

Brewing Department Overtime Guidelines

1. These Overtime Guidelines can not supersede the Employment Standards Act.
2. These Guidelines are based on the assumption that the employee has been trained and can do the job.
3. Employees switching shifts or jobs shall carry their seniority with them for the purposes of overtime opportunities. **The Co. will not move overtime from one sub-dept or job unless all employees in that sub-dept have declined.**
4. Probationary or temporary employees will be the last choice for any overtime.
5.
 - a) The company will canvas employees for weekend overtime and post the weekend overtime schedule as soon as possible, but not later than Thursday 11:00 AM.
 - b) Employees will advise the company no later than Thursday 8:00 AM of their availability for weekend overtime. After that company will offer weekend overtime to employees that indicated interest in such overtime only.
 - c) When a WEC employee is scheduled for their regular shift and there is a need to cover more hours of work on that shift; the company shall proceed to step 10 of the Overtime Guidelines and offer overtime to the appropriate employee.
 - d) In the event a WEC employee calls in unavailable for work prior to Friday 2:00 PM, the company shall revise the overtime schedule and offer regular week-day employees 8 hrs shifts in accordance with these guidelines.
6. Once an employee has accepted overtime for the job, that employee becomes unavailable for any more desirable overtime that becomes available on the shift, unless their own job becomes available.
7.
 - a) Regular employees returning from vacation will not be available for overtime until start of their first scheduled return **date**, Monday or Tuesday.
 - b) WEC employee's vacation will be deemed the same as Regular employees (W/Ending) and are available for overtime as above as if their shift were starting on Monday or Tuesday (7a).
 - c) Employees scheduled for vacation will be eligible for a seventh shift (i.e. Sunday) prior to their vacation.
8. If overtime is required, due to the absence of an operator. The Company shall split the shift by having an employee stay four (4) hours late and by calling in an employee four (4) hours early.

Daily Overtime

9.
 - a) 1st choice for overtime will be the operator on the job, scheduled Monday through Sunday, on the shift (i.e. midnights, days or afternoons).
 - b) 2nd choices for overtime, will be by seniority any other employees (not on preferred jobs), on the shift within the sub-department, who has not been assigned any other overtime.
 - c) 3rd choice for overtime will be by seniority, any employees on **preferred jobs (projects, B.A.S etc)** on the shift within the sub-departments who has not been assigned any other overtime.
 - d) 4th choice for overtime will be by seniority, any employees and include employees on projects on the shift within the other sub-departments and who has not been assigned any other overtime.
 - e) 5th choice for overtime will be **WEC employees by seniority, scheduled on the job on the previous Sunday, then by seniority within the sub-department before any temporary is offered overtime.**
 - f) The last choice for overtime is any probationary or temporary employee, who is man on the job, on shift within the sub-department, then any probationary or temporary employee from the other sub-departments.

WeekEnd Overtime (on shift by shift basis)

10.
 - a) 1st choice for overtime will be the operator on the job, scheduled Monday through Sunday, on the shift (i.e. midnights, days or afternoons).
 - b) 2nd choices for overtime, will be by seniority any other employees (not on preferred jobs), on the shift within the sub-department, who has not been assigned any other overtime.
 - c) 3rd choice for overtime will be the most senior employee on the job, on the other shifts who has not been assigned any other overtime.
 - d) 4th choices for overtime, will be by seniority any other employees, on the other shifts within the sub-department, who has not been assigned any other overtime.
 - e) 5th choice for overtime will be by seniority, any employees on projects on the shift within the sub-departments who has not been assigned any other overtime.
 - f) 6th choice for overtime will be by seniority, any employees to include employees on **preferred jobs (projects, B.A.S, etc)** on the shift within the other sub-departments and who has not been assigned any overtime.
 - g) The last choice for overtime is any probationary or temporary employee, who is man on the job, on shift within the sub-department, then any probationary or temporary employee from the other shifts.

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