

File No.: 04-1000-20-2024-175

April 11, 2024

s.22(1)

Dear s.22(1)

**Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of March 15, 2024 under the *Freedom of Information and Protection of Privacy Act* for:

**Record of overtime guidelines from all Engineering branches relating to section 7.2 ("Overtime Pay") of the 2020 CUPE 1004 Collective Agreement, subsection (v) "Amendments to existing Overtime Guidelines shall be by mutual agreement, which will not be unreasonably withheld." Date range: January 1, 2020 to March 14, 2024.**

All responsive records are attached.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2024-175); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

*[Signed by Cobi Falconer]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**  
[cobi.falconer@vancouver.ca](mailto:cobi.falconer@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Alternatively, you can call the FOI Case Manager at 604-871-6584.

Encl. (Response Package)

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## POLICIES AND PROCEDURES Equipment Services

Category: Employment

Subject: Hours of Work - EQS Overtime Procedure

Policy Number: 2.2.2

### Purpose

To provide a fair and consistent framework for the division of overtime work among staff.

### Scope

All EQS CUPE 1004 employees.

### Policy

**An overtime rotational list will be posted in all areas and sections within Equipment Services for the purpose to identify the employee's position on the list:**

Only the employees in that area will be eligible to be on that list. Employee's names will not appear in more than one area or section at any given time.

It is the responsibility of the supervisor of that area or section to manage, administer, and record and document the overtime incidences as they occur.

### General Procedures

- In general, overtime is assigned to qualified workers by rotation in each area or section.
- Overtime will be managed by rotating through the seniority list for each shop. For example; if a crew of six mechanics are needed, each employee on the list will be asked in order until the crew is filled;
- For the next overtime shift, the list starts after the employee who accepted the last overtime shift. Once the end of the seniority list has been reached selection starts over at the top and continues down;
- Pre-scheduled overtime is offered on a shift by shift basis;
- If no employee accepts the overtime shift, the shift is then assigned to the staff with the least seniority being chosen first.
- Overtime will be offered to the those who have the necessary qualifications on the rotational list based on the needs and skill sets required to perform the work;
- For overtime that is to complete a current job or project, work will first be offered to the employee or employees working on the job or project. If the employee is unable to continue, it will then be offered to the next person on the rotation list for the shop. If this type of overtime is less than 4 hours, the person will not lose their place on the rotational list.

- Employees will not be included in the overtime rotation if they are absent from the workplace when the overtime is being arranged.
- Employees who perform poorly while working overtime risk losing their position on the overtime lists.
- For emergency overtime where staff must be called in to work from home, supervisors will call staff based on supervisor's best judgment of the employee's ability to do the work, the employee's availability and who the supervisor can contact quickly.

Issued by: Doug Smith	Approved by: 	Date: March 2, 2007
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## SANITATION SERVICES OVERTIME GUIDELINES

CATEGORY: BRANCH POLICY

POLICY NUMBER:

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### Purpose:

The purpose of this policy is to provide direction for assigning overtime within Sanitation Services when applicable.

Sanitation is made up of three distinct shift - Dayshift, Afternoon shift and Nightshift. It is within our Operational mandate to complete Collections and Street Cleaning work within the hours provided on each shift.

Collection work on day shift includes:

- Green Bin
- Garbage
- ICI
- Facilities
- Cart Warehouse Operations

Street Cleaning comprises of three (3) shifts:

- Day shift
- Afternoon shift
- Night shift

As we have three (3) different shifts within Sanitation Services, when applying Overtime we will not allow movement between the distinct shifts.

In order to be eligible for overtime an employee must follow these eligibility rules:

- Must be able to perform all the duties of the work assigned for overtime. If an employee is on a return to work program, their restrictions, hours of work and other criteria laid out in the GRTW program must align with the overtime assignment. Overtime will be denied if an Employee's GRTW plan does not align with the work.
- The employee must be fully qualified and trained for the work assigned.
- If you are returning from vacation and your regularly scheduled rest days are before the overtime, the employee will be eligible to work. (i.e.: if you are off on approved leave on Friday and your rest days are Sat/Sun, you would be eligible to work the Statutory Holiday on Monday)
- For scheduled weekend work, employee must be at work the day before the overtime is required. (Only exception is Union paid leave)

When applying overtime, unless otherwise specified, work will be assigned by seniority and will not commence until the end of the regularly scheduled shift (i.e.: 3:30pm on dayshift). Management must approve all overtime.

## Unscheduled Overtime

During the course of a workday there may be events that occur which limit the ability to complete the assigned work within the regular working hours. These circumstances may include but are not limited to:

- Mechanical breakdowns
- Weather
- Manpower issues
- Emergencies
- Operational needs

Alternatively, extra work may develop that must be completed that day. These circumstances may include but are not limited to:

- 311 requests for accident clean ups
- Spills
- Cart requests

After exhausting all other options to complete the work within normal operating hours, the remaining work will be assigned as unscheduled overtime as follows:

- Individual(s) working on the affected assignment will continue working on the assigned work in order to complete the work
- If the assigned person cannot complete the work, then an alternate driver working on the designated board will be assigned by seniority.
- If there is still a need to add resources, unscheduled overtime will be applied outside the designated board and assigned by overall seniority to employees who are fully trained and are working at full duties.

## Scheduled Overtime

Scheduled overtime is deemed work that is pre-planned or prescheduled within the Branch. Examples of scheduled overtime that may be applied are, but not limited to:

- Statutory Holidays
- Planned weekend work (i.e.: extra leaf collection, Christmas tree collection)
- Special Event clean-up work (Civic Parades)
- Work that is carried over from the previous work day (i.e.: weather, equipment issues, staffing shortages)
- When issues are known before the start of the individual shifts, 7:00am dayshift, 10:00am afternoon shift, 8:30pm nightshift (i.e.: staff shortage, equipment shortage)

When scheduled overtime is deemed necessary a sign up sheet will be posted for employees to express interest for the opportunity to work. For the 5-day operation, this work will be assigned to the senior trained and physically able employees who are present and signed up for the work. For the 7 day operation work will be assigned to the employees on their regular workday first and if extra staff is needed, Employees on their rest days will be called in by seniority

The City of Vancouver offers two (2) extra collection days on the collection calendar to cover extended periods without garbage collection during the Christmas season. A signup sheet will be used to gauge interest of posted operators as well as spare personnel. As this overtime is part of the regularly scheduled collection service, overtime will be assigned as follows:

- Posted operators on their assigned beats
- Senior branch personnel who are trained and physically able to complete assignment

**Nightshift Snow Removal**

Nightshift employees required to work overtime during a snow event are assigned based on seniority, must be fully trained and qualified to perform the work and must be at full duties.

Overtime work will be assigned to employees on their regular workday first. If the number of employees required for the work is exhausted, the outstanding work will be offered to employees on their rest days based on seniority, qualifications and ability to complete the assignment. If there is still a need for additional resources, employees on scheduled vacation would be asked next, based on seniority, qualifications and ability to complete the assignments. \*Overtime for Snow Removal also applies for the Afternoon Shift Employees who have completed snow training.

- Employees must meet the eligibility rules stated above to be considered for any overtime during the snow season
- Scheduled overtime and Unscheduled overtime rules apply during snow events

**Equipment Overtime (Sweeper, Container Truck, Automated Truck)**

Because of the nature of this work, employees must maintain their status as a trained operator to be able to take advantage of these opportunities. Employees will have to keep their operating credentials current and update their training and seat time in the specified equipment for one week per year to be eligible for these opportunities.

For all other equipment not listed above, operators must be trained and attend a refresher before the work is scheduled.

REVISIONS HISTORY

Initial Document	March 2014
Revised	March 2019
Current Revision	December 2021

APPROVALS

ISSUED BY:	APPROVED BY: M. Zupan	DATE: December 1, 2021
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**CITY OF VANCOUVER SEWERS BRANCH  
CUPE 1004  
OVERTIME GUIDELINES**

**February 1<sup>st</sup>, 2023**

**A. General Principles**

- (1) Employees will state if they are available or unavailable for overtime at the beginning of the next business day from the time it is offered.
- (2) Crew make up for extended workday overtime will be the same as the crew makeup during that workday.
- (3) Probationary employees may be utilized for overtime in the event no other Regular Full-Time **(RFT)** employees are available or once all (RFT) employees are working overtime. Unless an emergency.
- (4) This document does not supersede the agreed applicable *Sewers Maintenance Standby Callout Guidelines* or the Collective Agreement.
- (5) Employees will not work overtime in a lower capacity than posted, unless all employees within the required posted classification and the spare list have been exhausted.
- (6) CUPE 1004 employees acting in exempt positions are not eligible to work overtime in bargaining unit positions.
- (7) Overtime assignments will be made within the six sewers work groups (the "Work Groups"):
  - 1) Construction
  - 2) Connections
  - 3) Maintenance
  - 4) Equipment
  - 5) Pumps
  - 6) Sewers Separation
- (8) Employees who are permanently accommodated may work overtime provided overtime duties and hours align with their permanent restrictions. Employees who are on modified duties, graduated return to work programs, or working with other restrictions, may be offered overtime assignments provided that the overtime duties and hours align with their restrictions and capabilities all ensuring that they are assigned overtime with full meaningful duties.
- (9) Employees acting in a higher capacity within the work group will be eligible for overtime in their posted position.
- (10) Employees that are off Thursday/Friday will not be eligible for pre-scheduled overtime. The following exceptions apply:
  - (a) *Vacation Leave* / CTO leave on Thursday/Friday - An employee may be eligible for [prescheduled and callout] overtime if off Thursday **or** Friday as long as its pre booked prior to overtime scheduling. An employee may be eligible for [prescheduled and callout] overtime while on vacation leave, but only after all posted employees, spare, acting, those currently working are called.
  - (b) *Compassionate Leave* - Employees taking compassionate leave pursuant to Clause 9.14 (a), (b), (e), of the Collective Agreement will be eligible for [prescheduled and callout] overtime.
  - (c) *Union Leave* — Employees on approved Union leave are eligible for overtime.



- (d) *Training* - Employees working a training assignment are eligible for overtime as per their posted job classification.
- (e) Employees on *Family Responsibility Leave, Sick Time or WorkSafe BC claim* are not eligible for overtime. This includes Thursday/Friday prior to the overtime.

**B. Call Out Overtime**

- (1) Call out overtime is defined as work that was not scheduled, or was not planned or started by the crew at the end of shift.
- (2) Call out overtime will be offered by seniority, based on the availability of the employee, and job classifications required to do the tasks associated with the work.
- (3) Call out overtime will be offered in the following order within required job classifications:
  - Posted employees by seniority
  - Spare employees by seniority
- (4) After-hours Call Out overtime will be offered to employees who work that full day.

Weekend call out will be offered to employees who worked the previous Thursday/Friday.

If there are no eligible employees who want to work overtime, remaining employees will be offered the overtime in accordance with the procedure in this section.

**C. Pre-scheduled Overtime & Pre-scheduled Extension of the Workday**

**(1) Definitions**

- (a) Prescheduled overtime - is planned and generally scheduled for a weekend and/or Stat holidays.
- (b) Planned / unplanned overtime - is an extension of the workday, including emergencies.

**Truck Drivers:**

Prescheduled overtime for TD work will be offered as follows, by seniority:

- 1. Posted TD III and TD IV including working at a higher capacity within the work group and/or working outside the work group
- 2. Spare TD III including working at a higher capacity within the work group and/or working outside the work group
- 3. Posted EO III
- 4. Other Branches (Water, Streets) as per LOA

Planned and unplanned overtime - any extension of the workday:

- 1. Truck drivers working on the crew work that day will be offered the overtime first. If overtime is planned before the start of shift the Superintendent will then try to offer the overtime by seniority before the start of shift
- 2. Other Sewers Operations Branch Truck drivers by seniority and required job classification within the Work Group
- 3. Every effort will be made to stand down Truck Drivers working overtime, on individual worksites only, in reverse seniority order

## **Truck Driver II:**

Prescheduled overtime for TD II work will be offered as follows, by seniority:

1. Posted TD II including working at a higher capacity within the work group and/or working outside the work group
2. Posted TD III / IV including working at a higher capacity within the work group and/or working outside the work group
3. Spare Truck Drivers including working at a higher capacity within the work group and/or working outside the work group
4. Other Branches (Water, Streets) as per LOA

Planned and unplanned overtime - any extension of the workday:

1. Truck drivers working on the crew work that day will be offered the overtime first.
2. Other Sewers Operations Branch Truck drivers by seniority and required job classification within the Work Group.
3. Every effort will be made to stand down Truck Drivers working overtime, on individual worksites only, in reverse seniority order.

## **Equipment Operators (Excavator, Backhoe, Loader):**

Prescheduled overtime

1. By seniority and job classification as follows:
  - a) Posted operators including working at a higher capacity within the work group and/or working outside the work group
  - b) Spare operators including working at a higher capacity within the work group and/or working outside the work group

Planned and unplanned overtime - any extension of the workday:

1. Posted or spare operators working on or as part of a crew will work the overtime
2. Additional operators by seniority and job classification as follows:
  - a) Posted operators working within the workgroup
  - b) Posted operators working at a higher capacity within the work group
  - c) Spare operators working within the work group
  - d) Spare operators working at a higher capacity within the work group
  - e) Posted operators working outside the work group
  - f) Spare operators working outside the work group

## **CONSTRUCTION WORK GROUP:**

### **Posted Crew Positions and Labourers:**

Prescheduled overtime

1. Employees working at their posted crew positions or as labourers working on the crew will be offered the overtime first. If additional posted crew positions or labourers are required, they will be drawn by seniority within the appropriate classification from the pool in the same Work Group, then from the remainder of the Branch in the following order (Connections, Maintenance, Equipment, Pumps and Sewer Separation).

Planned and unplanned overtime - any extension of the workday

1. Employees working on the crew including in acting positions will be offered overtime in the same position worked that shift.
2. If additional employees are required, they will be selected by seniority within the required classification in the Work Group, then from the remainder of the Branch in the following order (Connections, Maintenance, Equipment, Pumps and Sewer Separation).

**CONNECTIONS WORK GROUP:**

**Posted and Acting Operations Workers specifically in Connections Including Paving Crew and Utility Locators**

Prescheduled overtime

1. Operations Workers working on the crew will be offered the overtime first
2. If additional Operations Workers are required:
  - a) Operations Workers in the same workgroup will be drawn by seniority within the classification from the labour pool, which includes Operations Workers acting in a higher position within the workgroup.
  - b) Operations Workers by seniority working outside this workgroup in the following order (Construction, Maintenance, Equipment, Pumps and Sewer Separation). Including Operations Workers acting in a higher position within the workgroup.

Planned and unplanned overtime — any extension of the workday:

1. Employees working on the crew including in acting positions will be offered overtime in the same position worked that shift.
2. If additional employees are required, they will be selected by seniority within the classifications in the Work Group.

**Posted and Acting Sub-Foreman III (s) in Connections:**

Prescheduled overtime

*\*\*Note – Posted and Acting Sub-foreman III on a project that extends into overtime (weekends and holidays) will continue to work on the project if required for continuity purpose.*

1. Otherwise, By seniority and job classification as follows:
  - a) Posted Sub-foreman III's
  - b) Posted Sub-foreman III's working at higher capacities within the work group
  - c) Currently Acting Sub-foreman III's within the work group
  - d) Posted Sub-foreman III's working at higher capacities outside the work group

Planned and unplanned overtime - any extension of the workday:

1. Employees working on the crew including in acting positions will be offered overtime in the same position worked that shift.
2. If additional employees are required, they will be selected by seniority within the classifications in the Work Group.

**Posted and Acting Working Foreman in Connections:**

Prescheduled overtime

1. By seniority and job classification as follows:
  - a) Posted Working Foreman
  - b) Currently Acting Working Foreman within the work group
  - c) Posted Working Foreman outside the work group
  - d) Currently Acting Working Foreman outside the workgroup

Planned and unplanned overtime - any extension of the workday:

1. Employees working on a crew including in acting positions will be offered overtime in the same position worked that shift.
2. If additional employees are required, they will be selected by seniority within the classifications in the Work Group.

**Posted and Acting Sub-foreman II Paving Crew:**

Prescheduled overtime, planned and unplanned overtime - any extension of the workday:

1. By seniority and job classification as follows:
  - a) Posted Sub-foreman II on the Paving Crew
  - b) Currently Acting Sub-foreman II on the Paving Crew

**Maintenance staff including Operators:**

Prescheduled overtime

1. By seniority and job classification as follows:
  - a) Posted maintenance staff including operators, including those working at a higher capacity within the work group
  - b) Spare maintenance staff including operators working at higher capacities within the work group
  - c) Posted maintenance staff including operators working outside the work group
  - d) Spare maintenance staff including operators working outside the work group
  - e) If additional posted crew positions or labourers are required, they will be drawn by seniority within the appropriate classification, then from the remainder of the Branch in the following order (Connections, Construction, Equipment, Pumps and Sewer Separation)

Planned and unplanned overtime - any extension of the workday:

2. Maintenance staff including Operators working on or as part of a crew will work the overtime
3. Additional maintenance staff including operators by seniority and job classification as follows:
  - a) Posted maintenance staff including operators working within the workgroup
  - b) Posted maintenance staff including operators working at higher capacities within the work group
  - c) Spare maintenance staff including operators working within the workgroup
  - d) Spare maintenance staff including operators working at higher capacities within the work group
  - e) Posted maintenance staff including operators working outside the work group
  - f) Spare maintenance staff including operators working outside the work group
  - g) If additional posted crew positions or labourers are required, they will be drawn by seniority within the appropriate classification, then from the remainder of the Branch in the following order (Connections, Construction, Equipment, Pumps and Sewer Separation)

**D. Prescheduled Overtime/Other Branches**

The Sewers Operations Branch will follow these guidelines when assigning TD III and TD IV overtime work in other Branches.

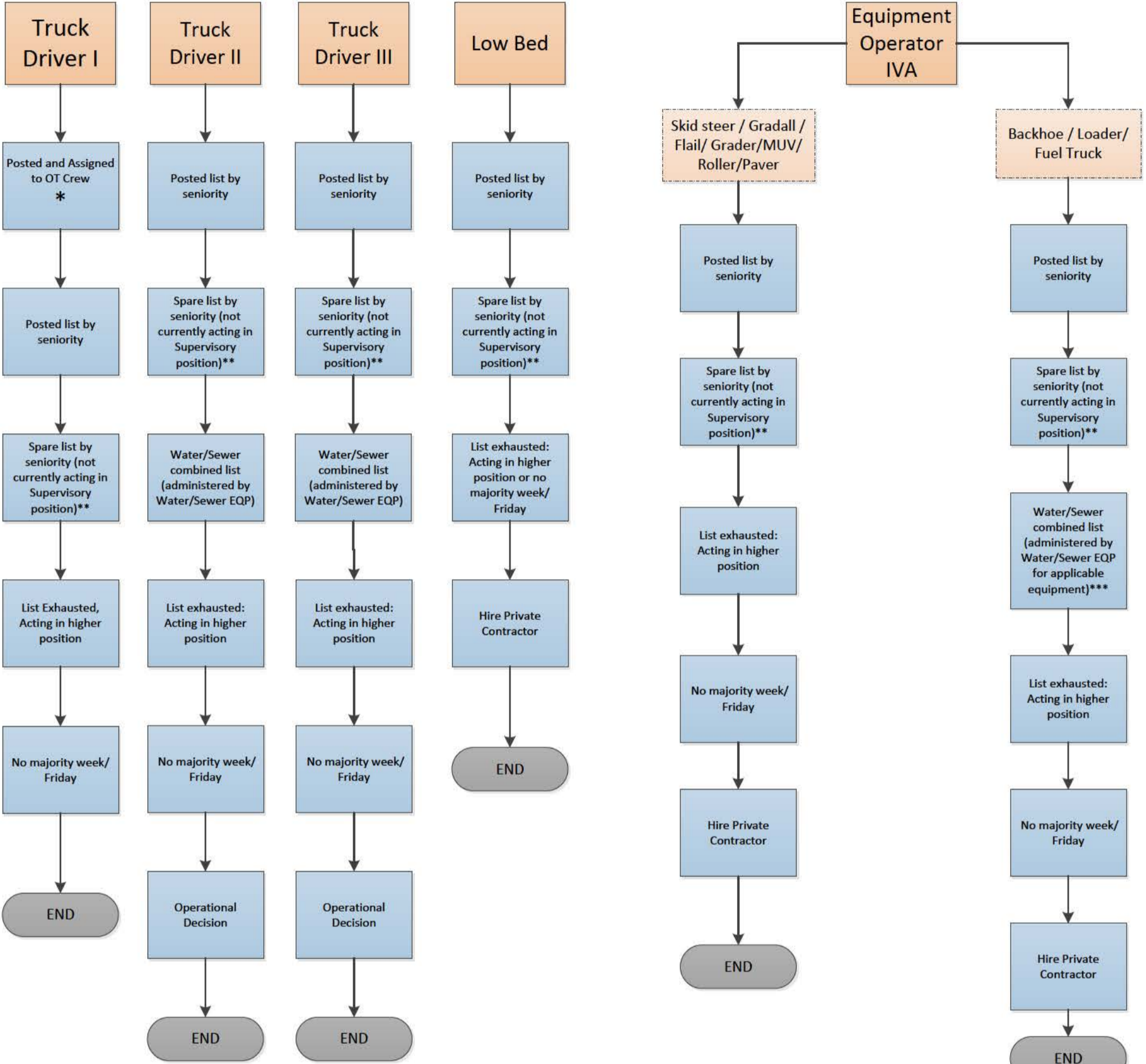
**E. Remedies**

Overtime concerns will be addressed using the Collective Agreement Grievance Procedure.

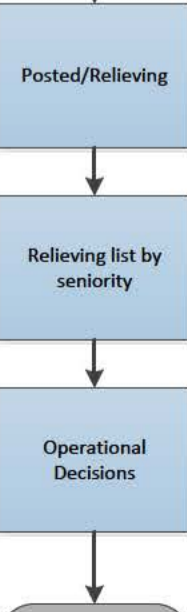
## General Scheduled O.T. Guidelines

1. Eligibility for weekend O.T. requires an employee to have worked the majority of the week.
2. Majority week on a 5 day work week is 3 days.
3. Majority week on a 4 day work week is 2 days.
4. You must work the Friday before the overtime. The exception is if you pre-book the Friday off before overtime is announced.
5. The crew who works together during the weekday work together on the weekend. (unless exception noted)
6. All Posted TD II, TDIII, Equipment Operators are called in for overtime by Seniority regardless if they were with the specific crew for majority week. (unless exception noted)
7. When Drivers and Operators shift is completed they shall not bump a junior driver or operator out of their shift on another crew.
8. If drivers and operators are with a crew during the week and are not needed for the overtime shift they do not come in. (unless exception noted)
9. If an acting foreman has been running the crew for majority week that acting foreman will run the crew on overtime.
10. An acting foreman running a crew will not be asked to work overtime at their regular position until the list is exhausted. (ex. Posted TD I relieving as a sub-foreman will not be asked to work overtime as a TD I unless the list is exhausted first)
11. Ops Workers are called in based on operational need and experience.
12. Whenever there is a non scheduled emergency situation it will be up to Operational Needs/Availability without delay.
13. "Probationary staff will not be scheduled for weekend overtime, unless lists are exhausted"
14. After-shift OT will not result in the bumping of employees who worked on the crew that day for employees who did not work on the crew that day
15. Equipment Operators who are on Spare driving lists will only be called out by seniority, when the spare list is exhausted from its regular spare drivers.

**WORK GROUP**  
Equipment  
Jimmie Collins



**Equipment Coordinator**



END

All positions must follow General Guidelines for overtime, unless otherwise stated.

\*Crews with Posted TD I's assigned to crew during the week use those drivers if available for overtime shift.

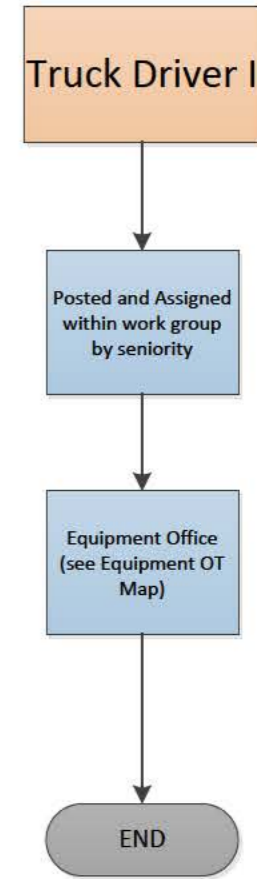
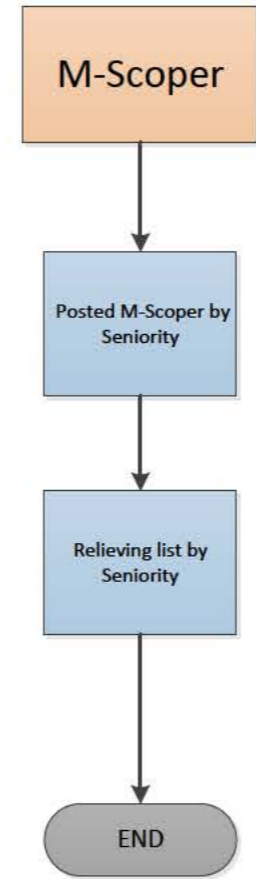
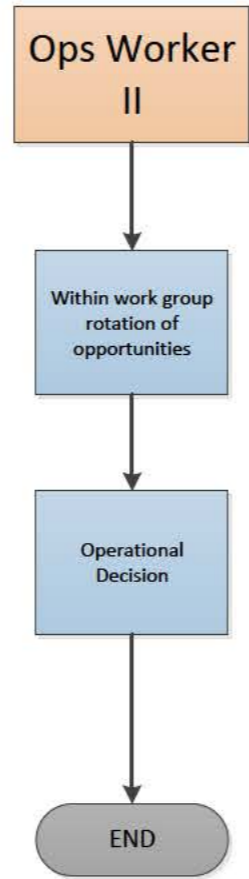
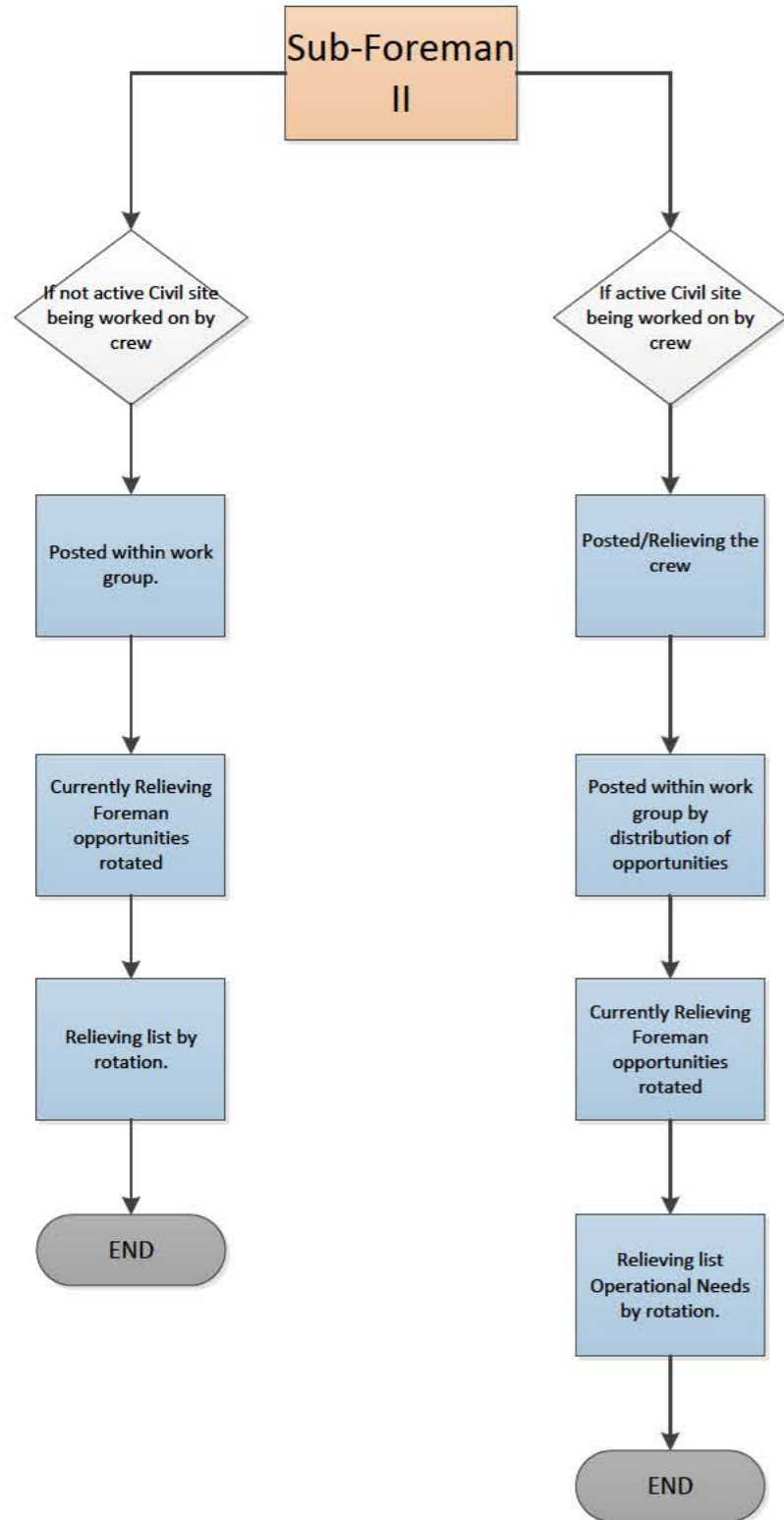
\*\*We have operators who are acting foreman, if they are in acting position we move on to next spare.

\*\*\*Have not yet used this practice however follows similar practice as TD III/II

**Notes**

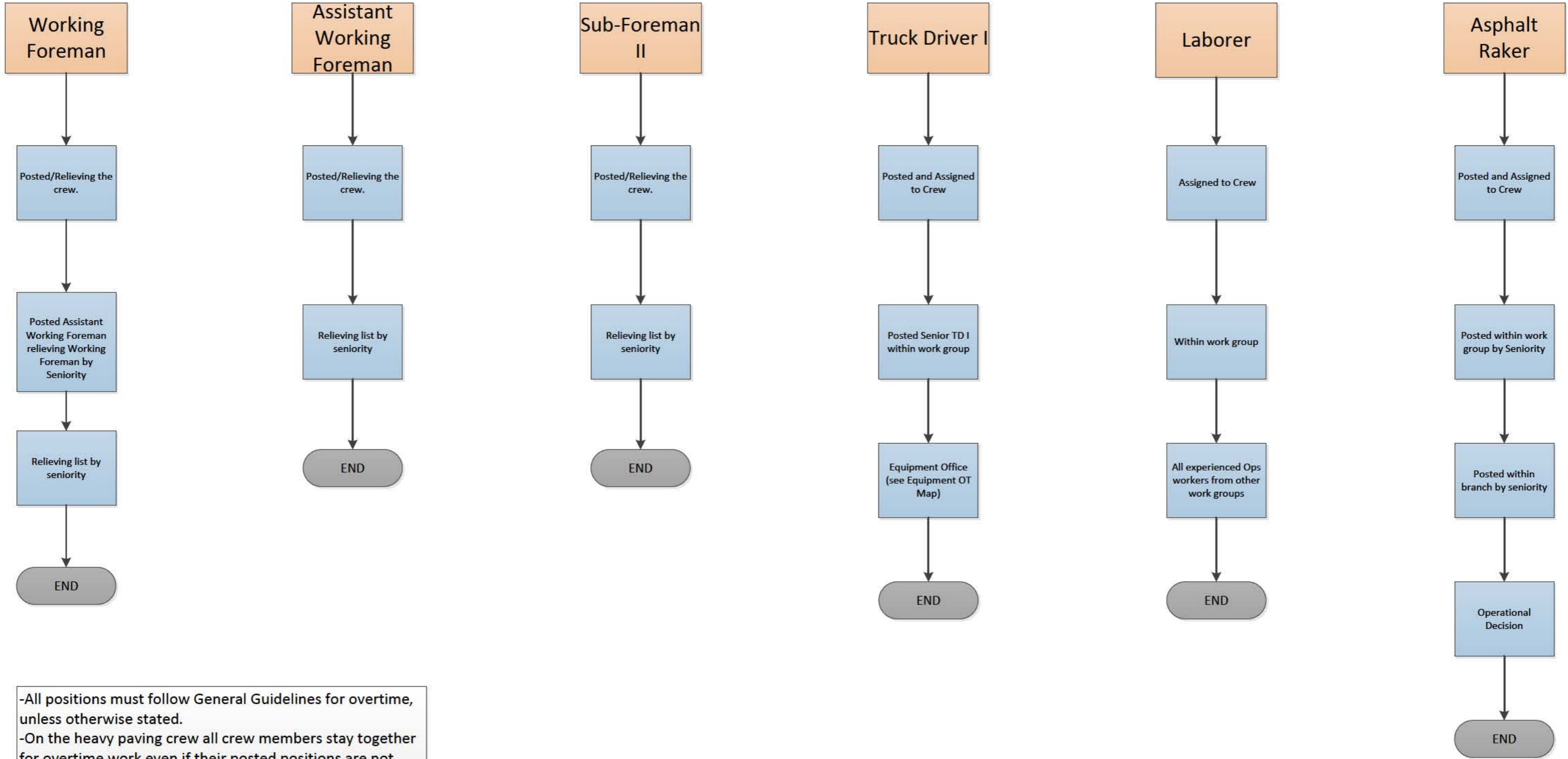
- All positions must follow General Guidelines for overtime, unless otherwise stated.
- Opportunities are distributed evenly as much as possible.
- Raceway ticket and shoring requirements can influence OT opportunities.
- Opportunities rotated within group. Attempt to offer to EE with fewest hours in calendar year first.
- Civil overtime is tracked on a spreadsheet by the Superintendent.

**WORK GROUP**  
Civil Electrical  
Gary Afonso





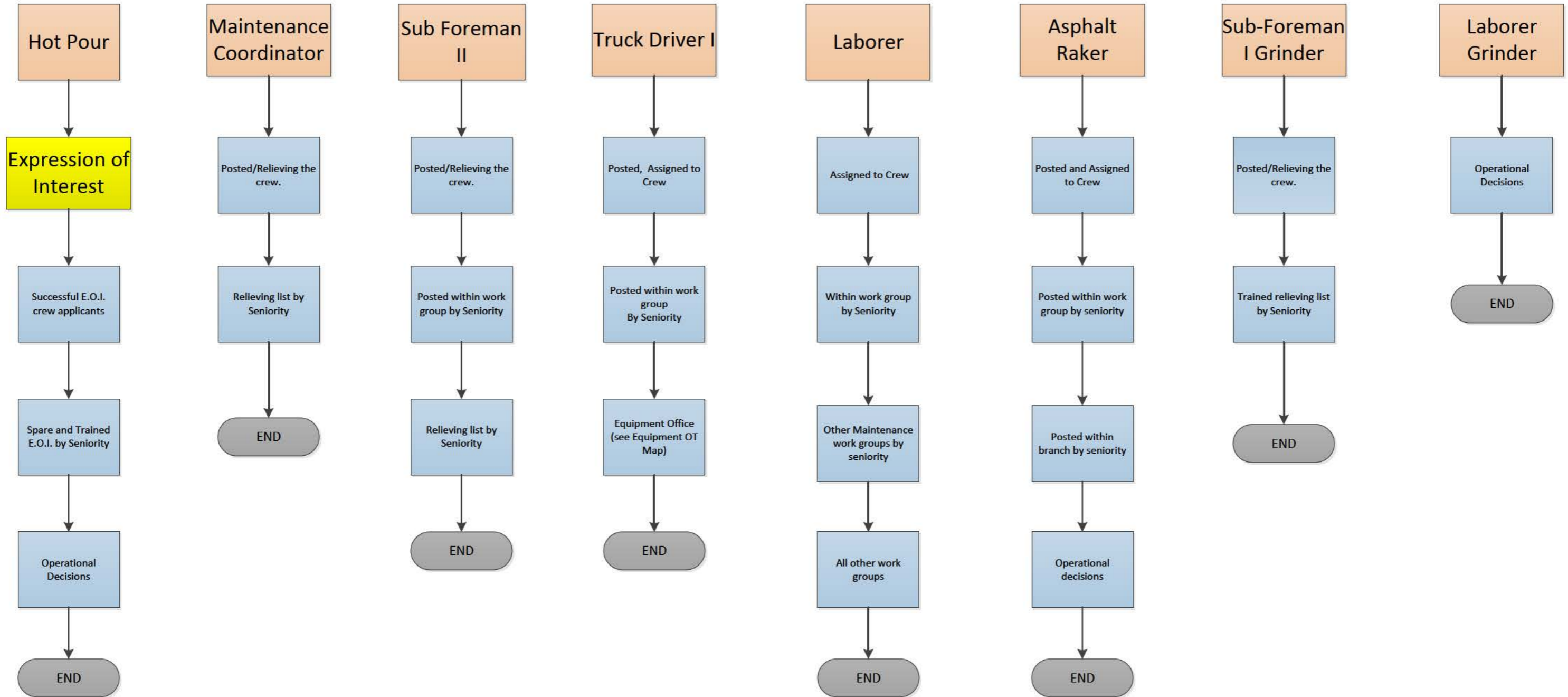
**WORK GROUP**  
Asphalt Construction  
Doug Moore



-All positions must follow General Guidelines for overtime, unless otherwise stated.  
 -On the heavy paving crew all crew members stay together for overtime work even if their posted positions are not being used. This is the only crew this happens on.

All positions must follow General Guidelines for overtime, unless otherwise stated.

**WORK GROUP**  
Asphalt Maintenance  
Jim Bruce



All positions must follow General Guidelines for overtime, unless otherwise stated.

**WORK GROUP**  
General Maintenance  
Vince Santorelli

Maintenance Coordinator

Posted/Relieving the crew.

Relieving list by Seniority

END

Sub-Foreman II

Posted/Relieving the crew.

Posted within work group

Relieving list by Seniority

END

Truck Driver I

Posted and Assigned to Crew

Posted within work group by seniority.

Equipment Office (see Equipment OT Map)

END

Laborer

Assigned to Crew

Within work group by rotation

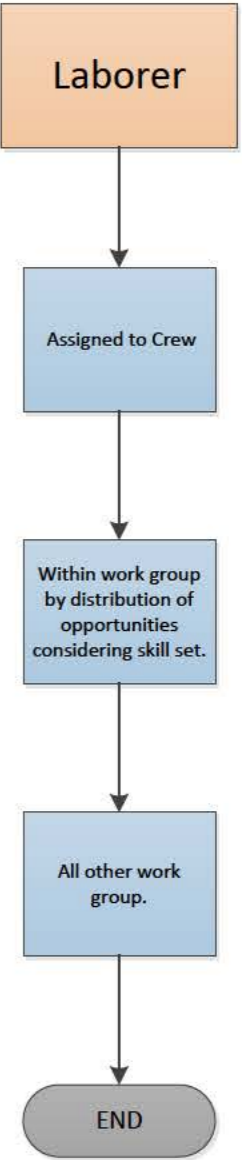
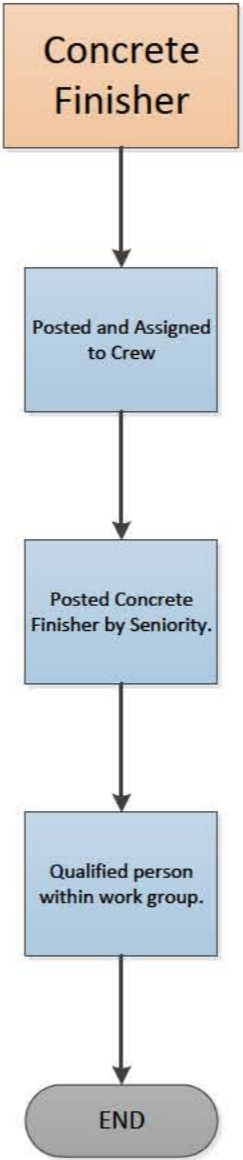
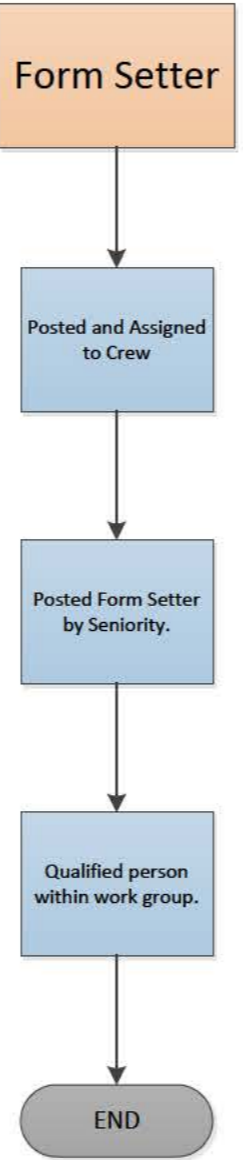
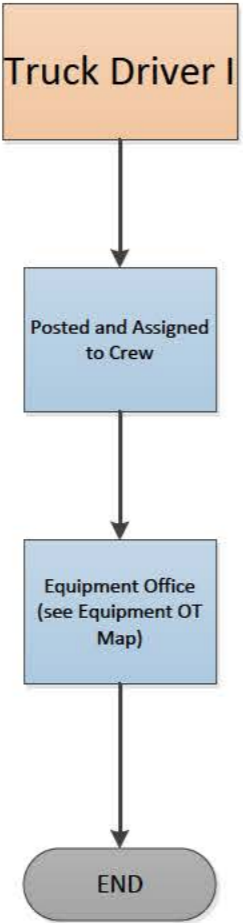
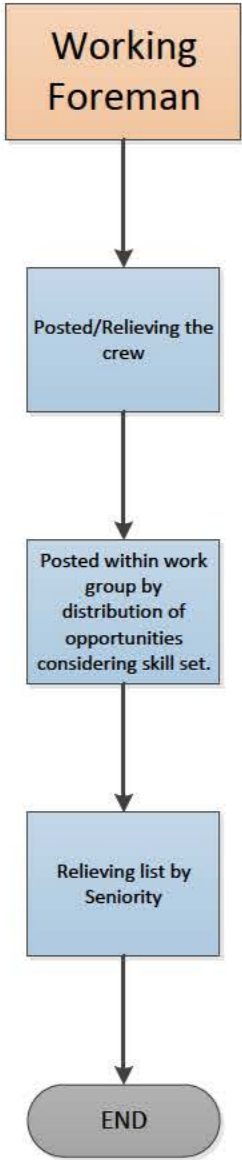
Other Maintenance work groups

All other work groups

END

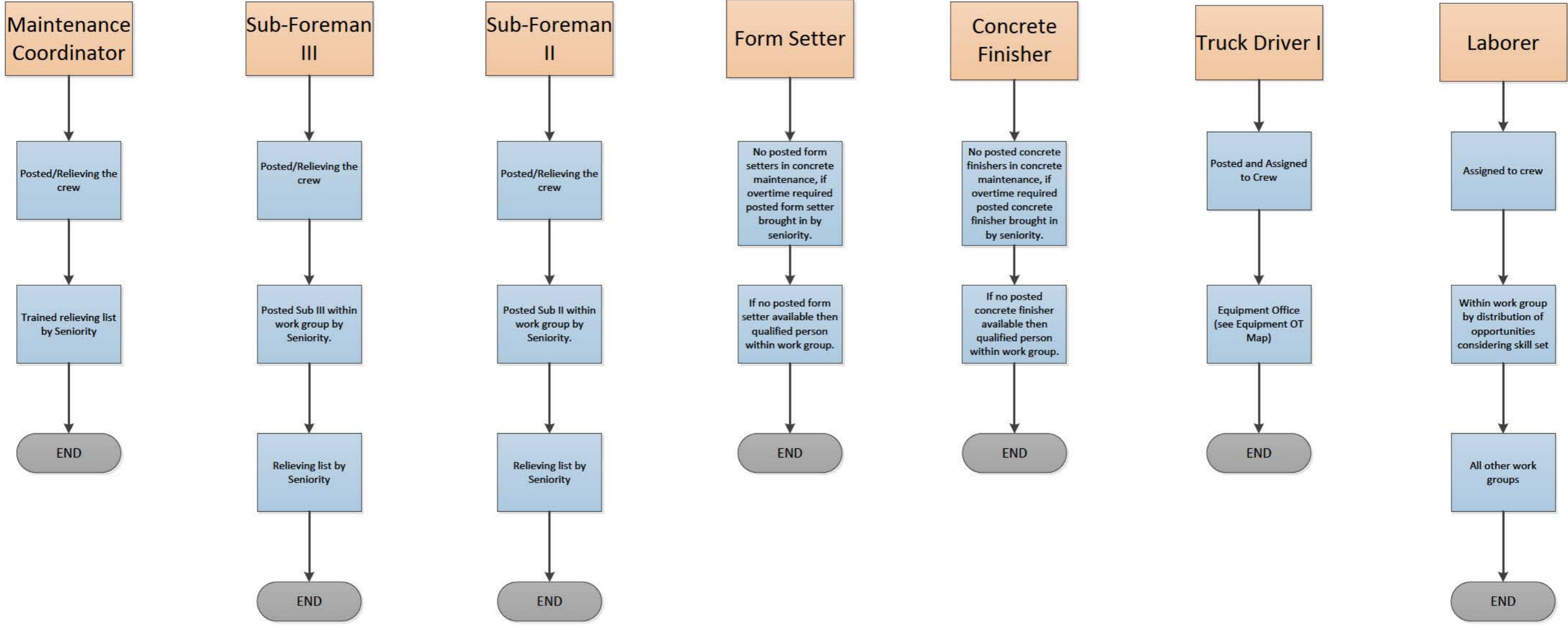
All positions must follow General Guidelines for overtime, unless otherwise stated.

**WORK GROUP**  
Concrete Construction  
Ron Borger



All positions must follow General Guidelines for overtime, unless otherwise stated.

**WORK GROUP**  
Concrete Maintenance  
Bill Vistaunet



-All positions must follow General Guidelines for overtime, unless otherwise stated.  
 -Trained = Bridge Trained

**WORK GROUP**  
 Bridge Maintenance  
 Marco Biagini

Sub-Foreman  
 II Bridge

Posted/Relieving the crew.

Trained relieving list by Seniority

END

Bridge TD I

Trained Posted and Assigned to Crew

Bridge Spare List Trained TDI

Trained Laborer who can drive

Equipment TD I when work does not require trained employee.

END

Bridge Laborer

Trained and Assigned to Crew

Previously trained employees as needed

END

Urban Issues Foreman

Posted/Relieving the crew.

Trained relieving list by Seniority

END

Urban Issues TD I

Urban Issues Posted List Trained TD I

Urban Issues trained TD I relieving list by Seniority

Trained Qualified Laborer who can drive (not needed yet)

END

Urban Issues Laborer

Trained Laborers on crew

Special Event OT assigned with trained laborers by seniority

END

Regular Ops overtime on Sunday by distribution of opportunities by trained laborers

END

-All positions must follow General Guidelines for overtime, unless otherwise stated.  
 -Weather Response O.T. will be assigned by crew, as determined by management  
 -Weather *labourers* can include Ops Workers, Asphalt Rakers and other positions that are not supervisory or fleet-related.

**WORK GROUP**  
 Weather Related  
 Weather Superintendent

D.O.C.  
 Coordinator  
 (Weather Related)

Posted Pothole  
 Maintenance  
 Coordinator

Other DOC Trained  
 Posted Coordinators  
 by Seniority.

Relieving Pothole  
 Maintenance  
 Coordinator trained  
 in DOC

END

Equipment  
 Coordinator

Posted/Relieving if  
 trained in weather  
 response

Cut Coordinator if  
 trained in weather  
 response

Relieving Equipment  
 Coordinator trained  
 in DOC

Operational  
 decisions

END

Weather  
 Response  
 Crews

Pot Hole crew  
 dispatched first

Asphalt  
 Maintenance Crews  
 by Seniority

General  
 Maintenance Crews  
 by Seniority

Structures & Urban  
 Issues Crews by  
 Seniority

Operational  
 Decisions

END

Ice/Snow Response Drivers/Equipment Operators

Eligibility determined  
 based on the General OT  
 Guidelines.

To be released from OT  
 shift in the order they  
 qualified for the OT

## **TRANSFER & LANDFILL OPERATIONS BRANCH OVERTIME AND PUBLIC HOLIDAY WORK ASSIGNMENT GUIDELINES**

*The Transfer & Landfill Operations Branch (TLO) consists of two separate work sites; the Vancouver Landfill (VLF) and the Vancouver South Transfer Station/Zero Waste Center (VSTS/ZWC). For the purposes of these guidelines, the VLF and VSTS/ZWC will be considered separate work sites and no bumping site to site.*

### **DEFINITIONS**

**Available:** Employee that is working on-site at the time overtime is required

**Class:** Employee's posted designation, e.g. Operations Worker II, Truck Driver IV etc.

**Qualified:** An employee appropriately trained in the task required

**Posted Employee:** Employee posted to a position higher than Operations Worker II

**Task:** A specific work or work area assignment. Operating a bulldozer would be defined as a task, regardless of where the work is required, assigned within their work site

### **OVERTIME**

*\*Note: In order to work prescheduled overtime, employees must be at work for the majority of the week.*

- *The majority of a week consists of being at work 3 out of the 5 working days.*
- *If a week consists of only 4 days due to a Statutory Holiday the majority of that week is 2 days.*

*You must be at work on the Friday before the overtime weekend unless:*

- *You have pre-booked the Friday off prior to overtime being announced*
- *You are off for a medical appointment*
- *You have been authorized time off for union business*
- *You are off for funeral leave*



Overtime at the VLF and VSTS is assigned as follows:

- Overtime is first offered to the senior available qualified employee within the class required for the overtime
- In the event that no employee within the class required for the overtime is available at the time the overtime is required, the overtime is offered to the senior available qualified employee
- In the event that no employee working at the time the overtime is required is able to work the overtime, the senior available qualified employee within the class required would be called in
- For employees who are not posted to the position requiring the overtime, overtime is only offered to those who are qualified to perform the task required and whose name must be on the operator spare list
- In the event that the task in question requires specific information that would be difficult to transmit to another employee or alternatively if there is some operational requirement that necessitates that the same employee complete the task, the work will first be offered to the individual working at the task at the time the overtime is required. Examples of situations where this may occur would be an emergency situation such as a fire where any downtime associated with switching operators creates a hazardous situation or alternatively some short duration overtime (e.g. 20-30 minutes) where switching operators is not practical. In any case, where a senior available qualified employee is bypassed during the assignment of overtime, the Site Supervisor will endeavour to advise the employee(s) why they were bypassed.

In the event that there is more than one classification of posted employee that could be brought in on overtime, the following guideline will be followed:

- If a posted employee is off, a posted employee in the same class would be offered the work (an Equipment Operator IVB would be offered an Equipment Operator IVB opportunity)
- If overtime is required because of additional work at a specific task (e.g. VLF Compost site), a posted employee posted to that task would be offered the work

### **PUBLIC HOLIDAYS**

Work on Public Holidays is assigned as follows:

***\*Note: In order for an Employee to be eligible to work on a public holiday, they must have worked the week (five (5) days) prior to, or the week (five (5) days) following the public holiday.***

- Staff are assigned to the tasks required on the public holiday based on:
  - Status - Regular Full Time employees will be offered the work first unless a specialized certification is required (e.g. First Aid Attendant)
  - Being qualified for the tasks required
  - Class
  - Seniority
  - There will be no downward bumping except for employer-initiated “acting” or short-term acting (less than 5 days). As an example, a Truck Driver IV cannot perform work on a public holiday as an Operations Worker II

The sole exception to the above is the graveyard Operations Worker II position. This work will be assigned to the employee regularly scheduled to that shift. Employees will not be offered the opportunity to “bump” junior employees out of assignments on graveyard shift.

SUBJECT:	Waterworks Overtime Guidelines	
CATEGORY:		POLICY NUMBER:

**PURPOSE:**

The following outlines the manner in which Waterworks Operations personnel will be offered overtime work after normal hours of operation based on our practice, previous guidelines, and agreements on procedures made by the Branch with the Union. This guideline applies to work extending beyond regular shifts, planned overtime at weekends or evenings, as well as arranging the necessary personnel and equipment to attend and perform emergency work after normal hours of operations.

In all cases, overtime work will only be offered to employees that are skilled and capable of performing the required work, and have satisfactory records of performance and attendance. Employees who perform poorly while working overtime risk losing further overtime opportunities.

**SCOPE:**

All Waterworks Operating Branch Employees

**GENERAL POLICIES AND PRACTICES:**

- 1) For scheduled overtime the general rule for the crew compliment is "the Crew that works together stays together" with exceptions for temporary and probationary employees.
- 2) The Crew that starts a project completes the project including overtime - such as a watermain tie-in or large meter install requiring some weekend work as part of the job.
- 3) The branch has established seniority lists for Equipment Operators and Truck Drivers based on branch seniority and are to be used when assigning overtime. For example, if a Truck Driver III is needed and the one assigned to the crew is unavailable, overtime will be offered in accordance with the branch lists.
- 4) There is a "Waterworks Employees Available for Call-out" list which includes all classifications and lists the employees in order of branch seniority which is to be used for all after-hour emergency (non-scheduled) work when assembling the crew (other than the rotational On-Call Working Foreman who will be responsible for making the decision to call out a crew). *See the attached after-hours "Waterworks Call-out Guidelines" for detailed instructions and procedures for crew call-outs.*
- 5) For scheduled overtime employees will not be offered overtime if they are off work on the day the overtime is assigned.

- 6) All employees assigned to scheduled overtime on the weekend must be at work the majority of the week (eg.3 days, Friday time off must be pre-booked) to be eligible for overtime work.
- 7) Employees who regularly work with a crew being scheduled for overtime, who have been off on sick time or on scheduled vacation during the week preceding, will be offered the overtime based on the guidelines and if they are back at work on the day that the overtime scheduling and assignment is being done.
- 8) No vacation for Truck Drivers will be approved in order to allow them to lower their work hours so that they would be eligible for weekend overtime work (i.e. 7 day/70 hour work week rule)
- 9) Employees being offered the overtime must be qualified to perform the work and have current experience and skill in the work being performed.
- 10) Workers in all classifications (including those acting such as pipelayers on construction crews) who are needed to replace an unavailable regular crew member for overtime will first be offered to posted employees within the Superintendent's work group by their seniority and then to existing acting employees within the work group (provided they have the skill and experience required).
- 11) Employees who have unsatisfactory performance or attendance records will be advised that they will not be assigned emergency or pre-scheduled overtime.
- 12) Posted employees will not work overtime in lower positions unless pre-approved by the Branch Manager or designate.

### PROCEDURES:

#### Pre-Scheduled Overtime:

- 1) For Construction, the regular crew (including City Hoe Operators and Truck Drivers) that has been working on the project will be scheduled for any overtime work required for that project.
- 2) For Leak Repair or Meter Job that is scheduled for a weekend (and has not been previously worked on by a crew), the senior Subforeman or Trades (Trades I for maintenance or testing or Trades II for large meter installs or repairs) will be offered the job first along with the Ops Worker assistant on the truck and Equipment Operators who regularly work with his/her crew.
- 3) If hired equipment has been working with the crew being scheduled for overtime work, City hoe operators and truck drivers will be offered the scheduled overtime in place of the hired equipment in accordance with the branch seniority list.
- 4) For pre-scheduled overtime temporary Ops Workers and those still in their probationary period will be replaced with regular full-time employees working

from another crew within the Superintendent 1's work group in order of seniority.

- 5) If a regular crew member is unavailable, the position will be offered to posted employees and then to acting employees of the same classification on a seniority basis working in the same work group (for example - in Construction under the same Superintendent I)
- 6) If additional or replacement truck drivers and equipment operators are required, then overtime work will be offered to other posted operators or drivers in accordance with the branch's seniority list.
- 7) If posted truck drivers and operators are not available, then qualified spare operators will be called in order of position on the branch's spare list.

#### After Hour Emergency Callouts:

- 1) For Trades, Subforeman II, Pipelayer and Ops Worker positions required for after hours emergencies, employees who have indicated a willingness to be called out and are "Available" on the Waterworks Call-out List, will be called out on the basis of posting date seniority, followed by qualified acting personnel. As per our standing practice, those who are off sick or on vacation etc. will be deemed as unavailable for emergency call-outs until their next scheduled shift (including weekends if an employee is off on the Friday)
- 2) If none of the posted employees are available, the work will then be offered to those employees who have indicated they would be willing to be called out for emergency overtime work and are qualified and able to act in the position required.
- 3) Posted backhoe operators and truck drivers on the "Available" List will be called in order of the branch list for equipment operators or truck drivers. In certain instances, when quick response times are crucial in minimizing flooding, public safety or property damage, the closest and most immediately available operator or driver may be contacted.
- 4) If posted truck drivers and backhoe operators are unavailable, then spare drivers and operators will be called in order of their position on the branch spare list.
- 5) Where the emergency work will extend beyond 2:00 a.m. in the morning or anytime following 8 hours of continuous overtime, the Superintendent On-Call may decide for safety reasons, depending on the conditions and circumstances, or for operational reasons to bring in a fresh crew. ***Refer to the Waterworks Branch Policy on "Effects of Overtime Work on Next Regular Working Shift"***
- 6) A record of the calls to the employees and the response/outcome will be kept for reference. If employees do not answer at the number they have provided, the next employee on the list will be called (messages with the basic overtime details will be left and a notified employee who calls back before the overtime is offered to another employee can take on the assignment).

- 7) *Refer to the Waterworks Call-out Guidelines document for further details and process to be followed for after hour emergencies.*

**Unscheduled Overtime for Work Crews (immediately before or after regular work day hours):**

- 1) Employees actively working with the crew (including probationary) will continue to work the overtime immediately following the end of the regular shift.
- 2) If a member of the regular crew is unavailable beyond the regular shift, for all positions (other than Hoe Operators and Truck Drivers) overtime will first be offered to posted employees (on a branch seniority basis) who are working on another crew within the Superintendent 1's group. If posted employees within the work group are unavailable, overtime will be offered to acting employees within the work group and then to posted employees based on seniority outside of the work group.
- 3) Temporary and probationary employees remain with the crew for overtime work extending beyond the regular shift.
- 4) Backhoe Operators and Truck Drivers assigned to the crew will remain with the crew for the overtime. If an operator or truck driver is unable to work the overtime, the overtime will be offered in accordance with branch lists.
- 5) If the overtime is likely going to extend beyond 2 hours, then Hired Backhoes and Hired Trucks should be replaced with City Hoes and Trucks in accordance with the order on the Branch list.

**CONDITIONS:**

Overtime call-outs are often made under difficult circumstances (emergencies) by evening or late night dispatchers (who are not familiar with the branch), subforemen (sometimes from the field), and superintendents (who may not have access to the latest call-out and seniority lists). In addition, contact with employees by phone is not always possible and work assignments can not be held up to wait for call backs or a delayed response.

**REVISIONS HISTORY**

Initial Document	July 1997
Revised	December 2006
Current Revision	May 2019

**APPROVALS**

ISSUED BY: Phil Karlsson	APPROVED BY: Derek Sydenham	DATE: May 13 <sup>th</sup> , 2019
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