

## **WAREHOUSE OVERTIME GUIDELINES & INTERPRETATIONS**

- 1a) The Daily Sign Up Sheet will be posted no later than Wednesday at 4:00 p.m. for the following weeks overtime. ( Mon. 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 midnight's. The sign-up sheet shall not be copied or removed before stated time.
- b) 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 4:00 p.m. Weekend work arranged after the deadline will only canvass those signed up and not charge those who refuse.
2. 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).
3. Saturday midnight shift (Friday 10:30 p.m.) to be covered first.
4. Overtime refused or an employee not available or not signed up is considered chargeable hours. The phrase "not available" shall be deemed to include unavailability due to periods of illness, W.C.B. claims, L.O.A. or vacation but shall not include the unavailability of Union officials due to Union business nor individuals off site on safety training seminars. Employees off work due to these reasons will only have hours charged according to their home (regular) shift.
5. If a 7th day overtime is required due to an emergency, supervisors will ask the 6th day workers and will not have to phone employees at home for work on the 7th day (in the event that a major breakdown occurs).
6. When employees change shift, they will be charged per their scheduled shift (daily changes as he/she made him/herself unavailable). For the purpose of Sat. midnight (Fri. 10:30 p.m.) overtime, employees who have made themselves unavailable due to a weekly shift change will be charged accordingly.
7. If overtime hours are in balance (equalised) 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.
8. Everyone is encouraged to correct mistakes whenever possible on a daily basis and not let things get to an impossible situation.
9. The overtime master sheets will be available to the Warehouse stewards on a daily basis upon request.
10. A copy of all overtime worked and refused 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).
11. These guidelines and interpretations will be posted on the Warehouse notice board at all times for employees and supervisors.
12. Employees transferring into the Warehouse Department will be issued the average 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.
13. All hours recorded will be done so under the expanded hour concept.
14. 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.

15. Call-ins will not be charged unless there is direct contact with the employee.
16. The paid penalty applies to the low man who has signed up not being asked.
17. 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 O.T. until their scheduled return date (shift), i.e. Monday or Tuesday, unless O.T. is to be offered or scheduled to a non-regular employee.
18. All Warehouse employees, including those on WEC shall be deemed eligible for Statutory Holiday overtime. Low man rules apply. Employees on or returning from vacation are not eligible, unless O.T. is to be offered to a non-regular employee.
19. Warehouse employee's on a committee may from time to time need to work overtime outside of the low man rule to train, advise or collect information.
20. Warehouse employees will be charged for any hours worked or refused in the Retail Store as if they worked or refused those hours in the Warehouse.
21. Weekend Crew Employees (WEC) shall be considered unavailable for Monday to Friday overtime. WEC employees will be charged as per their normal Mon. to Fri. rotation. However, WEC employee's will be called at home, if signed up on the Daily OT sheet, for a minimum of 4 hours OT before OT is offered to non-regular employees.
22. Any warehouse employee scheduled outside of the department shall be considered unavailable for OT. They will be offered OT only before non-regular employees. Any hours worked or refused outside of the Warehouse dept. shall be charged as if they worked or refused those hours in the Warehouse.
23. Employees who are scheduled for Weekend OT, who then cancel shall be charged an additional 8 hours per shift cancelled.  
Employees who sign the Daily OT sheet but later refuse, shall be charged an additional straight hour rate for hours refused. Employees will be allowed to decline pallet make-up without additional penalty.
24. Overtime requirements needed after the OT schedule has been posted (4:00 p.m. Wednesday), the Company shall canvass employees for the shift required. They will be canvassed from the last person scheduled by low hours from that shift. To be eligible to be canvassed, the employee must be signed for the shift in need. Employees will be made ineligible for canvassing if he/she is scheduled for another overtime shift which would result in working back to back shifts, i.e. 16 hours, unless the sign-up list is exhausted.  
Only employees accepting will be charged for hours worked.  
This procedure is to be used in co-ordination with the Warehouse Overtime guidelines.
25. No employee shall have hours charged if he/she is unavailable due to or not eligible because of Employment Standards Act regulations (E.S.A.).

FINAL COPY as of MARCH 8, 2009

FOR THE UNION \_\_\_\_\_

FOR THE COMPANY \_\_\_\_\_

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