



TITLE OVERTIME AND EMERGENCY RELIEF RESTRICTIONS

APPROVED _____
MANAGER

SCOPE

This procedure specifies certain restrictions on the use of overtime for all nuclear plant personnel engaged in safety-related activities and provides rules for emergency relief of shift personnel.

DISCUSSION

During routine scheduling and obtaining or scheduling relief for operating and/or maintenance positions due to illness or incapacitation consideration shall be given to job-related human factors which influence the effectiveness of these personnel. One such factor is number of hours at an individual's duty station. The actual work time (excluding shift turnover time) of plant personnel engaged in safety-related activities shall be controlled as discussed in this procedure.

PROCEDURE

1. Restrictions on the Use of Overtime

- a. An individual should not be scheduled to work more than 12 consecutive hours.
- b. An individual should not be scheduled so that he has less than 12 hours off between work assignments.
- c. An individual should not be scheduled to work more than 72 hours in any 7-day period.
- d. An individual should not be scheduled to work more than 14 consecutive days without having two consecutive days off. Any schedule for which the number of consecutive days worked does not exceed 14 (such as 14 on and one off) may be continued indefinitely.
- e. The above rules apply to scheduled work. Emergency call out is not covered by these rules.
- f. The above hourly requirements apply only to actual hours worked. Shift turnover time (if any), travel time and meal time after release from work do not count.
- g. In unusual circumstances, the Plant Manager or Plant Superintendent may authorize exceptions to the above scheduling requirements, however, such cases must be documented.

2. Emergency Relief of Shift Personnel

- a. If the Shift Foreman on duty becomes incapacitated, the Senior Control

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Operator shall assume his duties. If more than one Senior Control Operator is on duty the one assigned to the control room shall assume command. A replacement for the incapacitated Shift Foreman shall be provided as soon as practical.

Note: If the Shift Foreman is incapacitated at the outset of an emergency, the position of interim Site Emergency Coordinator may be filled by the Shift Engineer if so specified in the plant's Emergency Procedures or a supplement to Nuclear Plant Administrative Procedure A-102.

- b. If a Licensed Operator on duty becomes incapacitated, a qualified upgrade within the constraints of the Union Agreement shall be made or a qualified relief obtained as soon as practical.
- c. If a non-licensed shift worker becomes incapacitated, the Shift Foreman shall determine whether a replacement is needed and act accordingly.

REFERENCES

1. NUREG-0585, "Lessons Learned Task Force Final Report."
2. ANS 3.2/ANSI N18.7, "Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants."
3. Steam Generation Department General Operating Orders.
4. NUREG-0578, "TMI-2 Lessons Learned Task Force Status Report and Short Term Recommendations."
5. NRC I&E Circular No. 80-02.