

Certified	Area: Refinery Wide	Policy No.: HR-POL-016
Effective Date: 11/16/2009 Reviewed: 1/1/2016	US Refining Overtime/Fatigue Policy	Rev. No.: 0
Written By: Pete Andrich	Auth. By: Steve Cornell (signature on file)	Page 1 of 2

Objective

Provide a consistent standard across US Refining relative to overtime/fatigue management with the aim of reducing risks associated with worker fatigue.

Principle

Managing worker overtime/fatigue is an important safety and health matter that is best served by using a comprehensive and integrated approach – one that considers broad leading measures that influence overtime and fatigue (e.g., workload, staffing, cross-training, fatigue education) as well as lagging measures that influence and control overtime levels (e.g., administrative rules and limits). Using this principle to address worker overtime/fatigue helps to deliver a strategy consistent with the long-term priorities of the business.

Policy Elements

US Refining sites shall have the following elements within their site-specific overtime/fatigue management plans:

- 1) Employees shall be permitted to work a Maximum Number of Days within a 21 calendar day rolling period. . Exceptions to the above must be approved by the BUL, based on business circumstances.
- 2) Employees shall be permitted to work a maximum sixteen (16) hours per shift. In the event of unit upsets or emergency situations, employees can work up to eighteen (18) hours with approval by the BUL or his/her designee.
- 3) An individual employee working greater than the High Overtime Percentage over a High Overtime Period shall be identified and his/her Superintendent (or equivalent) shall be required to develop a plan that will result in the reduction of the individual employee's overtime below the High Overtime Percentage level. The plan is to be shared with the Superintendent's (or equivalent's) supervisor.
 - a) The plan should limit an individual employee working greater than the High Overtime Percentage over a High Overtime Period to less than the High Overtime Percentage overtime in the following month. Exceptions must be approved in advance by the BUL.
 - b) It is recognized that a number and variety of individual situations may contribute to high overtime and that interventions may be needed to address the underlying causes for high overtime for specific employees. Factors such as turnarounds, unplanned outages, disability leaves, cross-training, staffing levels, absenteeism, etc., should be considered when evaluating the reasons for overtime greater than the High Overtime Percentage in a High Overtime Period and when considering interventions.

- c) In the event of extended TARs, outages or other significant operational events, it may be necessary that employees work greater than the High Overtime Percentage over a High Overtime Period. In such instances, exceptions above the High Overtime Percentage level must be approved by the BUL or his/her designee.
- 4) During site Performance Reviews, overtime performance metrics will be reviewed with the Regional Vice President, US Refining, in order to provide assurance that continuous improvement with respect to overtime levels is occurring at the site.
- 5) Effective January 1, 2010, the following definitions will apply:
 - a) **Maximum Number of Days in a 21-Day Window** = Nineteen (19) days
 - b) **Number of Days Off** = Two (2) days
 - c) **Maximum Number of Hours in a Shift** = Sixteen (16) Hours / Eighteen (18) hours with approval from BUL
 - d) **High Overtime Percentage** = Overtime totaling more than 50% over a 40 hour work week
 - e) **High Overtime Period** = Last rolling 3 months

	Name	Title	Date
Revised By:	Pete Andrich	HR Manager	June 16, 2009
Approved By:	Steve Cornell	RVP	June 30, 2009