

Proposed Maintenance Overtime Guidelines April 12 2017

1. "Low Person" shall be the first offered overtime for all shifts he made himself available for on the OT sign-up sheet.
2. OT sign-up sheets will be posted as follows:
 - a) The regular weekend signup sheet will be posted by 1:00pm Monday, taken down at 10:00am Wednesday, and reposted with scheduled shifts by 2:00pm Wednesday.
 - b) The WEC signup sheet will be posted by shifts by 10:00am Friday, taken down at 10:00am Sunday, and reposted with scheduled shifts by 2:00pm Sunday.
 - c) For approaching long weekends, the WEC signup is one week in advance.
3. Overtime shall first be offered to the low permanent employee, by occupational skills group, within the following functional work areas:
 - Packaging Maintenance
 - Brewing Maintenance
 - Fork Truck Maintenance
4. An equalization payment shall be due at the end of any given year to any trade that has over 36 straight time hours less than the average overtime worked, within the following functional work areas:
 - Packaging Maintenance
 - Brewing Maintenance
 - Fork Truck Maintenance
5. For any overtime offered, other than the overtime assigned when the signup sheets are reposted each week, the following canvassing order shall apply:
 - Low man on outgoing/incoming shift within occupational skills group and functional work area will be asked first.
 - Low man within occupational skills group and functional work area WEC will be asked next.
 - Low man within occupational skills group external functional work area will be asked next.
 - Low man within occupational skills group external functional work area WEC will be asked next.
6. If job continuation is required, the person on the job will be the first asked for overtime, regardless of his hours on the overtime list. If he refuses, the low man on the shift will be asked. Further canvassing, if required, shall follow the normal overtime guideline. Only those asked will be charged.
7. If job continuation is required during the weekend, the team leader shall ask the Saturday workers and is not required to phone people at home for Sunday work. This applies to job continuation and/or unexpected work.
8. All overtime hours for the week (Monday to Sunday) shall be added to the overtime list on the following Monday.
9. When a person phones in sick, late, or is a "no show"; he shall be charged the hours he caused.
10. If overtime hours are equal, then overtime shall be offered by seniority.
11. It is incumbent on all members of the department to correct charging errors and omissions in order to ensure hours are correct.

12. An employee shall not be charged for hours/shifts he cannot work due to the ESA "hours between shifts" requirement.
13. If the low person, in hours, is not asked for overtime for any reason he shall be paid for hours lost.
14. Trades assigned to overhauls, shutdowns, maintenance windows, or projects (including WEC employees) shall be offered overtime on that work first.
15. Weekday (Monday to Friday) trades going on vacation are allowed to work the Saturday and Sunday prior to the Monday of their vacation.
16. WEC trades going on vacation are allowed to work overtime up to their scheduled vacation period; however, when returning from vacation they must work their first scheduled shift prior to working overtime.
17. Trades may work the day prior to their first scheduled shift following holidays if that day is a statutory or plant holiday.
18. A daily overtime signup sheet for planned work entailing 4-hour shift extensions and 8-hour shifts shall be posted. Final selections shall be completed by 10:00am Wednesday morning, of the preceding week.
19. Trades violating ESA shall be moved to the bottom of the overtime list (with highest hours).
20. Trades who sign up for weekend work and are chosen to work but cancel their overtime after 10pm on Thursday shall be charged according to the OT multiplier. For long weekends where Friday is a statutory or plant holiday, this cutoff time is 10pm on Wednesday.
21. WEC employee(s) will be called at home, if signed up on the daily overtime sheet, for a minimum of four (4) hours overtime to avoid double shifts, and before offering overtime to a temporary employee.
22. Permanent regular employees shall be offered OT during plant holidays before offering OT to temporary employees.
23. Weekend Crew Employees (WEC) shall be considered unavailable for Saturday and Sunday overtime. WEC employees temporarily assigned to a Monday to Friday schedule shall be averaged into the proper overtime list.
24. The weekly overtime "sign-up" sheet shall provide for daily shift availability.
25. When a trade is called for OT but did not make himself available, he will be charged for the hours he was asked.
26. When a trade is on WI or WSIB, the employee's hours will be averaged in when back to normal duties. Vacation and daily illness will be charged.

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