

INSTRUCTIONS AND DEFINITIONS

This is a spreadsheet. The sum of the row across is total time at work. The sum of the down column is the total of each category. The hours in the regular administrative workday must total 8.00.

RAC = Rehired Annutiant Cadre

REG = Regular Pay. Usually 8 hours per day, 5 days per week. The "basic 8-hour administrative workday" is usually 0700 - 1530, which includes a one-half hour break for lunch.

REG SHIFT 1 = Prevailing rate employees who work the majority of their shift (more than 5 hours) during the day.

REG SHIFT 2 = Prevailing rate employees who work the majority of their shift between the hours of 1500 and 2400.

REG SHIFT 3 = Prevailing rate employees who work the majority of their shift between the hours of 2300 and 0800.

UNSCH OVT EXCEP = Unscheduled Overtime Exception. All hours in excess of 8 in a day or 40 in a week. Per ES 11044 guidance, approval of all hours in this column should have been made on an ENG 6032 prior to working the hours.

EOC = Emergency Operations Center