

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.			
Manual:	Human Resources		
Section:	Employee-Related Policies	Issued:	Nov 20, 2019
Subject:	OVERTIME POLICY	Effective:	Nov 29, 2019
Issued To:	Heffley Creek Division	Replaces:	April 1, 2012
Owner:	Plant Manager	Version:	1.0

## **1 POLICY**

1.01 This policy provides a process for addressing situations where the company may require employees to work overtime.

## **2 PURPOSE**

2.01 The purpose of this overtime policy is to have a consistent approach to assigning overtime. Employees must be eligible for the required position to qualify for overtime opportunities.

## **3 SCOPE**

3.01 This policy applies to all Tolko employees who are bargaining unit members working at the Heffley Creek Division.

## **4 PROCEDURES**

### **SHIFT EXTENSIONS**

4.01 At times, the company may request employees to work in excess of their regular hours (i.e. bring an employee or a shift in early, or keep an employee or a shift late), in order to meet production, shipping requirements, market conditions, etc.

- Shift extensions up to five (5) hours in length:
  - overtime will be offered to the worker in that position
  - if the above employee declines, the senior competent employee on that shift will be offered the overtime
- Shift extensions over five (5) hours in length:
  - overtime will be offered in order of seniority and competency

### **ADDITIONAL OVERTIME SHIFTS**

4.02 The Company will post for additional overtime shifts using sign-up sheets. The sign-up sheet will be available no later than Tuesday and will remain available until Wednesday at 10:00 am.

4.03 For additional overtime shifts, preference will be given to eligible regular laid off employees who have not worked or been offered 40 hours of work in the work week.

4.04 The Company may exhaust all reasonable straight time options before using overtime and where applicable, may utilize all rate and one-half overtime before employees eligible for a double-time rate are utilized.

4.05 The Company will offer overtime in order of seniority and competency.

4.06 Overtime eligibility will recognize the expectation of eight (8) hours of rest between shifts as required by Provincial Legislation, except in the case of emergencies.

## 5 GUIDELINES

5.01 Eligibility for overtime purposes is defined as:

(1) Competent:

Adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

(2) Attendance:

An employee may be disqualified for not attending work the full week prior to the offered overtime (i.e. unapproved absence during the week). For overtime purposes, the week will be defined as Monday through to Sunday.

(3) Shift Extension:

Attendance eligibility **will not** apply to shift extension overtime.

Shift extension overtime **after** a shift will be offered to the employee who is in that position, at the end of that specific shift (regardless of the circumstances that put the employee in that position).

Shift extension overtime **before** a shift will be offered to the employee who is scheduled in that position, for that specific upcoming shift.