

2026 Brewing Overtime Guidelines

Plant Wide Overtime Refusal Guidelines

You cannot be charged for overtime if:

1. You are only given 2 hours or less notice.
 2. You are attending a Union function.
 3. You are asked to double back.
 4. You are already maxed out on hours worked.
 5. It is the weekend going into a vacation week.
 6. On day shift and called after 11pm to come in early.
 7. The job is outside of your restrictions.
 8. It is more hours than can physically be worked.
 9. It is for the weekend or a statutory holiday and given less than 24 hours' notice.
 10. You are on Weekly Indemnity.
 11. There is a statutory holiday coming out of vacation. (If an employee states they are available for the statutory holiday but declines they overtime then they will be charged).
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- All overtime hours worked or offered is charged at the appropriate overtime rates.
- First asked - employee with least amount of O.T. hours in their respective work areas who is trained for the job.
- Employee's coming into the Department (from another department or another crew in brewing) and when training is completed, will have O.T. assigned equal to the average of all non-WWF employees in that crew at that time, or will be assigned their worked hours from their original department, whichever is greater. Employees will not work overtime for a job that they are not fully trained on.
- Temporary employees will be asked to work when all other trained seniority employees have been asked.
- If an overtime opportunity is missed, the employee will be offered the next opportunity of regular overtime work, by order of hours charged.

C- shift Overtime

- “C” Shift employee stays on “C” Shift (*both Saturday and Sunday*). If only one operator needed, the other operator will equalize for other overtime available so long as clause 19.13 (off duty rest) is followed.

WWF

- WWF will only be offered overtime after all Monday-Friday seniority employees have been asked to work.

Polling order is as follows:

1. Monday - Friday seniority employees
2. WWF seniority employees
3. Temporary Employees.

- Once WWF is finished, overtime hours will be averaged for the weekend worker, using average hours from the time they were on weekend work or their existing hours upon their return, whichever is greater.
- Any weekend worker choosing to change to a weekly work schedule for personal reasons and such change is not permanent, shall be canvassed for O.T. only after all other seniority employees of the area are canvassed first.
- **OT Equalization Sheets** will be re-calculated on a weekly basis and posted On Mondays by 2pm
- **Weekend OT Polling** sheets will be listed in order from lowest to highest hours and posted on Mondays by 2pm. Once Manager posts draft of overtime requirements, employees will have until end of shift of next day to commit for availability/interest. If not indicated, then Manager will pass to next.
- **Weekend OT** will be finalized and posted by Wednesday 2pm
- **New Year** – First full week of the New Year all OT hours will be set to zero for the first full week of the new calendar year and OT will be awarded to the highest seniority member(s) signing up.
- **Stat Holiday/Employee on Vacation** – Employees are eligible to work the stat holiday in the week following their vacation. Manager will assume not available unless employee communicates to Manager prior to leaving for vacation that they are available. If employee changes mind when called, then will be charged for the overtime hours.

- **Leave of absence days / Single Vacation Days** at end of a week connecting to a weekend will be ineligible for overtime unless Management has offered to all other eligible seniority employees.
- **Bereavement:** Employees on bereavement which ends on last day of week can offer to management to be available, or can accept management offer for overtime, but will not be charged hours if declining offer.
- **General Membership Meetings:** Union rep to advise Brewing Management a minimum of 1 week in advance of any General Membership Meetings. Employees will not be charged hours if declining overtime offer to attend these Meetings. Management reserves the right to force employees to work as required to satisfy production needs.

Work Stab Polling

Grievance Settlement 2023 -Agreeing to the work stab process as discussed in our meeting and as outlined in CA. More specifically, we need to exhaust all possible intra-departmental options including forcing before discussing with union on solutions that could involve using workers from other departments. This process will be followed going forward.