

Utility Overtime Procedure

Purpose:

The procedure below defines the method for allocating overtime to maintenance utilities. This is an internal management document and is intended to provide those allocating OT to utilities a basis for consistency across the mill. This procedure is subject to change.

“Mechanic” overtime positions will be filled using the “Maintenance Overtime Guidelines” agreed to by the Maintenance Overtime Committee.

The scenarios below include planned overtime outages and unscheduled overtime events such as 1) job continuation, 2) new overtime jobs identified during the normal workday, 3) call-ins, and 4) events where utilities may be scheduled in early prior to normal shift for lockout, etc. In all cases, a determination will be made as to the appropriate number of utilities to be used on a job (based on the details of the job) **prior to** performing any selection of utilities. This determination is to be made by the following:

- area team leader or area maintenance manager on days,
- weekend duty representative or shift crew leader on weekends, or
- shift crew leader or maintenance team leader on nights.

Planned Overtime Outages:

The same general method will be used for selecting utilities that is currently used for selecting mechanics (see Maintenance Overtime Guidelines). Prior to selection, the MWS team will determine the appropriate number of utilities for the outage given the details of the work to be performed.

Job Continuation (Unscheduled):

1. Area Maintenance Team Leader (or setup) determines appropriate number of mechanic and utility slots based on job details. Job manning is defined as “at least” X mechanics and “up to” Y utilities where $X + Y = \text{total manning for the job}$.
2. Mechanics and utilities originally assigned to the job have first right to the continuation.

To fill any manning vacancies, utilize crew OT list:

3. Starting at top, proceed down list, asking mechanics and utilities to fill remaining slots. Utilities are only eligible for utility slots, so stop asking utilities once utility slots are filled. Continue asking mechanics until all mechanic slots are filled.
4. If crew list is exhausted and all slots are not filled, lowest OT mechanics stay for mechanic slots and lowest OT remaining crew stays for utility slots.

New Overtime Jobs (Unscheduled):

1. Area Maintenance Team Leader (or setup) determines appropriate number of mechanic and utility slots based on job details. Job manning is defined as “at least” X mechanics and “up to” Y utilities where $X + Y =$ total manning for the job.
2. Starting at top, proceed down crew OT list, asking mechanics and utilities to fill manning slots. Utilities are only eligible for utility slots, so stop asking utilities once utility slots are filled. Continue asking mechanics until all mechanic slots are filled.
3. If more mechanics/utilities are required than are available in the crew, repeat step 2 for the area OT list.
4. If more are required than are available in the area, repeat step 2 for mill OT list.

Call-ins (Unscheduled):

1. Appropriate person (team leader or setup, shift crew leader, weekend duty representative) determines appropriate number of mechanic and utility slots based on job details. Job manning is defined as “at least” X mechanics and “up to” Y utilities where $X + Y =$ total manning for the job.
2. Perform call-in for mechanic slots using “Maintenance Overtime Guidelines”.
3. For utility slots, begin at top of crew OT list, and call mechanics and utilities until all utility slots are filled.
4. If utility slots remain after step 3, repeat step 3 using area OT list.
5. If utility slots remain after step 4, repeat step 3 using mill OT list.

Scheduling-In Early (before normal shift):

1. Area Maintenance Team Leader (or setup) determines appropriate number of mechanic and utility slots based on job details. Job manning is defined as “at least” X mechanics and “up to” Y utilities where $X + Y =$ total manning for the job.
2. Starting at top, proceed down crew OT list, asking mechanics and utilities to fill manning slots. Utilities are only eligible for utility slots, so stop asking utilities once utility slots are filled. Continue asking mechanics until all mechanic slots are filled.
3. If crew list is exhausted and all slots are not filled with volunteers, repeat step 2 and schedule involuntarily.