

O.T. POLLING GUIDELINES - LONDON STAGING DEPARTMENT

At the start of each year all hours will return to zero this happens on January 1st.

- Charging of hours is to be done at the appropriate rate.
- O/T will be offered to permanent seniority employees first; followed by probationary and then temporary employees. Employees with lowest hours to be asked first and if equal hours seniority prevails.
- Overtime to be canvassed within the shift first then goes to double-backs followed by pre-shift. The pay period will be the guideline for polling for shifts A, B, C.
- If weekend OT is required, polling will be the same as regular shifts by 8 hour shifts first. If in the instance of a 12 hour shift, shifts will be polled by lowest hours first. If employees have equal hours, seniority prevails. Example polling to cover 11am-11pm, poll 11-3 from A shift, and 3-11 from B shift.
- If a 12 hour shift is required min 3 operators are to be fully trained for all activities and duties to be performed during the shift. Exceptions to this executive to be notified.
- When overtime is needed on the weekends during WWF crewing, enough trained operators must be scheduled to cover production line(s) including breaks.
- 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.
- On Sunday on a start up shift call-ins at 7pm onward are offered to senior C shift employees first followed by B shift and then A shift.
- Any forced overtime to be assigned to junior Temporary employees first. Example, If forced OT is an additional C shift, junior C shift employee is forced first.
- The company will endeavor to inform employees as soon as possible for the overtime opportunities. The company agrees to meet the following guidelines:

-Weekend O/T to be posted on the communication board no later than Thursday 3pm. This includes Warehouse and Kegline/Pouch

- For polling purposes, the new week begins at 12:01 a.m. on Monday.
 - When new employees are introduced to the department, or when an employee is returning from WWF, they will be averaged into the current weeks total average overtime hours.
 - Any missed opportunity to be brought to the attention of the Shift Supervisor. If the employee and Shift Supervisor cannot come to an agreement the employee can follow the Grievance Procedure for missed OT.
 - No-Call list will be implemented January 1 of each year. If an employee does not wish to be called on a specific shift at home, they may opt out – but will be automatically charged refusal hours in the event they are reached in the polling order.
 - Polling for OT to cover production for the Keg Line will first be offered to the operators scheduled for the given week on the Keg Line prior to being offered to other trained Keg Line operators who may be scheduled in a different job function for the given week.
 - 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.
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- Polling for Hostlers:
 - If OT is not generated by using a relief hostler from the warehouse to cover any absences for the regularly scheduled hostler, polling will not occur.
 - All polling activities for the Hostler position will follow the warehouse polling routine, in that the operators scheduled in the hostler position will be offered over time first.

- If the scheduled hostler declines or is unable to work OT, a trained hostler who is scheduled in the warehouse will provide relief, in this situation the relief hostler's position in the warehouse will be filled with OT.
- If a hostler is trained in the warehouse, but is scheduled in the hostler position for that week, they will be polled for any available OT in the warehouse last, but prior to any temp.
- Banked OT:
 - Employees are entitled to bank overtime hours worked (straight portion and premium will be banked. Ex. 2h @ x1.5 = 3h in the bank)
 - "bank hours accumulated Jan-Jan, use May-May"
 - Maximum of 80 hours can be banked in the year.
 - Unused balance to be paid out by April 30th the following year.
 - Employees will have the option to request in the system to bank the hours for a day or can opt one time for bank overtime for any overtime worked (up to 80 hrs)
 - One time option can be changed each 6 months.
 - Employees can take time off or request banked OT cash out during the year. Bank taken should be included in the regular pay run.
 - From the 80h banked, employees are intended to take in 40h multiples, with the exception of 5x8h taken in single days.

Plant Wide Overtime Refusal Guidelines

You cannot be charged for overtime if:

1. You are only given < 2 hours notice.
2. You are attending a Union function.
3. You are asked to double back.
4. You are already maxed out on hours worked for the week.
5. It is the weekend going into a vacation week.
6. On service or annual vacation.
7. On day shift and called after 11pm to come in early.
8. The job is outside of your restrictions.
9. It is more hours than can be physically worked in a day.
10. It is for the weekend or a statutory holiday, and < 24 hours notice.
11. You are on weekly indemnity/long term disability.

12. 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).

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 Probationary, WWF Probationary, 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
- 12 hour shifts will be polled by lowest hours first. M-F Seniority ppl first.