



Packaging Guidelines (bottleshop) Overtime Guideline

Supersedes Sept 24/93, July 16/93- April 5/01 – revised April 15/02 – revised March 23 – 06 - revised March 20th 2011

1. Any Employee with medical restrictions will not receive or expect to receive equal distribution of overtime hours.
2. Recruitment of overtime will be based on low overtime hours worked, qualified employee at the same start time (within 15 minutes). Regular employees will be given the opportunity to work before any temporary employee.
- 3a. Employees that have temporarily transferred out of the Department such as an oiler, batteryman, etc. may replace temporaries on weekend overtime in which they hold their seniority provided they have signed the overtime sign-up sheet and there is no scheduled Overtime in the Department they have been transferred to. These employees shall be paid at the rate of the Department they are working the overtime in.
- 3b. Kegroom Employees may also replace temporaries on Weekend OT and will be selected after the seniority employees identified in 3a. Kegroom employees will not be eligible to work OT in PKG. if required for OT in the Kegroom
- 3c. WEC regular employees will be eligible for working overtime before Posted employees, then Kegroom employees, then temporary employees and provided they have signed the sign-up sheet. WEC employees will be eligible for plant holidays on a low hour basis.
- 3d. Kegroom employees may work weekly OT in the PKG. Dept. before a temporary PKG. employee provided they are qualified and have signed the daily sign-up sheet in PKG. They will be eligible for shift extension immediately before or after their regularly scheduled shifts in the Kegroom
4. Employees (including WEC) returning from vacation will not be available for overtime until their scheduled for vacation return date (i.e. Monday, Tuesday). Employees scheduled for vacation will be eligible for 7th shift(i.e. Sunday) prior to leaving for vacation. WEC - The week prior to the scheduled Sat./Sun. vacation will be the week considered on vacation.
- 5a. If a 7th day overtime is required due to an emergency, Supervisors will ask the 6th day worker and will not have to phone employees at home for work on the 7th day (in the event that a major break down occurs).
- 5b The Company will supply a list to the union of all employees who worked weekend overtime and who were not on the posted schedule. A copy of this list shall be posted on the overtime notice board along with all others referred to in point # 17 of these guidelines.
- 6a. When the employee is transferred out of his/her department, he/she will receive the hours worked in the department or the average hours of his/her seniority department(whatever is greater). A new employee after attaining seniority will receive the average hours of his/her seniority department.



- 6b. If an employee is scheduled for WEC less than the 12 months, the employee will receive the department's average, if the employee's hours are lower than the department average when returning to the regular weekly rotation.
7. When an employee changes shift for the entire week, he/she will be considered on that shift he/she has changed to.
8. Employees may not make s shift changes to place themselves in a position that violates ESA.
9. If overtime hours are in balance (equalised) then overtime will be asked by seniority.
- 10a. A sign up sheet for the weekend overtime will be posted and the old sheet removed from the OT notice board every Tuesday at 10:00AM. The week-end overtime schedule will be posted "by Wednesday 4PM" The sign-up sheet will have 3 shifts identified. If not enough regular employees sign-up, temporary employees will back fill positions.
- 10b. A Daily Overtime sheet will be used for daily overtime and those employees not signing within the first four hours of their shift will be considered to have made themselves unavailable. Initial recruitment of the daily overtime will be completed through the means of the daily sign up sheet.
- 10c. A sign up sheet for the week day overtime will be posted on the OT notice board every week-end. The sign-up sheet will have 3 shifts identified for each day of the week. If not enough regular employees sign-up, temporary employees will back fill positions.
11. During a week-end crew the weekly overtime sign-up sheet for week-end will indicate 8 hours and 12 hour shifts. Employees will be selected according to the need and how the employee has registered (i.e. 12 hours from 12 hours and 8 hours from 8 hours).
12. Everyone is encouraged to correct mistakes whenever possible on a daily basis and not allow issues to reach a stage where it cannot be resolved.
13. The overtime Master Sheet will be available to the union office through the electronic (TORS) database.
14. A copy of (a) all overtime worked (b) original sign up sheet (c) weekly schedule and (d) O.T. Schedules will be given to the Packaging Stewards and a copy of (a) all overtime worked will be posted on the OT Notice Board every Monday.
15. These guidelines and interpretations will be posted on the OT notice Board at all times for the Employees and Supervisors.
- 16a. Employees transferring into the Packaging Department will be assigned the average number of overtime hours recorded in the Department. (Following the 90 day probationary period) Prior to the completion of working 90 working days, overtime will be offered only before non regular employees.
- 16b. Employees who achieve seniority in the Packaging Department will be issued the average # of hours recorded in the department.
17. All hours recorded will be documented under the expanded hour concept.



18. These guidelines and interpretations have been drafted to ensure that overtime is allotted to regular employees first. Non-regular employees may work only if regular employees are unavailable (ESA) or, if regular employee cannot meet the guidelines as stated above.

19. All overtime recruitment will be based on a weekly total determined every Tuesday 10 AM shift from the previous week (exception is Statutory or Plant Holidays).

20. If an employee fails to sign the overtime sign up sheets, he/she may displace a temporary employee on his/her job assignment prior to the schedule posting if he/she is qualified.

21. If the low qualified employee is not asked for OT at the appropriate start time he/she shall be paid for hour lost.

22a. An employee who is on the posted overtime schedule for the week-end overtime who has cancelled or fail to work their scheduled overtime shift will receive double the amount of hours that were scheduled. (ESA excluded)

22b. Adjusted hours will be added and applied in the following week's overtime hours.

23. Once the week-end overtime schedule has been posted on Wednesday at 4 pm. If an employee is scheduled for the week-end and overtime becomes available on Thursday or Friday that employee will be given the option to work .

24. Employees on posted jobs will only be eligible for overtime prior to a temporary employee with the exception of those in the area support roles, these employees will fall under the low qualified criteria.

25. All employees working any overtime must be in compliance with the EMPLOYEE STANDARDS ACT (ESA).

26. Weekly production, early start ups will be scheduled man on the job, when more than one employee is on the job, low hours and qualified employee shall be selected, then all other low hour qualified employees on that line, then all other low hour qualified employees on shift.

27. Daily absenteeism replacements will cover the vacant / absent position first before adjusting employees on that line.

Shift Extension - Over 1 hour Duration - Regular Absenteeism

1ST ASKED	Low, Regular, Qualified employee from that start time ,from that shift
2ND ASKED	Temporaries to be asked when no regular qualified employees are available at that start time(WEC sign-up supersedes if OT is 4 hours or greater)
3RD ASKED	Low, Regular, Qualified employee from that shift may displace a temporary if he/she has a later start time then the temporary that was asked

It shall be the responsibility of the employee to notify the Supervisor two(2) hours prior to the scheduled overtime that he/she is available for that is to displace a temporary employee

No Call - Late Call

1ST ASKED	Low, Regular, Qualified employee from that line, from that shift
2ND ASKED	Low, Regular, Qualified employee from that start time.



3RD ASKED	Temporaries to be asked when no regular qualified employees are available at suitable start time
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Week End Overtime

All employees available for overtime must sign up on the Week - End list no later than 10:AM Tuesday morning. Any employee absent is responsible to contact the Department before 10:AM Wednesday about his/her availability for overtime.

Friday Midnight clean-up Only

Low , regular, qualified employee from MN production shifts (weekly schedule)

Friday MN Production/clean -up, Sat. AM clean-up

Low, regular, qualified employee from MN production shifts filled out MN shift first.

Remaining, low, regular, qualified employee from combined MN/AM production shifts fill in position on AM shift

Friday MN Production/clean -up, Sat. AM Production & PM clean-up

Low, regular, qualified employee from MN production shifts filled out MN shift first.

Remaining, low, regular, qualified employee from combined MN/AM/production shifts fill in position on AM shift

Remaining, low, regular, qualified employee from combined MN/AM/PM production shifts fill out position on PM shift

Schedule on MN's AM or PM - Weekly Schedule

All overtime will be scheduled in accordance to ESA and the OT guidelines

Sunday Overtime

Low, qualified employee, as long as it does not create a shift greater than 13 hours. If all low, qualified employees are unavailable then a low qualified employee may have his/her shift extended to 13 hours and not to violate ESA