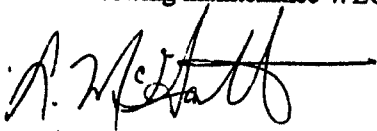


## Overtime Guidelines

1. a) The regular sign up sheet will be posted by shifts and up by 1:00pm Monday, taken down 10:00am Wednesday and posted back up with the scheduled shifts by 2:00pm Wednesday afternoon.  
b) The WEC sign up sheet will be posted by shifts and up by 10:00am Friday, taken down 10:00 am Sunday and back up with the scheduled shifts (Monday to Friday) by 2:00 p.m. Sunday afternoon.
2. Low man shall be asked for overtime first.
3. Friday midnight shift is covered first.
4. After Friday midnight shift is covered, Saturday overtime shall be offered to low men, including night shift men.
5. When a man is off sick, on vacation or on WSIB, or not available he is charged only when he is low on the overtime list.
6. If job continuation is required, then the man on the job will be asked first, regardless of total hours. If he refuses, then the low men on shift will be asked. Only those asked will be charged.
7. If Sunday work is required, "Job Continuation" is recognized. If not a "Job Continuation" situation, then low men shall be asked.
8. If Sunday work is required, the foreman shall ask the Saturday workers and should not be required to phone people at home for Sunday. This applies to emergency Sunday work.
9. Sunday hours shall be added to the overtime list on the following Monday.
10. When men change (trade) shifts, they will be charged per their scheduled shift (i.e. Day shift to P.M. shift)
11. Men on afternoon shift will generally not be asked for Friday midnight shift but on occasion may be necessary if no one else is available.
12. When a man phones in sick, late, or is a no show and coverage is required, low men on shift shall be asked first then other low men called in early. If possible, no man should work 16 hours in this case. The man absent will be charged the hours he caused. This is for the first shift of the absence only.
13. If overtime hours are in balance (equalized) then overtime will be given by seniority.
14. Overtime should be asked as early as possible.
15. To endeavor to equalize in the department, everyone is encouraged to correct mistakes, whenever possible, on a daily basis and not let things get to an impossible situation.
16. If Saturday afternoon shift is required, the next man is the man from cutoff point on Saturday.
17. Employee cannot be double charged (ie. Friday night and Saturday)
18. If low men in overtime hours is not asked for overtime he shall be paid for hours lost.
19. Trades assigned to overhaul or project work will be offered and scheduled overtime first on that work.
20. Weekend Crew Employees (WEC) shall be considered unavailable for Saturday and Sunday overtime and there will be one Overtime List.
21. WEC employee(s) will be called at home, if signed up on the Daily OT sheet, for a minimum of four (4) hours OT to avoid double shifts, and before offering OT to a temporary employee. Permanent regular employees will be eligible for plant holidays on a low hour basis.
22. Overtime shall be equalized by occupational skill within the following areas:
  - I Packaging maintenance WEC
  - II Brewing maintenance WEC







Revised on March 28, 2002