

2026 Packaging Maintenance Overtime Guidelines

Recording Overtime Hours:

1. Overtime recording period will be on a Monday to Sunday basis as per pay period.
2. 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. 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."
3. All O/T hours recorded will be "zeroed" on the Monday of the first full week of January.
4. Overtime will be recorded for hours paid over 8 hours per day from Monday to Friday (Shift changes, start-up shifts) and all other work considered outside your assigned work schedule.
5. Refusals will be recorded as hours paid based on hours requested, for weekend opportunities, it is assumed that an overtime opportunity is 8 hours unless specifically requested otherwise.
6. You cannot be charged for refused OT if:
 - Requested not made before the end of his/her previous shift or 24hrs before the opportunity for workers on WWF
 - Request not made before the end of his/her Thursday shift for weekend work
 - Request not made before the end of his/her Thursday shift the week prior for weekday maintenance shutdowns
 - You are attending a union function
 - You are asked to double back
 - You are already maxed out on hours for the week
 - You are already maxed out on hours for the day
 - It is the weekend going into a vacation
 - On service, annual vacation, or bank time/LOA
 - The job is outside of your restrictions
 - 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)
7. 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 hrs calculated. But will not include shift premium and meal allowances.

8. New employees, upon attaining seniority status will be given the average of total hours in their trade or their current OT hours charged, whichever is greater.
9. When an employee is starting vacation, they are eligible for overtime opportunities on the Sat/Sun preceding the commencement of this vacation period. They will be requested last. However refusals will NOT be recorded.
10. If an employee marks the sign-up list that he/she is available and is accepted for overtime, but for any reason cannot work, a refusal will be recorded.

Requesting procedures:

1. Overtime will be offered to permanent seniority employees first, probationary employees second, and apprentices third.
2. If an employee is working as a Group Leader, this will not affect their standing in the weekend requesting procedure. However, he/she will be the last employee requested on the day in which he/she is working as a Group Leader.
3. Employees with the lowest hours will be asked first, when hours charged are equal, seniority will apply.
4. All emergency overtime will normally be covered by "low employee", unless determined that a specific skill set is required.
5. Overtime shifts for weekends and overhauls will be awarded and prioritized as 8hrs 1st, 4hrs 2nd, and 12hrs 3rd. Priority will be given to proper A, B, and C shifts before custom selected hours.
6. It will be up to each individual to mark the weekend O/T request sheet by Wednesday noon to indicate whether he/she is available to work the weekend. If this is not done, then appropriate refusals will be charged for those who were eligible but did not sign up. Those employees who are required to work the weekend will be posted as soon as possible, but no later than Thursday at 1pm. A separate "hours worked/hours refused" total per person will be posted by the Monday of each week.
7. The weekday MTC shutdown request sheet will be posted by Wednesday two weeks prior, It will up to each individual to mark the weekly maintenance shutdown O/T request sheet by Wednesday noon one week prior to indicate whether he/she is available to work the weekday MTC shutdown, If this is not done, then appropriate refusals will be charged for those who were eligible but did not sign up. Those employees who are required to work the weekday MTC shutdown will be posted as soon as possible, but no later than Thursday at 1pm one week prior.
8. No overtime pay will be paid for mistakes in opportunities offered. If a mistake is made, and an overtime opportunity is missed, this employee will be offered a makeup opportunity to use at their convenience.

Shift Bumps

1. The extra shifts assigned (scheduling off your normal shift to 'B', or 'C') will be recorded as a perpetual rolling 52 week period.
2. New hires deemed trained for off shift and finished probation, will start extra shifts on that date. They will be given the average number of shift credits for their specific trade when added to the list.
3. When two bumps are required in the same week, for the same trade, the employee with the most seniority shall get choice of shift.