

The following guidelines have been jointly developed through the Union/Management Overtime Committee and are intended to clarify the administrative procedures for scheduling overtime work on General Holidays, days of rest and lieu days. All overtime will be filled using the overtime signup sheets. Employees who have signed their names on the signup sheets will be given preference for overtime based on order of their stale date.

Overtime Distribution

The Company will post overtime signup sheets in advance (minimum 14 days) in the designated areas.

The Overtime Distribution System will assist the Company and Union in administering opportunities for overtime as equitable as practical amongst the employees in the classification who normally perform the work for which overtime is required.

Employee Responsibility:

- Must sign their name legibly and check off the shifts they would work (dayshifts / nightshifts) on the signup sheets.
- Responsibility to check the overtime distribution postings and confirmation(s) to see if they have been scheduled any overtime shifts
- Must ensure that their regular shift schedule does not conflict with potential overtime dates (i.e. no dayshift after lieu nights, no nightshift prior to a dayshift).
- Must indicate the maximum number of shifts they wish to work on days off.

Company Responsibility:

- Will not post or call for overtime sooner than twelve (12) days prior to the scheduled shift, unless mutually agreed to by the Company and Union for pre-planned special projects or emergent work
- Will initial their name and highlight the employee, who is scheduled to work overtime on the signup sheet, then draw a line on the signup sheet indicating his/her name, date and time the sheet was used.
- Will normally distribute the overtime during the crew's second shift.
- Will post the overtime distribution sheets before the end of the shift.
- Will notify employees of awarded overtime shift(s) by telephone or by email.
- Will keep all overtime signup sheets, and post a list of who worked overtime for a period of ninety days (90) calendar days, the date the overtime was worked and called, the employee's name, their bid classification, the overtime classification.

Special projects and major maintenance work will be handled through a separate Memorandum of Understandings

If overtime requirements change after the initial overtime was posted, the same criteria for distributing overtime will apply, unless where less than twelve (12) hours of notice can be given to employees, in this case the Company will call employees over the radio or phone. In this instance stale dates will not change if the employee does not accept the overtime shift.

When overtime is required, the Company will confirm overtime based on the names on the overtime call out sheets and the following criteria will apply:

- Within the classification, within the department group, by stale date.
- Out of classification, within the department group, by stale date.
- Out of department group, within classification, by stale date.
- Out of department group, out of classification, by stale date.
- All **non-bid units** overtime will be called for overtime by qualifications in the same manner.

*Department defined as Pit Services, Pit Operations, Maintenance, Warehouse, Coal Handling Plant
Group defined as Main Shop, Lower Shop, Field Maintenance, and Electricians*

Qualification Definition:

- ***After completing their trial as per Article 11.***
- ***Having run equipment within the last twelve (12) months***
- ***Probation Certified tradesman will be called for overtime prior to first year apprentices if there are vacant requirements not filled by qualified employees.***

Extraordinary Opportunities

The window of opportunity for correcting errors in the system will be limited to 31 days from the date the error occurred. The 31 day window may be extended by mutual agreement for extenuating circumstances. Extraordinary overtime opportunities will only be taken on a regular day of rest, lieu days are not considered a day of rest. In addition to those guidelines outlined in Article

16.09(i), the affected employee will provide written notice of their intention to work an overtime shift. Employee will have to work overtime opportunity within 30 calendar days, if the employee is unable to work these shifts the employee will forego the extraordinary opportunity. The selection form must be returned to the Company within 6 days of being awarded the Extraordinary. Employees may be provided with an opportunity to re-schedule their extraordinary shift if circumstances warrant that a change is necessary by mutual agreement of the Company and the Union.

Apprentices Overtime Eligibility

During their initial 480 hours, apprentices are eligible to work overtime in their previous classification.

First year apprentices must be accompanied by a journeyman when called in for overtime.

Apprentices eligible to work overtime in rotation may be by-passed due to operational requirements.

Work on General Holidays and Scheduled Lieu Days

In order to fill the manpower requirements on General Holidays and Scheduled Lieu Days, the Company will;

- Call the on-shift members who are signed-up;
- Call the off-shift members who are signed-up;
- If more manpower is required than is available from those signed-up, the Company will then go to those members on-shift who are not signed-up.

Phone Numbers

It is the employee's responsibility to ensure a single, correct phone number or email address is provided to Highvale Mine for inclusion in the overtime distribution system. Employees must fill out the appropriate HR form, when changing personal information.

In instances where less than twelve (12) hours of notice can be given to employees, the Company will contact employees and if unable to make contact, will leave a message either on an answering machine or with another person other than the employee. The employee will have fifteen (15) minutes to confirm acceptance. In this instance stale-dates will not change if the employee does not accept the overtime shift.

Change in Equipment Availability and/or Priority

- Prior to the start of an overtime shift, due to a change in equipment availability and/or priority, the employee will be asked to perform alternate work within his or her qualifications. At this time the employee must inform the general foreman if they intend to stay and work or leave the mine site. No compensation will be paid if the employee opts to leave.
- If the employee is not qualified to operate other available equipment, they will be sent home and be paid the call out pay.

Employees on Trial

Employees on trial will remain in their previous classification in their normal rotation on the overtime list, if they remain on the same shift. If they bid on a new crew, the employees name will appear in their previous classification where their stale date inserts them in the overtime list on the new crew.

When the trial period has been completed, the employee's name will appear in the new classification where their stale date inserts them in the overtime list of whichever crew they are on.

Other Issues Related to the Overtime Distribution System

Employees will **not be permitted** to work overtime in these instances:

- If their day of rest conflicts with a proper work cycle, (i.e. no dayshift after a lieu night, no nightshift prior to a dayshift);
- If an employee is on approved leave of absence for a Tour of Vacation (**actual vacation days**), STD, LTD, WCB, Jury Duty, Bereavement, and Mine Rescue Activities;
- If an employee is suspended for disciplinary purposes.

If sent home pending an investigation and the end result is no fault of the employee, straight time will be paid for hours missed.

If an employee is being managed on the Absenteeism program, Overtime Distribution exemptions may apply.

Upon assignment of an overtime shift, the overtime becomes part of the employees' normal work cycle. The employee is obligated to fulfill the commitment of the overtime shift, and is subject to all terms and conditions of the Collective Agreement.

Mutual trading of overtime shifts by employees will be allowed. Trade can only occur with OT shifts.

Cannot use lieu or vacation time to miss an OT shift.

Assignment of employees to project work that are not normally associated to the coal release requirements of the mine must have mutual agreement between the Company and the Union.

Employees who have work restrictions, due to medical restrictions or physical limitations, will be awarded overtime opportunities that **fall within their documented and approved restrictions or limitations only**. Each employee who has some form of work restrictions will be managed on an individual basis.

Training outside of the employee's regular scheduled hours will be paid in accordance with Article 16 of the Collective Agreement.

Should the Company not be able to fill overtime required in classifications from the "Callout Procedure", the process for filling the required overtime will be in accordance with management rights and seniority, the most junior employee(s) in each classification required will be scheduled to work.

Stale Date Change

An employee's stale date will change for the following reasons:

- If the employee is awarded an overtime shift they can cancel within twenty four (24) hours of being notified. Stale date will not be amended.
- If the employee refuses overtime when given more than Twelve (12) hours notice after signing the signup sheets.
- In addition, a stale date will change after eight (8) hours of work.

Shift Extension Overtime

Shift extension overtime will not result in an employee's change in the overtime distribution system.

Cancellation Of Overtime Shift(s)

In the event of an overtime shift being cancelled, the Company will give the employee(s) 24 hours notice of the cancellation prior to the employee(s) overtime shift and his/hers Stale Date is reverted.

Upon notification of awarded overtime shift(s) the employee has twenty-four (24) hours to cancel. Stale Date will not be amended.

Consecutive Shifts Worked in a Row

In the interest of the safety and the well-being of employees, one day of rest must be taken per normal work week. In the event of a special project, the employments of required rest days will be followed.

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