

**(OPP-12)**

**DATE:** February 1, 2016  
**FROM:** Office of Physical Plant  
**TO:** All Physical Plant Technical-Service Employees  
**SUBJECT:** Definition of Adjacent Overtime

Prior to Scheduled Shift: If an employee is called out under Article 17.8(a), such call out shall be considered to be adjacent to the employee's scheduled shift if the work necessitating the call out either continues into the regular work hours, or is completed within one hour prior to the start of the scheduled shift. For example:

1. If an employee's scheduled shift starts at 7 a.m. and the call out work ends at 5:45 a.m., then the call out will not be considered to be adjacent to the scheduled shift.
2. If an employee's scheduled shift starts at 7 a.m. and the call out work ends at 6:15 a.m., then the call out will be considered to be adjacent to the scheduled shift.
3. If an employee's scheduled shift starts at 7 a.m. and the call out work ends at 7:15, then the call out will be considered to be adjacent to the scheduled shift.

Subsequent to Scheduled Shift: If an employee works overtime, such overtime shall be considered to be adjacent to the employee's scheduled shift if the work necessitating the overtime starts within one hour subsequent to the employee's scheduled shift, and the employee is advised of such overtime work before he or she has left campus. For example:

1. If an employee's scheduled shift ends at 3:30 p.m. and the employee is advised while standing by the doorway at 3:35 p.m. that he or she is needed on an overtime assignment at 4 p.m., then the overtime will be considered to be adjacent to the scheduled shift.
2. If an employee's scheduled shift ends at 3:30 p.m. and the employee is called at home at 3:45 p.m. and advised that he or she is needed on an overtime assignment at 4 p.m., then the overtime will not be considered to be adjacent to the scheduled shift.

3. If an employee's scheduled shift ends at 3:30 p.m. and the employee is advised at 3 p.m. that he or she is needed on a one-time assignment at 5 p.m., then the overtime will not be considered to be adjacent to the scheduled shift.

Established as policy April 19, 1994

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