

SECTION I – PAPER MILL

A. **Policy Committee** **Revised – September 1, 2012**

A committee will be formed consisting of a maximum of three Union and three Staff representatives to deal with issues as they come up and to provide answers for scheduling, training etc.

B. **Paper Mill Scheduling Guidelines** **Revised – September 1, 2012**

1. Absences for any reason up to seven complete tours, other than earned time off (Vacations, Banked Time, Floaters, etc).
 - a) Move-ups will take place by seniority on the crew. Individuals will be trained to enable them to perform their posted jobs and their move-up positions.
 - b) Overtime: In any case where it is necessary to bring in a person on overtime, people will be called in to fill the original vacant position – see the Call-In Procedure.
 - c) In cases of reduced crewing, posted employees bumped off of their crew will retain their seniority rights on the crew which they are placed on. Any posted employees who is bumped off of the schedule by a seniority move-down will be eligible to make up their lost shifts two days prior to or two days following their regular tour at straight time.

After the start of a shift, any vacancies will be filled using the least amount of moves necessary.
 - d) Under routine scheduling conditions a Senior Operator should not be working in a lower position on the same paper machine as a more junior operator. Exceptions to this would be for overtime call-ins. In the event that a more senior person is scheduled in a more junior position on the same paper machine, the operators will trade positions and will be paid according to the positions that are worked (no extra cost to the Company).
2. Absences for any reason equal to or more than seven complete tours.
 - a) Move-up to be made on a seniority basis across the shifts.
 - b) When a person moves from one shift to another over the following 8-week period, the total hours worked will normally be the same on both shifts (cycle repeats in 8 weeks). In one case, the person may get more hours “earlier in the cycle”; in the other case, the person may get more hours “later in the cycle,” but the total hours worked in both cases is the same.

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3. Shutdowns.
 - a) Breakdown from one to two days, the crew is laid off.
 - b) Scheduled shutdowns, or after 48 hours on breakdowns:
 - i) crews on the machine will be employed on clean-up, training, or other meaningful work, and / or
 - ii) they will immediately be reassigned to other machines on a seniority based move-down, following necessary training.
 - c) Employees who would be laid off (or given meaningful work) during a shutdown will be given the option to cancel booked holidays that are scheduled during the shutdown and take the lay-off.

C. Notes on Clarification

1. The intent is to make the seniority move ups as soon as it is apparent that the person will be off more than seven complete tours. It is not the intent to wait seven completed tours and then do the move.

Every effort will be made to train employees in a timely manner to fulfil their move up position.

2. Crew moves will normally be made with people moving from one shift to another without adjusting any hours.

If a person has multiple moves within an 8-week period and can show where they are truly short of total hours, consideration may be given to an additional shift if requested, and if conditions permit. Any such time, if provided, would be at no additional cost to the Company and would be subject to availability of openings in the schedule, etc. This does not guarantee that time will be provided; only that it will be given consideration under these circumstances.

3. Annual Crew Movement and Conflict Resolution.

- a) Annual Crew Movement - Machine Room Only

- Movement will be made following a format set out in advance. This will be determined by the department committee.
- Where sufficient movement has already occurred, as determined by the committee, moves could be cancelled.
- Where both parties mutually agree that a move is not desirable, one or both of the moves could be cancelled.

- b) Conflict Resolution

Unresolved crew member conflicts will be reviewed by the department representative and the department management to determine what alternatives are available to resolve the conflict. Where appropriate, and at the discretion of management, crew moves will be made to resolve the conflicts.

The intent is to achieve a satisfactory solution to the problem for all parties if possible.

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D. Call-In Procedure

When no flex employee is available at straight time and a person has to be called in on days off, people will be called in by this order of seniority.

Note: The call-in starts at the position that created the overtime situation – i.e. if after having tried filling the vacant position by moving the crew up on shift but ending up with personnel not trained for a particular position, then return the original vacant position in order to start the call-in procedure.

Cut-off Times for Overtime Call-ins:

- 1) Call-ins for night shift: Overtime for night shift will be confirmed by 12:00 noon the current day.
- 2) Call-ins for day shift: Overtime for day shift will be confirmed by 4:00 pm the previous night.
- 3) The Company will endeavor not to call employees between the hours of 11:00 pm and 5:00 am.

Paper Mill employees who are absent for sickness, injury, etc. (not referring to long term illness) must report their absence every day they are unable to report for a scheduled shift. If an employee does not call in to report that they will be absent for their scheduled shift, that day, then they will be expected to report for work and will not be replaced.

While an employee is being trained as a PM4 Machine Tender they will be eligible for overtime if their training schedule allows. They will appear on the call-in list directly after the employee on the PM4 Machine Tender trainers posted crew who occupies the same posted position as the trainee did before being taken out of the system.

a) Paper Machines

Calling in for overtime will follow this pattern: Incumbent position, one position up by seniority, then positions in order of decreasing seniority.

For the purpose of call-ins, the PM4 Third Hand and PM3 Third Hand positions will each be considered one position.

It is understood that in the above call-ins a senior person may be working in a junior position at the rate applicable to that job.

E. Vacation Scheduling

1. a) Vacations for Paper Mill Crews

A maximum of 8 employees from the Paper Machine crews will be permitted to take vacations at any one time during the year, consisting of:

- i) up to a maximum of two employees off the machines / crew.

All regular posted employees will be given preference. Paper Mill spares will only be permitted to take vacations during the prime vacation time if the maximum of 9 regular department members are not scheduled. Paper Mill spares will be allotted vacations during this time on a departmental seniority basis.

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Normally no more than one crew member will be allowed vacation at any given time on one machine.

Prime Time

Only one person will be permitted off per machine, per crew. A second person may be permitted off a machine only under the following conditions:

- i) the request is submitted ten days in advance of the vacation, and
- ii) there is only one other person confirmed off on the machines.

After this request has been approved, no other vacations will be accepted.

Prime Time will be the period from June 15 to September 15. Employees will be permitted to take a maximum of two weeks of vacation during this period. (More than two weeks may be permitted if coverage is available and the time does not interfere with any other employee's regular vacation during this period).

- i) Once holidays are confirmed they may be cancelled with 10 days notice prior to scheduling day of week in question.

Canceling a vacation will not affect any currently confirmed vacations of any employees.

- ii) Employees involved in crew moves will have the option to cancel existing Prime Time holidays and reschedule to a more suitable time.

b) Adequate Coverage

It is understood that there will be time throughout the year where the maximum number of employees cannot be allowed off. Permitting two crew members off on vacation is subject to adequate coverage, with sufficient backup remaining on the machines. This will normally be dependent on the number of people off for other reasons. Vacations will not be confirmed unless suitable coverage is available, and some may not be confirmed until close to the time requested.

If at anytime, in the judgment of management, sufficient strength is not available for satisfactory operation, time off will not be granted. This is consistent with Article XV, Section 4(f) of the Contract.

c) Regular Vacations to Receive Priority

Whenever possible, without breaching any existing guidelines, regular vacation will be given precedence.

Consistent with this, any requests for banked time, or other time off will not be confirmed until one week before at the earliest to allow regular vacations to take precedence before this. Supplementary vacation will be granted if regular vacations are not affected. Normally, holiday requests must be submitted in writing ten (10) days prior to start of vacation.

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2. Regular Posted Employees

Vacation requests submitted prior to April 1 will be confirmed on a seniority preference basis. On and after April 1 vacation time will be granted on a first come, first-serve basis.

Employees are limited to requesting two weeks of prime-time vacation prior to the confirmation date.

This would enable junior employees to schedule prime time vacation. After the confirmation of prime-time vacation, if weeks are available, they would be granted on a first-come, first-served basis.

3. Vacation Schedule for All Departments

Because of the reluctance of some employees to schedule their entire vacation entitlement, a large number of vacations are put off until just prior to the deadline date resulting in a surge of last minute vacation requests for the latter part of April. This practice often presents problems in machine scheduling and sometimes results in untimely production curtailments.

To avoid this problem, vacations will be handled as follows:

- a) A vacation list will be posted at the beginning of each vacation year and will remain posted until June 1. Requests for vacations up to April 30 of the following year can be made at that time. On and after April 1, the Supervisor will confirm the vacation dates on a seniority preference basis. Requests made from April 1 to November 15 inclusive for vacation times will be granted on a first-come first-serve basis.
- b) A second vacation list will be posted on November 15 of each year showing which employees have not scheduled their full annual vacation entitlement. These employees will be asked to request the time they wish to take as vacation up to April 30. On or after December 15 the Supervisor will confirm the vacation dates on a seniority preference basis and will allot vacations to those employees who have not requested specific times. Requests made and confirmed under (a) above override requests made under (b).

This policy does not change the meaning of Article XV, Section 4(f), which states:

"The allocation of vacation times is to be decided by the Company."

Note:

1. A person will not be required to provide vacation coverage on another machine if this prevents him taking his scheduled vacation, even though his request is submitted later than that of the person on the other machine.

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F. Paper Mill Posting

Entry to the Paper Mill will be through a mill-wide posting for Paper Mill Flex **Employee**. There will be a **sixty (60) calendar-day** probationary period.

Paper Mill flex **employees** will be in the **Paper Mill** line of progression and will automatically move into the posted Paper **Mill** positions by departmental seniority as positions become vacant.

G. Paper Mill Shift Schedule

The Paper Mill schedule is as follows:

Day Shift	Start 5:30 a.m.	Stop 5:30 p.m.
Night Shift	Start 5:30 p.m.	Stop 5:30 a.m.

- Early start-ups will be at 3:00 a.m.

H. Early Start-Up - Call In

1. The crew that would have been working that night, had the machine been running, will be called first. The Company will try to fill all spots from this crew.
2. If the required people cannot be confirmed from that crew, the same guidelines that would have been used to fill a spot had the machine been running would apply; i.e., call in for the spot that created the problem.

For the above ruling, the following will apply:

1. If someone is off for more than 7 tours and is scheduled to return around the time of early start-up, it is their (the individual's) responsibility to provide an accurate date of return, other wise they will be considered as still absent.
2. If an employee takes regular vacation that includes a stat, they will be considered to be on vacation and not eligible for early start-up.
3. If an employee was scheduled to work early start-up but calls in sick, the following guidelines will be followed:
 - a) move up on the crew by seniority
 - b) fill the position from within the crew that would have normally been working if the machine had been running; and
 - c) follow the same guidelines that would normally be used for overtime if, in fact, the machine had been running.

For those employees that would have been working if the machine had been running on that day, it is their responsibility to cancel any/all time that you may have requested for that day to be eligible for early start-up.