

DATE: 9 July 1987

FROM: Foreman, Water Treatment

TO: All Water Treatment Personnel

SUBJ: PERSONNEL NOT REPORTING FOR WORK

The following procedures will be adhered to when a call is received from personnel not coming to work. The Water Treatment Plant Operator Shift Foreman will check schedule and see if anyone is extra, for the shift that is vacant by personnel calling. If no one is extra Shift Foreman will check call back listing for shift and follow Shop 83 procedure for Overtime. If no one is extra you will pay Overtime for the following plants:

Hadnot Point - All Operators

Holcomb Blvd. - All Operators & Shift Foreman

MCAS - All Operators

CHB - All Operators

RR - All Operators (day shift)

Holcomb Blvd. Well Personnel: If no one is extra the Holcomb Blvd. Operator can check after pools & cut wells off & on. Checking of wells can be accomplished the next day.

0800 - 1600

1600 - 2400

MCAS Well Personnel - 0800 - 1600 : Operator WG-7 is required during summer months while pools are open.

STANLEY L. MILLER

