

# OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-5.04  
Rev. 0

## OVERTIME

Approved: [Signature] 2/6/84  
FOR INFORMATION ONLY

### 1.0 DISCUSSION

Overtime is required for startups, shutdowns, shift coverage, outages, and various other situations. The intent of this ODI is to establish a policy for authorization of overtime. It is meant to provide control of overtime, adhere to the requirements of AP-4 on overtime, and still allow flexibility for the SSS/ASSS when extra support is necessary.

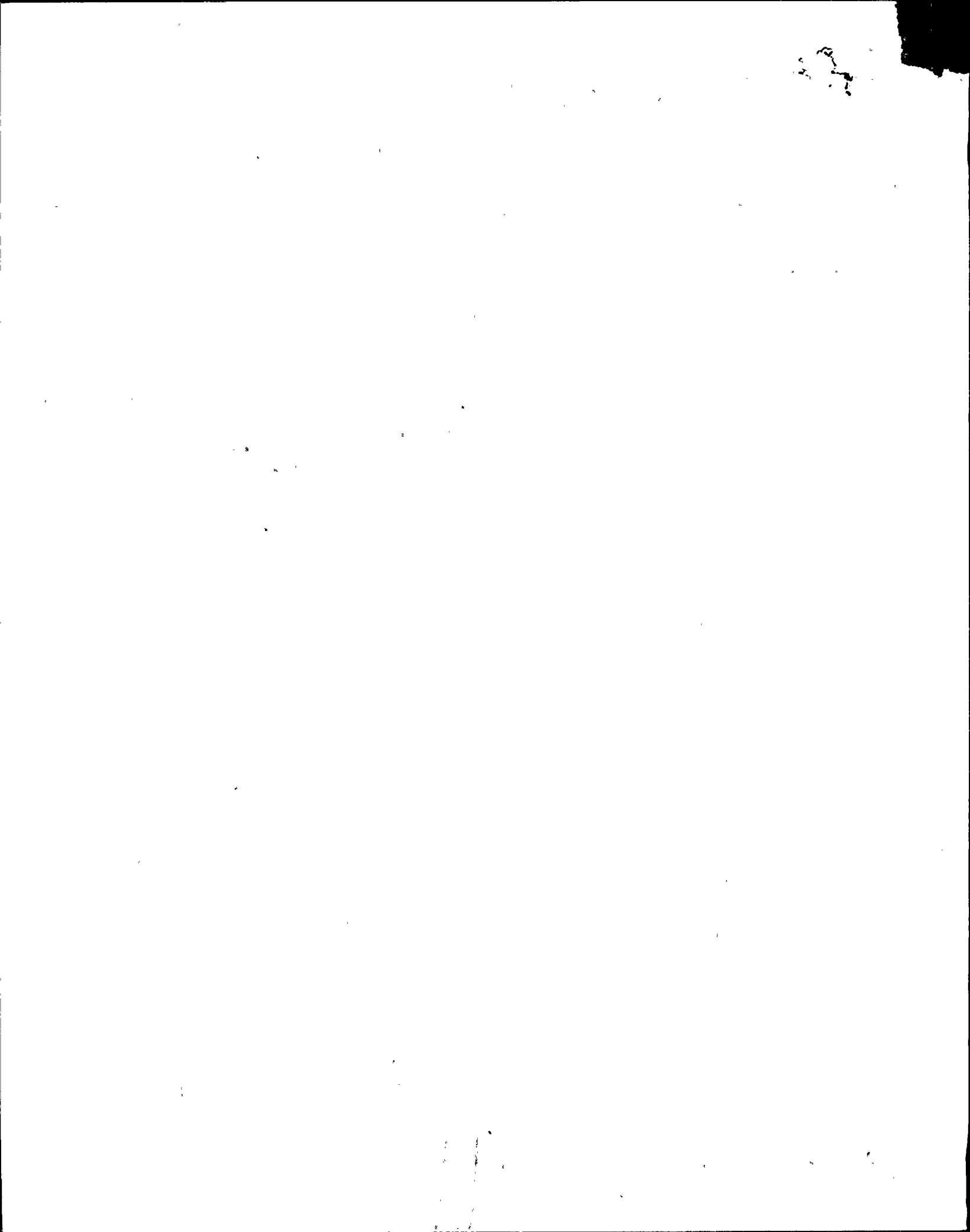
### 2.0 POLICY

An overtime schedule will be posted to support vacation coverage and specific plant evolutions. This schedule should be posted several days in advance to provide adequate notification to applicable personnel. The master of this schedule will be kept in the SSS Office. It is expected that this schedule will be adhered to. Any changes to the schedule should be approved by Operations Management (a revised schedule should be issued, time permitting). Changes made to the schedule must be initialed (SSS, ASS, or higher level). Before any change is authorized, compliance with AP-4.0 guidelines must be verified. Deviations from the AP-4.0 guidelines shall only be allowed in emergencies. Any problems with the schedule should be brought to the attention of Operation Supervision as soon as possible so that adjustments can be made.

Any overtime work outside of the posted schedule must be authorized by an SSS, ASSS, or other Operations Department Supervision. This overtime should be limited to that required to support specific work or unforeseen shift coverage. The specific reason for the overtime should be documented on the OT slip and in a log entry.

9305040392 911031  
PDR ADOCK 05000410  
S PDR

211 5/4/392



To the extent possible, people will be asked to work overtime in the following order:

1. Over/under coverage - on shift people
2. Over/under coverage - surv. shift
3. First day of rest - on shift people
4. First day of rest - surv/trng. shift
5. Second day of rest - on shift people
6. Second day of rest - surv/trng. shift

