



## OVERTIME GUIDELINES KEGGING

- 1a. The Company will canvass employees for overtime and post the overtime schedule as soon as possible, but not later than Thursday at 11:00 am.
- 1b. Operators will advise the Company not later than Thursday at 8:00 am of their availability.
- 1c. All operators must sign the daily sign-up sheet in the kegroom to declare their availability for overtime. Operators not signing the daily overtime sign-up sheet are considered unavailable for overtime.
2. Probationary or temporary employees will be the last choice for any overtime.
3. If overtime is required due to the absence of an operator, the Company will split the shift by calling in an employee four (4) hours early. Working a double shift will be avoided. If necessary it will be on a voluntary basis. Regular employees will be offered more than 12 hours only if those hours will be lost to a non-regular employee. The maximum may extend to 15 hours at the end of production or clean up if such is necessary to finish.
- 4a. First choice for overtime will be the operator (racker, general, ship/receive, line feed & mini pak) on the job starting Monday through Sunday, on the shift, i.e. days, afternoons or midnight's.
- 4b. Second choice for overtime will be the most senior operators on the shift, on the other 4 regular jobs within the kegroom who have not been assigned other overtime on that shift .
- 4c. Third choice for overtime will be the most senior operator on the job, (racker, general, ship/receive, line feed & mini pak) on other shifts, within the Kegroom who has not been assigned other overtime on that shift, except where limited by third point listed above.
- 4d. Fourth choice for overtime will be the most senior operators on other shifts in kegging, on the 5 regular jobs, who have not been assigned other overtime on that shift, except where limited by the third point listed above.
- 4e. Fifth choice for overtime will be the most senior employees in kegroom who are not on one of the 5 regular jobs. i.e. site trainers, transition coordinators, projects
- 4f. Sixth choice for overtime will be Kegroom employees that have temporarily transferred out of the department. i.e. oiler, batteryman etc.

- 4g. Seventh choice is the lowest qualified employee on shift within the Bottleshop, including Bottleshop employees on preferred jobs, and projects, who have not been assigned other overtime on that shift, and have signed the overtime sheets in kegging.
- 4h. Eighth choice is the lowest qualified employee on other shifts within the Bottleshop, including Bottleshop employees on preferred jobs, and projects, who have not been assigned other overtime on those shifts, and have signed the overtime sheets in kegging.
- 4i. Bottleshop employees will be eligible for shift extensions immediately before or after their regularly scheduled shift in packaging, provided a kegging employee has been given the opportunity of a double shift. (ie. Regular packaging shift 07:00 to 15:00, keg room eligibility 03:00 to 07:00 or 15:00 to 19:00)
- 4j. Priority is to those in packaging on shift before employees are called in from the weekend crews. Full time employees who's shift times do not co-ordinate with those of the keg room will still have the option of working.
- 4k. Nineth choice is the probationary or temporary employee on shift in Kegging, then any other probationary or temporary employee.
- 5. Non-production overtime will first be offered to the most senior operator, on the 5 regular jobs, on the shift. Then the most senior operator on the 5 regular jobs on the other shifts. If a vacancy still exists the Company shall start at 4e.
- 6. In the event of an emergency call or an unexpected process difficulty that will result in 'continuous' overtime, the Company shall follow 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, 4i, 4j, 4k listed above.
- 7. If an employee is not able to work overtime on Sunday or Saturday, the employee will inform the company immediately, then the Company shall go to Step 4 and so on.
- 8. Employee switching shifts or jobs shall carry their seniority with them for any overtime opportunities.
- 9. Employees returning from vacation will not be available for overtime until their scheduled return date (i.e. Monday or Tuesday). Employees scheduled for vacation will be eligible for a 7<sup>th</sup> shift (i.e. Sunday) prior to leaving for vacation.

Note: The above guidelines are based on the assumption that the person can perform the job.

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