

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.			
Manual:	Human Resources		
Section:	Employee-Related Policies	Issued:	April 1, 2012
Subject:	OVERTIME POLICY	Effective:	April 1, 2012
Issued To:	Heffley Creek Division	Replaces:	
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 Overtime will first be offered to the incumbent (the person doing the job on that shift).
- 4.02 Then, the opportunity will be offered out based on eligibility by seniority in that area (area is defined as: Block Line, Veneer Plant, Dryer 1 **OR** Dryers 2, 3, Lay-up & Finishing).
- 4.03 If the overtime is not filled as per above, the opportunity may be offered Plant wide based on eligibility by seniority.

ADDITIONAL OVERTIME SHIFTS

- 4.04 The Company will post for additional overtime shifts through the use of sign-up sheets. The sign-up sheet will be available no later than Tuesday and will remain available until Wednesday at 10:00am.
- 4.05 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. Once exhausted, preference will be given in the following order:

1. Eligible Shift Incumbent ✓
2. Eligible Senior Incumbent ✓
3. Eligible Senior Employee in the area ✓
4. Eligible Casual Employee ✓

4.06 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.

5 GUIDELINES

5.01 Management may elect to use employees that are eligible at straight time over using employees at overtime rates. 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.

5.02 In the event that Management directs a scheduled employee to an alternate position, the employee will remain eligible for overtime (as per point 4 above) associated with the job worked prior to being re-assigned.

5.03 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. (For overtime purposes, the week will be defined as Monday through to Sunday).