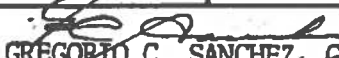


POLICIES AND PROCEDURES

TO: All Operations Employees		SUBJECT: Cancellation Time	
POLICY MEMORANDUM NO. 79-08		EFFECTIVE DATE: March 28, 1979	REVISION DATE: ---
APPROVED BY:  GREGORIO C. SANCHEZ, General Manager			
<p><u>FIRST REVISION TO POLICY MEMORANDUM NO. 79-08; EFFECTIVE DATE: March 28, 1979.</u></p> <p>When employees of the Port are assigned to work on water carriers and the assignment is cancelled either prior, during, or completion, the following shall govern the method of compensation.</p> <p>I. <u>CANCELLATION TIME (PRIOR)</u></p> <p>A. Whenever a written cancellation notice is received, four or more hours <u>prior</u> to a scheduled operation, it shall be the responsibility of the Section Supervisor/Group Leader to inform those employees who have been scheduled to work that work has been cancelled.</p> <ol style="list-style-type: none">1. Employees who have been properly notified shall not be eligible for cancellation pay.2. Employees who were not notified and reported to work, shall be compensated two hours provided the following are met:<ol style="list-style-type: none">(a) The employee must sign the daily timesheet at the main gate.(b) The Supervisor/Leader shall certify that the employee was not properly notified by inserting the phrase "not notified" next to the employee's name and then initialing next to it.3. Employees who were not notified and failed to report as assigned shall not be eligible for compensation.4. The Supervisor/Leader shall be entitled to two hours of pay for notification. <p>B. Whenever a written cancellation notice is received, four hours or less <u>prior</u> to a scheduled operation, the following shall apply:</p> <ol style="list-style-type: none">1. Employees who were notified of work cancellation, shall be paid two hours. Such notification shall be attested to by the Supervisor's/Leader's signature on the daily timesheet.2. Employees who were not notified and reported to work, shall be compensated two hours provided the follow-			

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ing are met:

- (a) The employee must sign the daily timesheet at the main gate.
 - (b) The Supervisor/Leader shall certify that the employee was not properly notified.
3. Employees who were not notified and did not report to work as assigned shall not be paid.

Such time shall be indicated on the upper right hand corner of the timesheet as "Cancellation Time - Prior".

II. CANCELLATION TIME (DURING)

Whenever a cancellation notice is received at the start or during a scheduled operation (but the actual operation has not started) and that work is not to be performed, the employee should be assigned to perform other Port work. If this is not feasible, the employee should be released from work and be compensated:

- A. Four hours for four or less hours of stand-by time.
- B. Eight hours for stand-by time in excess of four but less than eight.

Such time should be noted on the upper right hand corner of the timesheet as "Cancellation Time - During".

III. CANCELLATION TIME (COMPLETION)

When the assignment is completed before the scheduled completion time:

- A. The employee shall be compensated four hours for four or less hours of work; or
- B. The employee shall be compensated eight hours for work in excess of four hours but not more than eight.

Whenever the above occurs, the employee should be assigned to perform other Port work. If this is not feasible, the employees should be released from duty and the words "Cancellation Time - Completion" should be written on the upper right hand corner of the timesheet.