



Feb. 5/98

Packaging Guidelines Week-end Crew Overtime Guidelines

New Mar 2/98- Reviewed April 5/01

1. Same as weekly guidelines.
2. Same as weekly guidelines.
- 3a to d. Same as weekly guidelines.
4. During a half WEC schedule a janitor will be scheduled for 8 hours on the Sat AM shift. During full WEC schedule a janitor will be scheduled as part of the WEC schedule.
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. The week prior to the scheduled Sat./Sun. vacation will be the week considered on vacation.
6. Same as weekly guidelines.
- 7a. Same as weekly guidelines.
- 7b. Same as weekly guidelines.
8. Double shifts(WEC Crew)will be avoided whenever possible. Regular employees will be offered more than four(4) hours only if those hours will be lost to a non-regular employee or required for start-up.
9. Same as weekly guidelines.
10. Same as weekly guidelines.
11. Employees may not make shift changes to place themselves in a position for a 24 hour shift.
12. Same as weekly guidelines.
13. Same as weekly guidelines.
- 14a. A sign up sheet for the week day overtime will be posted Sat @12:01 AM and the old sheet removed from the OT notice board every Sunday at 2:00PM. 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.
- 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. Employees will be used for the 4 hours(with the exclusions of start-ups).



Feb. 5/98

- 14c. 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).
- 15. Same as weekly guidelines.
- 16. Same as weekly guidelines.
- 17. Same as weekly guidelines.
- 18. Same as weekly guidelines.
- 19. Same as weekly guidelines.
- 20. Same as weekly guidelines.
- 21. Same as weekly guidelines.
- 22. Same as weekly guidelines.
- 23. Same as weekly guidelines.
- 24. Same as weekly guidelines.

Shift Extension - Over 1 hour Duration - Regular Absenteeism

1st Asked	Low, Regular, Qualified employee from WEC, that start time ,from that shift
2nd Asked	Low, Regular, Qualified employee from W/E sign up sheet if greater than 4 hours
3rd Asked	Temporaries to be asked when no regular qualified employees are available at suitable start time

No Call - Late Call

1st Asked	Low, Regular, Qualified employee from WEC on that line, that start time, from that shift
2nd Asked	Low, Regular, Qualified employee from W/E sign up sheet if greater than 4 hours
3rd Asked	Temporaries to be asked when no regular qualified employees are available at suitable start time