

2020 Packaging Overtime Guidelines

1. Overtime recording will be done on a Monday to Sunday basis aligned with the weekly pay period.
2. All O/T hours recorded will be “zeroed” on the Monday of the first full week of January.
3. O/T hours “Total” will be used to determine the O/T equalization list. Hours will be charged and recorded on the basis of “Refused” O/T opportunities and “Paid” O/T opportunities. This will not include shift premium or meal allowances, but will include O/T “Total” worked in other departments (i.e. TS-Work Stab). The Union and the Company agree that this process satisfies C/A clause #19.14. “As far as possible, overtime work will be equally distributed among the permanent employees.”

You cannot be charged for refused OT if:

- You are given < 2 hours notice
 - You are attending a Union function
 - You are asked to double back
 - You are already maxed out on hours worked for the week
 - It is the weekend going into a vacation week
 - On service or annual vacation
 - On day shift and called after 11pm to come in early
 - The job is outside of your restrictions
 - It is more hours than can be physically worked in a day
 - It is for the weekend or a statutory holiday and < 24 hours notice
 - You are on weekly indemnity/long term disability
 - There is a statutory holiday coming out of vacation. (If an employee states they are available for the statutory holiday, but declines the overtime – they will be charged).
4. Employees returning to work on a “work hardening” program will not be eligible for O/T until completion of the program, unless specified otherwise within the program itself.
 5. Full time seniority employees transferring to Packaging from a different department will have their actual accrued “Total” hours (YTD) calculated and applied at the time of transfer. New permanent, full time seniority employees will be given the O/T average of the permanent, full-time seniority on their crew. Probationary employees will be on a separate list and will accrue “Total” hours amongst themselves starting from zero. When their probationary period is over, they will be given the higher hours between the average permanent fulltime seniority employees on the crew or carry their actual accrued “Total” hours. New temporary employees will be given the overtime average of the temporary work force at the commencement of work in the department.
 6. All overtime will be calculated at the appropriate rate. For example: 8 hrs x 1.5 = 12 hrs calculated; or 8 hrs x 2.0 = 16 hours calculated.
 7. Management in its sole discretion will determine if O/T is required and the appropriated manpower and timing for the O/T.

8. A sign up list will be utilized in Packaging to facilitate the canvassing of O/T. All Packaging employees will be expected to sign the list in order to declare their intention to work O/T the following week. If O/T is required, only those that have signed the list and declared their intention to work will be canvassed for the O/T opportunity. If you do not check the box for this indicates you are refusing the O/T. Employees may add their name to the O/T list during the current week provided that they allow for one full shift of notification, (Before the end of your shift on Monday will allow for addition to the list for Tuesday). When coming off of vacation or disability you will have the first 4 hours of your shift to notify your FLM if interest in working O/T Monday. **Both parties agree to run a 3 month Auto polling trial in 2020 from Aug until Oct 31st.**
9. O/T will be offered to permanent seniority employees first; followed by probationary and then temporary employees. O/T will be offered to the lowest hour employee on the list who has signed up (if hours are equal, seniority shall prevail), regardless of MESR, B to A, B to C, C to A, Work Stab, off shift talent, and excessive manpower. Seniority employees with the lowest hours will be solicited up to a one bump maximum. If still unsuccessful, the manager will then solicit probationary and temporary employees following the same guidelines. The company agrees to keep a record of all overtime opportunities and who worked them, and make it accessible to the union office. The company agrees to update the E drive with the previous weeks Refusal sheet by 3 PM Wednesday
(\\one.ofc.loc\dfscanada\ldn02\shareddata\Packaging\PackagingRefusalsSystem\). The Company agrees to update the training grid and forward a revised copy to the union office.
10. Employees scheduled on early hours and eligible for O/T will be canvassed to work O/T in a late hour position if they have the required skills. Conversely, employees scheduled on late hours and eligible for O/T will be canvassed for O/T in the early hour position if they have the required skills. In both cases employees will not be paid for the gap between their regularly scheduled shifts and the O/T. Employees on late hours will not be eligible for early hour stay backs, and employees on early hours will not be eligible for late hour call-ins.
11. In the event of short term production run-outs and SKU completions (<1 hr or equal to), the O/T canvassing process can be by-passed such that employees on the line may be asked to stay rather than polling the crew.
12. For O/T within the current week, scheduling for known O/T in advance using the Guidelines will be allowed. For known O/T in following weeks, scheduling O/T in advance will be permitted only when agreed to by both parties.
13. Weekend O/T will be canvassed as follows:
 - Canvassing for “C” Shift C, A, B shift of current week (B shift – 12hrs/4hr stay back)
 - Canvassing for “A” Shift A, B, C shift of current week (C shift – 12hrs/4hr stay back)
 - Canvassing for “B” Shift B, C, A shift of current week (A shift – 12hrs/4hr stay back)
 - Canvassing for “C” Shift – Sunday night start-up post 9 pm: C, B, A of the following week

Non Production

- Canvassing for “C” Shift: C/A Shifts of current week by low hours
- Canvassing for all other shifts will be a blend of A/B/C for current week by low hours
- 4hr Friday “B” Shift clean-ups will be polled from a blend of A/C shift by low hours

Stat Holiday Weekend

- Canvassing order for Stat holiday weekend when bookended (Sunday shift O/T; Saturday shift O/T; Saturday and Sunday for Good Friday & Easter Monday), while WWF is in operation, will follow the above guidelines with the polling order to be as follows: Weekday seniority, WWF Seniority, Weekday Temporary, WWF temporary.
 - When the available O/T falls on "C" shift the WWF crew starting at midnight will be considered "C" shift
 - When the available O/T fall on "B" Shift the WWF crew starting at noon will be considered "B" Shift
 - When the available O/T fall on "A" Shift the WWF crew will be a blend by lowest hours
 - All Stat holiday O/T for WWF will be on a voluntary basis
14. When Canvassing for a determined amount of overtime and manpower requirements cannot be fulfilled, the Company agrees to re-canvass the employees in changing the amount of overtime hours to a different amount.
15. A copy of the O/T "Total" hours list showing both "Paid" and "Refused" hours will be posted on the communication board. The O/T from the previous week will be calculated and posted by the Wednesday of the following week. This list will remain in place for the remainder of the week and the entire following week. During this time, employees can review the list. Any questions or concerns can be raised by the employees through the union during this time and any amendments can be made accordingly through discussion with the company. Once this time frame elapses, the list will be assumed correct and no further modifications will be allowed. This will then be used as the O/T distribution list. The distribution list will be the posted weekly on Fridays, for the following week.
- For Greater Clarity:
- Week 1 – O/T is accumulated
 - Week 2 – O/T is calculated based on the guidelines above and the new list is posted for review
 - Week 3 – O/T "Total" list is locked and used for distribution of the O/T
16. The company will endeavor to inform employees as soon as possible for the overtime opportunities. The Company agrees to meet the following guidelines:
- Sunday night start-up to be posted on the communication board no later than 3am of the last schedule shift of the week
 - Weekend O/T to be posted on the communication board no later than Thursday 3pm. This included: Bottle, Can, Keg, Work Stab
17. No O/T will be paid, or make-up opportunities offered for errors in O/T distribution amongst fulltime employees. If an opportunity is missed the employee will be offered the next opportunity by order of "Total Hours" on the distribution list.

18. Those who hold positions of “preferred Jobs” (Production Driver, MFU as per CBA) will be offered O/T for those specific jobs first. When needed on weekends, those who hold “preferred jobs” will be canvassed on their off shift after those that hold “preferred jobs” on the required shift but before back-up operators.
19. The Packaging O/T Guidelines will be reviewed annually with targeted completion of Dec 31st.