure.

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| Employee | 1. Contact HR/LR, your manager, or the SOMC to self-identify a substance abuse problem. |
| Human Resources/
Labor Relations/
Manager | 2. Refer the employee to the EAP point of contact in accordance with TFC-POL-26 . |
| Employee | 3. If referred to a prescribed program by the SOMC BHS provider: <ol style="list-style-type: none"> a. Notify your manager b. Participate in the prescribed program c. Adhere to the monitoring program. |
| Human Resources | 4. Obtain the employee's signature on a Return to Work Agreement. |
| | 5. If the employee does not adhere to the monitoring program, or if the employee tests positive during the monitoring program, initiate the disciplinary process in accordance with TFC-BSM-HR_EP-C-02. |
| Manager | 6. Maintain confidentiality when aware of co-workers undergoing counseling or rehabilitation. |

4.7 Maintaining Employment

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| Employee | 1. Notify HR in writing of any arrest or conviction under a criminal drug statute no later than five days after such arrest or conviction. |
| | 2. Undergo a Fitness for Duty/Workplace Suitability Evaluation if requested by management. |

Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 17 of 24 November 4, 2019
-------------------------------------	--	--

CDL Employees

3. Immediately notify management of any arrest/conviction that could result in a DOT suspension of privileges.
4. Undergo a Fitness for Duty/Workplace Suitability Evaluation if requested by management.

NOTE: Employees are required to inform management and/or the SOMC when taking legally prescribed medication or other medication likely to cause drowsiness or inattentiveness.

Employees in Testing
Designated
Positions/Non-
Represented
Employees

5. Complete Safe and Drug Free Workplace training every other year.

Human Resources/
Labor Relations

6. When under a contract with a federal agency, and in compliance with the Workplace Act of 1988, notify the contracting agency of those convictions reported that apply to that specific contract and workplace within ten days of receiving notice from the employee.
7. For an employee with no clearance, not in the clearance process, or who has not held a clearance in the last five years, notify Personnel Security, depending on the nature of the arrest or conviction.
 - a. For an employee with a clearance, a clearance in-process, or who has held a clearance in the last five years, notify Personnel Security.
 - b. Provide a copy of this procedure to each WRPS employee directly engaged in the performance contract with a federal agency.
 - c. Require each WRPS employee directly engaged in the performance of a federal agency contract to abide by the terms of this procedure as a condition of employment.
 - d. Require employees (as a condition of employment), working in testing designated positions, or have a security clearance (2/L or 3/Q), to report any arrests, criminal charges (including charges that are dismissed), and/or detention by federal, state, or other law enforcement authorities for violations of the law, other than traffic violations for which a fine of \$250 or less was imposed, within or outside of the United States.
 - e. Verbally notify Personnel Security within two working days followed by written notification within the next ten working days.

Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 18 of 24 November 4, 2019
-------------------------------------	--	--

- Manager
8. Maintain confidentiality when aware of co-workers undergoing counseling or rehabilitation.
 9. Complete Safe and Drug-Free Workplace training every other year.
 10. Continually review the fitness of employees and supervisors, and monitoring for signs of poor, declining, or aberrant performance and/or behavior, which may affect fitness and safety.
 11. If it is determined that an employee has reported to work or is at work in a condition determined unfit for duty, take the following actions immediately.
 - a. Notify Personnel Security immediately when information of a security concern about an employee who maintains a testing designated position or a security clearance (2/L or 3/Q) comes to your attention. Such information includes treated and untreated alcohol/drug abuse, mental/emotional problems, or criminal conduct.
 - b. Contact a HR representative for exempt and salaried non-exempt employees, or the appropriate LR representative for represented employees, and explain the situation.
 - c. If appropriate, place the employee in another position until an appointment with the SOMC/BHS is arranged. If it is not safe to do so, and the employee appears to present a danger to himself/herself, to others, or the Hanford Site, notify the Shift Office.

NOTE: The employee's immediate manager is responsible for providing transportation home for the individual.

 - d. If an appropriate position is not available, ensure the employee is returned home (do not allow the employee to drive themselves).
 - e. Advise the employee they are not to report back to work until the employee meets with the SOMC/BHS .
 - f. Contact HR/LR to arrange the meeting as soon as possible, taking the nature and degree of the situation into consideration.
 - g. Make referrals to, and consult with, the SOMC's BHS point of contact, Personnel Security, HR/LR, and/or other resources as appropriate.
 - h. If applicable, recommend a "Fitness for Duty/Work Suitability" evaluation based on observations of the employee's deteriorating job performance and/or uncharacteristic behavior.

- | | | |
|---|-----|--|
| | i. | Write a “Fitness for Duty/Work Suitability” evaluation request describing the behavior of concern, management interventions, specific job performance problems and submit the form to HR/LR. |
| Human Resources/
Labor Relations/
Manager | j. | Maintain confidentiality when aware of employees undergoing counseling or rehabilitation. |
| Human
Resources/Labor
Relations | 12. | If required, write the “Fitness for Duty/Work Suitability” evaluation request. |
| | 13. | Maintain confidentiality when aware of employees undergoing counseling or rehabilitation. |
| | 14. | Notify Personnel Security and ORP of participants’ changes in the program. |
| | 15. | Consult with management regarding “Fitness for Duty/Work Suitability” evaluation before referral to the SOMC/BHS. |

4.8 Violations Meriting Discharge

An employee will be discharged for any of the following violations, even if such violation is a “first occurrence.”

- The employee refuses to submit to a search, inspection, or drug or alcohol test when requested by the company. Refusal to submit to a search, inspection, or test will be considered insubordination sufficient for discharge.
- The employee has submitted to a test and, in the judgment of the SOMC MRO, has attempted to degrade, dilute, switch, alter or tamper with his or her sample.
- While on company premises, the employee was using, manufacturing, distributing, dispensing, selling or possessing any illegal, unlawful or unauthorized drugs or alcohol.
- The employee’s prior disciplinary record, when considered with the program violation, makes discharge appropriate.
- Producing an endorsed positive drug and/or alcohol test as a result of post-accident, for cause, or reasonable suspicion testing.
- For employees in testing designated positions and employees in the Safe and Drug Free Workplace pool, producing a second endorsed positive drug and/or alcohol test following an endorsed positive random test result.
- Abandonment of a monitoring or treatment program prior to completion and SOMC/BHS determination of release for return to work.
- Abandonment or failure to comply with a monitoring program.

Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 20 of 24 November 4, 2019
-------------------------------------	--	--

The off-duty conduct of any employee that results in a criminal conviction for the possession, use, sale manufacture or abuse of any drug or substance will be considered sufficient cause for termination of that employee by the Company when such conduct directly affects the employee's capability to safely perform their job duties, or, brings disrespect upon the company.

5.0 DEFINITIONS

Aberrant Behavior. Markedly different behavior from an accepted norm; one whose behavior departs substantially from the norm of a group.

Adulterated Specimen. A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance as determined by testing and the Medical Review Officer.

CDL Employee. WRPS employees who are required to possess a valid Commercial Driver's License in order to perform their job. All testing for these employees will be in accordance with DOT requirements for alcohol and controlled substances testing. (7.1.2, 7.1.3, 7.1.6, 7.1.8)

Company Premises. Property, offices, facilities, land, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and equipment, whether owned, leased or used. Safe and Drug-Free Workplace also includes all client properties, construction sites, areas under the Company's control, or any other work location or mode of transportation to and from these locations during working time and while in the course and scope of Company employment or pay status, or while the person is on Company business during regular work hours.

Designated Employer Representative. An employee authorized by the employer to take immediate action(s) to remove an employee from safety-sensitive duties, or cause the employee to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of this part. Service Agents cannot act as DERs. (7.1.2)

Fitness for Duty. An evaluation by the SOMC/BHS to determine if the employee is psychologically qualified to perform the essential duties of their job tasks safely and effectively. The employee will be evaluated based upon documented concerns, observed behaviors, the job description and essential job functions, as outlined in the Employee Job Task Analysis (EJTA).

Medical Review Officer (MRO). A licensed physician, approved by DOE to perform certain functions under this part. The MRO is responsible for receiving laboratory results generated by the employer's drug testing program, has knowledge of illegal drug use and other substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's positive test result, together with that person's medical history and any other relevant biomedical information. For purposes of this procedure, the MRO is a physician from the SOMC. Currently, this is HPMC for the DOE Hanford site.

Negative-Dilute Drug Test Result. A negative-dilute drug test result refers to a urine specimen showing low concentration of creatinine in the urine caused by excessive fluid intake. In case of a drug test reported as a negative-dilute result, the employee will be required to re-test immediately and in any event, no later than the next business day. If the MRO directs that the recollection be conducted under direct observation, the retest must be performed immediately. If

Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 21 of 24 November 4, 2019
-------------------------------------	--	--

the second reported test results are also negative-dilute, the results from the second test shall be the test of record.

Occurrence. Any event that is a deviation from the planned or expected behavior or course of events in connection with any DOE or DOE-controlled operation, if the deviation has environmental, public health and safety, or national security protection significance. The contractor is then required to report these types of events to DOE as an occurrence, which also may include work-related accidents, near misses, or deviation from prescribed work practices or procedures.

Positive Alcohol Test. An employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04 shall be relieved of duties and put on unpaid leave until the beginning of their next scheduled date to report for work, but in no event less than 24 hours following the administration of the alcohol test.

An employee found to have an alcohol concentration of 0.04 or greater will be considered to have a positive test result and be discharged from employment.

The employee shall not have been considered to have provided a “positive” sample, until a second test, as provided in the regulations, has confirmed a blood alcohol percentage .02.

Positive For Cause, Reasonable Suspicion or Post Accident Drug Test. An employee will be discharged from employment for an endorsed positive drug test.

Substance. May include illegal drugs (such as, but not limited to, marijuana, cocaine, LSD, PCP, MDMA, heroin, or opium), designer and synthetic drugs, unauthorized (or prohibited) drugs, prescription drug abuse and alcohol.

Testing Panel. The established panel and cutoff levels as well as confirmatory cutoff levels are utilized to determine if a test is positive, consistent with 10 CFR 707.11 and HHS, SAMHSA “Mandatory Guidelines for Federal Workplace Drug Testing Programs,” see Table 1.

Work Suitability Evaluation. An evaluation to determine if the employee is physically qualified to perform the duties of their job as outlined in their Employee Job Task Analysis. This testing may be used by the SOMC/BHS to determine if the employee has observed aberrant behavior may be caused by a medical condition other than alcohol/substance abuse (e.g., diabetes, hypoglycemia, etc.). This test may be performed separately, or in conjunction with, a Fitness for Duty evaluation and/or drug/alcohol testing.

6.0 RECORDS

The following records are generated during the performance of this procedure:

- Continual Behavior Observation Checklist (A-6003-826) – Corporate Record
- Testing Notification for Reasonable Suspicion and Occurrence (A-6002-965) – Corporate Record
- Testing Consent Agreement (A-6003-828) – Corporate Record
- Drug Testing Notification (A-6003-928) – Corporate Record.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with [TFC-BSM-IRM DC-C-02](#).

7.0 SOURCES

7.1 Requirements

- 7.1.1 10 CFR 707, “Workplace Substance Abuse Programs at DOE Sites”
- 7.1.2 10 CFR 710, “Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material.”
- 7.1.3 45 CFR, “Public Welfare,” Subtitle A, “Department of Health and Human Services,” Subchapter C, “Administrative Data Standards and Related Requirements,” Part 160, “General Administrative Requirements,” Part 162, “Administrative Requirements,” and Part 164, “Security and Privacy.”
- 7.1.4 49 CFR 40, “Procedures for Transportation Workplace Drug and Alcohol Testing Programs” (Department of Transportation), Subtitle A, Part 40.
- 7.1.5 49 CFR 382, “Controlled Substances and Alcohol Use and Testing,” Department of Transportation.
- 7.1.6 53 FR 11970, “Mandatory Guidelines for Federal Workplace Drug Testing Programs,” April 11, 1988; hereinafter, “HHS Mandatory Guidelines,” and subsequent amendments to these guidelines.
- 7.1.7 2014 HAMTC Collective Bargaining Agreement, Attachment D.
- 7.1.8 DEAR 970.5223-4 (aka 48 CFR 970.5223-4), “Workplace Substance Abuse Programs at DOE Sites,” December 2000.

7.2 References

- 7.2.1 MSC-PRO-43780, “Workplace Substance Abuse Program (WSAP) Procedure.”
- 7.2.2 MSC-RD-SEC-27561, “Drug and Alcohol Testing Requirements.”

Safe and Drug-Free Workplace	Manual Document Page Issue Date	Business Services TFC-BSM-HR_EP-C-03, REV C-1 23 of 24 November 4, 2019
-------------------------------------	--	--

- 7.2.3 MSC-PRO-TRANS-37561, “Department of Transportation Federal Motor Carrier Safety Management Plan”
- 7.2.4 TFC-BSM-HR_EP-C-04, “Fitness for Duty and Work Suitability.”
- 7.2.5 TFC-BSM-FPM_PR-C-06, “Government Motor Vehicle and Equipment Management.”
- 7.2.6 TFC-BSM-HR_AT-C-01, “Return to Work.”
- 7.2.7 TFC-BSM-HR_AT-C-02, “Taking a Leave of Absence.”
- 7.2.8 TFC-BSM-HR_EM-C-06, “Termination of Employment.”
- 7.2.9 TFC-BSM-HR_EM-C-10, “Reasonable Accommodations.”
- 7.2.10 TFC-BSM-HR_EP-C-02, “Employee Discipline.”
- 7.2.11 TFC-BSM-IRM_DC-C-02, “Records Management.”
- 7.2.12 TFC-ESHQ-S-STD-02, “Motor Vehicle Safety.”

Table 1. Testing Panel.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Codeine/Morphine ²	2000 ng/mL	Codeine	2000 ng/mL
		Morphine	2000 ng/mL
Hydrocodone/Hydromorphone	300 ng/mL	Hydrocodone	100 ng/mL
		Hydromorphone	100 ng/mL
Oxycodone/Oxymorphone	100 ng/mL	Oxycodone	100 ng/mL
		Oxymorphone	100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines ³			
AMP/MAMP ⁴	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine	250 ng/mL
MDMA/MDA	500 ng/mL	MDMA	250 ng/mL

¹ Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA)² Morphine is the target analyte for codeine/morphine testing.³ Either a single test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.⁴ Methamphetamine is the target analyte for amphetamine/methamphetamine testing.

PART 707—WORKPLACE SUBSTANCE ABUSE PROGRAMS AT DOE SITES

Contents

Subpart A—General Provisions

[§707.1 Purpose.](#)

[§707.2 Scope.](#)

[§707.3 Policy.](#)

[§707.4 Definitions.](#)

Subpart B—Procedures

[§707.5 Submission, approval, and implementation of a baseline workplace substance abuse program.](#)

[§707.6 Employee assistance, education, and training.](#)

[§707.7 Random drug testing requirements and identification of testing designated positions.](#)

[§707.8 Applicant drug testing.](#)

[§707.9 Drug testing as a result of an occurrence.](#)

[§707.10 Drug testing for reasonable suspicion of illegal drug use.](#)

[§707.11 Drugs for which testing is performed.](#)

[§707.12 Specimen collection, handling and laboratory analysis for drug testing.](#)

[§707.13 Medical review of results of tests for illegal drug use.](#)

[§707.14 Action pursuant to a determination of illegal drug use.](#)

[§707.15 Collective bargaining.](#)

[§707.16 Records.](#)

[§707.17 Permissible actions in the event of contractor noncompliance.](#)

AUTHORITY: 41 U.S.C. 701 *et seq.*; 42 U.S.C. 2012, 2013, 2051, 2061, 2165, 2201b, 2201i, and 2201p; 42 U.S.C. 5814 and 5815; 42 U.S.C. 7151, 7251, 7254, and 7256; 50 U.S.C. 2401 *et seq.*

SOURCE: 57 FR 32656, July 22, 1992, unless otherwise noted.

Subpart A—General Provisions

§707.1 Purpose.

The Department of Energy (DOE) promulgates this part in order to protect the environment, maintain public health and safety, and safeguard the national security. This part establishes policies, criteria, and procedures for developing and implementing programs that help to maintain a workplace free from the use of illegal drugs. It applies to DOE contractors and subcontractors performing work at sites owned or controlled by DOE and operated under the authority of the Atomic Energy Act of 1954, as amended, and to individuals with unescorted access to the control areas of certain DOE reactors. The procedures include detection of the use of illegal drugs by current or prospective contractor employees in testing designated positions.

§707.2 Scope.

(a) This part applies to the following contracts with DOE, at sites owned or controlled by DOE which are operated under the authority of the Atomic Energy Act of 1954, as amended:

(1) Management and operating contracts; and

(2) Other contracts or subcontracts with a value of \$25,000 or more, and which have been determined by DOE to involve:

(i) Access to or handling of classified information or special nuclear materials;

(ii) High risk of danger to life, the environment, public health and safety, or national security; or

(iii) Transportation of hazardous materials to or from a DOE site.

(b) Individuals described in §707.7 (b) and (c) will be subject to random drug testing; to drug testing as a result of an occurrence, as described in §707.9; and to drug testing on the basis of reasonable suspicion, as described in §707.10.

(c) Applicants for employment in testing designated positions will be tested in accordance with §707.8.

§707.3 Policy.

It is the policy of DOE to conduct its programs so as to protect the environment, maintain public health and safety, and safeguard the national security. This policy is advanced in this rule by requiring contractors and subcontractors within its scope to adopt procedures consistent with the baseline requirements of this part, and to impose significant sanctions on individuals in testing designated positions or with unescorted access to the control areas of certain DOE reactors, who use or are involved with illegal drugs.

§707.4 Definitions.

For the purposes of this part, the following definitions apply:

Collection Site Person means a technician or other person trained and qualified to take urine samples and to secure urine samples for later laboratory analysis.

Confirmed Positive Test means, for drugs, a finding based on a positive initial or screening test result, confirmed by another positive test on the same sample. The confirmatory test must be by the gas chromatography/mass spectrometry method.

Counseling means assistance provided by qualified professionals to employees, especially, but not limited to those employees whose job performance is, or might be, impaired as a result of illegal drug use or a medical-behavioral problem; such assistance may include short-term counseling and assessment, crisis intervention, referral to outside treatment facilities, and follow-up services to the individual after completion of treatment and return to work.

Drug Certification means a written assurance signed by an individual with known past illegal drug involvement, as a condition for obtaining or retaining a DOE access authorization, stating that the individual will refrain from using or being involved with illegal drugs while employed in a position requiring DOE access authorization (security clearance).

Employee Assistance means a program of counseling, referral, and educational services concerning illegal drug use and other medical, mental, emotional, or personal problems of employees, particularly those which adversely affect behavior and job performance.

Hazardous Material means any material subject to the placarding requirements of 49 CFR 172.504, table 1, and materials presenting a poison-inhalation hazard that must be placarded under the provisions of 49 CFR 172.505.

Head of DOE Field Element means an individual who is the manager or head of the DOE operations office or field office.

Illegal Drug means a controlled substance, as specified in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 811, 812. The term "illegal drugs" does not apply to the use of a controlled substance in accordance with terms of a valid prescription, or other uses authorized by law.

Management and Operating Contract means an agreement for the operation, maintenance, or support, on behalf of the Government, of a Government-owned or controlled research, development, special production, or testing establishment wholly or principally devoted to one or more major programs of DOE.

Medical Review Officer (MRO) means a licensed physician, approved by DOE to perform certain functions under this part. The MRO is responsible for receiving laboratory results generated by an employer's drug testing program, has knowledge of illegal drug use and other substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's positive test result, together with that person's medical history and any other relevant biomedical information. For purposes of this part a physician from the site occupational medical department may be the MRO.

Occurrence means any event or incident that is a deviation from the planned or expected behavior or course of events in connection with any Department of Energy or Department of Energy-controlled operation, if the deviation has environmental, public health and safety, or national security protection significance. Incidents having such significance include the following, or incidents of a similar nature:

(1) Injury or fatality to any person involving actions of a Department of Energy contractor employee.

(2) Involvement of nuclear explosives under Department of Energy jurisdiction which results in an explosion, fire, the spread of radioactive material, personal injury or death, or significant damage to property.

(3) Accidental release of pollutants which results or could result in a significant effect on the public or environment.

(4) Accidental release of radioactive material above regulatory limits.

Random Testing means the unscheduled, unannounced urine drug testing of randomly selected individuals in testing designated positions, by a process designed to ensure that selections are made in a non-discriminatory manner.

Reasonable Suspicion means a suspicion based on an articulable belief that an employee uses illegal drugs, drawn from particularized facts and reasonable inferences from those facts, as detailed further in §707.10.

Referral means the direction of an individual toward an employee assistance program or to an outside treatment facility by the employee assistance program professional, for assistance with prevention of illegal drug use, treatment, or rehabilitation from illegal drug use or other problems. Referrals to an employee assistance program can be made by the individual (self-referral), by contractor supervisors or managers, or by a bargaining unit representative.

Rehabilitation means a formal treatment process aimed at the resolution of behavioral-medical problems, including illegal drug use, and resulting in such resolution.

Special Nuclear Material has the same meaning as in section 11aa of the Atomic Energy Act of 1954 (42 U.S.C. 2014(aa)).

Specimen Chain of Custody Form is a form used to document the security of the specimen from time of collection until receipt by the laboratory. This form, at a minimum, shall include specimen identifying information, date and location of collection, name and signature of collector, name of testing laboratory, and the names and signatures of all individuals who had custody of the specimen from time of collection until the specimen was prepared for shipment to the laboratory.

Testing Designated Position names a position whose incumbents are subject to drug testing under this part.

[57 FR 32656, July 22, 1992, as amended at 80 FR 5008, Jan. 30, 2015]

Subpart B—Procedures

§707.5 Submission, approval, and implementation of a baseline workplace substance abuse program.

(a) Each contractor subject to this part shall develop a written program consistent with the requirements of this part and the guidelines of the Department of Health and Human Services and subsequent amendments to those guidelines (“Mandatory Guidelines for Federal Workplace Drug Testing Programs,” 53 FR 11970, April 11, 1988; hereinafter “HHS Mandatory Guidelines”), and applicable to appropriate DOE sites. Such a program shall be submitted to DOE for review and approval, and shall include at least the following baseline elements:

(1) Prohibition of the use; possession, sale, distribution, or manufacture of illegal drugs at sites owned or controlled by DOE;

(2) Plans for instruction of supervisors and employees concerning problems of substance abuse, including illegal drug use, and the availability of assistance through the employee assistance program and referrals to other resources, and the penalties that may be imposed upon employees for drug-related violations occurring on the DOE owned or controlled site;

(3) Provision for distribution to all employees engaged in performance of the contract on the DOE owned or controlled site of a statement which sets forth the contractor's policies prohibiting the possession, sale, distribution, or manufacture of illegal drugs at the DOE owned or controlled site.

The statement shall include notification to all employees that as a condition of employment under the contract, the employee will:

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring on the DOE owned or controlled site no later than 10 calendar days after such conviction;

(4) Provision for written notification to the DOE contracting officer within 10 calendar days after receiving notice under paragraph (a)(3)(ii) of this section, from an employee or otherwise receiving actual notice of an employee's conviction of a drug-related offense;

(5) Provision for imposing one of the following actions, with respect to any employee who is convicted of a drug-related violation occurring in the workplace, within 30 calendar days after receiving such notice of conviction under paragraph (a)(4) of this section;

(i) Taking appropriate personnel action against such employee, up to and including termination;
or

(ii) Offering such employee, consistent with the contractor's policies, an opportunity to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. If the employee does not participate in such a rehabilitation program, the contractor must take appropriate personnel action, up to and including termination, in accordance with the contractor's policies.

(6) Commitment to make a good faith effort to maintain a workplace free of substance abuse through implementation of paragraphs (a)(1) through (a)(5) of this section.

(b) In addition, the following baseline elements must be included in programs developed by contractors that have identified testing designated positions (see §707.7(b));

(1) Notification to DOE of the positions subject to drug testing;

(2) Prohibition of individuals in testing designated positions who are not free from the use of illegal drugs from working in those positions;

(3) Sanctions for individuals in testing designated positions who violate the prohibitions of paragraphs (a)(1) or (b)(2) of this section;

(4) Provision for:

(i) Notification, at least 60 days in advance of initiating testing, to those individuals subject to drug testing, unless the contractor is currently conducting a testing program.

(ii) Urine drug analysis of applicants for testing designated positions before final selection for employment or assignment;

(iii) Random urine drug analysis for employees in testing designated positions;

(iv) Urine drug analysis for employees in testing designated positions on the basis of reasonable suspicion, as a result of an occurrence, or as a follow-up to rehabilitation; and

(v) Random urine drug analysis and urine drug analysis on the basis of reasonable suspicion or as the result of an occurrence, for any individual with unescorted access to the control areas of certain DOE reactors (see §707.7(c)).

(vi) Written notice to the contractor by an employee in a testing designated position of a drug-related arrest or conviction, or receipt of a positive drug test result regarding that employee, as soon as possible but within 10 calendar days of such arrest, conviction, or receipt; and

(vii) Appropriate action, if any, to be taken regarding an employee who:

(A) is arrested for or convicted of a drug-related offense; or

(B) has a positive drug test result (consistent with §707.14).

(5) Provision to employees of the opportunity for rehabilitation, consistent with the contractor's policies, under circumstances as provided in this part (see §707.14(b));

(6) Immediate notification to DOE security officials whenever the circumstances in connection with procedures under this part raise a security concern as provided in DOE Orders, rules and regulations; such circumstances including, but are not necessarily limited to, a determination that an individual holding a DOE access authorization has used an illegal drug.

(c) Each contractor's written policy and procedures under this part shall comply with the requirements of 10 CFR part 710, "Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Significant Quantities of Special Nuclear Material."

(d) Contractors are required to submit all subcontracts they believe to be within the scope of this part to the Head of DOE Field Element for a determination as to whether the subcontract falls within the scope of this part. Subcontractors so determined to be within the scope of this part shall be required to agree to comply with its requirements, as a condition of eligibility for performing the subcontract work. Each subcontractor subject to this part shall submit its plan to the appropriate prime contractor for approval; the contractor shall be responsible for periodically monitoring the implementation of the subcontractor's program for effectiveness and compliance with this part.

(e) In reviewing each proposed workplace substance abuse plan, the Head of DOE Field Element shall decide whether the program meets the applicable baseline requirements established by this part. The responsible Head of DOE Field Element will reject proposed workplace substance abuse plans that are deemed not to meet the baseline requirements. The Head of DOE Field Element shall provide the contractor with a written notification regarding the decision as to the acceptability of the plan. Nothing in this rule is intended to prohibit any contractor subject to this part from implementing workplace substance abuse requirements additional to those of the baseline, including drug testing employees and applicants for employment in any position and testing for any illegal drugs. However, the contractor shall inform Head of DOE Field Element of such additional requirements at least 30 days prior to implementation.

(f) DOE shall periodically review and evaluate each contractor's program, including the contractor's oversight of the covered subcontractors, to assure effectiveness and compliance with this part.

(g) Contractors or proposers will submit their program to the appropriate Head of DOE Field Element for review within 30 days of notification by the appropriate Head of DOE Field Element that the contract or proposed contract falls within the scope of this part. Workplace substance abuse programs, as provided in this part, shall be implemented within 30 days of approval by the Head of DOE Field Element. The Head of DOE Field Element may grant an extension to the notification or implementation period, as warranted by local conditions. Implementation may require changes to collective bargaining agreements as discussed in §707.15 of this part.

(h) To assure consistency of application, The Head of DOE Field Element shall periodically review designated contracts and testing designated positions included in the workplace substance abuse plans approved by The Head of DOE Field Element. The Head of DOE Field Element will also periodically review implementation of programs conducted by prime contractors, to assure consistency of application among prime contracts (and subcontracts where appropriate).

(i) This part preempts any State or local law, rule, regulation, order, or standard to the extent that:

(1) compliance with both the State or local requirement and any requirements in this part is not possible; or

(2) compliance with the State or local requirement is an obstacle to the accomplishments and execution of any requirement in this part.

[57 FR 32656, July 22, 1992,, as amended at 80 FR 5008, Jan. 30, 2015]

§707.6 Employee assistance, education, and training.

Contractor programs shall include the following or appropriate alternatives:

(a) Employee assistance programs emphasizing preventive services, education, short-term counseling, coordination and referral to outside agencies, and follow-up. These services shall be available to all contractor on-site employees involved in the DOE contract. The contractor has no obligation to pay the costs of any individual's counseling, treatment, or rehabilitation beyond those services provided by the contractor's employee assistance program, except as provided for in the contractor's benefits programs. DOE undertakes no obligation to pay for any individual's counseling, rehabilitation, or treatment, unless specifically provided for by contract.

(b) Education and training programs for on-site employees on a periodic basis, which will include, at a minimum, the following subjects:

(1) For all on-site employees: Health aspects of substance abuse, especially illegal drug use; safety, security, and other workplace-related problems caused by substance abuse, especially illegal drug use; the provisions of this rule; the employer's policy; and available employee assistance services.

(2) For managers and supervisors:

(i) The subjects listed in paragraph (b)(1) of this section;

(ii) Recognition of deteriorating job performance or judgment, or observation of unusual conduct which may be the result of possible illegal drug use;

(iii) Responsibility to intervene when there is deterioration in performance, or observed unusual conduct, and to offer alternative courses of action that can assist the employee in returning to satisfactory performance, judgment, or conduct, including seeking help from the employee assistance program;

(iv) Appropriate handling and referral of employees with possible substance abuse problems, especially illegal drug use; and

(v) Employer policies and practices for giving maximum consideration to the privacy interests of employees and applicants.

§707.7 Random drug testing requirements and identification of testing designated positions.

(a)(1) Each workplace substance abuse program will provide for random testing for evidence of the use of illegal drugs of employees in testing designated positions identified in this section.

(2) Programs developed under this part for positions identified in paragraph (b)(3) of this section shall provide for random tests at a rate equal to 30 percent of the total number of employees in testing designated positions for each 12 month period. Employees in the positions identified in paragraphs (b)(1), (b)(2), and (c) of this section will be subject to random testing at a rate equal to 100 percent of the total number of employees identified, and those identified in paragraphs (b)(1) and (b)(2) of this section may be subject to additional drug tests.

(b) The testing designated positions subject to random drug testing are:

(1) Positions determined to be covered by the Human Reliability Program (HRP), codified at 10 CFR part 712. HRP employees will be subject to the drug testing standards of this part and any additional requirements of the HRP rule.

(2) Positions identified by the contractor which entail duties where failure of an employee adequately to discharge his or her position could significantly harm the environment, public health or safety, or national security, such as:

(i) Pilots;

(ii) Firefighters;

(iii) Protective force personnel, exclusive of those covered in paragraphs (b)(1) or (b)(2) of this section, in positions involving use of firearms where the duties also require potential contact with, or proximity to, the public at large;

(iv) Personnel directly engaged in construction, maintenance, or operation of nuclear reactors;
or

(v) Personnel directly engaged in production, use, storage, transportation, or disposal of hazardous materials sufficient to cause significant harm to the environment or public health and safety.

(3) Other positions determined by the DOE, after consultation with the contractor, to have the potential to significantly affect the environment, public health and safety, or national security.

(c) Each contractor shall require random testing of any individual, whether or not an employee, who is allowed unescorted access to the control areas of the following DOE reactors: Advanced Test Reactor (ATR) and High Flux Isotope Reactor (HFIR). A confirmed positive test shall result in such an individual being denied unescorted access. If such an individual is not an employee of the contractor, that individual may be granted unescorted access only after the individual meets the conditions established in §707.14(d) of this part. If, after restoration of unescorted access, such an individual is determined to have used illegal drugs for a second time, unescorted access shall be denied for a period of not less than three (3) years. Such an individual thereafter shall be granted unescorted access only upon a determination by the Head of DOE Field Element that a grant of unescorted access to the individual presents no unacceptable safety or security risk. If such an individual is an employee, that individual is subject to the other requirements of this part, including appropriate disciplinary measures.

(d) A position otherwise subject to testing under this part may be exempted from such testing if it is within the scope of another comparable Federal drug testing program, as determined by DOE, after consultation with the contractor, to avoid unnecessary multiple tests.

[57 FR 32656, July 22, 1992, as amended at 73 FR 3863, Jan. 23, 2008; 80 FR 5008, Jan. 30, 2015]

§707.8 Applicant drug testing.

An applicant for a testing designated position will be tested for the use of illegal drugs before final selection for employment or assignment to such a position. Provisions of this part do not prohibit contractors from conducting drug testing on applicants for employment in any position.

§707.9 Drug testing as a result of an occurrence.

When there is an occurrence which is required to be reported to DOE by the contractor, under contract provisions incorporating applicable DOE Orders, rules, and regulations, it may be necessary to test individuals in testing designated positions, or individuals with unescorted access to the control areas of the DOE reactors listed in §707.7(c), for the use of illegal drugs, if such individuals could have caused or contributed to the conditions which caused the occurrence. For an occurrence requiring immediate notification or reporting as required by applicable DOE Orders, rules, and regulations, the contractor will require testing as soon as possible after the occurrence but within 24 hours of the occurrence, unless DOE determines that it is not feasible to do so. For other occurrences requiring notifications to DOE as required by applicable DOE Orders, rules, and regulations, the contractor may require testing.

§707.10 Drug testing for reasonable suspicion of illegal drug use.

(a)(1) It may be necessary to test any employee in a testing designated position, or individuals with unescorted access to the control areas of the DOE reactors listed in §707.7(c), for the use of illegal drugs, if the behavior of such an individual creates the basis for reasonable suspicion of the use of illegal drugs. Two or more supervisory or management officials, at least one of whom is in the direct chain of supervision of the employee, or is a physician from the site occupational medical department, must agree that such testing is appropriate. Reasonable suspicion must be based on an articulable belief that an employee uses illegal drugs, drawn from particularized facts and reasonable inferences from those facts.

(2) Such a belief may be based upon, among other things:

(i) Observable phenomena, such as direct observation of:

- (A) The use or possession of illegal drugs; or
 - (B) The physical symptoms of being under the influence of drugs;
 - (ii) A pattern of abnormal conduct or erratic behavior;
 - (iii) Arrest for a conviction of a drug related offense, or the identification of the individual as the focus of a criminal investigation into illegal drug possession use, or trafficking;
 - (iv) Information that is either provided by a reliable and credible source or is independently corroborated;
 - (v) Evidence that an employee has tampered with a drug test; or
 - (vi) Temperature of the urine specimen is outside the range of 32-38 degrees centigrade or 90-100 degrees Fahrenheit.
- (b) The fact that an employee had a confirmed positive test for the use of illegal drugs at some prior time, or has undergone a period of rehabilitation or treatment, will not, in and of itself, be grounds for testing on the basis of reasonable suspicion.
- (c) The requirements of this part relating to the testing for the use of illegal drugs are not intended to prohibit the contractor from pursuing other existing disciplinary procedures or from requiring medical evaluation of any employee exhibiting aberrant or unusual behavior.

[57 FR 32656, July 22, 1992, as amended at 80 FR 5008, Jan. 30, 2015]

§707.11 Drugs for which testing is performed.

Where testing is performed under this part, at a minimum, contractors will be required to test for the use of the following drugs or classes of drugs: marijuana; cocaine; opiates; phencyclidine; and amphetamines. However, when conducting reasonable suspicion or occurrence testing, the contractor may test for any drug listed in Schedules I or II of the Controlled Substances Act.

§707.12 Specimen collection, handling and laboratory analysis for drug testing.

(a) Procedures for providing urine specimens must allow individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. Contractors shall utilize a chain of custody procedure for maintaining control and accountability from point of collection to final disposition of specimens, and testing laboratories shall use appropriate cutoff levels in screening specimens to determine whether they are negative or positive for a specific drug, consistent with the HHS Mandatory Guidelines (see §707.5(a)). The contractor shall ensure that only testing laboratories certified by the Department of Health and Human Services, are utilized.

(b)(1) If the individual refuses to cooperate with the urine collection (e.g., refusal to provide a specimen, or to complete paperwork), then the collection site person shall inform the MRO and shall document the non-cooperation on the specimen chain of custody form. The MRO shall report the failure to cooperate to the appropriate management authority, who shall report to DOE if the individual holds an access authorization. Individuals so failing to cooperate shall be treated in all respects as if they had been tested and had been determined to have used an illegal drug. The contractor may apply additional sanctions consistent with its disciplinary policy.

(2) The collection site person shall ascertain that there is a sufficient amount of urine to conduct an initial test, a confirmatory test, and a retest, in accordance with the HHS Mandatory Guidelines. If there is not a sufficient amount of urine, additional urine will be collected in a separate container. The individual may be given reasonable amounts of liquid and a reasonable amount of time in which to provide the specimen required. The individual and the collection site person must keep the specimen in view at all times. In the event that the individual fails to provide a sufficient amount of urine, the amount collected will be noted on the "Urine Sample Custody Document." In this case, the collection site person will telephone the individual's supervisor who will determine the next appropriate action. This may include deciding to reschedule the individual for testing, to return the individual to his or her work site and initiate disciplinary action, or both.

[57 FR 32656, July 22, 1992, as amended at 73 FR 3863, Jan. 23, 2008; 80 FR 5008, Jan. 30, 2015]

§707.13 Medical review of results of tests for illegal drug use.

(a) All test results shall be submitted for medical review by the MRO. A confirmed positive test for drugs shall consist of an initial test performed by the immunoassay method, with positive results on that initial test confirmed by another test, performed by the gas chromatography/mass spectrometry method (GC/MS). This procedure is described in the HHS Mandatory Guidelines.

(b) The Medical Review Officer will consider the medical history of the employee or applicant, as well as any other relevant biomedical information. When there is a confirmed positive test result, the employee or applicant will be given an opportunity to report to the MRO the use of any prescription or over-the-counter medication. If the MRO determines that there is a legitimate medical explanation for a confirmed positive test result, consistent with legal and non-abusive drug use, the MRO will certify that the test results do not meet the conditions for a determination of use of illegal drugs. If no such certification can be made, the MRO will make a determination of use of illegal drugs. Determinations of use of illegal drugs will be made in accordance with the criteria provided in the Medical Review Officer Manual issued by the Department of Health and Human Services.

[57 FR 32656, July 22, 1992, as amended at 80 FR 5008, Jan. 30, 2015]

§707.14 Action pursuant to a determination of illegal drug use.

(a) When an applicant for employment has been tested and determined to have used an illegal drug, processing for employment will be terminated and the applicant will be so notified.

(b)(1) When an employee who is in a testing designated position has been tested and determined to have used an illegal drug, the contractor shall immediately remove that employee from the testing designated position; if such employee also holds, or is an applicant for, an access authorization, then the contractor shall immediately notify DOE security officials for appropriate adjudication. If this is the first determination of use of illegal drugs by that employee (for example, the employee has not previously signed a DOE drug certification, and has not previously tested positive for use of illegal drugs), the employee may be offered a reasonable opportunity for rehabilitation, consistent with the contractor's policies. If rehabilitation is offered, the employee will be placed in a non-testing designated position, which does not require a security clearance, provided there is such an acceptable position in which the individual can be placed during rehabilitation; if there is no acceptable non-testing designated position, the employee will be placed on sick, annual, or other leave status, for a reasonable period sufficient to permit rehabilitation. However, the employee will not be protected from disciplinary action which may result from violations of work rules other than a positive test result for illegal drugs.

(2) Following a determination by the site occupational medical department, after counseling or rehabilitation, that the employee can safely return to duty, the contractor may offer the employee reinstatement, in the same or a comparable position to the one held prior to the removal, consistent with the contractor's policies and the requirements of 10 CFR part 710. Failure to take the opportunity for rehabilitation, if it has been made available, for the use of illegal drugs, will require significant disciplinary action up to and including removal from employment under the DOE contract, in accordance with the contractor's policies. Any employee who is twice determined to have used illegal drugs shall in all cases be removed from employment under the DOE contract. Also, if an employee who has signed a DOE drug certification violates the terms of the certification, DOE shall conduct a timely review of the circumstances of such violation, and the individual's continued eligibility for a DOE access authorization shall be determined under the provisions of 10 CFR part 710, "Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Significant Quantities of Special Nuclear Material."

(c) An employee who has been removed from a testing designated position because of the use of illegal drugs may not be returned to such position until that employee has:

(1) Successfully completed counseling or a program of rehabilitation;

(2) Undergone a urine drug test with a negative result; and

(3) Been evaluated by the site occupational medical department, which has determined that the individual is capable of safely returning to duty.

(d) An individual who is not an employee of a contractor who has been denied unescorted access because of the use of illegal drugs may not have the unescorted access reinstated until that individual has:

(1) Provided evidence of successful completion of counseling or a program of rehabilitation;

(2) Undergone a urine drug test with a negative result; and

(3) Been evaluated by the site occupational medical department, which has determined that the individual is capable of being permitted unescorted access to a reactor control area.

(e) If a DOE access authorization is involved, DOE must be notified of a contractor's intent to return to a testing designated position an employee removed from such duty for use of illegal drugs. Positions identified in §707.7(b)(1) and (2) will require DOE approval prior to return to a testing designated position.

(f) An individual who has been notified of a positive test result may request a retest of the same sample at the same or another certified laboratory. The individual shall bear the costs of transportation and/or testing of the specimen. The contractor will inform employees of their right to request a retest under the provisions of this paragraph.

(g) After an employee determined to have used illegal drugs has been returned to duty, the employee shall be subject to unannounced drug testing, at intervals, for a period of 12 months.

[57 FR 32656, July 22, 1992,, as amended at 80 FR 5008, Jan. 30, 2015]

§707.15 Collective bargaining.

When establishing drug testing programs, contractors who are parties to collective bargaining agreements will negotiate with employee representatives, as appropriate, under labor relations laws or negotiated agreements. Such negotiation, however, cannot change or alter the requirements of this rule because DOE security requirements themselves are non-negotiable under the security provisions of DOE contracts. Employees covered under collective bargaining agreements will not be subject to the provisions of this rule until those agreements have been modified, as necessary; provided, however, that if one year after commencement of negotiation the parties have failed to reach agreement, an impasse will be determined to have been reached and the contractor will unilaterally implement the requirements of this rule.

§707.16 Records.

(a) Confirmed positive test results shall be provided to the Medical Review Officer and other contractor and DOE officials with a need to know. Any other disclosure may be made only with the written consent of the individual.

(b) Contractors shall maintain maximum confidentiality of records related to illegal drug use, to the extent required by applicable statutes and regulations (including, but not limited to, 42 U.S.C. 290dd-3, 42 U.S.C. 290ee-3, and 42 CFR part 2). If such records are sought from the contractor for criminal investigations, or to resolve a question or concern relating to the Personnel Assurance Program certification or access authorization under 10 CFR part 710, any applicable procedures in statute or regulation for disclosure of such information shall be followed. Moreover, owing to DOE's express environmental, public health and safety, and national security interests, and the need to exercise proper contractor oversight, DOE must be kept fully apprised of all aspects of the contractor's program, including such information as incidents involving reasonable suspicion, occurrences, and confirmed test results, as well as information concerning test results in the aggregate.

(c) Unless otherwise approved by DOE, the contractors shall ensure that all laboratory records relating to positive drug test results, including initial test records and chromatographic tracings, shall be retained by the laboratory in such a manner as to allow retrieval of all information pertaining to the individual urine specimens for a minimum period of five years after completion of testing of any given specimen, or longer if so instructed by DOE or by the contractor. In addition, a frozen sample of all positive urine specimens shall be retained by the laboratory for at least six months, or longer if so instructed by DOE.

(d) The contractor shall maintain as part of its medical records copies of specimen chain of custody forms.

(e) The specimen chain of custody form will contain the following information:

(1) Date of collection;

(2) Tested person's name;

(3) Tested employee/applicant's social security number or other identification number unique to the individual;

(4) Specimen number;

(5) Type of test (random, applicant, occurrence, reasonable suspicion, follow-up, or other);

(6) Temperature range of specimen;

(7) Remarks regarding unusual behavior or conditions;

(8) Collector's signature; and

(9) Certification signature of specimen provider certifying that specimen identified is in fact the specimen the individual provided.

§707.17 Permissible actions in the event of contractor noncompliance.

Actions available to DOE in the event of contractor noncompliance with the provisions of this part or otherwise performing in a manner inconsistent with its approved program include, but are not limited to, suspension or debarment, contract termination, or reduction in fee in accordance with the contract terms.

ABSENCE GUIDANCE

EXPECTATION

Washington River Protection Solutions (WRPS) employees are expected to report to their assigned work location, at their scheduled start time, and be dressed for and prepared to perform work. Employees are also expected to remain at their work location until the end of their shift. Employees who are unable to comply with this expectation must adhere to the following process:

Employees who cannot report to work when scheduled (regular shift/overtime), are required to inform management prior to the close of business (COB) the day prior to their absence, by calling the supervisor they are assigned to for that day. If making notification of a late arrival, give the estimated time of arrival. Employees who fail to make these notifications in the time specified may be subject to disciplinary action in accordance to the WRPS Standards of Conduct, A.15 & C.2. All hours missed will be considered as unscheduled absence hours from work.

NOTE: *Approved absence- when an employee requests in advanced and is given approval by supervision/management to take Time Off With Pay (TOWP)*

ACTION

- No call, no show- Employees who are scheduled to work (regular shift/overtime) but fail to report to work and do not call in may be subject to progressive disciplinary action.
- Employees who fail to report to work for 3 consecutive workdays without notification to, and permission from, their supervisor may be subject to progressive disciplinary action (standards of conduct A.15).
- When an employee accumulates 50 hours OR 5 instances of unscheduled/unapproved full day absences, late starts or early departures in a rolling 1-year period the employee will be coached by manager to reinforce expectations.
- When an employee accumulates 63 hours OR 7 instances of unscheduled/unapproved full day absences, late starts or early departures in a rolling 1-year period the employee will be issued a verbal warning.
- When an employee accumulates 81 hours OR 9 instances of unscheduled/unapproved full day absences, late starts or early departures in a rolling 1-year period the employee will be issued a written warning.
- When an employee accumulates 99 hours OR 11 instances of unscheduled/unapproved full day absences, late starts or early departures in a rolling 1-year period the employee will be issued a 3-day work suspension
- When an employee accumulates 117 hours OR 13 instances of unscheduled/unapproved full day absences, late starts or early departures in a rolling 1-year period the employee may receive a 5-day work suspension.
- When an employee accumulates 135 hours OR 15 instances of unscheduled/unapproved full day absences, late starts or early departures in a rolling 1-year period the employee may be terminated.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 1 of 35 March 31, 2022
Ownership matrix		RPP-27195

TABLE OF CONTENTS

1.0	PURPOSE AND SCOPE	2
2.0	IMPLEMENTATION	2
3.0	RESPONSIBILITIES.....	2
4.0	PROCEDURE	2
4.1	Absences	2
4.2	Facility Closure Day Worked	4
4.3	Work- Related Personal Illness/Injury	4
4.4	Short Term Disability for Exempt, Salaried Non-Exempt, and Bargaining Unit Personnel	5
4.5	Special Absences	6
4.6	Death in the Family.....	7
4.7	Jury Duty.....	7
4.8	Road Delay	8
4.9	Short-Term military duty	8
4.10	Employee support for Community Activities	8
5.0	DEFINITIONS	9
6.0	RECORDS	9
7.0	SOURCES.....	9
7.1	Requirements	9
7.2	References.....	9

TABLE OF ATTACHMENTS

Attachment A – Paid Sick Leave Program for Temporary Employees	11
Attachment B – Personal Time Bank Program for Exempt Employees	14
Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees.....	19
Attachment D – Bargaining Unit Employees	28

1.0 PURPOSE AND SCOPE

(7.1.2)

This procedure provides direction related to absences from the workplace, using the employee's accrued personal time or other absence codes listed for eligible employees of Washington River Protection Solutions, LLC (WRPS). Personal Time Bank (PTB)/Time Off With Pay (TOWP) is provided to eligible WRPS employees for time away from work for vacation, personal time, Facility Closure Days (FCDs), time lost from work due to illness or injury, family emergency, or medical, dental, and mental health appointments.

This procedure applies to WRPS regular salaried exempt, salaried non-exempt, and to represented employees when the Collective Bargaining Agreement does not take precedence. Non-regular (temporary) employees are not eligible for PTB/TOWP accrual with the exception that some may be eligible to receive FCD pay.

This procedure also provides direction for the Paid Sick and Safe Leave program available to non-regular (temporary employees). See Attachment A.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

4.1 Absences

NOTE 1: Early submittal of vacation schedule ensures there is adequate coverage for critical operations when PTB/Vacation (VCN) is taken.

NOTE 2: Hanford Atomic Metal Trades Council (HAMTC) represented employees refer to the 2014 Labor Agreement between WRPS, LLC and HAMTC, Article IX for more detailed information on scheduling of PTB time. (7.1.1)

- | | |
|----------|---|
| Manager | 1. Request submittal of the employee's PTB/VCN vacation schedule early in the calendar year. |
| Employee | 2. Notify manager and submit a request as early as possible when requesting PTB or other absences. (Refer to Attachments B, C, and D for details.) |
| | 3. If applicable, provide the manager with a copy of the jury duty summons |
| | 4. Provide the WRPS HR Core Benefits Specialist and payroll with a copy of the military orders and pay disbursement documents to allow correct payment (see Attachment C for further details regarding absences). |
| Manager | 5. Review and approve the length of the absence. |

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 3 of 35 March 31, 2022
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6. For absences with the potential to extend past 30 days or the end of the calendar year, collect the employee's radiological dosimeter (TLD), EPD (electronic dosimeter), finger rings, and return to WRPS Dosimetry Operations with the reason and employee's last day worked.
 7. Immediately inform WRPS Core Benefits Specialist of any condition that may require an extended absence or hospitalization.
 8. For a case of work-related illness or injury, contact the Environmental, Safety, Health & Quality (ESH&Q) Workers' Compensation Coordinator.
 9. Obtain the employee's security badge and return to Security if the absence has exceeded 90 consecutive working days.
- Employee
10. Input and submit for approval absences into the Time Information System (TIS) prior to the absence, if possible, and submit for approval.
 - a. If eligible, indicate shift differential for company-designated holidays.
- Manager
11. Review and approve completed TIS, if appropriate.

4.2 Facility Closure Day Worked

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| Manager | 1. Give at least 48 hours notice to each employee who will be required to work the FCD, if possible. |
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NOTE 1: HAMTC represented employees refer to the 2014 Labor Agreement between WRPS and HAMTC, Article VIII for more detailed information on scheduling PTB time. (7.1.1)

NOTE 2: Employees who work on an FCD are paid one and a half times the base hourly rate only for hours actually worked. Employees may additionally elect to receive compensation from his/her PTB bank.

NOTE 3: Exempt and salaried non-exempt employees working a partial day on the FCDs should record the actual hours worked and will be paid overtime based on the number of hours worked on the holiday. If the hours worked are less than the full shift, the remainder of the hours in the shift shall be recorded as PTB. This allowance is paid without regard to exempt overtime limitations.

NOTE 4: Time worked on the FCD will be charged in one-hour increments for exempt employees, and for salaried non-exempt and HAMTC-represented employees, time will be charged in increments of one-tenth of an hour.

NOTE 5: Exempt and salaried non-exempt employees must have management approval PRIOR to working an FCD.

NOTE 6: The attendance code "PTW" will be used for employees authorized to work on a designated FCD and who also elect to receive compensation from his/her PTB account.

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| Employee | 2. Complete and submit TIS for all hours worked on a FCDs using FCW or PTW. |
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| Manager | 3. Review and approve submitted TIS, if appropriate. |
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4.3 Work- Related Personal Illness/Injury

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| Employee | 1. Request approval from the Workers' Compensation Coordinator to record absence in TIS as Plant Injury (PI). |
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| Workers' Compensation Coordinator | 2. Review request to record absence in TIS as PI. |
|-----------------------------------|---|

NOTE: The WRPS Workers' Compensation Coordinator is the only position with the role and responsibility to authorize use of PI in TIS for valid workers' compensation claims.

3. Determine whether absence meets criteria to be recorded as PI time.
 - An employee must have a current open workers' compensation claim, and
 - Approved as allowed/compensable under the claim, and within regularly scheduled work hours.
4. Notify affected employee and employee's manager of TIS absence coding determination.

4.4 Short Term Disability for Exempt, Salaried Non-Exempt, and Bargaining Unit Personnel

Short Term Disability benefits provide you with income replacement while off work due to a non-work related illness or injury. Employees must have elected short-term disability coverage to be eligible for this benefit. Short term disability pays 60 percent of the employee's base pay rate starting on the eighth calendar day of the disability or the first day of hospitalization and continuing through the 180th day. The first seven calendar days of the disability period can be drawn from the employee's PTB account.

The first 35 days of disability are paid through your employer's payroll system after the appropriate wait period. Thereafter, the remaining period of approved disability is paid primarily by CIGNA, the administrator of short-term disability.

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| Employee | <ol style="list-style-type: none"> 1. Inform the WRPS HR Core Benefits Service Specialist of your intent to implement short-term disability, ^WRPSHRIS@rl.gov or 509-376-0520. 2. Print a Physician's Certification and Disclosure Authorization form (A-6003-497). 3. Complete and sign Part 1 and Part 3 of the form. The physician or health care provider must complete and sign Part 2 of the form. 4. Once the form has been completed in its entirety (Parts 1, 2, and 3) provide a copy to WRPS Human Resources (HR) Core Benefits at ^WRPSHRIS@rl.gov, or hard copy to H6-17, in addition to a copy to HMIS Benefits at ^Benefits-HEWT@rl.gov or: |
|----------|--|

Hanford Mission Integration Solutions,
Benefits
P.O. Box 650 H2-23
Richland WA 99352
OR Fax: (509) 376-0997

- | | |
|---------|--|
| Manager | <ol style="list-style-type: none"> 5. Continue recording employee's time in TIS until notified otherwise. 6. Maintain contact with the employee, as appropriate, generally for the first 6 months. |
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Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 6 of 35 March 31, 2022
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| Employee | 7. Notify manager and HR Core Benefits Specialist of expected return-to-work date, and follow the return to work procedure. |
| HR Core Benefit Services Specialist | 8. Assist the employee with the return to work process. |

4.5 Special Absences

Administrative Paid Time-off (A) or Administrative Unpaid Time (AX) may be used at the discretion of HR or Labor Relations (LR). Any recorded A-time must have prior approval of HR or LR. The use of A or AX must also include the HR or LR approver's name and the specific circumstances recorded in TIS comments. Absences that fall within the areas listed below may be coded as "A" or "AX," and are to be recorded in full day increments for exempt employees and in 1/10 hour for hourly employees.

Circumstances meeting these criteria are as follows:

4.5.1 Post-Accident/Occurrence Testing

Employees involved in a vehicle accident or damage to company property will undergo post-accident testing for alcohol/substance abuse. At the conclusion of the testing, regular full-time exempt, non-exempt and bargaining unit employees are placed on paid leave pending the testing results. A-time is recorded for regularly scheduled work hours until the employee has been notified they are cleared to return to work and have reported to HR to retrieve his/her badge. Once the employee has retrieved his/her badge, they begin recording regular work (RW).

Testing for Occurrences may include:

- Events that result in a workplace injury or when employees cause injury to another employee(s)
- Events that result in impacts or danger to the environment or employees.

4.5.2 Investigative Suspension

Employees involved in workplace misconduct may be placed on a paid investigatory suspension pending the outcome of the investigation. This time will be coded as A-time. Employees who are involved in a workplace investigation but not involved in misconduct may also be placed on A-time. AX may also be used for investigative suspensions, if warranted.

4.5.3 Fitness for Duty and/or Work Suitability

When questions arise as to whether an employee is "suitable for work" (Work Suitability) or fit (Fitness for Duty), WRPS may make a request to the Site Occupational Medical Contractor (SOMC) to conduct exams and to then advise WRPS as to the fitness of its employee. Once the exam is completed, the employee may be placed on A-time until the SOMC has determined the employee is "suitable for work" or is "fit for duty." Approved A-time will end once the employee is found fit for duty and returns to work or the employee is found not fit for duty.

Administrative time off is not authorized on FCDs, with the exception of 12-hour shifters who are scheduled to work on a FCDs.

4.6 Death in the Family

Salary continuance is approved for absence because of a death in the immediate family of the employee or the employee's spouse. Immediate family includes:

- Children
- Spouse
- Foster children
- Parents
- Step parents
- Foster parents
- Grandchildren
- Brothers
- Sisters
- Grandparents
- Sons-in-law
- Daughters-in-law
- Brothers-in-law
- Sister-in-law
- Others living as dependent members of the employee's immediate household.

Excluded: Aunts, uncles, nephews, nieces. Brothers-in-law and sisters-in-law are included if they are siblings of the employee's spouse but not if the relationship is through marriage to the employee's sibling.

Bereavement leave normally will not exceed three workdays. If out-of-town travel is required (greater than 50 miles from the employee's home address), bereavement leave may be increased to a maximum of five workdays. Such absence shall be recorded on the employee's TIS with the attendance code "D." In addition, the relationship and location of services (city/state) shall be noted on the TIS comment section. If additional leave is needed, PTB must be used.

Bereavement time is not authorized on an FCD, with the exception of 12 hour shifters who are scheduled to work on an FCD.

4.7 Jury Duty

The employee must give a copy of the jury summons to his/her manager before using "J" time on his/her TIS. After returning from jury duty, the employee must provide official proof of jury service to the manager. The manager is responsible for verifying that the days taken as "J" time on the timecard agree with the days on the official proof of Jury Duty service and forward a copy to HR Core Benefit Services. If necessary, a corrected timecard should be processed. The official proof of jury service will be sent to HR records (^WRPS HRIS Records <wrpshris@rl.gov>) within 60 days of returning to work from jury service. If documentation is not provided by the end of the designated period, all previously paid "J" time will be converted to PTX/VCX and the employee's pay will be reduced accordingly. For exempt employees, "J" time will be corrected to "PTB." Payment for Jury Duty may be kept by the employee. Payment does not need to be sent to Payroll.

Exempt employees who serve a partial day of jury service and report to work should record full day as RW.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 8 of 35 March 31, 2022
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4.8 Road Delay

In extraordinary conditions, the U.S. Department of Energy, may direct full or partial closure of the Hanford site for work delay, work cancellation, or early release of the work force. Such paid absence, as directed by the company, should be recorded on TIS as “R” only for non-exempt employees that are unable to telework. For exempt employees, a partial day absence should be recorded for the full day as “RW,” or “TRW” for those employees able to telework, and as “R” if the employee’s full shift was cancelled/not worked and they are unable to telework.

In order to be eligible to be paid for the road delay (“R” time), employees must report to work the day of the road delay. “R” time cannot be used to offset previously scheduled PTB.

4.9 Short-Term military duty

WRPS follows the guidelines as defined by the Uniformed Services Employment and Reemployment Rights Act (USERRA). All regular employees called to active military reserve duty are to submit, as soon as possible, to HR Records (^WRPS HRIS Records, wrpshris@rl.gov) and Payroll a copy of the annual drill schedule and/or military orders, and a completed Request for Leave of Absence form (A-6002-963. Reservists should also provide an annual drill schedule to his/her management and HR Records (^WRPS HRIS Records, wrpshris@rl.gov) at the first of the year if it impacts his/her work schedule. The company will pay the employee his/her normal salary as “M” time through the reserve period. The employee shall be granted a military pay differential for up to thirteen working days during which he/she is absent in a calendar year.

Within 90 days after returning to work from completion of military assignment, the employee must provide documentation of his/her daily/weekly rate of military base pay to Payroll. At that time, Payroll will adjust the employee’s next pay distribution. If documentation is not provided by the end of the designated period, all previously paid “M” time will be converted to “MX” (without pay) time and the employee’s pay will be reduced accordingly.

Employees who are on military encampment during a scheduled FCD/holiday will neither be required to reimburse the company for that day nor be required to count the FCD as a military day toward the thirteen-working-day calendar year allotment. There will be no reduction for travel pay, clothing allowances, per diem for food, special pay, or other miscellaneous expenses.

4.10 Employee support for Community Activities

Regular employees may voluntarily participate in company-supported community activities and nationally recognized cultural observations (herein referred to as “activity”) during normal work day hours, if approved by management. Employees are expected to notify his/her immediate manager/supervisor to express interest in participating in an activity at least two weeks in advance of the event, time permitting. Volunteer hours cannot be used to participate in fund raising, with the exception of company-supported activities.

Employees are to record actual volunteer hours worked as CRW when participation is away from the work location (i.e., Junior Achievement, Engineer’s Week). This enables the company to accumulate the overall hours devoted to company-supported community participation. Employees shall also include a comment to indicate activity supported. The remainder of the regular scheduled workday shall be charged to RW.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 9 of 35 March 31, 2022
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Participation at the work location (i.e., blood drives, United Way information sessions) should be coded as RW using the control account charge number (CACN) and COA typically used for administrative activities.

Reference TFC-POL-25 for activities considered to be company-supported.

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

The following records are generated in the performance of this procedure, and maintained by HR Records:

- Request for Personal Time Bank Cash Out (A-6005-350) – (Personnel File/IDMS)
- Military Orders – (Personnel File/IDMS)
- Request for Leave of Absence (A-6002-963)
- Official Proof of Jury Service – (Personnel File/IDMS).

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with [TFC-BSM-IRM DC-C-02](#).

7.0 SOURCES

7.1 Requirements

- 7.1.1 2014 Labor Agreement between Washington River Protections Solutions LLC and Hanford Atomic Metal Trades Council, AFL-CIO, Article IX, “Time Off With Pay.”
- 7.1.2 WRPS Contract, DE-AC27-08RV14800, Section J, Appendix B, “Advance Understanding on Personnel Costs, Policies and Procedures.”
- 7.1.3 WRPS Contract, DE-AC27-08RV14800, Section J.10, “Wage Determinations – Service Contract Act (SCA) and Davis Bacon Act.”

7.2 References

- 7.2.1 TFC-BSM-HR_AT-C-01, “Return to Work.”
- 7.2.2 TFC-BSM-HR_AT-C-02, “Taking a Leave of Absence.”
- 7.2.3 TFC-BSM-HR_AT-C-04, “Exempt Overtime and Shift Differential and On Call Process.”
- 7.2.4 TFC-BSM-HR_CB-C-03, “Salaried Non-Exempt and Bargaining Unit Overtime and Shift Differential.”
- 7.2.5 TFC-ESHQ-S_CMLI-C-02, “Injury and Illness Events.”

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 10 of 35 March 31, 2022
--	--	--

7.2.6 TFC-POL-25, “Volunteerism.”

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 11 of 35 March 31, 2022
--	--	--

Attachment A – Paid Sick Leave Program for Temporary Employees

1. Paid Sick Leave Program

- A separate paid sick leave bank is created for each temporary employee to accumulate the accrued hours.
 - Temporary employees will earn 1 hour of sick leave for every 30 hours worked, including regular shift and overtime. (Reference the Service Contract Act for non-exempt **employees**.)
- Sick leave is not earned for time off or days recorded as paid sick leave.
- Up to 56 hours of accrued, unused paid sick leave will be carried over to the following service year. (Reference the Service Contract Act for non-exempt employees.)
- Regular notification to the employee about the amount of paid sick leave available can be found on the employee's TIS.
- Temporary employees are eligible to use paid sick leave hours as they are accrued.
- Hourly employees who transfer to regular exempt or non-exempt employees will have their sick leave balance transferred to their PTB account.
- Temporary HAMTC see item 3.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 12 of 35 March 31, 2022
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Attachment A – Paid Sick Leave Program for Temporary Employees (cont.)

2. Paid Sick Leave Usage

- Paid sick leave can only be used for the same reasons as described in Attachment B, Sections 3.0 and 4.0 for regular employees.
 - Temporary employees will code SCT (sick time -Temporary Employees only) for qualifying absences.
 - Hourly employees will code SCH (sick time-Hourly Employees) for qualifying absences.
 - Use of paid sick leave and other rights provided under RCW Chapter 49.46 210, and all applicable laws, are protected.
 - When using paid sick leave, the employee will be paid his/her normal hourly compensation.
 - Paid sick leave cannot be donated to another employee, nor can temporary employees be donated leave time.
 - Temporary employees cannot borrow unearned sick leave; no negative balance is allowed.
 - Any sick leave accrued by temporary employees will be paid out upon termination, unless the employee requests it not be paid out. Any remaining sick leave will be reinstated if employee returns to a temporary position for WRPS within 12 months. At the end of 12 months, if the employee has not been rehired, sick leave accruals will be forfeited.

3. Bargaining Unit Temporary Employees Only

Under Article XXV of the 2014 WRPS HAMTC Labor Agreement, temporary bargaining unit employees are not eligible to participate in employee benefit and PTB/TOWP plans. However, under the new Washington State law, temporary employees are eligible to earn sick leave accruals based on actual hours worked as identified in Section 1, Appendix C of this procedure.

- PTB/TOWP is accrued by the employee only while on regular full time status. When an employee's status changes from temporary to regular full-time, the date of entry into the employee's seniority group determines the employee's TOWP accrual rate.
- If a temporary bargaining unit employee is released from temporary employment and then rehired as a regular, full time employee within 30 calendar days, the employee will be given retroactive PTB/TOWP accruals from his/her initial hire date minus the number of hours absent during the 30 day period if reclassified to regular status. These retroactive TOWP hours will replace any previously accrued sick time.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 13 of 35 March 31, 2022
--	--	--

Attachment A – Paid Sick Leave Program for Temporary Employees (cont.)

- If a temporary bargaining unit employee is released from temporary employment and then rehired as a regular, full time employee after thirty calendar days, a new hire date will be established and previous unused sick leave that was not paid out at termination will be moved into the employee's PTB/TOWP bank. The employee will then accrue PTB/TOWP based on most recent date of hire. The PTB/TOWP will be adjusted for any sick time taken during their temporary employment.

4. Manager Responsibilities

- The manager may require verification that an employee's use of paid sick leave is for an authorized purpose for absences exceeding 3 days, after consulting the HR Field Representative.
- The verification must be provided to the manager within a reasonable time during or after the leave.
- The requirements for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law.
- A manager may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.
- If employee requests to use paid sick leave are denied, document the reasons and consult with HR Field Representative.

5. Employee Responsibilities

- Employees must provide reasonable notice, preferably 30 days, to their manager of an absence from work to care for themselves or a family member.
- Foreseeable absences that meet the criteria must be made as far in advance as reasonably possible. If the absence is unforeseeable, the employee must contact their manager as soon as possible.

6. Recording Paid Sick Leave Codes in Time Information System

- Attendance code "SCH" for temporary hourly, non-bargaining unit employees and "SCT" for temporary bargaining unit employees shall be used to designate an approved, paid sick leave absence.

Attachment B – Personal Time Bank Program for Exempt Employees

1.0 PERSONAL TIME BANK (PTB) ACCRUALS AND PAYMENT

1. PTB is accrued when an exempt employee is in regular, active status for:
 - Days worked
 - Days taken as PTB or other approved, paid absence (this includes short-term disability time only if supplemented with salary continuance hours or PTB)
 - Time off without pay, but for no more than ten consecutive working days.
2. The accrual rates listed in Table B-1 include time off for vacation, sick/personal time off, and facility closure days (holidays).

Table B-1 - PTB Bi-Weekly Accrual Rates (Exempt)

Service	Hours
0 to 5 years	7.69
5 to 10 years	9.23
10 to 20 years	10.77
more than 20 years	12.31

Accrual rates will include time off for the following:

- Vacation
 - 0-5 years of service 80 hrs./yr.
 - >5 years of service 120 hrs./yr.
 - >10 years of service 160 hrs./yr.
 - >20 years of service 200 hrs./yr.
 - Sick/Personal Time 40 hrs/yr.
 - FCDs (holidays) 80 hours hrs/yr.
3. Hours taken as time off will be paid at the employee's base salary rate in effect at the time of absence.
 4. An exempt employee may accumulate up to a maximum number of 2080 PTB hours. When this limit is reached, no further amount will be credited until the employee's accrued PTB hours drop below the maximum. No payment is made for forfeited PTB hours.
 5. A terminating exempt employee will be paid in a lump sum at base salary rate for all unused PTB accrued through the day of termination. The effective date of termination cannot be extended through the use of the paid time off bank hours (PTB), except in the case of retirement.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 15 of 35 March 31, 2022
--	--	--

Attachment B – Personal Time Bank Program for Exempt Employees (cont.)

2.0 TIME BANK POLICY GUIDELINES

1. Managers should encourage employees to use PTB a minimum of two weeks annually for recreation, rest, or personal reasons in addition to designated facility closure days.
2. Absences for exempt employees will be charged to the PTB account in full day increments.
3. Employees should have sufficient PTB for a requested absence. An exception may be made for new employees and/or if there are extenuating circumstances as discussed in subsequent guidelines.
4. Exempt new hires can elect to record up to 44 hours in arrears of PTB prior to having an accrued PTB balance. This option is available during the first six months of employment. Under extenuating circumstances beyond the first six months, where an exempt employee does not have an accrued PTB balance, HR, in consultation with management, may approve PTB recording in excess of an employee's PTB balance, not to exceed 44 hours. The manager should place a comment in TIS as to who provided approval. Subsequently, employees' PTB accounts will be automatically decreased to offset as time is accrued in future pay periods. If employment ends with a negative PTB balance, time records must be corrected and PTB taken changed to PTX to correct the negative balance prior to exit.
5. The authorization of PTB or PTX absences should be approved on the basis that additional payroll premiums or operating costs will not be incurred.
6. The progress of work must be considered in authorizing absences that are not restricted from denial by state or federal law (contact your HR Field Representative for more information). This consideration may result in limiting the number of personnel in a crew or shift that can be off at one time.
7. Exempt employees can only use PTX in full day increments.
8. The use and recording of PTX, must have prior approval by management and HR. PTX is only used:
 - Sparingly to cover special circumstances when an employee has insufficient PTB:
 - For waiting periods associated with short-term disability
 - For plant Injury as directed by Workers' Compensation
 - As other absences as approved by the manager and HR.

Specific to the 12-hour DUPONT schedule, WRPS does authorize the use of PTX when an employee takes off work for all or part of the 8 hours of overtime that is "built-in" to the DUPONT 12-hr rotating shift work schedule, on the scheduled 48 hour workweek. This option to use PTX does not apply to other time off hours taken in the scheduled 48 hour workweek; it only applies to the 8 hours of overtime that is "built-in" to the DUPONT 12-hr work schedule.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 16 of 35 March 31, 2022
--	--	--

Attachment B – Personal Time Bank Program for Exempt Employees (cont.)

3.0 FACILITY CLOSURE DAYS

1. Managers should encourage employees to use PTB a minimum of two weeks annually for recreation, rest, or personal reasons in addition to designated facility closure days.
2. The facility closure days listed must be observed on the day on which they fall unless they fall on a scheduled 8/9 or 4/10 Friday off or an employee's first scheduled day of rest. In both cases, the closure day is then observed on the employee's last preceding regularly scheduled workday that is not an observed facility closure day. If the facility closure day falls on the second scheduled day of rest, the closure is observed on the employee's next succeeding regularly scheduled workday that is not an observed facility closure day. All nonessential operations are curtailed on the following days.

- New Year's Day
- President's Day*
- Memorial Day
- July 4th*
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day.

*Observed on the day specified by Federal law.

3. Exempt employees must charge a minimum of 8 hours of PTB on a Facility Closure Day.
 - a. Record the total number of hours as required for the shift as PTB.
 - b. Record the minimum required 8 hours of PTB and select deviate shift in TIS on the days(s) that will be deviated for the scheduled workweek. The additional offsetting hour(s) required to fulfill the shift may be worked on another day(s) within the pay period the FCD occurs. Employees should insert comments in TIS with regard to the deviated shift and hour(s) worked to fulfill the requirement of the FCDs shift. The additional offsetting time worked will be paid at the straight time rate.
4. The only circumstance in which an exempt employee is allowed to deviate his/her shift and record in less than full day increments are for FCDs. The offsetting hours may only be worked during regularly scheduled shifts of the pay period in which the FCD occurs. No exceptions will be made to this allowance.
5. In the case of an exempt employee not having an accrued PTB balance to record the minimum 8 hours required for a FCD, the PTB account will be automatically decremented to offset as time is accrued in future pay periods. If employment ends with a negative PTB balance, time records must be corrected and PTB taken changed to PTX to correct the negative balance prior to exit.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 17 of 35 March 31, 2022
--	--	--

Attachment B – Personal Time Bank Program for Exempt Employees (cont.)

6. The FCDs listed previously must be observed on the day on which they fall, unless they fall on a scheduled day off or on an employee's first or second scheduled day of rest. In both cases, the FCD is then observed on the employee's last preceding regularly scheduled workday that is not an observed FCD. If the FCD falls on the third scheduled day of rest, the FCD is observed on the employee's next succeeding regularly scheduled workday that is not a FCD. Employees in an unpaid leave status do not receive FCD pay.
7. For the purpose of determining the days of rest for employees on a 4/10 the following applies:
 - For the Monday through Thursday schedule, the first day of rest will be Friday, the second will be Saturday and the third will be Sunday.
 - For the Tuesday through Friday schedule, the first day of rest will be Saturday, the second will be Sunday and the third will be Monday.
8. For exempt employees on a 12-hour shift, the Holiday Observance Calendar may be accessed on the TIS Information web page with this link: DuPont 12 hours Shift Schedules.
9. Employees cannot work FCDs unless management directs them to work and pre-approves the overtime.
10. Employees eligible for shift differential if they had worked will receive shift differential pay if the FCD is recorded as PTH and shift pay is indicated.
11. Employees that are on an approved Family Medical Leave, State and/or Federal on a Facility Closure Day, need to contact an HR Representative for proper time recording.

4.0 OTHER ABSENCES

1. Management will determine whether an exempt employee's absence meets one of the following criteria and whether the absence shall be paid. Shift differential does not apply to any of the absence codes in this section.
2. Recording of absences for exempt employees shall be in full day increments.

Attachment B – Personal Time Bank Program for Exempt Employees (cont.)

3. Absences for the following will not be taken from an employee's PTB account unless noted:
- **A or AX** - Administrative time, paid (A) or unpaid (AX). Can only be approved by Human Resources or Labor Relations (LR)
 - **CRW** - Employee support for community activities
 - **D** - Bereavement leave for a death in the family
 - **FL** - Family Medical Leave unpaid
 - **FLP** - Family Medical Leave paid from PTB account
 - **J** - Jury Duty
 - **K** - Layoff status time used for job search activities
 - **M** - Short-term Military Duty
 - **MX** - Military duty, unpaid
 - **R/RX** - Road Delay
 - **PTX** - Excused, unaccrued, unpaid time off.
 - **PTH** - Absence code that denotes employee works schedule that would have received shift differential had employee worked
 - **W** - Unexcused, unpaid absence
 - **X** - Unpaid disciplinary absence.

Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees

1.0 PAID TIME ACCURALS AND PAYMENTS

1. Salaried Non-Exempt Employees have three (or four if hired before 6/13/21) paid time accrual and payments.
 - Vacation (VCN): Vacation time is accrued biweekly for a salaried non-exempt employee whether they are active or inactive status.
 - Sick Time (SCN): Time off for illness is allocated annually in a sick time bank (not an accrual).
 - Holidays (HNE): Facility closure days hours are allocated annually in a third bank for holidays (not an accrual). For employees hired during the year, the allocation will be the number of future holidays times eight (8) hours.
 - Paid Time Off (PTO): Time bank made up of PTB hours transferred at the start of SCA2 transition (6/14/21). No new hours will be accrued into this PTO account.

Table C-1 and Table C-2 contains accrual rates for vacation time off and annual provisions for sick time and facility closure day accounts for salaried non-exempt employees.

Table C-1 - Salaried Non-exempt Paid Time Off

Years of Service	Hours
Vacation Accruals (VCN) / Annual	(per biweekly pay period)
0 to 5 years of service / 80 hrs	3.076
5 to 10 years of service / 120 hrs	4.615
10 to 20 years of service / 160 hrs	6.153
more than 20 years of service / 200 hrs	7.692

Table C-2 - Annual provisions for sick time and facility closure day accounts for salaried non-exempt employees

Sick Time Account (SCN)	Annual Allocation
Hours provided annually	56
Facility Closure Day/Holiday Account (HNE)	Annual Allocation
Hours provided annually	80

2. Hours taken as time off will be paid at the employee's base salary rate in effect at the time of absence.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 20 of 35 March 31, 2022
--	--	--

Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

3. The vacation hours of salaried non-exempt employees are evaluated each year on the employee's continuity of service anniversary date. Employees may not carry over more than their annual vacation accrual. Hours in excess of the annual vacation accrual will be cashed out on the paycheck following the employee's service anniversary date each year.
4. An employee's continuity of service date can be found in the Employee Self Service under "my current benefits." For information on continuity of service dates, see TFC-BSM-HR_EP-C-05, Company Service Recognition.
5. Unused SCN hours at the end of the calendar year will be carried over to the next calendar year for use by the employee. The SCN bank may not to exceed 112 hours.
6. A terminating employee will be paid in a lump sum at base salary rate for all unused PTO and VCN accrued through the day of termination. The effective date of termination cannot be extended through the use of the paid time off bank hours.
7. Hours remaining in SCN or HNE banks are NOT paid out at termination. SCN hours remaining at termination are maintained for 12 months and are available to the employee in the event of re-hire into a salaried non-exempt position during that time

2.0 TIME BANK POLICY GUIDELINES

1. Managers should encourage employees to use VCN a minimum of two weeks annually for recreation, rest, or personal reasons.
2. Employees should have sufficient VCN/SCN/PTO for a requested absence. An exception to use VNX may be made for new employees and/or if there are extenuating circumstances as discussed in subsequent guidelines.
3. Salaried non-exempt employees are not permitted to have a negative balance in their VCN, HNE, PTO or SCN banks.
4. The authorization of VCN or VNX (approved unpaid) absences should be approved on the basis that additional payroll premiums or operating costs will not be incurred.
5. The progress of work must be considered in authorizing VNX or VCN absences that are not restricted from denial by state or federal law (contact your HR Field Representative for more information). This consideration may result in limiting the number of personnel in a crew or shift that can be off at one time.
6. The manager may require absence requests for illness or accident (SCN) be supported by proper medical evidence if the employee is going to miss more than 3 full, consecutive workdays. The manager shall notify the employee of the request to provide documentation prior to the employee returning to work. The manager shall contact the HR Field Representative for guidance.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 21 of 35 March 31, 2022
--	--	--

Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

3.0 UNAPPROVED ABSENCES

If the employee does not have accrued VCN/PTO or allocated SCN and is absent, the time is recorded as W (unapproved, unpaid) unless VCX is approved by the Manager and HR Representative.

4.0 OFFSETING HOURS

Management may respond to a salaried non-exempt employee's need for personal illness or injury and personal time off absences by allowing the employee to work offsetting hours. Offsetting hours must be recorded during the same work week and no more than eight hours (5/8s schedule), nine hours (8/9s schedule), or ten hours (4/10s schedule) total per week is allowed. This scenario is an employee option and requires prior management approval. No overtime or shift differential will be paid for offsetting hours.

5.0 RECORDING OF PAID TIME BANK CODES IN TIME INFORMATION SYSTEM (TIS)

1. For salaried non-exempt employees, approved paid time bank absence codes include the following.
 - SCN – Sick Time
 - HNE – Holiday/Facility Closure Day
 - VCN – Vacation/Personal Time
 - PTO – PTB hours transferred at SCA transition (6/14//21). No new hours will be accrued into this PTO account.
2. Absences for salaried non-exempt employees will be charged to the appropriate time bank and recorded in increments of one-tenth of an hour by rounding up or down to the nearest one-tenth hour. Refer to ETVS Guide for more information.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 22 of 35 March 31, 2022
--	--	--

Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

3. Attendance code VNX shall only be used in TIS to designate an unpaid, excused absence for salaried non-exempt employees. The use and recording of VNX must have prior approval by management and Human Resources and may be recorded in one-tenth of an hour increments.

VNX is only to be used sparingly to cover special circumstances when an employee has insufficient VCN/PTO/SCN. To be used:

- As directed by the Workers Compensation Coordinator
 - When directed by Workforce Resources or Finance
 - For salaried non-exempt employees, when supplementing a FCD to meet the hours required by the employee's shift schedule
 - For waiting periods associated with short-term disability.
 - Other absences as approved by the manager and HR.
4. Employees with insufficient VCN/SCN/PTO hours are to use W time unless VNX meets one of the circumstances noted above.
 5. SCN, VCN, PTO and/or EA hours cannot be changed with a corrected timecard after payroll has processed the timecard without approval of management and HR, except for changes related to short-term disability leaves.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 23 of 35 March 31, 2022
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Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

6.0 SICK TIME ACCOUNT (SCN) USAGE

Employees must provide reasonable notice to their manager of an absence from work to care for themselves or a family member. Foreseeable absences that meet the criteria must be made as far in advance as reasonably possible. If the absence is unforeseeable, the employee must contact their manager as soon as possible.

1. SCN can only be used for:

- Personal time off.
- Absence due to illness, injury, or health condition to accommodate the need for medical diagnosis, care, or treatment.
- Providing care for a family member with a physical or mental illness, injury or health condition who needs medical diagnosis, care, or treatment. For the purpose of paid sick leave, family is defined as the following:
 - A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
 - A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
 - A spouse
 - A registered domestic partner
 - A grandparent
 - A grandchild
 - A sibling
 - An individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- Absence when the employee's place of business has been closed by order of a public health official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 24 of 35 March 31, 2022
--	--	--

Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

- Obtaining additional counseling, seeking relocation, seeking assistance from a victim services organization, taking related legal action (including preparation for or participation in any related civil or criminal legal proceeding), or assisting a family member (as defined above) in engaging in any of these activities due to domestic violence, sexual assault, or stalking.

7.0 FACILITY CLOSURE DAYS

1. The facility closure days listed must be observed on the day on which they fall unless they fall on a scheduled 8/9 or 4/10 Friday off or an employee's first scheduled day of rest. In both cases, the closure day is then observed on the employee's last preceding regularly scheduled workday that is not an observed facility closure day. If the facility closure day falls on the second scheduled day of rest, the closure is observed on the employee's next succeeding regularly scheduled workday that is not an observed facility closure day. All nonessential operations are curtailed.
 - New Year's Day
 - President's Day*
 - Memorial Day
 - July 4th*
 - Labor Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - Floater Holiday.

*Observed on the day specified by Federal Law.
2. The floater holiday is eight (8) hours, requested by the employee, and approved by the manager for one agreed-upon day. The remaining scheduled hours of the chosen day may be worked or can be recorded as VCN, VNX, SCN, or PTO. A comment should be made in TIS when the employee is recording HNE for their chosen floater holiday.
3. Salaried non-exempt employees must record eight hours HNE on a facility closure day. The remaining scheduled hours of the facility closure day can be recorded as VCN, SCN, VNX, or PTO.
4. With management approval, employees may use up to one offsetting hour (8/9s schedule) or up to two offsetting hours (4/10s schedule) worked during the week in which the facility closure day falls. Employees may record offsetting hour(s) in one-tenth of an hour increments. The additional (offsetting) time worked will be paid at the straight time rate.
5. For salaried non-exempt employees, the only TIS codes appropriate for recording of time on facility closure days are FCW, HNE, VCN, VNX, SCN, PTO, and in some cases, PTH.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 25 of 35 March 31, 2022
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Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

6. Only employees who would have received shift differential, had they worked, may use the TIS code "PTH" and indicate shift differential.
7. Employees that are on an approved Family Medical Leave, State and/or Federal on a Facility Closure Day, need to contact an HR Representative for proper time recording

8.0 FACILITY CLOSURE DAY WORKED

1. Management may direct work on facility closure days. Salaried non-exempt employees, regardless of salary and grade, who are directed to work on a designated facility closure day will be paid at time-and-one-half for the hours worked.
2. Salaried non-exempt employees directed to work on a facility closure day shall record any hours worked as FCW in addition to 8 hours recorded as HNE for the Facility Closure Day.

9.0 PAID TIME OFF (PTO) USAGE

1. PTO hours may be used until April 17, 2022. No new hours will be accrued into this PTO account. An employee's PTO balance can be found on their bi-weekly pay advice (Employee Self Service).
2. When using PTO, the employee must put a comment in TIS stating how many hours of PTO they have used on that time card and what their remaining PTO balance will be after the use.
3. Manager approval is necessary, as with any requests for time off.
4. PTO hours may be used instead of VCN, whether or not the employee has VCN time accrued. There is no requirement to use PTO before using accrued VCN.
5. PTO hours are not depleted by April 17, 2022, the remaining hours will be cashed out in the employee's April 22, 2022, paycheck.

10.0 OTHER ABSENCES

1. Management will determine whether a salaried non-exempt employee's absence meets one of the following criteria and whether the absence shall be paid. Shift differential does not apply to any of the absence codes in this section.
2. All absences for salaried non-exempt employees are recorded in one-tenth of an hour increments, rounded up or down to the closest one-tenth increment

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 26 of 35 March 31, 2022
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Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

3. Absences for the following will not be taken from an employee's PTB account unless noted:
- **A or AX** - Administrative time, paid (A) or unpaid (AX). Can only be approved by Human Resources or Labor Relations (LR)
 - **D** - Bereavement leave for a death in the family
 - **EA** - Special personal business (north of the WYE Barricade, salaried non-exempt, and HAMTC employees only)
 - **FL** - Family Medical Leave unpaid
 - **FLP** - Family Medical Leave paid from PTB account
 - **FLT** - Family Medical Leave paid from sick
 - **FLW** - Family Medical Leave paid from vacation
 - **FMP** - Washington State Family Medical paid from PTO
 - **FSS** - Washington State Family Medical paid from sick
 - **FVV** - Washington State Family Medical paid from vacation
 - **J** - Jury Duty
 - **K** - Layoff status time used for job search activities
 - **M** - Short-term Military Duty
 - **MX** - Military duty, unpaid
 - **PTH** - Absence code that denotes employee works schedule that would have received shift differential had employee worked
 - **W** - Unexcused, unpaid absence
 - **VNX** - Salaried non-exempt excused, unpaid time off
 - **X** - Unpaid disciplinary absence.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 27 of 35 March 31, 2022
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Attachment C - Personal Time Bank Accruals and Payment for Non-Exempt Employees (cont.)

11.0 SPECIAL PERSONAL BUSINESS

Salaried non-exempt employees who are normally (not temporarily) assigned to work locations north of the WYE Barricade are eligible for special personal business time. The use of special personal business time must be pre-approved by management prior to use and shall be recorded on the employee's TIS with the symbol "EA." There are no minimum service requirements to be eligible for this absence. A maximum of eight hours "EA" time may be used in a calendar year. Calendar years end the last Sunday of December. Unused "EA" time will not be carried to the following year, is not reimbursable and may not be utilized for FCDs.

A timecard cannot be corrected to change EA to another time code.

Attachment D – Bargaining Unit Employees

HAMTC-represented employees refer to the 2014 Labor Agreement between Washington River Protection Solutions, LLC and HAMTC, Article IX for more detailed information on scheduling of PTB time. (711)

1.0 PERSONAL TIME BANK ACCRUALS AND PAYMENT

1. PTB is accrued when a HAMTC employee is in regular, full-time, active status for:
 - Days worked
 - Days taken as PTB or other approved, paid absence (this includes short-term disability time only if supplemented with salary continuance hours or PTB)
 - Time off without pay, but for no more than fifteen consecutive working days.
2. The weekly accrual rates listed in Table D-1 include time off for vacation, sick/personal time off, and facility closure days (holidays).

Table D-1 – Weekly Accrual Rates

Service	Hours
0 to 5 years	4.15
5 to 10 years	4.92
10 to 20 years	5.69
more than 20 years	6.46

3. Hours taken as time off will be paid at the employee's base salary rate in effect at the time of absence.
4. A bargaining unit employee may accumulate up to a maximum number of 2080 PTB hours. When this limit is reached, no further amount will be credited until the employee's accrued PTB hours drop below the maximum. No payment is made for forfeited PTB hours.
5. A terminating employee will be paid in a lump sum at base salary rate for all unused PTB accrued through the day of termination. The effective date of termination cannot be extended through the use of the personal time off bank hours.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 29 of 35 March 31, 2022
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Attachment D – Bargaining Unit Employees (cont.)

2.0 TIME BANK POLICY GUIDELINES

1. Managers should encourage employees to use PTB a minimum of two weeks annually for recreation, rest, or personal reasons in addition to designated facility closure days.
2. Employees should have sufficient PTB for a requested absence. An exception to use PTX may be made for new employees and/or if there are extenuating circumstances as discussed in subsequent guidelines.
3. HAMTC employees are not permitted to have a negative balance in their PTB bank
4. The authorization of PTB or PTX absences should be approved on the basis that additional payroll premiums or operating costs will not be incurred.
5. The progress of work must be considered in authorizing absences that are not restricted from denial by state or federal law (contact your HR Field Representative for more information). This consideration may result in limiting the number of personnel in a crew or shift that can be off at one time.
6. PTX shall only be used in TIS to designate an unpaid, excused absence, or may be used in lieu of PTB for designated facility closure days.
7. The use and recording of PTX, for other than a facility closure day, must have prior approval by management and Labor Relations (LR).
 - For waiting periods associated with Short Term Disability
 - Extended illness following the depletion of all accrued PTB
 - For Bargaining Unit personnel, PTX may be used for FCDs
 - As directed by the Workers Compensation Coordinator
 - When directed by Workforce Resources or Finance.

For Bargaining Unit personnel, once election of PTX or PTB for FCDs is submitted via TIS, the election may not be changed.

Employees with insufficient PTB hours are to use W time unless PTX meets one of the circumstances noted above.

Employees who have a PTB balance must use PTB unless they meet one of the circumstances noted above.

Specific to the 12-hour DUPONT schedule, WRPS does authorize the use of PTX when an employee takes off work for all or part of the 8 hours of overtime that is “built-in” to the DUPONT 12-hr rotating shift work schedule, on the scheduled 48 hour workweek. This option to use PTX does not apply to other time off hours taken in the scheduled 48 hour workweek; it only applies to the 8 hours of overtime that is “built-in” to the DUPONT 12-hr work schedule.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 30 of 35 March 31, 2022
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Attachment D – Bargaining Unit Employees (cont.)

3.0 UNAPPROVED ABSENCE

1. Attendance code “PTU” is to be used by Bargaining Unit personnel to designate any absence that is taken without prior arrangement with management. Prior arrangement for absences is defined as close of business prior to the day of absence. It shall be used when an employee calls in, arrives late or leaves early. In the event an employee believes his/her unplanned absence from the workplace should be considered “excused” because the absence is protected under state or federal law, an employee must provide documentation of such to his/her manager within 14 days of the last date of absence. Upon review, if it is determined that the absence is “excused” under one or more state or federal laws, then the absence code shall be changed from “PTU” to the appropriate code. Examples of state or federal law potentially applicable include the following:

- Family Medical Leave Act
- National Defense Authorization Act
- Americans with Disabilities Act
- Washington State Discrimination Act
- Washington Paid Family Medical Leave (effective 01-01-2020).

Managers may allow an employee to leave prior to the end of the shift on PTB provided the employee has sufficient accrued time in the PTB bank to cover the absence. The employee may not be afforded the use of PTX.

4.0 FACILITY CLOSURE DAYS

1. The facility closure days listed must be observed on the day on which they fall unless they fall on a scheduled 8/9 or 4/10 Friday off or an employee’s first scheduled day of rest. In both cases, the closure day is then observed on the employee’s last preceding regularly scheduled workday that is not an observed facility closure day. If the facility closure day falls on the second scheduled day of rest, the closure is observed on the employee’s next succeeding regularly scheduled workday that is not an observed facility closure day. All nonessential operations are curtailed.

- New Year’s Day
- President’s Day*
- Memorial Day
- July 4th*
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day.

*Observed on the day specified by Federal Law

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 31 of 35 March 31, 2022
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Attachment D – Bargaining Unit Employees (cont.)

2. Employees cannot work facility closure days unless authorized by management.
3. The only TIS codes appropriate for HAMTC employees recording of time on facility closure days are PTB, PTX, FCW, PTW, and in some cases, PTH.
4. Only employees who would have received shift differential, had they worked, may use the TIS code “PTH” and indicate shift differential.
5. The FCDs listed previously must be observed on the day on which they fall, unless they fall on a scheduled day off or on an employee’s first or second scheduled day of rest. In both cases, the FCD is then observed on the employee’s last preceding regularly scheduled workday that is not an observed FCD. If the FCD falls on the third scheduled day of rest, the FCD is observed on the employee’s next succeeding regularly scheduled workday that is not an FCD. Employees in an unpaid leave status do not receive FCD pay.
6. For the purpose of determining the days of rest for employees on a 4/10 the following applies:
 - For the Monday through Thursday schedule, the first day of rest will be Friday, the second will be Saturday and the third will be Sunday.
 - For the Tuesday through Friday schedule, the first day of rest will be Saturday, the second will be Sunday and the third will be Monday.
7. For 12-hour non-exempt shift workers only: the FCD begins at the beginning of the workday on the day of the holiday and ends 24 hours later.
8. Employees that are on an approved Family Medical Leave, State and/or Federal on a Facility Closure Day, need to contact an HR Representative for proper time recording.
9. Employees cannot work FCDs unless management directs them to work and pre-approves the overtime.
10. To be paid for a facility closure day not worked, a bargaining unit employee’s hours must be allocated as follows:
 - Up to ten hours taken from the PTB bank.
 - At the employee’s option, eight (8) hours taken from the PTB bank and two additional hours may be worked during the week in which the facility closure day falls.
 - The method in which hours will be allocated in will be with management approval. The additional time worked will be paid at the straight-time rate. No overtime compensation will be paid for the additional hour(s) worked.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 32 of 35 March 31, 2022
--	--	--

Attachment D – Bargaining Unit Employees (cont.)

5.0 FACILITY CLOSURE DAY WORKED

1. Management may direct work on facility closure days. HAMTC employees who are directed to work on a designated facility closure day will be paid at time-and-one-half for their regularly scheduled hours without charge to their PTB account.
2. Employees directed by management to work on a facility closure day will record the time worked as FCW and the remainder of the shift as PTB/PTX.
3. Employees on a domestic or international business trip will be compensated for facility closure days without charging their PTB account using the FCW code.

6.0 PAID TIME WORKED/FACILITY CLOSURE DAY WORKED

1. The code PTW will be used for HAMTC employees authorized to work on a designated facility closure day and who also elect to receive compensation from their PTB account. These hours would be paid at the appropriate facility closure worked rate plus the employees PTB rate reducing the employees PTB account according to the hours scheduled to work.
2. Employees on a domestic or international business trip have the same option as above.

Attachment D – Bargaining Unit Employees (cont.)

7.0 PAID SICK TIME

1. Attendance code “PTS” is to be used by Bargaining Unit personnel to designate any absence that is taken in accordance with provisions of the Washington State Paid Safe and Sick Leave (PSSL) when appropriate notification is made to management. An employee is required to provide notification to management at least one hour prior to the start of his/her shift of his/her need to utilize “PTS.” Insufficient hours or lack of appropriate notification will result in TIS coding of either “PTU” or “W.” In the event an employee fails to provide required notification for his/her unplanned absence from the workplace and feels the absence should be considered “excused” because the absence is protected under the law, an employee may provide documentation of such to his/her manager within 14 days of the last date of absence. Upon review, if it is determined that the absence is “excused” under the PSSL law, the absence code will be changed from “PTU” or “W” to the appropriate code.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 33 of 35 March 31, 2022
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Attachment D – Bargaining Unit Employees (cont.)

2. Employees are authorized to use sick/excused time off (PTS) for the following reasons:
 - Absences due to illness, injury, or health condition to accommodate the need for medical diagnosis, care or treatment.
 - To provide care for a family member with a physical or mental illness, injury or health condition, who needs medical diagnosis or care.
 - A child's school has been closed due to health-related reasons.
 - Reasons that qualify under the Domestic Violence Leave Act.
3. The Washington State Paid Safe and Sick leave defines a family member as:
 - A child, including foster child, step-child, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent
 - A spouse
 - A registered domestic partner
 - A parent (this may include your biological, adoptive, or foster parent, your stepparent, or someone who was your legal guardian or their spouse or registered domestic partner – or a person who was legally responsible for you when you were a minor)
 - A grandparent
 - A grandchild
 - A sibling.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 34 of 35 March 31, 2022
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Attachment D – Bargaining Unit Employees (cont.)

8.0 OTHER ABSENCES

1. Management will determine whether an employee's absence meets one of the following criteria and whether the absence shall be paid. Shift differential does not apply to any of the absence codes in this section.
2. Absences for the following will not be taken from an employee's PTB account:
 - **A or AX** - Administrative time, paid (A) or unpaid (AX). Can only be approved by Human Resources or Labor Relations (LR)
 - **D** - Bereavement leave for a death in the family
 - **EA** - Special personal business (north of the WYE Barricade, salaried non-exempt, and HAMTC employees only)
 - **FL** - Family Medical Leave unpaid
 - **FLP** - Family Medical Leave paid from PTB account
 - **FMP** - Washington State Family Medical paid from PTO
 - **K** - Layoff status time used for job search activities
 - **M** - Short-term Military Duty
 - **MX** - Military duty, unpaid
 - **PTX** - Excused, unaccrued, unpaid time off; may be used to record time on unworked facility closure day
 - **PTH** - Absence code that denotes employee works schedule that would have received shift differential had employee worked
 - **PTU** - Unexcused, paid absence
 - **R/RX** - Work Delay, Cancellation, or Early Release; paid/unpaid
 - **U or UX** - Union business, paid or unpaid
 - **W** - Unexcused, unpaid absence
 - **X** - Unpaid disciplinary absence.

Personal Time Bank and Other Absences	Manual Document Page Issue Date	Business Services TFC-BSM-HR_AT-C-03, REV F-1 35 of 35 March 31, 2022
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Attachment D – Bargaining Unit Employees (cont.)

9.0 PERSONAL ILLNESS OR INJURY (WORK RELATED)

1. Employees absent because of a work-related illness or injury covered by Workers' Compensation need to contact the Workers' Compensation Representative.
2. Absences reported for work-related illness or injury for Bargaining Unit employees shall be coded as PTB or PTX until the Workers' Compensation benefits are approved. If approved, PTB coding used for the time waiting for approval will be corrected to PTX. The Workers' Compensation Representative will complete a calculation to determine if the bargaining unit employee is eligible for a Disability Equalizer Benefit (DEB).
3. Bargaining unit employees will not be allowed to use PTB to offset their time loss rate. Recording of PI time to attend medical appointments must be coordinated with and authorized by the Workers' Compensation Representative.
4. As soon as it is known that an absence may be related to a plant injury illness, management must immediately notify their Health and Safety Office Representative and the Workers' Compensation Representative, then follow up these contacts with an email message confirming notification.
5. Employees who have received an offsite medical evaluation or treatment for a work-related illness or injury are required to report through occupational medical provider and the Workers' Compensation Representative for clearance before returning to work.
6. Plant Injury is not authorized on FCDs, with the exception of Bargaining Unit 12 hour shifters who are scheduled to work on an FCD

10.0 SPECIAL PERSONAL BUSINESS

1. Regular bargaining unit employees who are normally (not temporarily) assigned to work locations north of the Wye Barricade are eligible for special personal business time.
2. Special personal business time shall be recorded on the employee's TIS with the attendance code EA. There are no minimum service requirements to be eligible for this absence. A maximum of eight hours EA time may be used in a calendar year. Calendar years end the last Sunday of December. Unused EA time will not be carried to the following year and is not vested.
3. Use of EA time requires prior management approval.
4. EA time may not be used in lieu of PTX or PTB on a scheduled facility closure day.
5. EA time cannot be changed to PTB or PTX with a corrected timecard after payroll has processed the timecard without approval of management and HR

Ownership matrix	RPP-27195
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TABLE OF CONTENTS

1.0	PURPOSE AND SCOPE	2
2.0	IMPLEMENTATION	2
3.0	RESPONSIBILITIES.....	2
4.0	PROCEDURE	3
4.1	Timecard Preparation, Submittal, and Approval	3
4.2	Recording Time in Advance	8
4.3	Submission by Entry Delegate.....	9
4.4	Approval by Approval Delegate	11
4.5	Preparation and Distribution of Work Charging Authorizations	11
4.6	Verification of TIS Entries Using ETVS Custom Application (CA).....	12
4.7	Timecard Corrections – for corrections less than 90 days	13
4.8	Timecard Corrections – for corrections 90 days or greater.....	14
5.0	DEFINITIONS	15
6.0	RECORDS	16
7.0	SOURCES.....	16
7.1	Requirements	16
7.2	References.....	16

TABLE OF FIGURES

Figure 1.	Employee Submittal.	7
Figure 2.	Employee Concurrence.....	10

1.0 PURPOSE AND SCOPE

(7.1.1, 7.1.2)

This procedure establishes time charging practices for Washington River Protection Solutions, LLC (WRPS) employees, including guidance on the preparation and use of work charging authorizations to ensure employee time is accurately recorded and charged to the correct control account charge number (CACN).

Labor costs are a substantial portion of the total expenses for WRPS each year and, consequently, time recording is, and will continue to be, under intense scrutiny by Internal Audit, the Office of the Inspector General (OIG), the Defense Contract Audit Agency (DCAA), and by the Office of River Protection (ORP). Timecards are WRPS business records and must represent work performed clearly and accurately.

The recording of time into the time information system (TIS) is an essential part of the company's accounting system. This system reflects the work performed by an employee; therefore, each employee is responsible for entering his/her time into TIS completely and accurately.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Managers should ensure employees understand their work assignments and the associated charge numbers and know how to record compensated time on a daily basis to the projects on which they worked, regardless of how their time was budgeted or planned. The manager/approval delegate is responsible for reviewing and approving his/her employee's timecard and for resolving any questions with the employee.

By an employee's submittal and/or concurrences in TIS, the employee affirms that the time and attendance data are true, accurate, and complete. When submitting time and attendance data, the employee acknowledges awareness and understanding of his/her responsibilities under this procedure and other applicable requirements.

When a manager/approval delegate approves and/or concurs with an employee's submittals in TIS he/she represents to the best of his/her knowledge and belief that the time and attendance data submitted by the employee are true, accurate, and complete and in accordance with applicable requirements. When approving time and attendance data, the approving official acknowledges awareness and understanding of his/her responsibilities under this procedure and other applicable requirements.

All employees should be aware that timecard falsification is a federal crime. Under the False Claims Act (31 USC 3729), it is illegal for any person to knowingly present a false or fraudulent claim for payment or approval to the federal government; and it is illegal for a person to knowingly make or use a false record or statement material to the payment of a false or fraudulent claim.

Approval of a timecard by a manager or approval delegate does not validate an individual's illegal act of fraudulently recording false labor hours. Every employee is responsible for the hours reported on his/her timecard. Employees should review their timecards, including those entered by their manager/approval delegate or a delegate, to ensure all hours were accurately recorded.

The False Claims Act is applicable to all work performed at the Hanford Site and includes labor records. Recording time and attendance data accurately ensures mischarging will not occur.

Each employee is responsible to review his/her timecard for appropriate charging and correct any hours miscoded. WRPS requires all employees to comply with this process fully and completely. The inputting of the correct hours to the correct charge code into TIS is the employee's responsibility.

Employee responsibilities also include reporting falsification of timecards in accordance with [TFC-BSM-IA-C-01](#) and managing any printouts of TIS and/or Electronic Time Verification System (ETVS) data consistent with records management (including Official Use Only [OUO]) requirements, as applicable.

Other responsibilities are contained within Section 4.0.

4.0 PROCEDURE

4.1 Timecard Preparation, Submittal, and Approval

- | | |
|---------------------------|---|
| Manager/Approval Delegate | <ol style="list-style-type: none"> 1. Identify scope of work and associated CACN(s) to which the employee will be assigned. 2. Ensure employees have access to the Tank Farm Work Charging Authorization (TFWCA) system. <ol style="list-style-type: none"> a. As an acceptable alternative, provide employees a signed hard copy work charging authorization using the WRPS Work Charging Authorization form (A-6002-576), or a similar form that identifies the CACN, Code of Accounts (COA), and period of performance and/or date for employee work assignments. 3. Refer to Section 4.5 for further guidance. |
| Employees | <ol style="list-style-type: none"> 4. Review approved work charge authorization in TFWCA or receive hard copy work charge authorization from manager or where to locate it in work package. 5. Refer to Section 4.5 for further guidance on appropriate work charge authorization. |

NOTE 1: If the work for a particular day is partly Contract allowable tank farm work and partly work under other contracts or arrangements, the hours should be allocated properly to two or more CACNs.

NOTE 2: A manual log may be used temporarily when an employee is unable to access TIS as normal. The time information should be entered into TIS as soon as the employee has access to the TIS system.

NOTE 3: If a temporary manual log is used, the logged information must be entered into TIS when TIS is available. The manual log shall contain the CACN, COA, and associated hours, and will be retained until the TIS entry is made. Manual logs should be in ink if handwritten.

NOTE 4: Employees may not make an advance entry into TIS at the start of their shift unless they meet the criteria for entering time in advance (see Section 4.2, step 1).

6. Record time on a daily (at the end of your shift or at the start of your next shift) basis into the TIS, or a manual log either at the end of the day or the beginning of the next day if TIS is unavailable.
 - a. Record time to the appropriate CACN(s) for the project worked, regardless of how time was budgeted or planned. Time should be charged to each CACN to the nearest tenth (1/10) of an hour. Total time for the day should equal hours allowed for shift schedule.
 - b. Record absences in accordance with TFC-BSM-HR_AT-C-03.
 - c. Record overtime in accordance with the applicable overtime procedure.

Exempt Employee

7. Do not record absences of less than full day increments on the timecard. For example, if an exempt employee comes to work and then goes to a doctor appointment or goes home sick, the employee records the entire day as regular work on the timecard, with management approval.

Exempt employees will not be compensated for hours worked in excess of those for their normal work week unless specific criteria are met. See TFC-BSM-HR_AT-C-04.

Exempt employees are required by company procedure to **prorate** their absences and uncompensated overtime hours to the activities worked that day in proportion to the amount of time spent on each activity over their regularly scheduled work hours.

Proration examples:

An employee is absent for 2 hours of the 9-hour work day for a total of 7 hours worked, but would prorate for a 9-hour work day as follows:

$$\begin{array}{rcl}
 \text{CACN 1} & 2 \text{ hrs } 2/7 \times 9 & = 2.6 \\
 \text{CACN 2} & 3 \text{ hrs } 3/7 \times 9 & = 3.8 \\
 \text{CACN 3} & 2 \text{ hrs } 2/7 \times 9 & = \underline{2.6}
 \end{array}$$

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 5 of 17 July 17, 2019
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9 hours

An employee works 4 hours of uncompensated overtime for a total of 13 hours, but would prorate for a 9-hour work day as follows:

$$\begin{array}{rcl}
 \text{CACN 1} & 5 \text{ hrs } 5/13 \times 9 & = 3.5 \\
 \text{CACN 2} & 6 \text{ hrs } 6/13 \times 9 & = 4.1 \\
 \text{CACN 3} & 2 \text{ hrs } 2/13 \times 9 & = \underline{1.4} \\
 & & 9 \text{ hours}
 \end{array}$$

NOTE: Finance will work with Payroll to direct employees on how to record their time to ensure accurate payment and instruct employees on an appropriate statement to enter in the Comment tab of the timecard. This statement will explain the specific situation and detail how time was actually worked.

Employees

8. If employees cannot record hours on the specific day worked due to TIS system limitations, or if there are any other unusual situations that prevent the normal recording of time (such as shift changes), contact the Finance department for specific guidance.

NOTE 1: Knowingly charging to an incorrect charge number is a violation of federal law under the False Claims Act.

NOTE 2: **DO NOT** charge unallowable labor hours or expenses against the WRPS Prime Contract with ORP. Unallowable expenses are those expenses that are not covered under the DOE contract. These expenses may arise in connection with requests for proposals, depositions, affiliates request for services, or any work not related to the Tank Operations Contract. The Finance department should be contacted for questions regarding determining whether expenses are allowable or unallowable.

9. Verify the charge code description in TIS displayed in the "Message" line (after the CACN is entered) is consistent with the tasks actually performed.
10. Notify the manager if the "Message" line does not describe the tasks performed.

Manager/Approval Delegate

11. Notify employee of the correct CACN, if required.

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 6 of 17 July 17, 2019
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Non-Exempt
Employees/
Bargaining Unit

12. Log “time in” and “time out” for each day in TIS.
 - Time in and time out should be to the nearest 1/10th of an hour. One-tenth of an hour represents an increment of six minutes. Working the zero through the end of the second minute results in rounding down, working the third through the end of the fifth minute results in rounding up.

Example: Employee arrives at 6:03 a.m., TIS in time should be recorded as 6:06 a.m. Reference ETVS User Guide for additional rounding guidance.
 - Due to TIS system limitations, employees whose shift ends at twelve-midnight would enter their time out as 11:59 p.m.

Non-Exempt/Exempt
Employees

13. If approved overtime is worked in accordance with overtime procedures (TFC-BSM-HR_AT-C-04 or TFC-BSM-HR_CB-C-03), include in TIS comment tab the reason for the overtime and the name of the Level 1 (or delegate) authorizing the overtime.
 - a. Ensure the comments section contains adequate detail supporting the work performed on compensable overtime.

Bargaining Unit
Employees

14. If approved overtime is worked in accordance with overtime procedure, TFC-BSM-HR_CB-C-03, include in TIS comments tab the Overtime Authorization Tracking (OAT) form (A-6006-445) number authorizing the overtime.
15. Use the OT PIC/APPR drop down box to enter the person-in-charge (PIC) of overtime.
 - The PIC may be the field work supervisor (FWS) overseeing the work being performed, or employee’s manager or Level 1 manager (or delegate) authorizing the overtime
 - In cases where the field work supervisor does not appear in the drop down box, the employee shall enter the name of his or her manager or Level 1 manager (or delegate) who approved the OAT form.

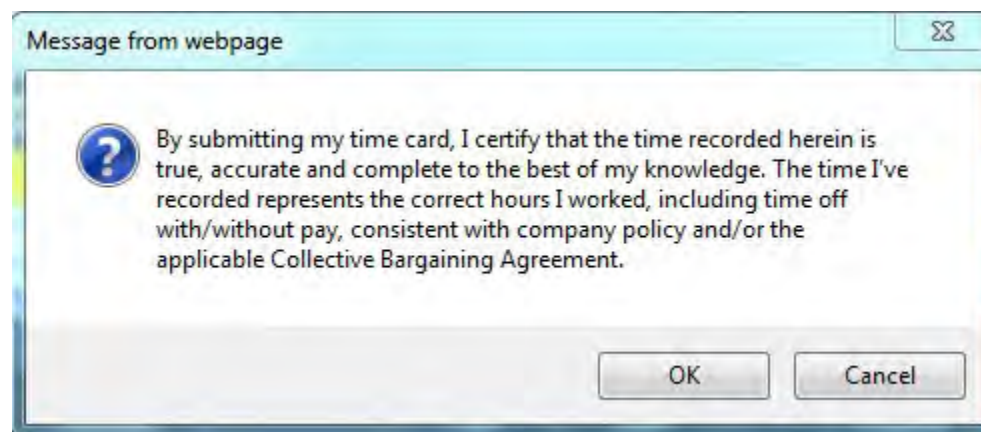
Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 7 of 17 July 17, 2019
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NOTE: Timecards received after the designated deadline may result in the delayed issuance of paychecks.

Employees

16. Submit TIS for approval at the end of the shift on the last day of the work week. Employees on shift and/or working on the weekend shall submit TIS at the end of their work schedule and no later than 7:00 a.m. the following Monday. TIS may be submitted earlier if directed by WRPS Finance, Payroll, or meets one of the criteria listed in Section 4.2.
 - When employees submit their record they will receive a certification message as shown in Figure 1.

Figure 1. Employee Submittal.



NOTE: When Payroll makes changes, TIS sends out e-mail notifications to the employee and the manager notifying them that the record has been changed.

17. If Payroll makes changes and the employee agrees with the changes, concur on the record in TIS.
 - a. If the employee disagrees with the changes, contact Payroll for an explanation or correction.
 - b. Concur with Payroll changes or submit a corrected time record.
18. If the timecard was originally completed by an entry delegate, review the entries upon return and concur on the record in TIS, or make changes as necessary in TIS and resubmit for approval.
19. For timecards associated with Short Term or Long Term Disability status, contact Benefits Administration for questions related to disability leave.

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 8 of 17 July 17, 2019
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Manager/Approval
Delegate

20. For non-exempt and exempt employee timecards, review and approve employees' timecards, resolving any questions with the employee, such as CACN discrepancies. Records should be approved by 9:00 a.m. Monday morning unless directed otherwise by WRPS Finance or Payroll.
 - a. Verify comments for overtime worked and provide adequate detail on work performed. Approval for the use of overtime is acceptable for a variety of mission support needs when it is necessary to:
 - Meet essential delivery or performance schedules
 - Make up for delays beyond the control and without the fault or negligence of WRPS
 - Eliminate foreseeable extended production bottlenecks that cannot be eliminated in any other way
 - Lower overall cost to the federal government as determined by Finance.
 - b. Verify appropriate Level 1 or delegate name is listed in the PIC/OT approver box.
21. For Bargaining Unit timecards, review and approve employee's timecards, resolving any questions with employee, such as discrepancies and discrepancies with information on the approved OAT (FWS validated) form and time recorded in ETVS.
 - Auto-approved timecards must be reviewed and approved using the "concur" button. Auto-approved timecards must be approved in a timely manner. The person providing approval concurrence must not have submitted the time record.
 - a. For bargaining unit employees, verify the OAT form number for each OAT Entry made is included in the Comments tab of TIS.
 - 1) Reference TFC-OPS-OPER-CD-66, for additional information on the OATS process.

4.2 Recording Time in Advance

Employees

1. Determine the need to record time in advance.

Time may only be recorded in advance in the following situations:

- Vacation or planned time off
- Business travel and/or training

- When directed by Payroll or WRPS Finance
- Exempt employees who generally record time using only one CACN may record time the morning of the day they work. If time recorded is different from actual work, make appropriate corrections prior to submission.
- Exiting employees may enter their time on the morning of the last day worked.

NOTE: Non-Exempt/Bargaining Unit Employees record hours expected to complete the exit process based on last scheduled appointment on exit day.

- Record time in advance, if required.
- Indicate on the Comments tab of TIS the reason for advance completion of the timecard, including instances when early recording is for:
 - Business travel
 - Training where TIS is unavailable.
- Review the timecard for correctness of charge codes and associated hours upon return to work after recording time in advance.
- Proceed according to Section 4.1 if the timecard is correct.
- Submit the corrected timecard with changes if the timecard is incorrect.
 - Justification for the correction required on the Comments tab of TIS. Justifications should include enough detail for an outside reviewer to determine if the correction was necessary.
 - When a time card is corrected, this process “unapproves” the time card so the manager will need to reapprove.
- Notify the manager if the timecard was corrected and requires re-approval.

Manager/Approval
Delegate

- Re-approve the timecard in TIS per Section 4.1.

4.3 Submission by Entry Delegate

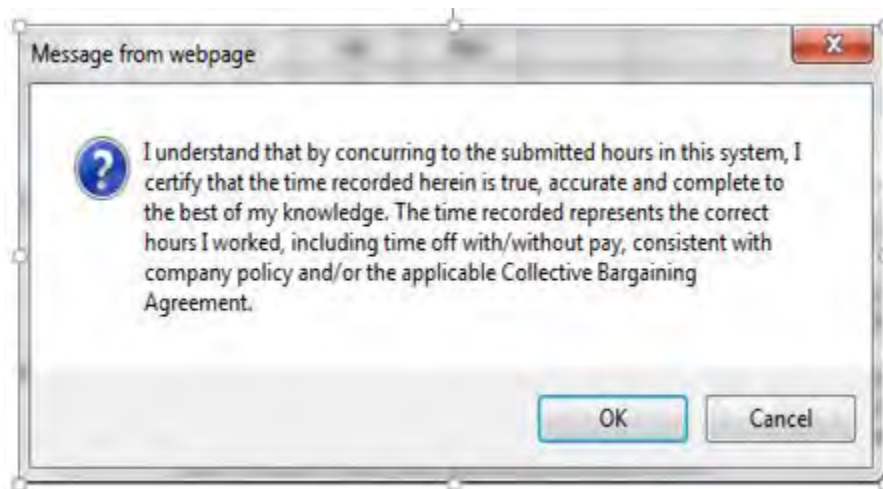
Manager/Approval
Delegate

- Determine the need for TIS entry delegate.
- Delegate one or more employees as entry delegates with entry authority in TIS to record time for employees who are absent or unavailable.

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 10 of 17 July 17, 2019
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3. Direct the entry delegate to complete the timecard(s) in TIS for absent employees and submit to the manager on the last day of the work week.
 - TIS will require the entry delegate to enter a comment to explain why they are entering the time for the employee.
- Employees
4. If an entry delegate entered the timecard, review the timecard for accuracy upon return.
 - Every employee is responsible for the accuracy of information on his/her time card even if the time card was submitted by an entry delegate and approved by a manager/approval delegate. **Employees should review their timecards to ensure the hours are accurately recorded to the correct CACNs.**
 5. If the timecard is correct, then concur with the record in TIS.
 - When employees submit their record they will receive a certification message as shown in Figure 2.

Figure 2. Employee Concurrence.



6. If the timecard is incorrect, prepare a corrected timecard, noting the reason for correction on the Comments tab of TIS.
 7. Submit the corrected timecard for re-approval.
 8. Notify the manager to reapprove.
- Manager/Approval Delegate
9. Re-approve the timecard in TIS per Section 4.1.

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 11 of 17 July 17, 2019
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4.4 Approval by Approval Delegate

Manager

1. Determine the need for TIS approval delegate.

NOTE 1: Manager/approval delegates should have reasonable knowledge of the work performed and time spent by the employees on the associated tasks. Various techniques are available to the manager/approval delegates to obtain reasonable assurance including, for example, reviewing the employee's work output or periodically calling or visiting the work site during the employee's scheduled work period.

NOTE 2: Employees in a grade classification less than 18 are ineligible to receive delegation authority unless approved by the WRPS Business Operations Manager or designee. The Finance department should be contacted for guidance on how to receive exception approval.

2. Delegate one or more employees as approval delegates with approval authority in TIS to approve time for employees.

Approval Delegate

3. Approve time records in accordance with this procedure.

4.5 Preparation and Distribution of Work Charging Authorizations

Control Account
Manager/Functional
Manager

1. Identify scope of work and associated CACNs to which the employee will be assigned.
2. Prepare or direct to be prepared, work charging authorizations for each WRPS employee who performs work for the manager's cost account or project using TFWCA system.
 - a. If TFWCA is not available, then prepare work charging authorization using either the work charging authorization database to generate a report, the WRPS Work Charging Authorization form (A-6002-576), or a similar form.

The work charging authorization is required to contain the following:

- The employee's name and/or organization.
- A list of all appropriate CACNs and suggested COAs and the title and/or description of each.
- The manager's approval. Electronic mail notification is acceptable for this purpose, but it must contain all required information.

NOTE: The WRPS Work Charging Authorization form may be used but it is not a requirement.

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 12 of 17 July 17, 2019
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- b. If another format is used, ensure that all of the requirements listed above are included. Additionally, inclusion of beginning and ending dates is recommended (FY XX through FY XX is acceptable).
- 3. Direct employees where to access the TFWCA system or provide employees with either a hard copy (or where to locate in job package) or an electronic version of the form prior to start of work for the current fiscal year or the period of performance.
- Employees
 - 4. Review approved work charge authorization in TFWCA, the work package or the work charging authorization received from the Control Account Manager or manager.
 - 5. Review the work charging authorization:
 - a. Determine if the CACN and COA agree with the work that will be performed.
 - b. Verify the period of performance is accurate.

NOTE 1: Employees should not charge any CACN that is not identified on an approved work charging authorization.

NOTE 2: Employees should NOT record unallowable labor hours, travel costs, or miscellaneous expenses against the Tank Farm contract. If unsure whether any costs (or the CACN to which costs are being charged) are allowable or unallowable, the Finance department should be contacted.

- 6. Use the work charging authorization to record time daily in accordance with Sections 4.1, 4.2, and 4.3 of this procedure.
- Control Account Manager/Functional Manager
 - 7. Upon completion of the work, managers may prepare or direct to be prepared, notification to the individuals that the work charging authorization has been closed and that authorization to charge the relevant CACN has been withdrawn.

4.6 Verification of TIS Entries Using ETVS Custom Application (CA)

- Non-Exempt Employees/
Bargaining Unit
 - 1. Use the ETVS Prox Kiosk at your assigned work location to “prox-in” daily at the start of the shift and “prox-out” at the end of the shift.
 - a. If leaving the assigned work location before the end of the shift to continue working at an assigned work location where a prox kiosk is not available, prox-out before leaving and enter a dated comment in TIS explaining the situation.
 - b. If leaving from assigned work location for non-work reasons, prox-out when leaving (not applicable to 30 minute lunches).

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 13 of 17 July 17, 2019
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- c. If returning to work after personal business during the same shift, prox-in upon return to assigned work location.
2. Review ETVS CA daily to verify that rounded prox-in/out times are consistent with TIS entries. TIS in/out times should be to the nearest 1/10th. See Section 4.1, item 12.
3. If the ETVS CA Delta field is other than zero, either:
 - a. Correct the TIS entry to eliminate the discrepancy or
 - b. Explain the specific situation and date of occurrence in the comment section of TIS.
 - Bargaining Unit employees do not need to include a comment in TIS when clocking in prior to start time provided that no work is performed prior to start time.
4. For non-exempt employee and Bargaining Unit timecards:
 - a. During weekly timecard approval process, verify ETVS CA Delta field is zero.
 - b. If Delta field is other than zero, verify employee has provided a dated explanation in the TIS comment section.
 - c. If a comment is not provided, either reject TIS timecard and notify employee, or add a manager comment.
 - d. Review any ETVS “flag” warnings and reconcile as needed.

Manager/Approval
Delegate

4.7 Timecard Corrections – for corrections less than 90 days

Control Account
Manager/Functional
Manager/Approval
Delegate/Finance

1. Notify employee, in a timely manner, to make correction to timecard upon discovery of timecard error.
2. Contact Finance TIS POC for CACN corrections for prior fiscal year changes.
3. Follow up to ensure the employee has made the correction.

NOTE: Payroll will attempt to process corrections on the next regularly scheduled processing; however, there may be exceptions such as when records are submitted early for holiday processing or other early deadlines.

Employees

4. Make timecard correction in a reasonable amount of time, resubmit timecard, and notify manager to re-approve the timecard.

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 14 of 17 July 17, 2019
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Manager/Approval Delegate 5. Review and approve employee's timecard correction.

4.8 Timecard Corrections – for corrections 90 days or greater

Control Account Manager/Functional Manager/Approval Delegate/Finance 1. Notify employee, in a timely manner, to make correction using Electronic Form TIS Labor Corrections located at https://esp.rl.gov/sc/catalog.product.aspx?product_id=tis.labor.corrections or on the WRPS website at Tank Operations Contractor > Finance > WRPS Finance > Forms > TIS Labor Correction – 90 Days or Greater upon discovery of timecard error.

2. Contact Finance TIS POC for CACN corrections for prior fiscal year corrections, or if the reason for correction is to clarify or add a comment.

NOTE: If you do not submit your TIS Labor Corrections upon completion, TIS will delete the unsubmitted timecard corrections every Sunday night.

Employees 3. Complete TIS Labor Corrections, submit and form will route to manager/approval delegate for approval.

Manager/Approval Delegate 4. Review TIS Labor Corrections and submit; form will then route to Project Controls Manager.

Project Controls Manager 5. Review and approve TIS Labor Corrections; form will then route to Finance.

Finance 6. Review and approve TIS Labor Corrections.

- a. For corrections covering less than 25 time records, submit form to Payroll for TIS correction.
 - For corrections approved and implemented, the employee will receive a TIS notification to concur with the changes made.
- b. For corrections covering more than 25 time records, process as cost corrections.
- c. For corrections not approved, notify Project Controls Manager with reason for denial.
- d. For corrections to clarify or add a comment, review comment, and if accepted, maintain documentation in accordance with record keeping guidance.

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 15 of 17 July 17, 2019
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5.0 DEFINITIONS

Delegate. To entrust or appoint another manager, supervisor, or designated professional with authority to transact business or authorize documents on behalf of the incumbent to ensure continuity of operations.

Electronic Time Verification System (ETVS). A supplemental system for verification of time recorded in TIS that utilizes electronic proximity readers (or prox kiosks). Prox kiosks are provided at many locations on the Hanford Site for hourly employees to clock-in and clock-out of work, or “prox-in/out.” Information collected in the ETVS is used by hourly employees, managers, approval delegates, and WRPS Finance.

Entry Delegate. An appointed TOC employee with entry authority in TIS to record time for employees who are absent or unavailable.

ETVS Custom Application (CA). An informative application for hourly employees, managers, approval delegates, and WRPS Finance personnel to verify time worked by hourly employees. Hourly employees have access to the Employee View screen, which provides the employee’s daily ETVS prox-in/out times and the location of the prox kiosk used. Managers/approval delegates have access to the employee view screen, as well as a Manager View screen that identifies employees with discrepancies.

Manager. Designated in the Human Resources Information System (HRIS) with status of Management.

Manager/Approval Delegate. Should have reasonable knowledge of the work performed and time spent by the employees on the associated tasks. Various techniques are available to the Manager/Approval Delegates to obtain reasonable assurance including, for example, reviewing the employee’s work output or periodically calling or visiting the work site during the employee’s scheduled work period. Employees in a grade classification less than 18 are ineligible to receive delegation authority unless approved by the WRPS Business Operations Manager or designee.

Overtime Authorization Tracking System (OATS). Electronic overtime tracking system for overtime worked by bargaining unit employees. Used to track overtime jobs, who approved the overtime, and whether it was worked or cancelled and why.

Person in Charge/Field Work Supervisor. Person who oversaw performance of overtime worked (including comp time worked). May be different than the person who authorized the overtime to be worked. Should have reasonable knowledge of the work performed and time spent by workers on associated tasks.

Work week. A regularly recurring period of 168 hours (7 consecutive 24-hour periods). The work week does not have to be the same as a calendar week or begin at the start of a day.

6.0 RECORDS

The following records are generated during the performance of this procedure:

- Electronic time sheet.
- ETVS data.
- Electronic TIS Labor Corrections.

The record custodian identified in the Company Level Records Retention and Disposition Schedule (RIDS) is responsible for record retention in accordance with [TFC-BSM-IRM DC-C-02](#).

7.0 SOURCES

7.1 Requirements

7.1.1 FAR 52.222-8(b)(1), “Weekly PR Report.”

7.1.2 False Claims Act (31 USC 3729).

7.2 References

7.2.1 Electronic Time Verification System (ETVS) Prox System User Guide.

7.2.2 Time Information System (TIS) Help Function.

7.2.3 Time Information System Employee Orientation Manual.

7.2.4 TFC-BSM-AC-C-04, “Request for Offsite Services from Affiliates.”

7.2.5 TFC-BSM-AC-STD-08, “Level of Authority.”

7.2.6 TFC-BSM-HR_AT-C-03, “Personal Time Bank and Other Absences.”

7.2.7 TFC-BSM-HR_AT-C-04, “Exempt Overtime and Shift Differential and On Call Process.”

7.2.8 TFC-BSM-HR_CB-C-01, “Temporarily Upgrading Bargaining Unit Employees to Exempt.”

7.2.9 TFC-BSM-HR_CB-C-03, “Salaried Non-Exempt and Bargaining Unit Overtime and Shift Differential.”

7.2.10 TFC-BSM-HR_EM-C-06, “Termination of Employment.”

7.2.11 TFC-BSM-IA-C-01, “Reporting Fraud, Waste, and Abuse.”

7.2.12 TFC-BSM-IA-C-02, “Cooperating with Outside Audits, Inspections, and Investigations.”

Time Keeping	Manual Document Page Issue Date	Business Services TFC-BSM-AC-C-01, REV A-29 17 of 17 July 17, 2019
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- 7.2.13 TFC-BSM-IA-C-03, “Responding to Internal/External Audits, Inspections, and Investigations.”
- 7.2.14 TFC-BSM-IRM_DC-C-02, “Records Management.”
- 7.2.15 TFC-ESHQ-S_CMLI-CD-03, “Workers’ Compensation Program.”
- 7.2.16 TFC-OPS-OPER-C-08, “Shift Routines and Operating Practices.”
- 7.2.17 TFC-OPS-OPER-CD-66, “Overtime Authorization Tracking System Guidance.”
- 7.2.18 TFC-PLN-147, “Project Controls System Description.”
- 7.2.19 TFC-POL-25, “Volunteerism.”
- 7.2.20 TFC-POL-28, “Employee Classification and Eligibility for Benefits.”
- 7.2.21 TFC-PRJ-PC-C-15, “Work Authorization.”

Ownership matrix	USQ # 21-0213-S
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1.0 PURPOSE AND SCOPE

(7.1.1, 7.1.2, 7.1.3, 7.1.4)

This procedure outlines working limit requirements and responsibilities for controlling employee fatigue when working extended work hours (overtime). This procedure addresses potential hazards that arise outside the scope of normal work planning and therefore supplements the job hazard analysis process ([TFC-ESHQ-S SAF-C-02](#)). This procedure implements Administrative Control (AC) 5.5, "Organization," from HNF-SD-WM-TSR-006 and AC 5.5, "Organization," from HNF-15279.

Working alone requirements are contained in TFC-OPS-OPER-C-08.

This procedure also identifies where to find requirements associated with driver's hours of service related to transportation of radioactive and hazardous materials on and off the Hanford Site under Tank Operations Contractor (TOC) cognizance. This procedure is based on specific requirements outlined in policies, procedures, and applicable federal regulations. It implements applicable requirements of U.S. Department of Transportation regulations (DOT) 49 CFR, Part 395, and Hanford Site wide Transportation Safety Document DOE/RL-2001-36.

This procedure applies to all employees of the TOC and its subcontractors. This procedure does not apply to emergency response activities, time recording practices (TFC-BSM-AC-C-01) and overtime compensation requirements (TFC-BSM-HR_CB-C-03 and TFC-BSM-HR_AT-C-04).

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

4.1 Extended Work Hours (Overtime)

(7.1.4)

NOTE: Figure 1 provides a flowchart of this process.

NOTE: Employees are responsible for tracking hours worked or planned to be worked (OT in addition to regularly scheduled work hours) to ensure the limits listed in Table 1 are not exceeded as a result of accepting over time unless a specific exemption by the appropriate Level 1 manager or delegate has been received. (7.1.4)

Any Employee

1. Do not work beyond the limits listed in Table 1 unless a specific exemption by the appropriate Level 1 Manager or delegate has been received. (7.1.4)

Control Of Working Hours	Manual Document Page Issue Date	Operations TFC-OPS-OPER-C-68, REV A-4 2 of 7 February 22, 2021
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|--|----|--|
| WRPS Commercial Motor Vehicle Operator/Driver | 2. | When performing Commercial Motor Vehicle job assignments, refer to hours of Service and Limitations found in MSC-PRO-TRANS-37561. |
| Line Manager of the affected employee(s) | 3. | <p>When necessary, schedule employee(s) to work extended work hours for work that meets the following requirements:</p> <ul style="list-style-type: none"> • Eliminates foreseeable extended production bottlenecks that cannot be eliminated in any other way • Makes up for delays beyond the control and without the fault or negligence of WRPS • Meets essential delivery or performance schedules. |
| Employee | 4. | <p>When scheduled or directed to work extended hours:</p> <ul style="list-style-type: none"> a. Confirm that working the extended hours will not exceed any of the allowable limits described on Table 1. b. If any of the allowable limits will be exceeded, inform the line manager before working the extended hours. |
| <p>NOTE: No exemption shall be requested or granted greater than 10% above the applicable allowable limit except in emergency situations. Table 1 contains the maximum extension limits.</p> | | |
| Line Manager of the Affected Employee(s) | 5. | <p>If the employee will exceed allowable limits of working hours and the need is unavoidable, request an exemption from the Level 1 Manager or delegate driving the workscope with the following considerations.</p> <ul style="list-style-type: none"> a. Describe the circumstances requiring exemption(s) to the work hour restrictions. b. Summarize the work scope complexity and related hazards. c. Identify specific control measures to be enacted to reduce or mitigate the fatigue hazard both during the work activity and ensuring safe travel home. |
| Level 1 Manager or delegate of the Affected Employee(s) | 6. | <p>Review the exemption request:</p> <ul style="list-style-type: none"> a. See Table 1 for maximum extension limits. b. If scheduling employee(s) to work extended work hours exceeds the limitations identified in Table 1, consider the following factors before approving the exemption: <ul style="list-style-type: none"> • Could the employee create a risk to themselves or others as a result of fatigue? |

- Can the added workload be shared with other qualified employees within the same classification to reduce the burden on an individual employee?
 - Is it vital that work be performed on overtime? (That is, will there be an adverse effect on safety, health, or the environment if employees working for extended periods do not continue the task).
- c. If the request is rejected, inform the requester.
- d. If the request is granted, notify the affected employee's line manager.
- Line Manager 7. Communicate the fatigue hazards and controls to the employee(s) prior to commencing work.
- Employee 8. Document the Level 1 Manager approved exemption with a comment in the Time Information System (TIS), and list the Level 1 Manager or delegate name for each occurrence.
- Manager/TIS Approval Delegate 9. Verify the TIS comment for the safe work exception includes adequate detail.

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

No records are generated in the performance of this procedure.

7.0 SOURCES

7.1 Requirements

- 7.1.1 49 CFR 395.3, "Maximum driving time for property-carrying vehicles" and .8, "Driver's record of duty status."
- 7.1.2 DOE/RL-2001-0036, "Hanford Site Wide Transportation Safety Document."
- 7.1.3 HNF-15279, "242-A Evaporator Technical Safety Requirements."
- 7.1.4 HNF-SD-WM-TSR-006, "Tank Farms Technical Safety Requirements."

7.2 References

- 7.2.1 10 CFR 830, "Nuclear Safety Management."
- 7.2.2 49 CFR 395.5 "Maximum driving time for passenger-carrying vehicles."

Control Of Working Hours	Manual Document Page Issue Date	Operations TFC-OPS-OPER-C-68, REV A-4 4 of 7 February 22, 2021
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- 7.2.3 DOE/RL-94-02, "Hanford Emergency Management Plan."
- 7.2.4 MSC-PRO-MCS-57561, "Use of Government/Contractor Leased Vehicles for Transportation Office."
- 7.2.5 MSC-PRO-TRANS-37561, "Department of Transportation Federal Motor Carrier Safety Management Plan."
- 7.2.6 TFC-BSM-AC-C-01, "Time Keeping."
- 7.2.7 TFC-BSM-HR_AT-C-04, "Exempt Overtime and Shift Differential and On-Call Process."
- 7.2.8 TFC-BSM-HR_CB-C-03, "Salaried Non-Exempt and Bargaining Unit Overtime and Shift Differential."
- 7.2.9 TFC-ESHQ-EP-C-01, "Emergency Management."
- 7.2.10 TFC-ESHQ-S_SAF-C-02, "Job Hazard Analysis."
- 7.2.11 TFC-OPS-OPER-C-08, "Shift Routines and Operating Practices."
- 7.2.12 TFC-PLN-02, "Quality Assurance Program Description."
- 7.2.13 TFC-PLN-33, "Waste Management Basis."
- 7.2.14 TFC-PLN-41, "Integrated Safety Management System Description."

Figure 1. Extended Working Hours.

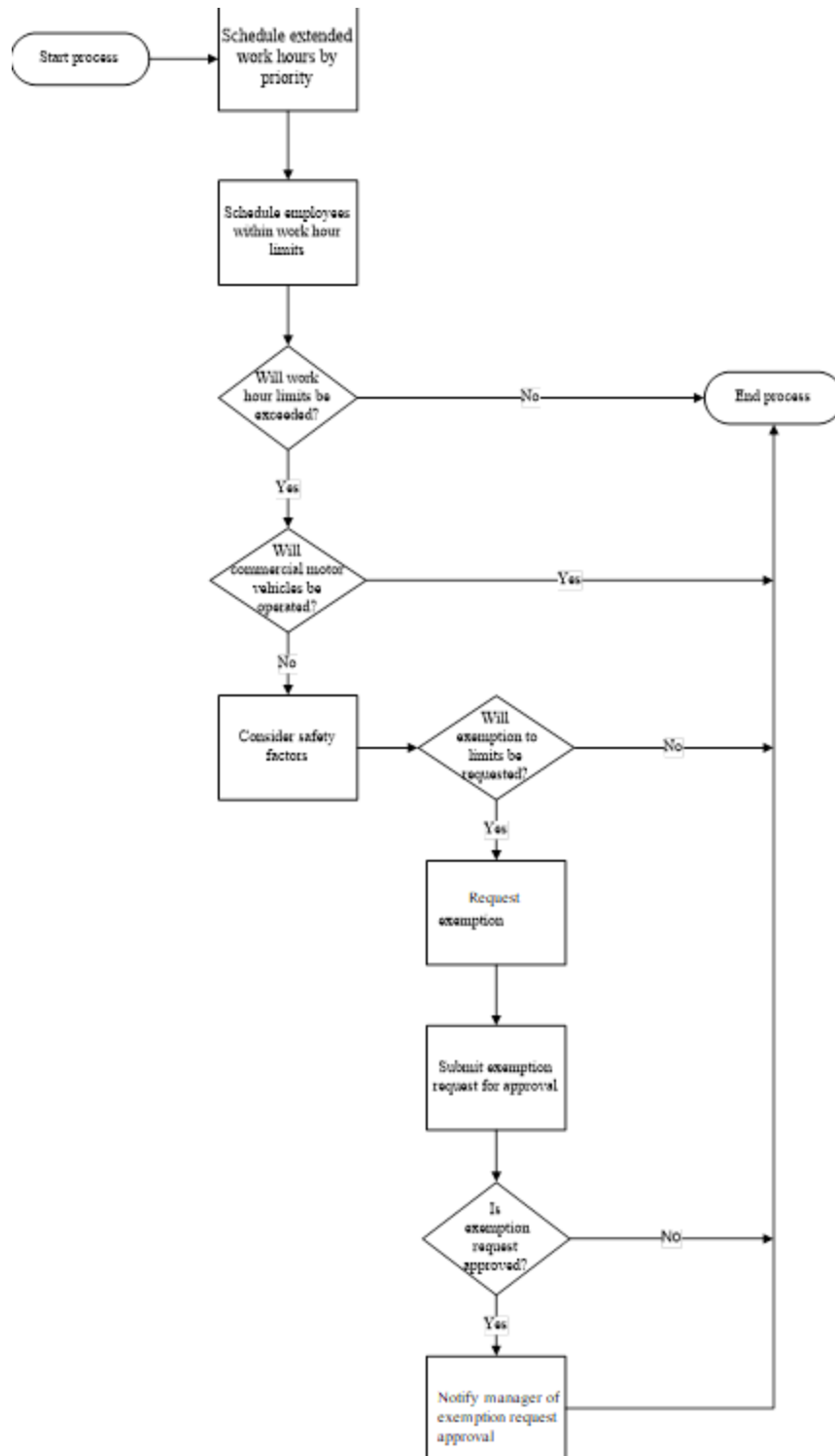


Table 1. Allowable Work Hours/Days and Maximum Extension Limits.

WORK PERIOD	ANY 24 HOUR PERIOD	ANY 48 HOUR PERIOD	ANY 7 DAY ROLLING PERIOD	14 CONSECUTIVE DAYS
Normal limit	18 hours	28 hours	72 hours	14 days requires 2 days rest prior to next work day
Level 1 Manager approval (with 10% extension)	19.8 hours	30.8 hours	79.2 hours	15 days requires 2 days rest prior to next work day

- 14 consecutive days is defined as any work hours (e.g., 1 hour worked is considered 1 day of work) recorded within a 24 hour period 14 days in a row. A “Day” is defined as 0000 to 2359. A “24 hour period” is defined as the amount of time beginning from the start of work, continuing for 24 hours.
- If an employee is required to take days rest as a result of working 14 consecutive days, he/she shall do so as PTB or PTX.
- Members of the Radiological Assistance Program (RAP) team when performing unique tasks outside of WRPS are excluded from these rules since their scope is related to non TOC managed work.
- Work for Other Hanford Contractors are considered hours worked.
- At work travel time, and shift turnover are included in the hours worked calculation. These activities are not exempt.
- No time off (NTO) that is approved by line management is considered hours worked.
- Workers assigned to the 12 hour shift schedule may at times be required to work through their scheduled lunch break. Since NTOs are considered hours worked, twelve-hour-shift personnel are allowed to work up to 75 hours in any seven day work period without Level 1 manager approval. Work above 75 hours in any seven day work period must be approved by a Level 1 manager prior to working.

Control Of Working Hours	Manual	Operations
	Document	TFC-OPS-OPER-C-68, REV A-4
	Page	7 of 7
	Issue Date	February 22, 2021

Table 1. Allowable Work Hours/Days and Maximum Extension Limits. (cont.)

8. When calculating the seven day rolling period for workers assigned to the twelve hour DuPont schedule and working a night shift the first half (1830 to 2359) and the second half (0000 to 0700) counts as one day and all hours are to be recorded on the day that the shift begins. (e.g., 1830 Monday – 0700 Tuesday, the 12 hours will fall on Monday.) Calculating days worked for these employees would be one day.
 - a. Employees normally assigned to other shifts (4x10, 8/9, etc...) other than 12 hour shift schedule but working OT to support a 12 hour night shift position that crosses over 0000 hours would record their first half (1830 to 2359) on one day and the remaining working hours on the following day. Calculating days worked for these employees, would mean they have worked 2 consecutive days for the purposes of tracking 7 day rolling period.

Appropriate Attire for the Workplace	Manual Document Page Issue Date	Policy TFC-POL-41, REV C-1 1 of 2 January 22, 2018
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Ownership matrix	RPP-27195
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1.0 PURPOSE AND SCOPE

Washington River Protection Solutions, LLC (WRPS) policy on appropriate attire in the work place is driven by safety and the desire to present a professional image as it applies to all staff.

2.0 IMPLEMENTATION

All WRPS staff members are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours at all WRPS work locations. This policy applies to all staff members (exempt, nonexempt, and bargaining unit).

All clothing should be neat and clean, safe and comfortable for work activities, and free of offensive pictures or wording. Revealing/provocative and offensive apparel that may be distracting to others is prohibited at all locations.

1. Acceptable work attire in the office environment:
 - a. Business casual slacks, khakis, capri pants, skirts, dresses, dress shirts, blouses, turtlenecks, sweaters, polo shirts, shirts, and blouses embossed with company or school-related logos
 - b. Sturdy shoes, “non-flip flop” sandals with straps around the heel or boots.
 - c. Jeans are acceptable as long as they are in good repair.
2. Unacceptable work attire in the office environment:
 - a. Sweat suits, leggings, spandex, yoga pants, shorts, tank tops, halter tops, bare midriffs, or flip-flop sandals.
 - b. Any clothing imprinted with images, phrases, or words that are deemed offensive to anyone.
 - c. Frayed, and or torn clothing including jeans.

Employees who do not work in an office environment are expected to wear closed toe shoes, sneakers, or boots, depending on their work responsibilities and requirements. Any clothing imprinted with images, phrases or words that are deemed offensive to anyone are not acceptable.

Minimum clothing for general field work requires sleeved shirts, long pants, and substantial footwear. Modesty clothing is appropriate apparel for properly evaluated field work activities. Appropriate dress guidelines are found in TFC-ESHQ-S_IS-C-02 and give direction for modesty clothing wear.

Should an employee report to work inappropriately dressed, it is the manager’s responsibility to direct the employee to leave and return to work in acceptable attire. Further information about

Appropriate Attire for the Workplace	Manual Document Page Issue Date	Policy TFC-POL-41, REV C-1 2 of 2 January 22, 2018
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appropriateness of particular attire is included in TFC_ESHQ-S_IS-C-02. If you have specific questions, contact your supervisor or manager. Violations of this and other applicable policies can result in disciplinary action up to and including termination of employment, as addressed in TFC-BSM-HR_EP-C-02.

3.0 SOURCES

3.1 Requirements

No documents external to this policy are required for performance.

3.2 References

1. TFC-BSM-HR_EP-C-02, "Employee Discipline."
2. TFC-ESHQ-S_IS-C-02, "Personal Protective Equipment."

MEMORANDUM OF AGREEMENT GPS Tracking/ Telemetry Devices

This Memorandum of Agreement (MOA) is entered into between Washington River Protection Solutions (WRPS) and the Hanford Atomic Metal Trades Council (HAMTC) (hereinafter the Parties) regarding the installation of GPS tracking/telemetry devices (devices), on all WRPS managed vehicles and equipment, the use of information derived from the devices, discipline for speeding violations and any impacts resulting from the installation and use of information derived from such devices. **This Agreement shall become effective thirty (30) calendar days after the signing of this MOA.**

The Parties are committed to maintaining a work environment that promotes and assures the safety, health and welfare of all employees. Moreover, WRPS management and HAMTC do not condone speeding in any vehicle above the posted speed limits, and expects employees/members to follow established and accepted safe practices. To this end, the Parties agree:

1. That WRPS will install and use the above devices on all WRPS managed vehicles and equipment for the purposes of:
 - a. Tracking location of employees, for non-disciplinary purposes, especially when employee is working in remote locations. The company shall provide a communications method to employees working in remote locations. However, if a health and welfare check of the employee is conducted due to the employee's failure to respond by the agreed upon communications method and the employee is found to be in violation of the Standards of Conduct, disciplinary action will be determined based on the facts of each individual case, consistent with just and reasonable cause, and,
 - b. Using the information derived from the devices to identify speeding violations. WRPS has notified all bargaining unit employees the vehicle and/or equipment they are using has such a device installed and is being used for those purposes. WRPS has posted on the driver's window (facing out) of every vehicle upon which the device is installed a 1.5-inch X 5-inch warning stating, "Government Vehicle SPEED AND USAGE is monitored by GPS". Every vehicle will bare such warning.
2. This information may be used, cited, referenced or relied upon in any disciplinary action in which speeding is proven.
3. **Guidelines for disciplinary action(s) for speeding violations may include the following:**
 - a. 1 – 10 miles over the speed limit: No action will be taken.
 - b. 11 – 15 miles over the speed limit:
 - i. 1st offense will result in a management counseling and an oral warning that further violations may result in disciplinary action, up to, and including termination of employment. WRPS will generate and retain a written record of the counseling and oral warning. The management counseling and oral warning is not discipline and, as such, will not be used in the progressive discipline process.

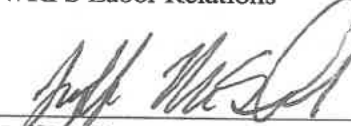
- ii. 2nd offense, within a rolling 12 calendar-month period, will result in a Written Warning.
 - iii. 3rd offense within a rolling 12 calendar-month period, will result in a 3-day suspension.
 - iv. 4th offense, within a rolling 12 calendar-month period, will result in one-week suspension without pay and a Last Chance Warning.
 - v. 5th offense, within a rolling 12 calendar-month period, will result in a recommendation for termination of employment to the Discipline Review Board (DRB).
 - c. 16 – 20 miles over the speed limit:
 - i. 1st offense will result in a one-day suspension.
 - ii. 2nd offense, within a rolling 12 calendar-month period, will result in a 3-day suspension without pay.
 - iii. 3rd offense, within a rolling 12 calendar-month period, will result in a one-week suspension without pay and a Last Chance Warning.
 - iv. 4th offense, within a rolling 12 calendar-month period, will result in a recommendation for termination of employment to the DRB.
 - d. Greater than 20 miles over the speed limit:
 - i. 1st offense will result in a 3-day suspension without pay.
 - ii. 2nd offense, within a rolling 12 calendar-month period, will result in a one-week suspension without pay and a Last Chance Warning.
 - iii. 3rd offense, within a rolling 12 calendar-month period, will result in a recommendation for termination of employment to the DRB.
 - e. If an accident occurs and speeding is determined to be a contributing factor in the vehicle accident, then disciplinary action will not be dependent on Paragraph 3.a-d above. Disciplinary action will be determined based on the facts of each individual case, consistent with just and reasonable cause.
- 4. Removal of the disciplinary action from the employee's personnel and field files will be in accordance with Paragraph 12.F of Article XXV, Miscellaneous Conditions of the 2014 Labor Agreement between WRPS and HAMTC (Labor Agreement).
 - 5. No part of this MOA will either be cited, referred to, or relied upon by either Party, as precedent for any other matter and it does not alter the Collective Bargaining Agreement.
 - 6. Disagreements regarding the interpretation or application of this Memorandum of Agreement will be resolved pursuant to the Grievance and Arbitration provisions contained in the Labor Agreement.
 - 7. By signing this MOA, HAMTC agrees to the withdrawal of the General Council Grievance dated June 11, 2019, and the Unfair Labor Practice case # 19-CA-240278.

AGREED UPON BY:



Scott Sheets, Acting Manager
WRPS Labor Relations

DATE: 7/25/19



Jeff McDaniel, President
HAMTC

DATE: 7-31-19

COVID-19 Workforce Temporary Guidance	Manual Document Page Issue Date	Management Directive TFC-MD-156, REV E-0 1 of 5 February 9, 2022
Ownership matrix		USQ # N/A-2

1.0 PURPOSE AND SCOPE

The purpose is to provide guidance for reporting and time recording for COVID-19 impacts. Washington River Protection Solution, LLC (WRPS) is responsible for providing the appropriate staffing levels to support necessary operations throughout the COVID-19 pandemic in accordance with the WRPS General Hazard Analysis (GHA).

This MD provides direction for time recording and decisions regarding reporting to work in situations related to COVID-19 exposure, testing, illness, and quarantine/isolation.

2.0 IMPLEMENTATION

Revocation of paid time off for COVID-19 quarantine/illness became effective on October 1, 2021 upon expiration of the CARES Act.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 DIRECTIVE

The necessary work activities and functions to perform WRPS' mission operations are subject to change due to fluctuations as work execution evolves and are dependent upon responses to the COVID-19 pandemic events and resulting impacts.

Consistent with recently updated Center for Disease Control (CDC) guidelines associated with COVID-19, WRPS has determined that testing positive for COVID-19 or being in close contact with an individual who tested positive for COVID-19 does not affect the worker's capacity to perform work, return to duty or affect fitness for duty, so long as symptoms do not persist after the 5-day isolation or quarantine period and if symptoms have improved and the employee has no fever within the past 24 hours without fever-reducing medication. See Section 4.1 Definitions.

To ensure continuity of operations of essential functions, critical infrastructure guidance provides exceptions to quarantine practices after an employee's potential exposure to COVID-19. Employees who have had a potential exposure to COVID-19, but are asymptomatic and have not tested positive and not boosted or have not completed a primary immunization series within 5 months (Moderna/Pfizer) or within 2 months (Johnson & Johnson), may be permitted to work, provided they adhere to additional safety precautions. A test is not required for individuals who do not have symptoms.

Managers should contact Human Resources for any further guidance that may be necessary given the specific circumstances of each case.

For issues regarding COVID-19 and subcontractor employees, contact the WRPS construction manager on duty.

COVID-19 Workforce Temporary Guidance	Manual Document Page Issue Date	Management Directive TFC-MD-156, REV E-0 2 of 5 February 9, 2022
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4.1 Positive COVID-19 Test Result

Employees who test positive are required to notify his/her manager immediately. Managers should follow SO-OPS-20-001, complete the COVID-19 Information Checklist and submit it to the Tank Farm Central Shift Office. Employees and his/her manager will receive a Record of Visit (ROV) via email from HPMC Occupational Medical Service (OMS) with return-to-work instructions.

If an employee tests positive for COVID-19, a 5-day isolation period is required, followed by 5 days of wearing a mask around others.

If employee is free of symptoms after the 5-day isolation or quarantine, then he/she should return to work without an HPMC OMS return-to-work evaluation. If after the 5-day isolation or quarantine period, symptoms persist or if symptoms have improved but the employee has a fever within the past 24 hours, employees are required to remain in isolation or quarantine (per CDC guidance), as well as process through HPMC OMS for a return-to-work evaluation by calling the HPMC Scheduling Department at 509-376-TEST between the hours of 6 a.m. and 4 p.m., to make an appointment.

4.2 Close Contact

Employees who have been exposed (see Section 4.1 Definitions) to someone with COVID-19 but are asymptomatic and not boosted or have not completed primary immunization series within 5 months (Moderna/Pfizer) or within 2 months (Johnson & Johnson) must complete a 5-day quarantine followed by 5 days of wearing a mask when around others is required. Employees that have been exposed should immediately notify his/her manager.

Employees who have been exposed to someone with COVID-19 but are asymptomatic and are boosted or have completed primary immunization series within 5 months (Moderna/Pfizer) or within 2 months (Johnson & Johnson) must wear a mask around others for 10 days and no quarantine is required. Employees who have been exposed should immediately notify his/her manager.

4.3 COVID-19 Related Symptoms

If an employee experiences COVID-19 related symptoms and/or tests negative for COVID-19 then follow TFC-ESHQ-S_CMLI-C-02 and TFC-BSM-HR_AT-C-03, the same for illnesses not related to COVID-19.

4.4 Time Recording

Employees who are not telework eligible and are required to isolate or quarantine for a COVID-19 related reason or are unable to work because of illness will record time to an appropriate leave code (e.g., PTB or PTX) for the time they are absent from work in accordance with TFC-BSM-HR_AT-C-03.

Employees who are telework eligible and are required to isolate or quarantine are expected to continue telework and charge TRW as long as they remain able to work. Employees who are unable to work because of illness will record time to an appropriate leave code (e.g., PTB or PTX) for the time they are absent from work in accordance with TFC-BSM-HR_AT-C-03.

5.0 DEFINITION

Term	Definition
COVID-19 exposure	<p>When an individual has had close contact with someone who was less than 6 feet away from a COVID-19 infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes.</p> <p>This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE).</p> <p>(https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)</p>
COVID-19 related symptoms	<p>People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:</p> <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea. <p>This list does not include all possible symptoms. The center for disease control (CDC) will continue to update this list as we learn more about COVID-19.</p> <p>Symptoms of COVID-19 CDC</p>

Term	Definition
Isolation	<p>Used to separate people infected with COVID-19 from those who are not infected.</p> <p>People who are in isolation stay home until it's safe for them to be around others. At home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available). Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:</p> <ul style="list-style-type: none"> • People who have a positive test for COVID-19, regardless of whether they have symptoms. • People with symptoms of COVID-19, including people who are awaiting test results or have been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19. <p>COVID-19 Quarantine and Isolation CDC</p>
Quarantine	<p>Used as a strategy to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others. If you come in close contact with someone with COVID-19, you should quarantine if you are not up to date (a person who has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible) on COVID-19 vaccines. This includes people who are not vaccinated.</p> <p>If you are quarantined, then stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.</p> <p>If you have had close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine:</p> <ul style="list-style-type: none"> • You are up-to-date with your COVID-19 vaccines. • You had confirmed COVID-19 within the last 90 days and do not have symptoms. <p>COVID-19 Quarantine and Isolation CDC</p>

COVID-19 Workforce Temporary Guidance	Manual Document Page Issue Date	Management Directive TFC-MD-156, REV E-0 5 of 5 February 9, 2022
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6.0 RECORDS

No records are generated in the performance of this management directive.

7.0 SOURCES

7.1 Requirements

No documents external to this management directive are required for performance.

7.2 References

- 7.2.1 TFC-MD-154, "Situational Telework Guidelines."
- 7.2.2 TFC-BSM-HR_AT-C-03, "Personal Time Bank and Other Absences."
- 7.2.3 SO-OPS-20-001, "Response to Notification of COVID-19 Test."
- 7.2.4 TFC-ESHQ-S_CMLI-C-02, "Injury and Illness Events."
- 7.2.5 WRPS General Hazard Analysis (GHA).

Overtime Authorization Tracking System Guidance	Manual Document Page Issue Date	Operations TFC-OPS-OPER-CD-66, REV C-1 1 of 11 November 10, 2020
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Ownership matrix	RPP-27195
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TABLE OF CONTENTS

1.0	PURPOSE AND SCOPE	2
2.0	IMPLEMENTATION	2
3.0	RESPONSIBILITIES.....	2
4.0	GUIDANCE.....	3
4.1	Overtime Authorization Tracking System.....	3
4.2	Filling Overtime on Back Shift to Support Shift Assignment	6
4.3	Required Overtime.....	7
4.4	Cancellation of Overtime.....	8
4.5	Overtime Requests When the OATS System is Down	8
5.0	DEFINITIONS	10
6.0	RECORDS	10
7.0	REFERENCES.....	10

TABLE OF ATTACHMENTS

ATTACHMENT A - EXAMPLE JUSTIFICATIONS FOR OVERTIME	11
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Overtime Authorization Tracking System Guidance	Manual Document Page Issue Date	Operations TFC-OPS-OPER-CD-66, REV C-1 2 of 11 November 10, 2020
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1.0 PURPOSE AND SCOPE

The Washington River Protection Solutions, LLC (WRPS) Overtime Management Group (OTMG) maintains the process for requesting, authorizing, and validating bargaining unit (BU) employee overtime (OT). This guidance document provides information for submitting an OT request (i.e., an “OAT”) through the field work supervisor (FWS), and validation of the OT after work was performed. Contact a member of the OTMG if additional information is required.

The Overtime Authorization Tracking System (OATS) is used to track jobs that were worked on OT, employees who were authorized to work the specific OT, which level 1 manager approved the OT, which cost account charge number (CACN) was designated for the OT, and other information related to the OT work performed. OATS streamlines the OT approval process, making it easier to obtain approval from level 1 management, track completed jobs, validate time worked, track BU employees’ OT hours, and reduce or eliminate paper.

BU personnel, otherwise known as “craft” or “union” personnel, are covered under the “2014 Labor Agreement between Washington River Protection Solutions (WRPS) and Hanford Atomic Metal Trades Council (HAMTC) AFL CIO,” also referred to as the Collective Bargaining Agreement (CBA).

WRPS craft personnel working for other Hanford contractors (OHC) are not required to be listed on an OAT. However, their actual OT hours will be added to their OT hours at the following weekly OT hour recalculation.

Exempt staff working overtime in support of craft overtime can be included on the OAT to help streamline the request and approval of overtime. This is not a requirement; however, it is strongly encouraged. Exempt staff working OT for regular work (not supporting craft OT) are to request and secure the appropriate approvals through their appropriate level 1 manager. Exempt staff working regular overtime are not recorded in the OATS system.

Temporarily upgraded BU personnel are exempt staff during the upgraded period, and are subject to the requirements of TFC-BSM-HR_CB-C-01.

Similarly, BU personnel who have been approved to support training at the HAMMER facility, and craft supporting the Mission Support Alliance, LLC, Radiological Assistance Program should not use OATS.

2.0 IMPLEMENTATION

This guidance document is effective on the date shown in the header.

3.0 RESPONSIBILITIES

The Production Control manager maintains overall responsibility for the OTMG. The OTMG tracks OT requests submitted through OATS.

All BU personnel may volunteer for OT callouts. All OT is assigned in accordance with the CBA Attachment A, “Overtime Procedure,” applicable appendices, and applicable WRPS procedures.

Specific responsibilities are contained within Section 4.0.

4.0 GUIDANCE

This section contains guidance by which OT is requested, approved, called out, and validated as completed work.

4.1 Overtime Authorization Tracking System

OATS can be found by going to the WRPS home page > Ops & Engineering > Production Control > Overtime Request (OATS), or by navigating directly to <http://wrps.rl.gov/oats/>. Use the search feature to find a specific OAT, or the dashboard for quick access to existing requests and actions requiring your input or approval.

OT requests for swing shift, graveyard shift, or the following business day should be submitted before 3:00 p.m. to allow the OT coordinator time to process the request before personnel leave for the day. When this is unavoidable, the OTMG will work expeditiously to fill the request. However, depending on level 1 manager's approvals and the rate of employee acceptance of the OT, the OT may not be filled before employees are released from their normal day shift assignment, which would result in the OT not being filled.

If OATS is unavailable, use the "Bargaining Unit Overtime Authorization" (Site Form A-6006-445) and the provided instructions to submit, approve, and document the OT worked.

NOTE: The OT coordinator has the ability to "Cancel" or "Un-Cancel" OT at any time after it is submitted to the OTMG unless it is first cancelled by the FWS.

NOTE: In the event Monday is a facility closure day, signups can be completed at any time before 10:00 a.m. for the requested time period.

Craft

1. To sign up for OT, either:
 - a. Submit the "Overtime Sign Up Form" electronically from Production Control's website by 10:00 a.m. the Monday before the requested signup time period (signup is effective at 7:30 a.m. each Tuesday).
 - Or
 - b. Contact a member of the OTMG before 10:00 a.m. on the Monday before the requested signup period.

NOTE: If you have questions regarding the proper CACN, your line manager, project manager, or appropriate cost analyst can provide that information.

Exempt Staff

2. When supporting craft overtime, include the request for working overtime in the OAT; this replaces the requirement to obtain an email approval from the appropriate level 1 manager to work overtime.
3. When requesting to work regular work (non-craft supporting OT), request approvals from your level 1 manager.

Submitter

4. Send an e-mail to ^WRPS Overtime to request the "Submitter Briefing."

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| | 5. Review the briefing. |
| | 6. Submit an e-mail to ^WRPS Overtime acknowledging the review and understanding of the content. |
| OTMG
Administrator | 7. Grant the submitter access to submit an OT request. |
| Submitter | 8. Click on “New OATS” tab to create an OT request. |
| | 9. Complete all required information (items identified with an *). |
| | a. To determine the appropriate justification, see Attachment A. |
| | b. Refer to MSC-PRO-MCS-57561, and CBA Article XXV, “Miscellaneous Conditions,” Section 6, “Hold Over Transportation,” for guidance on hold over transportation. |
| | c. Contact the Production Control manager if a ride home is necessary before selecting “Yes.” |
| | 10. Click Submit/Save to start processing the OT: |
| | a. Click “submit,” to generate the OT request number, and an auto e-mail will be sent to the OTMG. |
| | b. Save the OAT as a draft, completing fields as applicable; the OT request number is generated. |
| | c. Open a saved form by clicking the form number in the “My Forms in Draft” section to complete or delete it (at the top of the page). |

NOTE: The OT administrator receives an e-mail with specifics for the OT and a link to the OAT, or the OT administrator can access the request in their OATS dashboard.

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| OTMG
Administrator | 11. Review information submitted in the OAT to ensure accuracy and justification for the OT request. |
| | 12. Coordinate the craft callouts for OT identified on the OAT. |
| | 13. Forward the request to the appropriate level 1 manager or delegate for approval. |

NOTE: Once the OT has been filled, the FWS will receive an e-mail with a link to the OAT notifying them that they have been assigned as the FWS for the OT work, or they can access the OT in their OATS dashboard.

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| | 14. Track the OT to ensure all craft support is obtained. |
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Overtime Authorization Tracking System Guidance	Manual Document Page Issue Date	Operations TFC-OPS-OPER-CD-66, REV C-1 5 of 11 November 10, 2020
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FWS

15. Review the details of the OAT request.

- a. If the right skill mix is not adequate to complete the job, contact the OTMG to request craft to be added or deleted (for documentation purposes and appropriate approvals if needed).
- b. If additional craft are required to complete the work on the day of execution, contact the appropriate level 1 manager or delegate for approval, then add personnel to the “Authorized Employee” area, and click the “Save” button.
- c. If craft are not needed for the entire shift, release the craft from the job site, and note the time the craft were released on the OAT during validation.

NOTE: The FWS can cancel OT before the start of the shift. The cancelled OAT cannot be undone or un-cancelled.

- d. If OT is no longer needed, cancel the OAT by clicking in the “OT Cancelled” box, inputting the date and time of cancellation, and clicking on “FWS Validate.”
- e. Contact the individuals on the OAT, and inform them the OT is cancelled.

NOTE 1: The time it takes to complete the OT job is estimated. Should the OT be cut short for any reason, the workers will be sent home, and the OAT will be validated with the correct completion hours and a note in the “Comments” describing the reason for early stoppage prior to validation.

NOTE 2: The FWS is not expected to physically verify that each BU personnel has left the site at the appropriate time. BU personnel are responsible to leave the site when directed to do so by the FWS in a reasonable amount of time.

16. After OT is worked and before leaving the site, open the OAT and scroll down to the FWS area to validate the OT.

- a. Identify and validate the hours worked by the craft.
- b. Validate the comments that pertain to the OT worked.

17. If the OT is anticipated to exceed the approved “estimated” time, contact the level 1 manager or delegate and request additional time.

- a. Obtain level 1 manager or delegate approval.

Or

- b. Return the work location to a safe configuration, and then leave.

- c. Write this information in the “comments” section at the time of OT validations.

NOTE: level 1 manager or delegate receives an e-mail request with specifics for the OT and a link to the OATS request or accesses it in their OATS dashboard.

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| Level 1/Delegate | 18. Review the request and choose the “Approve” or “Reject” button. |
| OT Administrator | 19. If the level 1 manager or delegate is not available via e-mail, obtain approval by telephone to continue processing the OT. <ol style="list-style-type: none"> a. Make a note in the comments that the approval was by telephone, and the required approval will be submitted to the OTMG per the normal process and then attached in the OAT. |
| Level 1/Delegate | 20. If notified an OT callout cannot be filled using volunteers or non-volunteers within the appropriate OT group, determine if the OT work is required, and notify the OT Administrator to continue filling the OT per Section 4.4. |

4.2 Filling Overtime on Back Shift to Support Shift Assignment

NOTE: Back shift OT support will typically always be “meet essential delivery or performance schedules” as the reason for the OT. See Attachment A for additional examples.

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| Submitter | <ol style="list-style-type: none"> 1. In OATS, generate an OAT for the OT needed by selecting “Create Request.” 2. Select “min staff” to approve the OT as the CSM has level 1 manager delegate approval for minimum staffing. 3. If the overtime is on the backshift or weekend, contact the on-call Overtime Administrator. |
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NOTE: In rare cases, filling of OT for shift schedules may require the use of 2-day shift assigned personnel.

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| OTMG
Administrator | <ol style="list-style-type: none"> 4. If it is determined that the shift can be split using day shift assigned personnel, contact the appropriate shift or delegate to determine if the additional work assignment can be performed between the “gap” (end of day shift to beginning of night shift OR the end of the OT and start of day shift) that meets one of the three requirements: <ul style="list-style-type: none"> • Eliminates foreseeable extended production bottlenecks that cannot be eliminated in any other way • Makes up for delays beyond the control and without the fault or negligence of WRPS |
|-----------------------|--|

- Meets essential delivery or performance schedules.
5. If it is determined that work can be assigned during the “gap,” identify what task will be performed in this timeframe, and update the OAT with the following (if different than currently defined within the OAT):
 - The CACN
 - The location of the pre-job briefing
 - The point of contact for the employee.
 6. If it is determined that no other work meeting the three criteria is available:
 - a. Note on the OAT that the employee is to clock-out with the Electronic Time Verification System (ETVS) at the end of day shift and re-ETVS in at the beginning of night shift, or at the end of the OT shift and the start of day shift (instances when shift is split for the second half).
 - b. Send an e-mail to the employee with this instruction, and copy his/her manager.
- Shift Supervisor 7. Validate the OAT once work has been completed.

4.3 Required Overtime

If the Company’s OT requirement exceeds the available volunteers and non-volunteers within the primary OT group, the Company may assign the OT to be worked per the CBA, Attachment A.

- First Level Manager
1. If the OT resource request cannot be filled with volunteers (within all OT groups) or eligible non-volunteers (within all groups), notify the applicable level 1 manager or delegate that the OT request could not be filled using volunteered or remaining eligible non-volunteered employees within the OT groups.
 2. If the level 1 manager or delegate agrees that the work is required:
 - a. Assign BUs within the primary OT group as needed, starting with the eligible employee with the least seniority and progressing in sequence to the eligible employee with the most seniority to fill the OT need.
 - b. If the least senior person requires a ride home, contact the Production Control manager.
 3. If additional employees are required after going through step 1 and 2 above, assign eligible employees in the secondary (backup) OT group based on the employee with the least seniority and progressing in sequence to the eligible employee with the most seniority.

4. Provide the OTMG with the name(s) of the assigned craft personnel for the OT.

4.4 Cancellation of Overtime

If OT cancellation is necessary, complete the following steps or contact OTMG administration for assistance.

FWS/Submitter/
OTMG
Administrator

1. If the cancellation is performed using the OATS, complete the following:
 - a. Enter the date and time of the actual OT cancellation as well as the reason for the cancellation.
 - b. Enter the time the assigned OT workers were notified of the cancellation.
2. If the cancellation is performed without using OATS, complete the following:
 - a. Document the date, time and reason of the cancellation, for later entry into OATS.
 - b. Document the time the assigned OT workers were notified of the cancellation.

OT Worker

3. Make the Time Information System (TIS) entry in accordance with the applicable time-keeping procedure and/or CBA.
4. If recording "CO," "RJ," or "RD," ensure the OAT number is documented in the comments.

4.5 Overtime Requests When the OATS System is Down

If the OATS system is not functioning, use of the Site Form A-6006-445 is to be used to request and get approval for overtime.

Submitter

1. Complete the form with the pertinent information on the OT callout and submit it to OTMG via email ^WRPSOvertime.

OTMG
Administrator

2. Review information submitted in the OAT to ensure accuracy and justification for the OT request.
3. Coordinate the craft callouts for OT identified on the OAT.
4. Forward the request to the appropriate level 1 manager or delegate for approval.
5. Track the OT to ensure all craft support is obtained.

6. Email the completed OAT to the FWS.

NOTE 1: Once the OT has been filled, the FWS will receive an email with the OT form showing names of individuals that have accepted the OT work.

NOTE 2: The FWS can cancel OT before the start of the shift.

NOTE 3: The time it takes to complete the OT job is estimated. Should the OT be cut short for any reason, the workers will be sent home, and the OAT will be validated with the correct completion hours and a note in the “Comments” describing the reason for early stoppage prior to validation.

NOTE 4: The FWS is not expected to physically verify that each BU personnel has left the site at the appropriate time. BU personnel are responsible to leave the site when directed to do so by the FWS in a reasonable amount of time.

FWS

7. Review the details of the OAT request.
8. If the skill set is inadequate to complete the job and OT is deemed necessary:
 - a. Obtain the appropriate approvals for the OT.
 - b. Contact the OTMG to request craft be added or deleted.
9. If additional craft are required to complete the work on the day of execution:
 - a. Contact appropriate level 1 manager or delegate for approval.
 - b. Add personnel to the “Authorized Employee” area, and click “Save.”
10. If craft are not needed for the entire shift to complete the work on the day of execution:
 - a. Release the craft from the job site.
 - b. Note the time on the OAT, during validation.
11. If OT is no longer needed and it is prior to 1430 Monday through Thursday, cancel the OT by contacting OTMG.
12. If OT is no longer needed and it is after 1430 on the backshift or weekend, either contact the craft to cancel or call the on-call OT administrator.

OTMG

13. Contact the individuals on the callout.

- FWS
14. After OT is worked and before leaving the site, validate the overtime worked:
 - a. Identify and validate the hours worked by the craft.
 - b. Validate the comments that pertain to the OT worked.
 15. If the OT is anticipated to exceed the approved “estimated” time, contact the level 1 manager or delegate and request additional time.
 - a. Obtain level 1 manager or delegate approval OR
 - b. Return the work location to a safe configuration, and then leave.
 16. Write this information in the “comments” section at the time of OT validation.
 17. Following the completion of the validation of the overtime, email the completed document to the overtime group at ^WRPSOvertime for submittal to IDMS for records retention.

5.0 DEFINITIONS

No terms or phrases unique to this guidance document are used.

6.0 RECORDS

The following records are generated during the performance of this guidance document:

- OATS that include the following documents:
 - A-6006-445, “Bargaining Unit Overtime Authorization”
 - Overtime rosters
 - Approval e-mails.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

7.0 REFERENCES

- 7.0.1 2014 Labor Agreement between WRPS and HAMTC AFL-CIO.
- 7.0.2 MSC-PRO-MCS-57561, “Use of Government/Contractor Leased Vehicles for Transportation Offsite.”
- 7.0.3 TFC-BSM-HR_CB-C-01, “Temporarily Upgrading Bargaining Unit Employees to Exempt.”
- 7.0.4 TFC-BSM-IRM_DC-C-02, “Records Management.”

Overtime Authorization Tracking System Guidance	Manual Document Page Issue Date	Operations TFC-OPS-OPER-CD-66, REV C-1 11 of 11 November 10, 2020
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ATTACHMENT A - EXAMPLE JUSTIFICATIONS FOR OVERTIME

Make up for delays beyond the control and without the fault or negligence of WRPS

(Something happened that was unanticipated or unplanned causing delays on dayshift. Often tied to weather, failed equipment, or stop work.)

- Unanticipated equipment failure results in need to work OT
- Site closures, early release, late arrival, etc., results in need to work OT to make up for delays
- Weather causes delay in meeting schedule on dayshift
- Access restrictions on dayshift caused by OHC requires work on OT
- Stop work.

Meet essential delivery or performance schedules

(Normally tied to compliance requirements or recovering schedule loss.)

- Meet compliance requirements
- Work tied to regulatory requirements or agreements (e.g., Consent Decree, notices of violation)
- Minimum staff for technical safety requirement or back shift support
- Work tied to performance based incentive-related schedules and milestones that are behind schedule, or work it on OT will eliminate an integration issue.

Eliminate foreseeable extended production bottlenecks that cannot be eliminated in any other way

(Normally associated with resource constraints or equipment availability.)

- Resource constraints on dayshift force non-critical work to be moved to OT (e.g., fitters performing eye wash station preventive maintenance on OT due to limited numbers available on days to perform same work scope as well as more important work scope)
- Critical equipment.

Signing up for Overtime and Updating Contact Phone Number

- Production Control Website:
[Production Control](#)
- Click on the “Overtime Sign Up Form”, top right to go directly to the sign up
- Click on the “Overtime Request (OATS)” if you need to **update phone numbers**

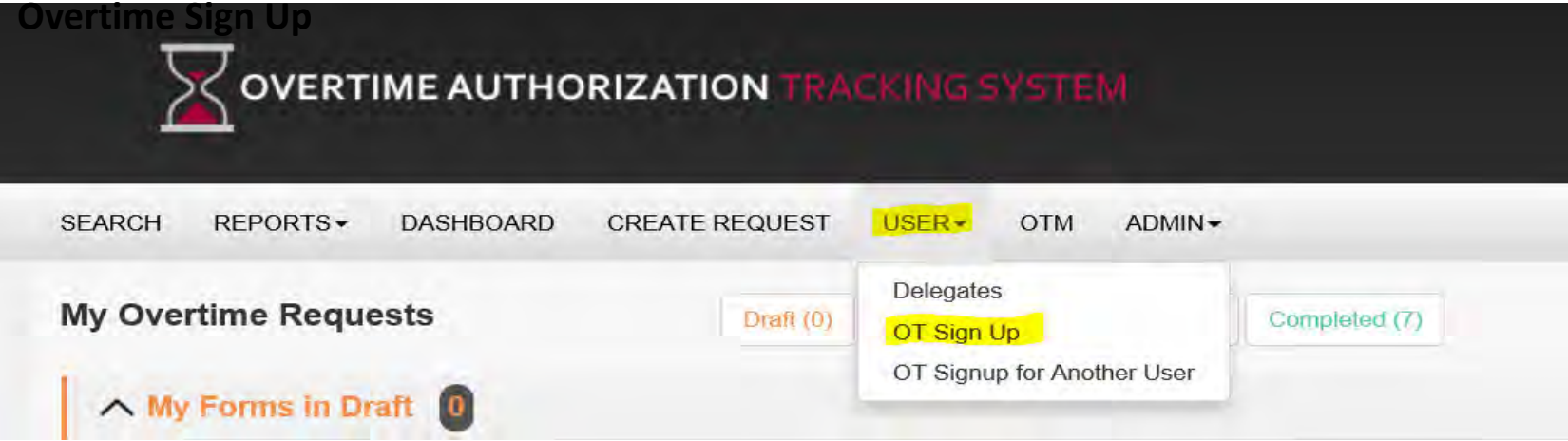
The screenshot displays the Production Control website interface. At the top, a green navigation bar contains links: Home, Departments & Services, ESHQ & OPI, Ops & Engineering, Resources, Programs & Events, and Vapors Protection. Below this, a dark blue banner reads: "Reading Due 08/30/2020: [Standing Order SO-OPS-20-001, Response to Notification of COVID-19 Test](#)".

The main content area has a breadcrumb trail: "You are here: [Tank Operations Contractor](#) > [Production Operations](#) > [Production Control](#)". Below this, the "Production Control" section is active, showing a list of links on the left: Production Operations, Shift Production Operations, Production Ops RadCon, Tank Farm Teams, Technical Support, Performance Assurance, Waste Services, Conduct of Operations, Work Planning/Control, 222-S Laboratory, ETF, Production Control, 360 Virtual Tour, 360 Virtual Tour Test, Information for Min / Safe Essential Staffing, Central Operations (CO), Search, Site Map, and What's New.

The main content area features a heading "Min / Safe Staffing" with several links: [Organization Chart](#), [COVID-19 Remobilization Briefing](#), [Minimum Safe Posture for Work Scheduling and Work Performance- Work Crews](#), [Minimum Safe Posture for Work Scheduling and Work Performance-Management Rev 5](#), and [COVID-19 Cleaning and Disinfection Guidance](#).

At the bottom, there are five blue buttons: "Resource Sheets", "Release Sheets", "Overtime Request (OATS)", "Overtime Sign Up Form", and "Overtime Hours Lists".

Production Control Website: <http://toc.wrps.rl.gov/rapidweb/OPS/index.cfm?pageNum=29>



Go to the OATS system and click on “User”, then “OT Sign Up”.

Enter your home or cell phone number (that number you would like to be contacted on for OT outside of normal shift duty). This number is available ONLY to those that will be calling you for OT. Identify your normal work shift. Click Save and then click on “create new”

The screenshot shows the 'OT Sign Up' form. It has the following fields: 'Phone' (text input), 'Alternate Phone' (text input, highlighted in yellow), 'Shift' (dropdown menu, highlighted in yellow with the text '- Select an Option -'), and 'Craft' (text input, containing 'Heavy Truck Drivers/Lube and Tiremen/Serviceemen (014)'). Below these fields is a 'Manager' label and a 'Cancel' button. At the bottom, there is a 'Save' button (highlighted in green) and a link 'Create New or use paper form' (highlighted in yellow).

An electronic sign up form will appear on the screen (picture to the right). Choose the duration of the OT sign ups you would like:

- Week
- Month – one month at a time
- Yearly – remainder of the current year

Then choose the “from date” that you would like the overtime sign up to begin. You cannot choose a date in the past. Overtime sign up deadline is 1000 Monday with the week beginning on a Tuesday.

You can then choose the shifts. By clicking on “graveyard”, the toggle will choose all graveyard shifts throughout the week (same for all other shifts), by clicking on “Wednesday” you are choosing all shifts on a Wednesday, or you can choose individual shifts and days by clicking on the button next to “no” which will change the signup to “yes”.

OT Signup

Duration Week

From Date 07/31/2018

The signup will start the first Monday for the time period selected. Cannot start before next Monday.

	8 or 10 hour shift			12 hour shift	
	Graveyard	Day	Swing	Days	Nights
Tuesday		<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Wednesday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Thursday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Friday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Saturday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Sunday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Monday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Tuesday	<input type="button" value="NO"/>				

Cancel Save Back to List

OT Signup

Duration Week

From Date 07/31/2018

The signup will start the first Monday for the time period selected. Cannot start before next Monday.

	8 or 10 hour shift			12 hour shift	
	Graveyard	Day	Swing	Days	Nights
Tuesday	<input type="button" value="Graveyard"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Wednesday	<input type="button" value="YES"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Thursday	<input type="button" value="YES"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Friday	<input type="button" value="YES"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Saturday	<input type="button" value="YES"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Sunday	<input type="button" value="YES"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Monday	<input type="button" value="YES"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Tuesday	<input type="button" value="YES"/>				

Cancel Save Back to List

OT Signup

Duration Week

From Date 07/31/2018

The signup will start the first Monday for the time period selected. Cannot start before next Monday.

	8 or 10 hour shift			12 hour shift	
	Graveyard	Day	Swing	Days	Nights
Tuesday		<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Wednesday	<input type="button" value="YES"/>	<input type="button" value="YES"/>	<input type="button" value="YES"/>	<input type="button" value="YES"/>	<input type="button" value="YES"/>
Thursday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Friday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Saturday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Sunday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Monday	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>	<input type="button" value="NO"/>
Tuesday	<input type="button" value="NO"/>				

Cancel Save Back to List

Example

Choosing all shifts on Friday, Saturday and Sunday along with all swing shifts throughout the week and Thursday Graveyard

NOTE: 12 hour shift sig up is for shift relief overtime only

When you are satisfied with the sign up, click the blue “save” button.

A “saving” button will appear and when your selections have been saved in the system, it will bring you back to the previous screen.

If you choose “back to list”, it will take you back to the original sign up form and you will be able to see your sign up.

OT Signup

Duration

Week

From Date

07/31/2018

The signup will start the first Monday for the time period selected. Cannot start before next Monday

	8 or 10 hour shift			12 hour shift	
	Graveyard	Day	Swing	Days	Nights
Tuesday		NO	YES	NO	NO
Wednesday	NO	NO	YES	NO	NO
Thursday	YES	NO	YES	NO	NO
Friday	YES	YES	YES	YES	YES
Saturday	YES	YES	YES	YES	YES
Sunday	YES	YES	YES	YES	YES
Monday	NO	NO	YES	NO	NO
Tuesday	NO				

Cancel

Save

Back to List

You can choose to “edit” this sign up (as long as it is prior to 10:00 am of the sign up week) or you can delete this sign up.

OT Sign Up

Phone

Alternate Phone

Shift

Craft

Heavy Truck Drivers/Lube and Tiremen/Serviceemen (014)

Manager

Cancel

Save

Create New or use paper form

From Date

To Date

IDMS

Link (versions)

Edit | Delete

Tue, 7/31/2018

Mon, 7/30/2018

OT Signup

Date Range Tue, 7/31/2018 - Mon, 8/6/2018

	8 or 10 hour shift			12 hour shift	
	Graveyard	Day	Swing	Days	Nights
Tuesday		NO	NO	NO	NO
Wednesday	NO	NO	NO	NO	NO
Thursday	NO	NO	NO	NO	NO
Friday	YES	YES	NO	YES	YES
Saturday	YES	YES	NO	YES	YES
Sunday	YES	YES	NO	YES	YES
Monday	NO	NO	NO	NO	NO
Tuesday	NO				

Cancel Save Back to List

If you choose edit, the sign up electronic sign up form will appear on your screen again, make the changes you would like and then save the document.

In this example, I removed the Thursday graveyard and the swing shifts all week long.

Remember: Any changes you make to the sign up form, SAVE the document prior to moving on to another page.

Signing up for Monthly or Yearly

When signing up for Monthly or Yearly, all days and shifts must be the same for every week. You can modify the sign up by creating a new sign up that will over ride the first sign up

OT Signup

Duration

Yearly - This Year

	8 or 10 hour shift			12 hour shift	
	Graveyard	Day	Swing	Days	Nights
Tuesday		<div>NO</div>	<div>NO</div>	<div>NO</div>	<div>NO</div>
Wednesday	<div>NO</div>	<div>NO</div>	<div>NO</div>	<div>NO</div>	<div>NO</div>
Thursday	<div>NO</div>	<div>NO</div>	<div>NO</div>	<div>NO</div>	<div>NO</div>
Friday	<div>YES</div>	<div>YES</div>	<div>YES</div>	<div>YES</div>	<div>YES</div>
Saturday	<div>YES</div>	<div>YES</div>	<div>YES</div>	<div>YES</div>	<div>YES</div>
Sunday	<div>YES</div>	<div>YES</div>	<div>YES</div>	<div>YES</div>	<div>YES</div>
Monday	<div>NO</div>	<div>NO</div>	<div>NO</div>	<div>NO</div>	<div>NO</div>
Tuesday	<div>NO</div>				

Cancel

Save

Back to List

Remember: Any changes you make to the sign up form, **SAVE** the document prior to moving on to another page.

Removing Yourself From OT Sign Up (Monthly and Yearly, available for dates in the future only)

If you want to remove yourself from a week of OT sign up, create a new sign up for the week / month that you want to update. The latest “sign up” you have in the system will override the yearly signup (for the period of time).

Example: you sign up on a yearly basis August through December for Monday through Thursday Graves and Friday, Saturday day shift.

You want to remove yourself from any OT signups for the week of August 28 – September 3.

Create a new sign up for the week mentioned above, leave all the shifts to “no” and save the sign up. This latest signup will over-ride the period of time you submitted in the yearly sign up and therefore you will not be signed up for this week only. All other signups will remain active.

Remember: Any changes you make to the sign up form, **SAVE** the document prior to moving on to another page.