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MASTER FILES

ROOM C-120

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EBAP/84/42

March 2, 1984

To: Members of the Executive Board  
From: The Secretary  
Subject: Shift Work in the Cable Room

In accordance with EBAP/82/447 (12/10/82), there is attached for the information of Executive Directors a memorandum from the Managing Director reviewing the shift work arrangements in the Cable Room, after a year's experience.

Att: (1)

Other Distribution:  
Department Heads

March 1, 1984

To: Members of the Executive Board

From: The Managing Director

Subject: Shift Work in the Cable Room:  
A Review after One Year's Experience

In January, 1983, the Executive Board approved the introduction of shift work in the Fund's Cable Room. In the course of 1982, it had become apparent that the Cable Room staff would be obliged to work in shifts if that section were to handle the increasing level of telex traffic successfully without placing the staff under undue pressure in the form of substantial, and often unscheduled, overtime work. The Executive Board paper setting out the proposed arrangements (EBAP/82/447, December 30, 1982) stated that the policy would be reviewed after one year, and the conclusions of this review are presented below.

In line with the recommendations set out in the Executive Board paper, the Cable Room staff has been divided into two shifts: the first works from 7:00 a.m. to 3:30 p.m., while the second starts at 3:00 p.m. and extends through 11:30 p.m. Staff members assigned to the second shift are paid a 10 percent premium on their salary for the hours worked after 6:00 p.m. In addition, they receive a flat meal subsidy of \$2.50 per evening in recognition of the lack of cafeteria facilities.

The review which has been conducted indicated that these new arrangements worked satisfactorily, and have resulted in a substantial decrease in the amount of overtime work performed. The shift premium paid for work after 6:00 p.m. has been reviewed, and appears to remain in line with those of other international and domestic organizations in the Washington D.C. area. During the course of the review, it became apparent that a rest area and small kitchen facility were needed near the Cable Room to enable members of the late shift to relax and to store and prepare their own food. The Administration Department is taking steps to provide these rest area facilities shortly.

It is expected that new communications and message-switching equipment will be installed in the Cable Room in the course of 1984. The introduction of this equipment may require further changes in the working arrangements. In the meantime, it has been concluded that the existing policy on shift work should remain in effect.