



Revised March 23/06

## **Packaging Guidelines (bottleshop) Weekly Scheduled Overtime Guideline**

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

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 hours, qualified employee at the same start time (within 15 minutes).
- 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 Kegroom employees or temporary employee and before a regular employee is offered a double shift 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. **Whenever a minimum of 15 employees are scheduled to work on the weekend shift, a janitor position shall be scheduled.**
5. Employees 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.
6. 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).
- 6(b) 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.
- 7a. Employees will be considered not available for overtime if they are on the sick list, LOA, or transferred out of the department or absent for the week and shall be charged the weekly average overtime. Employees on the Layoff, Union business or training seminars will be exempt from the above mentioned.
- 7b. When the employee is transferred out of his/her department, he/she will be charged either 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 be charged the average hours of his/her seniority department.



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7c. If an employee is scheduled for WEC less than the 12 months, the employee will be charged to the department's average, if the employee's hours are lower than the department average when returning to the regular weekly rotation.

8. Double shifts will be avoided whenever possible. Regular employees will be offered more than twelve(12) hours only if those hours will be lost to a non-regular employee; i.e. offer the double shift to a regular employee before asking a temporary employee

9. Call-ins will not be charged hours unless there is a direct contact with the employee.

10. When an employee changes shift for the entire week, he/she will be considered on that shift he/she has changed to.

11. Employees may not make s shift changes to place themselves in a position for a 16 hour shift.

12. All employees will be charged all hours, including start-up hours. Employees will not be charged for hours refused when the OT offered reduces the time between scheduled shifts to 7 hours or less.

13. If overtime hours are in balance (equalised) then overtime will be asked by seniority.

14a. 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.

14b. A Daily Overtime sheet will be used for daily overtime and those employees not signing the daily sheet 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.

15. 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.

16. The overtime Master Sheet will be faxed to the union office weekly.

17. A copy of (one) all overtime worked and refused (two) original sign up sheet (three) spreadsheet sign up sheet(four) weekly schedule(five) O.T. Schedules will be given to the Packaging Stewards and a copy of (one) all overtime worked and refused will be posted on the OT Notice Board every Monday.

18. These guidelines and interpretations will be posted on the OT notice Board at all times for the Employees and Supervisors.

19. 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.

19(b) Employees who achieve seniority in the Packaging Department will be issued the average # of hours recorded in the department.

20. All hours recorded will be documented under the expanded hour concept.



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21. 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 or, if regular employee cannot meet the guidelines as stated above.

22. All overtime recruitment will be based on a weekly total determined every Monday AM shift from the previous week.

23 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.

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

25) 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 be charged an additional amount of the expanded scheduled hours.

To be added to the bottom of the “Daily Sign-up Sheet”

Employees to indicate their eligibility for daily OT by signing the daily Overtime Sheet within the first four hours of their scheduled start time of their shift.

**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

**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.



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**Friday Midnight clean-up Only**

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

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

Low, regular, qualified employee from combined MN/AM production shifts filled out MN shift first. Remaining, low, regular, qualified employee from combined MN/AM/PM production shifts fill in position on AM shift

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

Low, regular, qualified employee from combined MN/AM production shifts filled out MN shift first. Remaining, low, regular, qualified employee from combined MN/AM/PM production shifts fill in position on AM shift  
 Remaining, low, regular, qualified employee from combined MN/AM/PM production and MN clean-up shifts fill out position on PM shift

**Schedule on MN's - Weekly Schedule**

Available for	If low & qualified will be scheduled
MN	MN only
AM	AM only
MN, AM	MN first or AM second
MN, AM, PM	MN first or AM second or PM third
AM, PM	AM first or PM second

**Schedule on AM Weekly Schedule**

Available for	If low & qualified will be scheduled
MN	MN only
AM	AM only
MN, AM	MN first or AM second
MN, AM, PM	MN first or AM second or PM third
AM, PM	AM first or PM second
PM	

**Scheduled on PM Weekly Schedule**

Available for	If low & qualified will be scheduled
AM	AM only
MN, AM	AM first or PM second
MN, AM, PM	AM first or PM second OR MN third
AM, PM	AM first or PM second
PM	PM only
MN	If all regular employees from MN & AM have been scheduled or made unavailable , then will be scheduled on MN's



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### **Sunday Overtime**

Low, qualified employee, as long as it does not create a shift greater than 12 hours. If all low, qualified employees are unavailable then a low qualified employee may have his/her shift extended greater than 12 hours.