

# Courtland Mill Maintenance Overtime Guidelines

Revised 07/10/07

Approved

# Table of Contents

<b>1. Basis:</b> .....	<b>3</b>
<b>2. Definitions:</b> .....	<b>3</b>
<b>3. Non-Overtime Outage:</b> .....	<b>3</b>
<b>4. Scheduled Overtime:</b> .....	<b>4</b>
<b>5. Unscheduled Overtime:</b> .....	<b>4</b>
<i>a. Job Continuation:</i> .....	<i>4</i>
<i>b. New Jobs Or Jobs Occurring Near The End of The Shift:</i> .....	<i>4</i>
<b>6. Call-ins:</b> .....	<b>5</b>
<b>7. Shift Vacancies and Overtime:</b> .....	<b>5</b>
<i>a. Daily Vacancies</i> .....	<i>5</i>
<i>b. Shift Call in Procedure:</i> .....	<i>5</i>
<i>c. Shift Fills For Training Vacancies.</i> .....	<i>5</i>
<i>d. Options To Fill Your Own Shift Vacancy While In Training</i> .....	<i>6</i>
<i>e. Weekly Vacancies</i> .....	<i>6</i>
<i>f. Split Shifts:</i> .....	<i>6</i>
<b>8. Fixed Duty:</b> .....	<b>6</b>
<i>a. Fixed Duty Job Assignment</i> .....	<i>6</i>
<i>b. Fixed Duty Call-ins:</i> .....	<i>6</i>
<i>c. Fixed duty Split Schedule:</i> .....	<i>6</i>
<i>d. Fixed Duty Vacancy:</i> .....	<i>7</i>
<b>9. Hourly Resources:</b> .....	<b>7</b>
<b>10. Special Crew Assignments:</b> .....	<b>7</b>
<b>11. Mill Services Crew:</b> .....	<b>7</b>
<b>12. Tool Room Attendants:</b> .....	<b>7</b>
<b>13. Procedures:</b> .....	<b>7</b>
<i>a. 24 Hour Coverage In 8 Hour Shifts</i> .....	<i>7</i>
<i>b. 24 Hour Coverage In 12 Hour Shifts</i> .....	<i>8</i>
<i>c. Overtime Opportunity Selection Procedure</i> .....	<i>8</i>
<i>d. Zeroing Hours</i> .....	<i>8</i>
<i>e. Beef-up a Crew</i> .....	<i>8</i>
<i>f. New Mechanics on Shift</i> .....	<i>9</i>
<i>g. Maintenance Crew Selection Procedure</i> .....	<i>9</i>
<i>h. Training Assignments</i> .....	<i>9</i>
<i>i. Overtime Charging</i> .....	<i>10</i>
<b>14. Area and Crew Designations:</b> .....	<b>10</b>
<i>a. Paper Area</i> .....	<i>Error! Bookmark not defined.</i>
<i>b. Pulp Area</i> .....	<i>Error! Bookmark not defined.</i>
<i>c. Power Area</i> .....	<i>Error! Bookmark not defined.</i>
<i>d. Central Services</i> .....	<i>10</i>
<i>e. PS&amp;D Area</i> .....	<i>Error! Bookmark not defined.</i>
<b>15. Issues Not Covered:</b> .....	<b>10</b>

## 1. Basis:

The intent of these guidelines and that of the maintenance management to insure that the opportunity for overtime is as equal as practical for all maintenance employees at the Courtland Mill.

In general, the maintenance department will utilize the concept of crew, area, and mill to secure the required staffing of assignments.

## 2. Definitions:

- a. **Mechanics:** Unless otherwise noted, refers to both mechanical and electrical craftsmen actively employed by International Paper Courtland Mill.
- b. **Qualified Mechanics:** Refers to both mechanical and electrical craftsmen that have specific skill needed for a particular task or assignment.
- c. **Crew:** That group of mechanics assigned to a particular Team Leader or crew leader. These can be mechanical, electrical, or any combination.
- d. **Area:** Areas are defined as Finished Products, Pulp/Power/Chemline, and Central Services.
- e. **Mill:** All maintenance employees at Courtland not on STD or LTD.
- f. **Minimum Crew:** The minimum number of mechanics in a particular crew needed to satisfy operational needs.
- g. **Fixed Duty Assignment:** Jobs determined by the Company that normally require the same mechanics on a daily basis. The current fixed duty positions are oilers, sootblower; roll grinders, knife grinders, SC lathe operators, and ISO mechanics.
- h. **Scheduled Overtime:** Overtime that can be posted on a schedule either when the initial schedule is posted on Thursday, or if scheduling changes and notification can be made within the boundaries of the contract.
- i. **Unscheduled Overtime:** Overtime that occurs outside of the normal scheduling process.
- j. **Non-Overtime Outage:** Any outage or work assignment in the mill that is not intended or scheduled to exceed 8 hours.
- k. **"Y" List:** A computerized list, which indicates the desire of a mechanic to accept overtime work in the mill will be utilized. There will be four classifications of "Y" for use in determining staffing. They are Crew, Other, Call In, and Shift Fill. For the purposes of determining staffing, an indication of "Y" in any of the categories for any day of the week means the mechanic must work if contacted. An "N" indicates no desire to be contacted and does not entitle the employee to consideration for overtime, unless otherwise provided for in these guidelines.

## 3. Non-Overtime Outage:

In general, the department will utilize the concept of crew, area, and mill, to determine staffing. When an outage event has been determined to exist, the staffing level for that event will be determined and selected as follows:

- a. Mechanics, including probationary mechanics, in a crew will be rotated alphabetically. A list will be maintained by the shop steward in the crew using a single day Outage List and names given to the foreman for outages as needed. Fixed duty employees will not appear on the list. Limited duty mechanics will be assigned based on their restrictions. Set-up, IV, sickness, etc., will remain in the same sequence as they appear on the list and will go to outages when their names are reached in rotation again. The foreman and shop steward will work together at the crew level to maintain the list and resolve problems.
- b. Multiple day 8 hour Outages the mechanics will go using a Multiple 8 hour Outage list maintained by the shop steward. Fixed duty employees will not appear on the list. Limited duty mechanics will be assigned based on their restrictions. Set-up, IV, sickness, etc., will remain in the same sequence as they appear on the list and will go to the top of the list.
- c. These lists will be maintained separately.

- d. Mechanics assigned to non-overtime outages are eligible for overtime in their permanent crew after 3:30pm unless working overtime on the outage.

#### **4. Scheduled Overtime:**

When a scheduled overtime event has been determined to exist, the manning for that event will be determined as follows based on the number of mechanics required. A scheduled overtime event is any overtime that is known in sufficient time to meet contractual requirements of scheduling. (or can be adequately defined in the outage system by 9:00am the day prior to the outage and closed by 12:00 noon of the day prior to the outage for scheduling to occur.)

- a. The crew "Y"s will be the first mechanics assigned based on low overtime.
- b. The crew "N"s will be forced next based on low overtime hours.
- c. Mechanics who have indicated a "Y" for the outage will be assigned based on low overtime hours. Minimum crew levels will determine number of mechanics available from any given crew. Mechanics whose overtime hours and indication of "Y" would have allowed them to go to the overtime outage, but in excess of minimum crew may be held in the crew and will work the normal daily schedule for that crew.
- d. Mill "N"s will be forced based on low overtime hours. Minimum crew levels will determine number of mechanics available from any given crew.
- e. Outage "N"s will be forced as needed to meet staffing levels

#### **5. Unscheduled Overtime:**

In general, the department will utilize the concept of crew, area, and mill, to determine staffing. When an unscheduled overtime event has been determined to exist, the manning for that event will be determined as follows based on the number of mechanics required. An unscheduled overtime event is any overtime that is not known in sufficient time to meet contractual requirements of scheduling. (or can not be adequately defined in the outage system by 9:00am the day prior to the outage and closed by 12:00 noon of the day prior to the outage for scheduling to occur.)

##### **a. Job Continuation:**

- i. Mechanics currently assigned the task will be asked to volunteer first. The mechanics may be forced if the job or task requires their knowledge or skill.
- ii. If they do not volunteer mechanics from the crew that have indicated a "Y" for overtime will stay based on low overtime.
- iii. If there are no crew "Y"s, or not enough to complete the task, crew "N"s will be asked to volunteer based on low overtime. If there are no volunteers, the low overtime qualified mechanics that have indicated an "N" will be forced to stay.

##### **b. New Jobs Or Jobs Occurring Near The End of The Shift:**

- i. Mechanics from the crew that have indicated a "Y" for overtime will stay based on low overtime.
- ii. If there are no crew "Y"s, or not enough to complete the task, crew "N"s will be asked to volunteer based on low overtime. If there are no volunteers, the low overtime qualified mechanics that have indicated an "N" will be forced to stay.
- iii. If more mechanics than in the crew are required then Area "Y"s will stay based on low overtime.
- iv. If there are no area "Y"s or not enough to complete the task, qualified low overtime area "N"s will be forced to work.
- v. If more mechanics than in the crew and area are required, then Mill "Y"s will be assigned to stay based on low overtime.
- vi. If there are no Mill "Y"s or not enough, then qualified low overtime Mill "N"s will be forced to work.

- vii. If extended overtime occurs during an overtime outage, the department will utilize the concept of: home crew, particular outage crew, area, then mill.

## **6. Call-ins:**

- a. Crew "Y"s will be called first to fill the overtime. The lowest overtime qualified mechanic that has indicated a "Y" will be called first and then progress to the highest. If contacted, the employee must report for the call-in.
- b. If a qualified mechanic(s) from the crew "Y"s cannot be secured, the crew "N"s will be called based on overtime hours and given the opportunity to work.
- c. If a qualified mechanic or mechanics cannot be secured from the crew, the Area "Y"s will be called. The lowest overtime qualified mechanic from the area that has indicated a "Y" will be called first and then progress to the highest. If contacted, the employee must report for the call-in.
- d. If a qualified mechanic or mechanics cannot be secured from the crew or Area "Y"s, the remaining mill "Y"s will be called. The lowest overtime qualified mechanic from the mill that has indicated a "Y" will be called first and then progress to the highest. If contacted, the employee must report for the call-in.
- e. Once the crew "Y" and "N", area "Y", and mill "Y" lists have been exhausted, management will be unrestricted in how it accomplishes the work.

## **7. Shift Vacancies and Overtime**

### **a. Daily Vacancies**

- i. Shift is responsible for filling all daily vacancies.
- ii. Shift fills for daily vacancies will be done by major craft (i.e. Mechanical and electrical) with the exception that a roll grinder must fill a roll grinder vacancy.
- iii. The shift mechanic currently on shift will not leave until properly relieved as per Section XIII of the current labor contract.
- iv. If not properly relieved, the shift call in procedure will be used.

### **b. Shift Call in Procedure:**

- i. The shift mechanics that have indicated a "Y" will be called based on low overtime. They must be in the same major craft as the vacancy.
- ii. The shift mechanics that have indicated an "N" will be called based on low overtime. They must be in the same major craft as the vacancy.
- iii. The mechanics from the mill list that have indicated a "Y" for shift fill will be called based on low overtime. They must be in the same major craft as the vacancy.

### **c. Shift Fills For Training Vacancies.**

- i. The senior volunteer mechanic in the affected area will fill the vacancy. If no mechanic wishes to fill it then the low senior mechanic that is eligible to fill shifts will fill it. When a mechanic fills the vacancy, he will be eligible for overtime in his crew using the normal daily overtime procedure with the exception that the mechanic must notify his regular foreman before 3:00pm if his foreman hasn't notified him by then.
- ii. Where there is more than one crew involved, i.e. Area 2 & 4, there will be a combined seniority list made and the most senior volunteer(s) will fill the vacancy. If no one volunteers then the lowest senior mechanic that is eligible to fill shift vacancies will fill it.
- iii. If a day mechanic is filling the vacancy and his normal crew is scheduled to work more than eight hours, he will report back to his crew at 3:00 p.m. and work the remaining hours his crew is scheduled. This pertains to filling vacancies of less than five days only.

- iv. If the senior volunteer or low senior mechanic is having an outage in their area, it is the Company's position that they should be on the outage instead of filling a vacancy. If a problem occurs, the Company will make the decision on where the person comes from to fill the shift.

**d. Options To Fill Your Own Shift Vacancy While In Training**

- i. If the duration of the training is less than five days during a given week and the Company would have utilized overtime to fill the vacancy, the shift mechanic will be given the option of filling his own vacancy. If the duration of training is five to seven days, the low senior qualified mechanic in the department will fill the vacancy.

**e. Weekly Vacancies**

- i. High seniority volunteers with the same major craft (i.e. mechanical and electrical) as the vacancy with the exception that a roll grinder must fill a roll grinder vacancy.
- ii. Low seniority mechanics with the same major craft (i.e. mechanical and electrical) as the vacancy with the exception that a roll grinder must fill a roll grinder vacancy.
- iii. Once the vacancy is filled and posted, any change made will be done per shift swap procedure.

**f. Split Shifts:**

- i. Split the shifts on two (2) twelve hour shifts from 7:00am 7:00pm & 7:00pm - 7:00am, when needed.
- ii. The shift that would be on days at the end of the outage is the shift that would be scheduled from 7:00 a.m. - 7:00 p.m.
- iii. The "long weekend" shift may be asked to volunteer unless they are all needed

**8. Fixed Duty:**

**a. Fixed Duty Job Assignment.**

- i. The fixed duty job assignment will be considered the normal job assignment for the fixed duty mechanics.
- ii. After completion of the scheduled fixed duty shift, the fixed duty mechanic is eligible for "Daily", "Call-ins", or "Other Crew" overtime based on his overtime hours. This means requiring and/or volunteering to work overtime but will not interfere with his normal fixed duty responsibilities. It is understood that the fixed duty mechanic will be the last man asked to volunteer, the last man frozen, or the last man called.
- iii. The fixed duty mechanic is not eligible to enter a "Y" for a scheduled outage.
- iv. All regular and relief oiler slots will be filled by "A" class mechanics excluding E&I mechanics.

**b. Fixed Duty Call-ins:**

- i. For overtime opportunities, the fixed duty mechanic will be called first for the fixed duty job.
- ii. If the fixed duty mechanic declines the opportunity, a qualified mechanic will be secured using the call-in procedures as outlined in Section 6.

**c. Fixed duty Split Schedule:**

- i. Use the "Split Schedule" procedure in Section 13(b) of these guidelines except, the fixed duty mechanic will be one of the mechanics to work. The fixed duty mechanic's seniority will determine whether he works days or nights.

**d. Fixed Duty Vacancy:**

The following procedures will be utilized for any fixed duty vacancy of any duration.

- i. Use the qualified mechanic from the crew with the most seniority that volunteers. If there are no volunteers, the least senior qualified mechanic in the crew will be assigned.
- ii. If there are no qualified mechanics in the crew, use the senior qualified mechanic volunteer from the master "job seniority" list. If there are no volunteers, use the least senior qualified mechanic from the master "job seniority" list.
- iii. All oiler vacancies will be filled by the relief oiler or qualified "A" class mechanic.

**9. Hourly Resources:**

- a. While planning will be the primary fulltime function of the Hourly Maintenance Resources, emergency situations at the mill may require the resource to be assigned to back on their tools.
- b. Since planning is the primary function, the Hourly Resources will not have rights to overtime outside the planning function. The planning task, by nature, will afford adequate opportunity for overtime.

**10. Special Crew Assignments:**

- a. Use senior qualified volunteers.
- b. Use low senior qualified mechanics.
- c. Check out of equipment being installed in an existing area will be handled as a special crew assignment above.

**11. Mill Services Crew:**

- a. If a job requires one person to come in, the low qualified man on the overtime list will be called. If the low man is called, he will be paid his regular rate of pay.
- b. If two (2) employees are needed, the Crew Leader and the low qualified man on the overtime list will be called. If the Crew Leader cannot be contacted, the two (2) low men on the overtime list will be called and the senior man will be set up to Crew Leader. In this case also, the low man must be qualified to perform the job.
- c. The Crew Leader will be included with the rest of the Mill Service Crew on the overtime list.

**12. Tool Room Attendants:**

- a. The Company will determine the need to fill any vacancies in the tool room.
- b. If the Company does determine that the vacancy needs to be filled, the remaining attendant will be worked either a 12 hour or 16 hour shift, or any combination of the two based on work loads and priorities.

**13. Procedures:**

**a. 24 Hour Coverage In 8 Hour Shifts**

- i. For Monday thru Friday 3-11 and 11-7: From the "Daily" overtime crew list use the first low Y for 3-11 and the second low Y for the 11-7. If no Y's are on the list, the first low N will be required to work 3-11 and the second low N will be required to work 11-7.
- ii. For Saturday and Sunday: For Saturday; use Saturday's daily overtime list and get the three low overtime mechanics from the list and use seniority to determine which 8 hour shift each will work. Use the same procedure for Sunday except use Sunday's daily overtime list.

**b. 24 Hour Coverage In 12 Hour Shifts**

- i. Ask for volunteers from the crew to work a split schedule, making sure they understand how many will work days and how many will work nights.
- ii. If there are too many volunteers, the mechanics with the least amount of overtime will be offered the work. From those mechanics, ask for volunteers to work the night shift. If there are not enough volunteers, the least senior mechanics from that group will be required to work nights.
- iii. If there are not enough volunteers, the mechanics with the least amount of overtime will be assigned and the least senior mechanics from that group will be required to work the night shift.
- iv. NOTE: To start the 12-hour coverage, one of the following procedures should be utilized. Which procedure will depend on business needs with consideration given to the preference of the affected mechanics.
  1. Work night person(s) till 3:00 p.m. send them home to come back to work 11 – 7 and then start the 7 – 7 nights. Work the day person(s) till 11 p.m. and start next day 7a.m. – 7 p.m.
  2. Work night person(s) till 11 a.m. send them home to come back to work 7 p.m. – 7 a.m. and work the day person(s) till 7 p.m. Start next day 7 a.m. – 7 p.m.

**c. Overtime Opportunity Selection Procedure**

- i. Mechanics will be responsible to indicate their desire to work area overtime, take call-outs, and work outage overtime. The mechanic will do this on a daily basis through the maintenance computer system. Failure to enter preference will automatically indicate a no response. The mechanic will be scheduled accordingly.
  1. A “Y” on the computer by “Daily” is a requirement to work daily overtime in the crew.
  2. A “Y” on the computer by “Call Ins” is a requirement to work call in overtime.
  3. A “Y” on the computer by “Other Crew” is a requirement to work overtime anywhere in the mill.
  4. Failure to indicate a preference will automatically indicate a no (“N”) response. Unless otherwise provided for in these guidelines, the company is not obligated to contact an “N” mechanic.
  5. A “Y” entered on Saturday and Sunday, requires the mechanic to work if contacted on those days in the classification that carries the “Y”.

**d. Zeroing Hours**

- i. All hours worked will be “zeroed” on the first Monday in January but the mechanics will remain in the same numerical order.

**e. Beef-up a Crew**

- i. The Team Leader Will Ask for volunteers from the particular crew as designated by management. The high seniority volunteer(s) will be selected in order of seniority.
- ii. If there are no volunteers, the team leader will select the low senior qualified mechanic(s) from the particular crew.
- iii. Mechanic(s) reassigned to a crew utilizing beef-up language become a member of that crew for the duration of the beef-up and is(are) eligible for any overtime in that crew.

iv. A probationary employee will not be eligible to “Beef Up” a crew.

**f. New Mechanics on Shift**

- i. Once a mechanic has completed 12 months in the Maintenance Department, he/she will be eligible to:
  - 1. Fill shift vacancies
  - 2. Be forced to shift during the next bid process
  - 3. Volunteer for shift during the next bid process through the use of a “preference sheet”

**g. Maintenance Crew Selection Procedure**

- i. Mechanics will be able to select shifts or days preferences on the first Monday in January every year.
- ii. In order to accomplish this, seniority will be used to determine which crew a mechanic will be assigned. In order to have a balanced crew, the Company will specify which primary skills are necessary for each crew.
- iii. These skills are classified as:
  - 1. Certified Welder (CW)
  - 2. Electrician (EL)
  - 3. Heating & Cooling (HC)
  - 4. Instrumentation (IN)
  - 5. Machinist (MC)
  - 6. Maintenance Analyst (MA)
  - 7. Mobile Equipment (ME)
  - 8. Millwright (MW)
  - 9. Pipe Fitter (PF)
  - 10. Roll Grinder (RG)
  - 11. Incident Commander (IC)
- iv. The Union and Company will agree on all skills for each mechanic.
- v. The Company will update the overtime list with the skills of each mechanic, as required.
- vi. Mechanics will select preferred area using job seniority as the primary criteria.
- vii. A mechanic with less than two years service may have the opportunity to fill out a preference sheet but may be placed in any crew in accordance with the labor agreement.
- viii. Normally, not more than 25% of any affected crew will be allowed to move as a result of the annual bidding procedure. Actual number will be rounded up using standard rounding methods. This number may be exceeded, however, when in the Company’s judgment further moves can be made without adverse impact to the individual crew.
- ix. In instances when job bidding creates situations on a crew that negatively impacts the Company’s ability to operate, the Company reserves it’s right under Section XXXIII – MANAGEMENT RIGHTS, to hold an employee(s) until their replacement(s) or other member of the affected crew are sufficiently qualified by the Company.

**h. Training Assignments**

- i. Company sponsored training assignees will only be eligible for overtime after training hours.

**i. Overtime Charging**

- i. A mechanic's total overtime hours will be his actual overtime hours worked.
- ii. Mechanics reassigned from one crew to another will carry their overtime hours to that crew.
- iii. Overtime records will normally be updated Monday through Friday. However, circumstances may arise that require using the latest available overtime list. In such cases, the Y's on the overtime list should be disregarded.
- iv. Any employee absent for one week or more, for any reason other than vacation, will remain in the same numerical position on the crew overtime list. In the event a person occupying the No. 1 position on the call-in guide is absent as stated above, adjustments will be made to maintain the same spread of hours between the No. 1 and 2 positions when he returns to work.
- v. The Company will provide the Union with a copy of the call list on the morning following call-outs and on Monday morning when call-outs are made on a weekend.
- vi. Any new or recalled employees brought into the department will be placed at the bottom of the overtime list and assigned one more total hour than the person on the bottom of the list at that time.

**14. Area and Crew Designations (Subject to Change, defined in Para. 2d):**

**a. Finished Products**

- i. Includes all Paper and PS&D crews.

**b. Pulp, Power, and Chemline**

- i. Includes all Pulp, Power, and Chemline crews.

**c. Central Services**

- i. Includes central shops, PDM and Mobile Equipment crews.

**15. Issues Not Covered:**

- a. Every attempt has been made to cover normal situations that arise in the daily operations of the mill as they pertain to the distribution of overtime to maintenance personnel. Situations not specifically covered by these guidelines will be handled by the Company as best as possible given the situation and business needs.
- b. A Company-Union Committee will meet at least quarterly to discuss any problems with the Guidelines, and to develop recommended solutions. All recommendations and changes will be subject to Local 1137 and Management approval.
- c. This does not preclude an Employee's right to file a grievance consistent with Provision IX – GRIEVANCE PROCEDURES, of the current labor agreement.