

## ***BREWING DEPARTMENT INFORMATION***

DATE POSTED: January 2022  
FROM: Jake Smidler  
TO: BREWING DEPARTMENT  
TOPIC: **2022 Brewing Department OVERTIME  
EQUALIZATION GUIDELINES**

NOTE: THE FOLLOWING ARE DEPARTMENT GUIDELINES AGREED TO BETWEEN EMPLOYEES AND MANAGERS FOR DURATION OF THIS PROCEDURE AND DO NOT CONSTITUTE PART OF THE COLLECTIVE AGREEMENT AND SHOULD NOT BE USED TO INTERPRET COLLECTIVE AGREEMENT.

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### **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.
  - ⊗ "C" Shift employee stays on "C" Shift *including both Saturday and Sunday*. If only one operator needed then the one with lowest hours is asked first. Other operator will equalize for other overtime available so long as clause 19.13 (off duty rest) is complied. C shift continuation hours offered and worked will be charged to employee as per standard overtime equalization

- ⊗ 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 (or crew), whichever is greater. Employees will not work overtime for a job that they are not fully trained on.
- ⊗ 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.
- ⊗ 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.
- ⊗ No overtime pay will be paid for mistakes.
- ⊗ Polling sheets will be re-calculated on a weekly basis and posted On Mondays
- ⊗ Polling for upcoming weekend Overtime: 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.
- ⊗ Once Weekend Work 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.
- ⊗ All OT hours will be set to zero for the first full week of the new calendar year.
- ⊗ **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.
- ⊗ When Employee works in crew other than home crew (home crew = crew where selecting vacation) then employee will be offered weekly OT in home crew based on equalization as if still working on home crew. For overtime in the other crew he/she is temporarily working with, all other seniority operators in that crew will be offered first. IF there is still O.T. available then he/she will be offered.

⚙ **Weekend Overtime Rules Before start of Vacation:**

- ⚙ For either full week vacation or vacation (or lieu day) days that start on first non-holiday day of the week: Employee can notify Manager that they want to be canvassed for overtime. They will be included but not charged the hours if they decline.

⚙ **Leave of Absence / Single Day Vacations:**

- ⚙ 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.
- ⚙ **WWF Overtime on Long Weekends** –If WWF is forced to be bookend on weekends with a statutory holiday attached to it, WWF will be polled for overtime on the day of the long weekend that they are not scheduled to work. WWF will only be offered overtime after all M-F seniority employees have been asked to work. Polling order for this scenario is 1. Mon- Fri seniority employees, 2. WWF seniority employees, 3. Temporary Employees.