

Packaging Maintenance Overtime Guidelines

This Guideline will take effect March 16th 2020

Recording Overtime Hours:

1. Overtime recording period will be on a Monday to Sunday basis as per pay period.
2. A 52-week rolling overtime recording system will be utilized. Overtime hours charged will be added to the spreadsheet on a weekly basis. The corresponding week from the year previous will be subtracted from the spreadsheet. It is agreed that these procedures constitute equal distribution of overtime under 19.14 of the collective agreement.
3. In order to start the process of using a 52 week rolling overtime-recording system all employee's will have their overtime hours reset to "0" on January 1st , 2020.
4. Overtime will be recorded for hours paid over 8 hours per day from Monday to Friday *i.e. Shift changes, start-up shifts*
5. 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.
6. 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.
7. 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 the next opportunity by order of hours charged.
8. Refusals will not be recorded for any overtime unless the request was made:
 - Before Four (4) hours before the end of his/her previous shift
 - Before the end of his/her Thursday shift for weekend work
 - Before the end of his/her Thursday shift the week prior for weekday maintenance shutdowns
9. 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.
10. 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.
11. 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.
12. The extra shifts assigned (scheduling off your normal shift to 'B', or 'C') will be recorded as a perpetual rolling 52 week period. New hires after probation, and deemed trained for off shift will start extra shifts on that date.

Requesting Procedures:

1. Employees with the lowest hours will normally be asked first, when hours charged are equal, seniority will apply.
2. Employees on area coverage on the "B" and "C" shift will be asked first for area coverage on his/her shift. If an employee refuses, a refusal shall be charged as per above. If refused and extra day shift maintenance work is available, that employee will be last asked. If "A" shift area coverage overtime is required it will be filled out of the "A" shift pool of employees.
3. All emergency overtime will normally be covered by "low employee", unless determined that a specific skill set is required.
4. 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.
5. If an employee is on a leave of absence or vacation which covers Monday to Friday (Inc. Holidays), the employee will not be asked to work the following weekend and will not be charged refusal hours.
6. 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.
7. If an employee is on medical restrictions or reduced hours, they will only be requested and charged with refusal if the work is suitable given their limitations.
8. The tradesperson on the job will continue the job.
9. If this tradesperson cannot come in, then the job will be filled by the lowest qualified tradesperson available, and working that shift.