

### Brewing Department Overtime Guidelines

1. a) The company will canvas employees for weekend overtime and post the weekend overtime schedule as soon as possible, but not later than Thursday 1100 am.  
b) Operators will advise the company no later than Thursday 800 am of their availability for weekend overtime.  
c) When a WEC employee is scheduled for their regular hours of and there is a need to cover more hours of work on that day; the Company shall start at step 4 of the Overtime Guidelines and offer 12hrs of overtime to the appropriate employee. In the event a WEC employee calls in unavailable for work prior to Friday 200pm; the Company shall revise the overtime schedule and offer regular week-day employees **8hr shifts** in accordance with the Overtime Guidelines.
2. Probationary or temporary employees will be the last choice for any overtime.
3. If overtime is required, due to the absence of an operator, the company will split the shift by having an employee stay four (4) hours late and by calling in an employee four (4) hours early. Working a double shift will be avoided.  
If necessary a double shift will be on a voluntary basis. Regular employees will be offered more than twelve (12) hours only if those hours would be lost to a non-regular employee
4. a) First choice for overtime will be the operator on the job, scheduled Monday through Sunday, on the shift (i.e. midnights, days or afternoons).  
b) Second choice for overtime will be by seniority on the shift within the sub-department (Brewing, Fermenting and Cellars), and who has not been assigned any other overtime.  
c) Third choice for overtime will be the most senior employee on the job, on the other shifts (except as limited by the 3<sup>rd</sup> point listed above) within the sub-department and who has not been assigned other overtime on any shift.  
d) Fourth choice for overtime will be by seniority on the other shifts (except as limited by the 3<sup>rd</sup> point listed above) within the sub-department and who has not been assigned other overtime on that shift.  
e) Fifth choice for overtime will be by seniority on the shift within the other sub-departments and include employees on preferred jobs (i.e. projects, site trainers, overhaul) and who has not been assigned any other overtime on that shift.  
f) Sixth choice for overtime will be by seniority on the other shifts (except as limited by the 3<sup>rd</sup> point listed above) within the other sub-departments and who has not been assigned any other overtime.  
g) Employees on WEC will be offered overtime by seniority before a double shift is offered and before any temporary is offered overtime.  
h) Seventh choice for overtime is any probationary or temporary employee on shift within the sub-department, then any other probationary or temporary
5. If an employee is scheduled to work Saturday or Sunday, but who is unable to work, that employee shall notify the company immediately, the company shall then go to Step 4 and proceed from there
6. Employees switching shifts or jobs shall carry their seniority with them for overtime opportunities
7. Once an employee has accepted overtime for a shift, that employee then becomes unavailable for any more desirable overtime unless their own job becomes available.
8. Employees returning from vacation will not be available for overtime until their regularly scheduled return shift except to replace a temporary. Employees scheduled for vacation will be eligible for a 7<sup>th</sup> shift (i.e. Sunday) prior to their vacation
9. These Guidelines are based on the assumption the employee is trained and can perform the job. The Company will not move overtime from one sub-dept. or job unless all regular employees have declined any double shifts.

March 31, 2006

### Interpretations of Brewing Guidelines

1. All employees without exception must state their availability for overtime by the times specified within the guidelines otherwise they will make themselves unavailable for overtime.
2. The Company will fill weekend overtime on a shift by shift basis and fill any open spots according to the Overtime Guidelines, except where limited by any employee on WEC.
3. **'Man on the job'** takes precedence, due to the absence of an operator, if more than one overtime opportunity arises after accepting or declining overtime on a different job.
4. "Who has not been assigned any other overtime" is to mean accepted overtime except where limited by the third point.
5. If an employee declines overtime, except as limited by the third point of the interpretations, that employee may be re-asked for overtime after the guidelines have been followed; and before a double shift and before a non-regular employee.
6. "Preferred Jobs" is to mean any posted position that is attained by seniority and is outside of the normal rotation of duties.
7. Employees who are on medical restrictions or *"untrained"* (i.e. one job or function) are unavailable for overtime except for the duties they can perform and according to the Overtime Guidelines (see section 9 of guidelines).
8. The Company cannot offer overtime that, due to shift rotations or man-power schedules would result in 16 hrs of work.
9. If an employee is working on a job for a shift due to replacement or, for the purposes of overtime, that employee then becomes **'man on the job'** for the purposes of more hours of work.
10. With the restructuring of the Brewhouse the BPO&BURO jobs will be referred as BPO #1 and BPO #2 and will be assigned overtime as such.
11. If overtime is to be offered to **non-regular employees**, the Company will follow the Overtime Guidelines as if they were regular union employees.
12. The company will offer an extra 8 hour shift, due to the absence of an operator, at either the beginning or end of the week to either the afternoon or mid-night shift, according to the Overtime Guidelines, if that shift cannot be split due to WEC.

Note: These interpretations **do not** form any part of the **Overtime Guidelines**