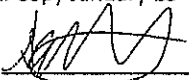
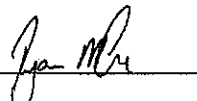


**WAREHOUSE OVERTIME GUIDELINES & INTERPRETATIONS**

1. No employee shall have hours charged if he/she is unavailable due to or not eligible under the Employment Standards Act regulations.(E.S.A.)
2. These guidelines and interpretations have been drafted to ensure that overtime is allotted to regular employee's first. Non regular employees may work only if regular employees are unavailable i.e. not signed up or if regular employees cannot meet the guidelines.
3. Any employee with medical restrictions will only receive overtime within their documented medical restriction .Low man & job preference rules apply.
4. The daily sign-up sheet will be posted no later than Wednesday at 4:00 pm for the following weeks overtime.(Monday to Friday only) An employee shall indicate his eligibility for daily O.T. by signing no later than 10 a.m. on day shift, 6 p.m. on afternoon shift and 2 a.m. on midnights. The sign-up sheet shall not be copied or removed before stated time.
5. The sign-up sheet for weekend overtime will be posted on the warehouse notice board every Wednesday by 10:00 a.m. and the previous week's sign-up sheet will be removed. The weekend overtime schedule will be posted that same day by 4:00p.m. Weekend work arranged after the deadline will only canvas those employees signed up and not charge those who refuse.
6. When an employee changes shift for the entire week, he/she will be considered on that shift he/she has changed to.
7. Employees are charged only for hours worked accept for penalty charges on weekend overtime.
8. Employees who are scheduled for Weekend OT, who then cancel shall be charged an additional 8 hours per shift cancelled.
9. Low "regular" employee who has signed up on the daily sign- up sheet to be asked for overtime first (and there is a one hour or less time span between the end of his or her shift and the start of the overtime shift).
10. Employees will be allowed to decline pallet make-up builder without additional penalty.
11. Saturday midnight shift (Friday 10:30 p.m.) to be covered first.
12. If a 7<sup>th</sup> day overtime is required due to an emergency, Supervisors will ask the 6<sup>th</sup> day workers and will not have to phone employees at home for work on the 7<sup>th</sup> day (in the event that a major operational need occurs) If the 6<sup>th</sup> day people have been asked management has the option to call people at home from sign-up sheet first. Once the sign-up sheets are exhausted the company has the option to canvas the Warehouse employees.
13. An employee who works a split shift has made themselves unavailable for overtime until available employees have been asked.
14. If overtime hours are in balance (equalized) then overtime will be asked by seniority, from the sign-up sheet, if there is a one hour or less time span between the end of his/her shift and the start of the overtime shift.
15. Everyone is encouraged to correct mistakes on a daily basis. Employees are to read the sign-up sheets to be sure they are correct when signing up. Employees should report scheduling errors to their Supervisor. When an employee changes shift they are responsible to print their name to the shift they changed to & sign for overtime on the correct sheet.
16. Employees transferring into the Warehouse Department will be issued the highest number of hours recorded in the department after his/her transfer of seniority. Prior to the transfer of seniority, overtime will be offered only before non-regular employees.

17. Employees attaining seniority in the Warehouse department will be issued the highest number of overtime hours recorded.
18. All hours recorded will be done so under the expanded hour concept.
19. The paid penalty applies to low man who has signed up not being asked.
20. Employees going on vacation are eligible to work overtime on the Saturday or Sunday prior to commencement of their vacation. They shall not be eligible for overtime until their scheduled return date (shift), i.e. Monday or Tuesday, unless overtime is to be offered or scheduled to a non regular employee.
21. All Warehouse employees including those on Week End Crew shall be deemed eligible for the Statutory Holiday overtime. Low man rules apply. Employees on or returning from vacation are not eligible, unless overtime is to be offered to a non regular employee.
22. Week end crew employee's will be called at home if signed up on the daily overtime sheet for a minimum of four hours overtime before overtime is offered to non regular employee's.
23. Warehouse employee's on a committee or project may from time to time need to work overtime outside of the low man rule to train, advise or collect information.
24. Any signed up warehouse employee scheduled outside of the department shall be offered overtime only before non-regular employees. Any hours worked outside of the Warehouse department shall be charged as if they worked those hours in the Warehouse.
25. Overtime requirements needed after the overtime schedule has been posted (4:00p.m.Wednesday), the Company shall revert back to the original sign-up sheet to fill additional manpower requirements. All employees asked for overtime after 4p.m. Wednesday deadline will not be charged if they refuse.
26. The overtime master sheets will be available to the Warehouse stewards on a daily basis upon request.
27. A copy of all overtime worked will be given to all the Warehouse stewards and a copy will be posted on the Warehouse notice board every Monday (Tuesday if Monday is a holiday).
28. These guidelines and interpretations will be posted on the Warehouse notice board at all times for employees and supervisors.
29. Under any overtime scenario the company has the right to canvas employees for overtime if the sign-up sheets are exhausted by low man seniority rule .(Low hrs, Highest seniority).

Final Copy January 15<sup>th</sup> 2012

FOR THE UNION  FOR THE COMPANY 

DATE JAN. 18 2012 DATE Jan 15 2012