

Canfor Vavenby Overtime Policy

December 12, 2016

Distribution of Overtime Policy – Non Trades

The purpose of this overtime policy is to have a consistent approach to assigning overtime in accordance with the Collective Agreement, the *Application of Seniority* Letter of Understanding and past practice. Employees must be competent on the required position to qualify for overtime opportunities.

Extension of Shift Overtime

1. Offered as follows:
 - a. First, to the incumbent on the shift.
 - i. The incumbent will be the operator who worked in the position during the regular shift.
 - ii. An employee who is assigned by the company to a different position during the regular shift will keep incumbency in their original position (the position in which they started the shift).
 - iii. An employee must complete the regular shift in order to be eligible for extension of shift overtime.
 - b. Next, to qualified operators on the shift in seniority order.
 - c. Next, to other qualified operators in seniority order.

Additional Overtime Shifts – Scheduled

2. Whenever possible, the Company will post for additional overtime production shifts through the use of sign-up sheets.
3. Overtime sign-up sheets for production shifts during the weekend will be posted as follows:
 - a. Locations:
 - i. Sawmill Lunchroom.
 - ii. Planer Lunchroom.
 - iii. Shop Lunchroom.
 - b. Times:
 - i. The overtime sign-up sheet will be posted, stating the required positions, no later than Tuesday and will remain posted until Thursday at 11:00 am.
 - ii. 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 lists.
4. Overtime sign-up sheets for non-trades work during the week will be posted as follows:
 - a. Locations:
 - i. Outside Sawmill maintenance supervisors' offices.
 - ii. Planer lunchroom.
 - b. Times:
 - i. The overtime sign-up sheet will be posted, stating the available positions, no later than Friday and will remain posted until Tuesday at 11:00 a.m.
 - ii. Every reasonable effort will be made to notify employees who are awarded the overtime by the end of business on Tuesday. Otherwise, they will be notified on Wednesday.
5. The incumbent for additional overtime shifts will be the senior operator who filled the required position on the last 24-hour day of regular scheduled shifts with the following understanding for eligibility:

Canfor Vavenby Overtime Policy
December 12, 2016

- a. Must sign up for additional production shift overtime:
 - i. If an employee is on leave during the time that the overtime is posted, they may call a supervisor to ask to have their name added to the sign up list. They must speak directly with a supervisor in order to have their name added to the list.
 - ii. If no incumbent has signed up for overtime it will be awarded to the senior qualified who has signed up for overtime.
 - iii. If no qualified operator has signed up for overtime the company may do a call out to qualified operators, in which case the calls will be made in order of seniority.
- b. Every attempt will be made to award overtime to employees with at least eight (8) hours rest between shifts:
 - i. From the end of the previous shift and from the start of the next shift.
 - ii. This means, if the senior incumbent does not or will not have eight (8) hours rest between the overtime and the previous or next shift, the overtime will be offered to the next senior incumbent who does have the necessary rest. If neither incumbent has had the necessary rest, the overtime will be offered to the senior qualified operator who does have the rest.
 - iii. It may be required to use employees with less than eight (8) hours rest. However, all reasonable efforts will be made to avoid shorter rest periods between shifts.
- c. Employees assigned to other positions:
 - i. Employees who are assigned by management during their last regular scheduled shift to a different position will keep incumbency in their original position (the position in which they started the shift).
 - ii. If management agrees to an employee's request to go to a different position, that position will become their incumbency.
 - iii. No employee may hold incumbency to more than one position.
 - iv. An employee must have completed their last regular shift in order to be eligible for overtime, unless no one else is available for the overtime.

Additional Overtime Shifts – Unposted

6. Additional overtime shifts for which there is not enough time to put up a posting, such as may result from an emergency impairment, will be offered by seniority to incumbents and then qualified operators in accordance with the process described above in paragraph 5 (except for the sign-up requirements).

General:

7. Non-trades maintenance employees who are qualified for production positions will be eligible for overtime as follows:
 - a. For non-trades maintenance overtime, they will be eligible as incumbents or qualified operators as per the process described above.
 - b. For production overtime they will be considered as "qualified operators" in order of seniority in accordance with the process described above.
8. Non-trades employees from the weekend shift who have scheduled vacation time will be incumbents for overtime during their rest days preceding the start of their vacation, in accordance with the process described above. They will not be incumbents for overtime during the rest days that follow their vacation.