

SECTION VI – SHIPPING

A. Shipping Overtime Policy

Standing Committee Meeting – July 28, 2004 (1 Year Trial)

Standing Committee Meeting – June 28, 2006 (Ratified)

Standing Committee Meeting – May 4, 2017 (Revision)

All posted spare/relief will be utilized first before any overtime is allocated, unless the employee is not properly trained for the job required.

No employee will be assigned to a position or job that they are not properly trained and/or refresher trained on.

Employees cannot accumulate turns. When an employee cannot be contacted or is on a conflicting shift, the employee will be asked for the next available overtime shift. The employee will not lose their turn until the next rotational cycle comes back to them.

Employees will be allowed one (1) refusal without penalty of losing their turn.

If multiple shifts are required and known in advance, the employee with the first invitation will have the choice between the overtime shifts.

Overtime for eight (8) or twelve (12) hour shifts will be treated equally as one turn on the rotational schedule.

The accumulated 2-day Paper Purchase overtime hours will only count as one (1) turn on the rotation provided that accumulated overtime hours do not exceed twelve (12) hours. If more than twelve (12) accumulated overtime hours it will count as two (2) turns on the rotation.

Inventory overtime hours will count towards the rotational list, and will be filled through the existing practices.

No employee will fall behind more than two (2) turns on the rotation from the department average, if away for medical reasons or extended leave.

There will be no trading of overtime shifts.

There will be no graveyard to dayshift doubles.

Overflow/Short-term Overtime

Overflow will be limited to two (2) hours maximum per employee required from the previous shift, with the exception of the Lead Hand. The Lead Hand will not be governed by the two (2) hour maximum, and will have the 1st invitation to all lead Hand overflow only. "Shift" seniority will be the governing factor when requesting overflow overtime, except in emergency cases where it is not practical for the senior person to be utilized. (Eg: Customer rush orders etc., - the Shipping Supervisor will be available to answer questions in these cases).

If directed by the Shipping Supervisor and able to, the afternoon shift will stay to complete work. Anything four (4) hours or more will be considered a full shift and count as a turn on the rotational schedule.

If issues arise regarding policy language the Shipping Department Supervisor and the Union Department Representative will meet to discuss.

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If either the Company or the Union finds this agreement unworkable and for good reason, they may cancel this policy with ninety (90) days written notice.

B. Shipping Department Temporary Shift Schedule and Trading

Departmental Agreement – March 26, 1997

Standing Committee Meeting – May 4, 2017 (Revision)

Temporary Shift Scheduling:

If there is a temporary vacancy in one of the regular full-time shifts (8's or 12's) for over eight (8) consecutive weeks, a temporary Checker Choice will be posted for that job. The successful checker will be expected to stay on that temporary schedule until the incumbent returns.

If the temporary position becomes regular full-time, a full-time Checker Choice will be posted.

Trading of Shifts

Trading of shifts will be allowed (with the consent of the supervisor) for full 8-week cycles only. Department seniority will not be affected by these trades.

C. Shift Continuity for Shipping Spares

Standing Committee Meeting – July 28, 2004 (1 Year Trial)

Standing Committee Meeting – June 28, 2006 (Ratified)

Standing Committee Meeting – May 4, 2017 (Revision)

All complete weeks of relief will be filled based on seniority and training. For example, if there is a full tour the senior spare will be scheduled for that tour while still complying with the 40-hour averaging requirements.

All other Spares will fill the rest of the weekly shift vacancies, with every effort for shift continuity and fairness.

D. Shipping Checker Choice

Standing Committee Meeting – June 16, 2015 (Ratified)

Standing Committee Meeting – May 4, 2017 (Revision)

All posted Shipping Checkers will be eligible based on seniority and training to apply when a regular full-time vacancy occurs at any location on any shift (8 or 12 hour shift).-When such a vacancy occurs, a "Checker Choice" notice will be posted with instructions on how to apply.

After all Checker Choice positions have been filled, all remaining regular full-time positions will be filled with the next senior department spare or spares.

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E. Lead Hand & Relief Lead Hand

**Standing Committee Meeting – May 5, 2015 (Ratified)
Standing Committee Meeting – May 4, 2017 (Revision)**

The Lead Hand position at the 01 warehouse when vacated will be filled by the existing designated Relief Lead Hand.

When there is a vacancy at the Relief Lead Hand position a list will be posted and all interested Shipping Department employees can apply for the position. Department seniority will be the governing factor.

The Relief Lead Hand position is an 8 hour dayshift position, however the Company reserves the right to schedule based upon the needs of the operation.

Department seniority will not change with the acceptance of this position (i.e.: department layoff, vacation selection, etc.).

There will be a 90 day probation period for this position, unless waived.

F. Make-up Shift in the Shipping Department

Standing Committee Meeting – July 28, 2004

In accordance with the June 22, 1998 memo from Jim Nybo, in regards to make-up shifts, which states “make-up shifts should not take work away from another employee and as a result, must be “extra” work not normally scheduled. The scheduling of the shift should be at a mutually agreeable time and would normally be worked within 30 days of the decision to offer the make-up shift.”

- Recouping and Salvage
- Warehousing
- Clean up, eg: sweeping inside and/or outside warehouses, picking up damaged product, etc.
- Taping unsealed cases

G. Ad Services & Relief Ad Services

Standing Committee Meeting – October 1, 2020

The Ad Services job when vacated will be filled by the existing designated Relief Ad Services.

When there is a vacancy at the Relief Ad Services position a list will be posted and all interested Shipping Department employees can apply for the position. Department seniority will be the governing factor.

The Relief Ad Services position is an 8 hour dayshift position, however the Company reserves the right to schedule based upon the needs of the operation.

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Department seniority will not change with the acceptance of this position (i.e.: department layoff, vacation selection, etc.).

There will be a 90 day probation period for this position, unless waived.

The wage rate for the Ad Services job before the merger is 6 steps; to prevent the wage rate issues the Ad Services job will be set to the lowest non-Ad Services Shipping job rate provided that it is greater than 6 steps; otherwise it will be 6 steps.

APPROVED:

MANAGEMENT: Patrick Service DATE: June 29, 2022

UNION: Ken Churchill DATE: June 29, 2022