

<b>TRU SOLUTIONS MANAGEMENT POLICY</b>	Number/Rev. <span style="float: right;">MP 4.5, Rev. 5</span> Page <span style="float: right;">1 of 1</span>
<b>TITLE: OVERTIME GUIDELINES</b>	

COGNIZANT SENIOR MANAGER:	APPROVED BY:
Approval on File <span style="float: right;">11/6/06</span> D. G. Haug <span style="float: right;">Date</span> Chief Financial Officer	Approval on File <span style="float: right;">11/6/06</span> R. D. Raaz <span style="float: right;">Date</span> WTS General Manager

**1.0 POLICY**

Washington TRU Solutions LLC (WTS) will ensure that working hours of operating organization personnel are monitored in accordance with the requirements of U.S. Department of Energy (DOE) Order 5480.19, *Conduct of Operations Requirements for DOE Facilities*.

**2.0 REQUIREMENTS**

WTS managers will monitor the number of hours, including overtime, their employees work.

Adequate shift coverage should be maintained without the heavy use of overtime. When the use of overtime is necessary, the following guidelines should be applied.

- A person should not be permitted to work more than 20 consecutive hours, excluding shift turnover time.
- A person should not be permitted to work more than 20 hours in any 24-hour period, excluding shift turnover time.
- A person should not be permitted to work more than 32 hours in any 48-hour period, excluding shift turnover time.

Any deviation from the overtime guidelines should be reviewed on a case-by-case basis, by the applicable line manager or their designee.

If a person is required to work in excess of 16 continuous hours, their duties should be carefully selected. It is preferable that this person not be assigned any task that could possibly endanger the safe operation of the facility.

**3.0 RESPONSIBILITIES**

Managers will review individual overtime to ensure that guidelines are being followed.

**4.0 REFERENCES**

DOE Order 5480.19, *Conduct of Operations Requirements for DOE Facilities*