

IUE-CWA

A FORCE FOR WORKING FAMILIES

LOCAL 717

Short Work Week Information for Representative's Reference

1. When all hours are at zero, the senior employee gets option to work or not.
2. When all hour established, high hours are off and low hours work.
3. When hours are tied, the senior employee has the option to work or not.
4. People with less than one year of seniority are in SWW Book and should be shown no special preference.
5. If there are people who are off (Vacation/Sick Leave) and a SWW occurs, they are charged as if they were at work. If an employee is off more than 30 days they are removed from the equalization books and will be re-averaged when they return.
6. There is to be no trading. If employees refuse to work and go home using vacation, they will not be paid SWW.
7. If a SWW occurs during a week in which there are employees on a full-week layoff, SWW hours are charged in the weekly equalization book.
8. To be eligible for SWW benefits an employee must have a polar ring in the week in which SWW occurs.
9. If overtime is worked in the same week prior to the SWW occurrence, the overtime hours are included in the 40 hour work week calculation and the employee loses the overtime earnings.
10. If overtime is worked in the same week after a SWW occurrence, the overtime is not included in the 40 hour work week calculation and the employee would maintain the overtime earnings.
11. If an employee returns from sick leave in a week that will conclude as a SWW, the employee is to sign for unemployment and SUB because they have not performed any work in that week which is a qualifying stipulation for SWW compensation.

(reviewed 3-27-07)