Mechanical Shop
Call Out Policy and Procedures

Purpose
To define the after hours call out procedures for UMD Facilities Management Mechanical Shop 500, Plumber Shop 510, Refrigeration Shop 540 and Heating Plant Shop 600.

Background
Prior to March 2002, Shops 500, 510 and 540 and Shop 600 were supervised by two people. Due to retrenchments, one supervisory position was eliminated after the retirement of the Heating Plant supervisor. Since then, both shops are supervised by the same person.

Definitions
The term “seniority” is the generic term for PRIMARY SENIORITY as defined in Article X of the current Teamster Local 320 agreement.

An employee’s job CLASSIFICATION refers to the normal job tasks that the employee is expected to do during the work day.

Procedures
A mechanical problem requiring an overtime call out can fall into two categories:

1. **Known problem.** In this situation, the supervisor (or other authorized person) shall call out the most senior person with the classification to fix the problem.

2. **Unknown problem.** In this situation, the supervisor (or other authorized person) shall attempt to call out the most senior person with the appropriate classification to fix the problem. If the classification of that employee is inappropriate, he shall still try to fix the problem or report back to the supervisor for further instructions.

In either situation, if the most senior employee called is not available or not willing to respond, then the next senior person shall be called.

It is policy that:
- Persons on vacation will be considered “not available” for call out.
- Job classifications not represented by Teamster Local 320, such as Electricians and Plumbers, will be called out when the problem falls under their job classification.

As a matter of clarification in the “classification of an appropriate unit” document (10/29/98) which states ‘unit two or unit three to first call unit three’ is not referring to “call out” but making a call as to work assignments on a daily basis. On a call out, it is the supervisor’s decision, based on available information to select a licensed or non-licensed unit as determined appropriate.