

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.			
Manual:	Human Resources	.	
Section:	Employee-Related Policies	Issued:	March 18, 2014
Subject:	PRODUCTION OVERTIME POLICY	Effective:	April 1, 2014
Issued To:	Thompson Nicola Region	Replaces:	June 4, 2012
Owner:	Plant Manager	Version:	2.0

1 POLICY

1.01 This policy provides a process for addressing situations where the company may require employees to work overtime either before or after a scheduled shift and for assigning overtime for additional production shifts.

2 PURPOSE

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

3 SCOPE

3.01 This policy applies to all non-trades Tolko production employees working in the Nicola Valley Division

4 GUIDELINES

4.01 Management may elect to use employees that are eligible at straight time over using employees at overtime rates. The Company will exhaust the all reasonable straight time options before using overtime and where applicable, utilize all rate and one-half overtime before employees eligible for a double-time rate are utilized.

4.02 In the event that Management directs a scheduled employee to an alternate position, the employee will remain eligible to for overtime associated with the job worked prior to being re-assigned if a shift extension should occur.

4.03 Additional overtime production shifts will be posted as stipulated in the section "**Additional Production Shifts**".

4.04 Hours of work and Overtime shall be in accordance with the Southern Interior Master Agreement

5 PROCEDURES

SHIFT EXTENSIONS (before and after shifts up to a maximum of 3 hours)

- 5.01 Overtime will first be offered to the incumbent operator (the person doing the job on that shift)
- 5.02 If the incumbent refuses, the senior competent operator on that shift will be offered the overtime.

SHIFT EXTENSIONS (before and after shifts greater than 3 hours)

- 5.03 When it is known in advance that an overtime opportunity is greater than (3) hours in length, the company will offer the overtime positions first to senior posted employees, then senior competent.
- 5.04 Employees will not be scheduled for more than 12 consecutive hours. The Company may split the shift and allow senior competent operators up to 12 consecutive scheduled hours except in case of an emergency.

ADDITIONAL PRODUCTION SHIFTS

- 5.05 The Company will post for additional overtime production shifts through the use of sign-up sheets.
- 5.06 The overtime sign-up sheet will be posted, stating the required positions, no later than Tuesday and will remain posted until Thursday at 11:00am.
- 5.07 Vacancies for the additional production shift will be filled by senior posted employees.
- 5.08 Overtime crew lists will be posted no later than shift change Thursday to allow Day shift, Afternoon and Graveyard shift employees' time to review the overtime crew list.
- 5.09 The Company will exhaust the all reasonable straight time options before using overtime and where applicable, utilize all rate and one-half overtime before employees eligible for a double-time rate are utilized.
- 5.10 Employees who are unable to sign the overtime sign-up sheet due to an absence can contact their supervisor and request that they place his/her name on the sign-up sheet.
 - i) Live contact must be made to the supervisor in order for this to be completed.
 - ii) Live contact must be made prior to Thursday at 11:00am prior to the overtime sheet being removed.

- 5.11 Employees will not be assigned to overtime shifts that result in double shifting expect in the case of an emergency (i.e afternoon shift will not be eligible to work graveyard Saturday)
- 5.12 If production employees are not available to complete the crewing of the additional production shift, the Company may split the shift and allow current operators up to 12 consecutive hours
- 5.13 If it has not been possible to post for the required overtime, due to time constraints, etc. overtime will be offered to senior posted employees, then senior competent to fill vacancies.

This policy shall be subject to review, amendment or termination upon thirty (30) days written notice.

Clayton Storey,
Plant Manager, Tolko Industries Ltd.