

Objective:

To establish fair and consistent compensation practices for employees required to don and doff Personal Protective Equipment (PPE), change clothes, and, when applicable, make relief at the end of a shift. These guidelines ensure that employees are compensated for time spent performing required safety-related tasks, while also providing clarity for both employees and management.

1. Non-relief employees

- Employees will be compensated 5 minutes at the applicable rate of pay for the purpose of donning PPE prior to the start of each workday. This will be accomplished by paying employees starting 5 minutes before the start of their scheduled workday.
- Employees will be allowed to leave their place of work 15 minutes before the end of the scheduled workday and will be paid until they clock out, but no later than the end of their regularly scheduled shift (i.e. 3:00 p.m.).
- This time will be paid at the employee's regular base hourly rate and will not be counted against breaks or unpaid time.

2. Relief employees

- Shift relief employees are expected to clock in and make relief during the 30-minute window preceding their scheduled start time (i.e. 6:30 a.m. to 7:00 a.m. for a 7:00 a.m. shift).
 - For employees working on the dredge that require additional travel time, the Company and Union will work collaboratively to define appropriate relief windows. In all instances employees will be compensated for actual time worked at the applicable rate of pay for making shift relief.
- Employees will be paid for actual time involved.
 - Employees who make relief and clock out prior to completing the full shift (i.e. 12-hours) will be paid for time involved, regardless of the number of hours scheduled on the shift.
- This time will be paid at the applicable rate and will not be counted against breaks or unpaid time.
- In the event that an employee's relief does not report for work or is tardy, compensation will be administered in accordance with the provisions outlined in the Collective Bargaining Agreement (CBA).

Implementation & Administration

- These guidelines will be applied consistently across all departments where PPE is required.
- Any disputes regarding application will be addressed through established labor-management processes.
- Employees may clock in and out at their designated change house or assigned place of work, consistent with department-level procedures.
- Existing contract language regarding relief locations will remain unchanged.
- Bus departure times will be adjusted to 10 minutes after the hour, excluding the Westvaco/Mine 12-hour shift bus, which will leave Westvaco at 10 minutes after the

hour, and the Mine at 20 minutes after the hour. This will be monitored and adjusted if necessary.

- If issues arise under the new guidelines the Company and the Union will work together to resolve.
- *"Applicable rate of pay"* means the rate of pay received for the duration of the shift. Employees who have reached forty (40) hours for the work week during a shift, will be compensated at the applicable overtime rate under FLSA.
 - o Example 1: A 12-hour employee who works Monday – Thursday, would receive straight time until such time they reach 40-hours. For all hours exceeding 40-hours employees would be paid 1.5x their regular rate, including pay for shift-relief.
 - o Example 2: An employee who works their first day off, or second day off, will receive the applicable rate of 1.5x their regular rate, or 2x their regular rate, respectively, including time for shift relief consistent with the CBA, regardless of whether the employee has met 40 hours.