



**CANADIAN  
PACIFIC**

## **OVERTIME POLICY FOR ALL CANADIAN ENGINEERING SERVICES EMPLOYEES**

Overtime hours are prohibited for all Engineering Services employees working for Canadian Pacific Railway in Canada. Engineering Services employees include members from the following unionized groups: Track Maintenance, Track Renewal, Bridges & Structures, Signals & Communications, and Engineering Services.

Regular hours are defined by the active collective agreement. Regular hours are generally represented by a forty (40) hour work week typically divided over eight (8) hour shifts, Monday through Friday. Overtime hours are defined as all hours, or part thereof, worked outside of regular hours for activities requiring special accommodations or emergency work.

Overtime hours do not equate to dedicated track time or track blocks. A separate request and appropriate approvals are required if track blocks are needed.

It is accepted by both parties of the Agreement that the need for Overtime hours will be avoided whenever possible.

In the special case where Overtime hours are unavoidable, all parties agree of the following:

- a. A formal request will be submitted by the lead representative of the Third Party to the Railway. The Railway will then provide the Overtime Request Form to the Third Party lead for completion and submission.
- b. The request will be submitted a minimum of fifteen (15) business days in advance, and will be subject to review and approval by the Railway's senior management.
- c. The Third Party agrees to pay the relevant premium Overtime hourly rate. This rate is calculated by the railway using a pension premium, applicable overheads, and the basic hourly rate stated in the employee's collective agreement. The rate will be applied to all Overtime hours, or part thereof. An updated average rate will be provided by the Railway to the Road Authority at the time of the request.
- d. The submission of such a request does not guarantee approval for the Overtime hours. The Railway reserves the right to prioritize the work demands for all of its employees.

Mississauga, 2013