

COLLECTIVE AGREEMENT

Between

KINETRICS INC.

And

POWER WORKERS' UNION  
CANADIAN UNION OF PUBLIC EMPLOYEES – C.L.C.  
Local 1000

January 1, 2014 – December 31, 2016

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**COLLECTIVE AGREEMENT  
BETWEEN**

*Kinectrics Inc.*  
(Hereinafter referred to as "The Company")

and

POWER WORKERS' UNION (PWU), CANADIAN UNION OF PUBLIC EMPLOYEES, Local 1000 - CLC, hereinafter referred to as the "Union" which executes this Agreement by *M. Fazio, M. Mills, and R. Walker*, who have been duly appointed for the purpose, in accordance with the constitution of the Union.

WHEREAS the Union has requested the Company to enter into a Collective Agreement and the Company has consented thereto:

NOW THIS AGREEMENT WITNESSETH

that there shall be two parts, namely, Part 'A' - General Items Part 'B' - Weekly-Salaried,. It is also witnessed that the Company and the Union agree each with the other as follows:

**ARTICLE 1  
RECOGNITION  
COLLECTIVE BARGAINING UNIT**

1.1 The Company recognizes the Union as the sole bargaining agent for all regular, part-time and temporary employees<sup>1</sup>, but excluding:

- (a) Employees now represented by other bargaining agents.
- (b) Persons above the rank of working supervisor.
- (c) Persons who exercise managerial functions in accordance with the *Ontario Labour Relations Act*.
- (d) Persons employed in a confidential capacity in matters relating to labour relations in accordance with the *Ontario Labour Relations Act*.

1.2 When an employee is removed from normal duties to act in a vacated position or relieve for an incumbent or perform a temporary assignment, the following shall apply:

- (a) When the length of time involved is known to be three months or less, the employee will retain his/her present jurisdictional status.

(b) When it is expected that the length of time will be longer than three months, the employee will be excluded or included at the commencement of his/her new responsibilities. However, in the event the period is actually less than three months:

- (1) in exclusion cases, the Union will be reimbursed the dues which would have been paid;
- (2) in inclusion cases, the Union will reimburse the employee the dues which have been paid.

(c) When the length of time is unknown, the employee will retain his/her present jurisdictional status up to the three month period. If the period extends beyond three months, the employee will then be either included or excluded.

**ARTICLE 2  
GRIEVANCE PROCEDURE**

2.1 Clerical –Technical Job Evaluation Plan refer to Article 2.8

2.2 Any allegation that an employee has been subjected to unfair treatment or any dispute arising out of the content of this Agreement shall be understood to be a fit matter for the following grievance procedure. All matters of grievance by any employee or group or class of employees for whom the Union is the bargaining agent and which the Union may desire to present shall be dealt with in accordance with the following procedure.

2.3 It is mutually agreed by the parties hereto that it is the spirit and intent of this Agreement to adjust grievances promptly. Therefore, any employee covered by this Agreement having a grievance may present such grievance to the representative of the Union appointed by the Union for that purpose. The Union representative may then proceed to have such grievance adjusted in accordance with the following steps established hereby for the purpose of adjusting grievances.

2.4 Grievances (changes are effective January 1, 2004 unless otherwise specified).

Grievances are to be filed within thirty (30) days from the date that the grievor knew or should have known the facts giving rise to the grievance. The Company is to reply in writing within seven (7) days.

Steps in grievance process: Non-disciplinary matters:

- Step 1 Within seven (7) days of reply or time limited for reply, a meeting with contact supervisor.

<sup>1</sup> "Employees" are employees pursuant to the *Labour Relations Act* for Ontario SO, 1995, c.1 *Schedule A*, as amended.

If a Step 1 meeting is not held within 14 days or if the grievance has not been resolved at Step 1, a Grievance Review Board meeting will be scheduled within one month.

## 2.5 Grievance Review Board

The Grievance Review Board shall consist of two Kinectrics' Union representatives and two Management representatives (at a high level), who will have the authority to agree unanimously to a final and binding settlement of any grievance.

The purpose of the Grievance Review Board will be to attempt to settle all cases, failing which the Grievance Review Board will agree to facts where possible and ensure that all documentary and other evidence is disclosed by the parties.

If not resolved at the Grievance Review Board, grievances move to arbitration. Unless the parties agree to regular arbitration, all grievances shall be submitted to expedited arbitration. The parties will select mutually agreeable arbitrators as required. If the parties fail to agree upon an arbitrator after a reasonable period of time, the parties shall request the Ministry of Labour to nominate an arbitrator.

## 2.6 Disciplinary Matters

2.6.1 Prior to the imposition of any disciplinary penalty, the Company shall hold a Disciplinary Interview, which shall replace Step 1 of the grievance process.

2.6.2 The Company shall provide the Union and any employees who may be disciplined three (3) days' notice of the Interview.

2.6.3 The Interview shall take place between the Company, the Union and the accused individual

2.6.4 The Company shall set out its allegations and except where the allegations could constitute a criminal offence, the Union or the individual(s) shall set out their version of the events. Minutes, but not a transcript, of the Interview setting out the substance of the discussion shall be taken.

2.6.5 The minutes of the meeting shall be provided to the Union and the accused individual(s) within seven (7) days of the Interview.

2.6.6 The Union and the accused individual(s) shall forward a written reply to the minutes, if any, within seven (7) days of receipt of the minutes.

2.6.7 Should the Company choose to impose discipline, the Union has ten (10) days to file a grievance commencing at Step 2.

2.6.8 Nothing in the disciplinary interview process is intended to interfere with the Company's right to investigate matters.

## 2.7 Facilities and Costs

2.7.1 The Company shall provide the necessary facilities for all meetings in the grievance process.

2.7.2 Maintenance of normal earnings and payment of expenses shall be provided by the Company for the Chief Steward or his/her delegate, Union Steward (if necessary) and grievor (if required by the Chief Steward) to attend 1<sup>st</sup> Step meetings, disciplinary interviews and the Grievance Review Boards.

2.7.3 The fees of all arbitrators and costs associated with arbitration hearings shall be shared equally by the parties, subject to current practices.

## 2.8 Dispute Resolution – Article 8, Plan B and OGLs (Plan B is suspended for the term of this Agreement)

Any Article 8, Plan B or OGL disputes shall be resolved on an expedited basis using the existing grievance procedure or an alternate dispute resolution process agreed to by the parties. The parties shall meet within 7 days to attempt to resolve the grievance. Failing a resolution of the matter within 14 days of filing the grievance, the matter will be referred to a Grievance Review Board.

## ARTICLE 2A DISCIPLINE AND DISCHARGE

2A.1 Any allegation that an employee has been demoted, suspended, discharged or otherwise disciplined without just cause shall be a fit matter for the grievance and arbitration procedures as provided for in this Collective Agreement.

2A.2 When disciplining or discharging probationary employees for just cause, it is recognized that the probationary period is an extension of the selection process and that they have short service. Therefore, the threshold for discipline and discharge may be less than that of a regular employee in similar circumstances.

2A.3 Disciplinary penalties resulting in a suspension without pay will not be imposed until a final decision, (agreement between Union and Management, or an arbitrator's judgment) has been reached.

2A.4 Unless otherwise agreed to, after a letter(s) of reprimand has been on an employee's file for a maximum of two years, and there have been no further occurrences, then the letter(s) of reprimand will be removed from all files.

## ARTICLE 3 ARBITRATION

### 3.0 THE REGULAR ARBITRATION PROCESS

The regular arbitration process will continue on the basis of the practice currently adhered to by the parties. The parties will make a reasonable effort to select mutually agreeable arbitrators from the list below:

Union	Company
Jules Bloch	Kevin Burkett
Gerald Charney	Louisa Davey
Reva Devins	Jane Devlin

If the parties fail to agree upon an arbitrator after a reasonable period of time, the parties shall request the Ministry of Labour to nominate an arbitrator.

3.1 Where a difference arises between the parties relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may, after exhausting any grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the first party's appointee to an arbitration board. The recipient of the notice shall within 10 days, advise the other party of the name of its appointee to the arbitration board. The two appointees so elected shall, within five days of the appointment of the second of them appoint a third person who shall be the chairperson.

If the recipient of the notice fails to appoint an arbitrator or if the two appointees fail to agree upon a chairperson within the time limited, an appointment shall be made through the facilities of the Ontario Labour Management Arbitration Commission or the Minister of Labour, upon the request of either party. The Arbitration Board shall hear and determine the difference or allegation and shall issue a decision and the decision shall be final and binding upon the parties and upon any employee affected by it. The decision of a majority shall be the decision of the Board of Arbitration, but if there is no majority, the decision of the chairperson shall govern. However, in no event shall the arbitrator have the power to change, alter, modify or amend any provision of this Agreement.

### 3.2 Principles of Expedited Arbitration

- (a) "Mediation Arbitration" may be considered in accordance with the provisions of the Ontario Labour Relations Act.

- (b) The decisions are precedent setting and shall be accompanied by reasons on any non-factual issues.
- (c) The parties may use the services of counsel.

### 3.3 All Arbitrators

All arbitrators are to determine their own procedure, may admit evidence that would not be admissible in court and may rely on such evidence to render a decision. All arbitrators will have the power and authority to determine the real issues in dispute between the parties in any particular case and to relieve against time limits in the grievance process. All arbitrators' decisions will be final and binding.

## ARTICLE 4 WORKING CONDITIONS

4.1 Working conditions during the term of this Agreement shall be as outlined in this Agreement and in Negotiated Policies and Practices and Mid-Term Agreement<sup>2</sup> except such Mid-Term Agreements as are agreed obsolete by the parties.

In addition, the general environmental privileges surrounding an employee shall also be considered as working conditions. These privileges would include such things as wash-up time, transportation facilities, safety appliances, general safety or health precautions.

4.2 Any modification within the confines of this Agreement shall be subject to agreement by the Company and the Union's executive. Changes to the undernoted subjects, however, can be made with the written agreement of the Chief Steward with the exception as noted in 4.2 (e) and may be cancelled by either party upon the giving of 30 days' notice:

- (a) Changes in working hours between the hours of 7:00 am to 6:00 pm for an individual, work group or crew.
- (b) The extension of acting positions beyond 90 days as outlined in Part 'B', Section 6.2
- (c) Local extensions to a maximum of six months beyond the normal 15 accumulated months (in which there have been no breaks in employment exceeding five months) on the use of temporary employees to meet short term staffing requirements without invoking regular-seasonal status.

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<sup>2</sup> A Mid-Term Agreement is a modification of the Collective Agreement executed by the parties on the prescribed form (a specimen of which is shown below) during the term of the Collective Agreement.

(d) Arrangements allowing flexibility for employees assigned to temporary work headquarters subject to Chief Steward approval.

4.3 Unless specifically referred to in a Mid-Term Agreement the pertinent provisions of the Collective Agreements shall apply.

**MID-TERM AGREEMENT  
TITLE**

Number Date

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

**SAMPLE**

**THE COMPANY**

**UNION**

**ARTICLE 5  
UNION SECURITY**

5.1 All employees covered by this Agreement who are members of the Union on the date hereof shall, as a condition of employment, maintain such membership.

5.2 Employees who are not members on the date hereof but who become members of the Union subsequent to said date shall as a condition of employment, maintain their membership thereafter.

5.3 New employees shall, as a condition of employment, be or become members of the Union within 15 days of their engagement and shall, as a condition of employment, maintain their membership thereafter.

5.4 Membership as a condition of employment as specified in 5.1, 5.2 and 5.3 shall not apply while membership is withheld or suspended, or where a member is expelled by the Union.

5.5 In all cases for employees in the Collective Bargaining Unit as defined in Article 1, the Company shall be responsible for the signing of dues authorizations and shall deduct from the weekly wages of each employee, an amount equal to the weekly union dues in effect at the time and shall transmit the monies so deducted to the Secretary-Treasurer of the Union at the times designated by the Union.

5.6 A Union representative will be given an opportunity to conduct an orientation session for new probationary/regular employee(s) or temporary employees with greater than 6 months' service within regular working hours at a time and of a duration that is mutually agreeable

between the Company and the Union. The purpose is to acquaint the new employee with the benefits and duties of union membership.

5.7 The Company will not oppose any action by the Union to discipline its members as identified in its constitution.

**ARTICLE 6  
NO DISCRIMINATION**

6.1 The Company shall not discriminate against an employee because of membership or activity in the Union or the exercise of his/her lawful rights, and any employee covered by the Agreement who feels that he or she has suffered discrimination shall have the right to seek redress in accordance with Grievance and Arbitration Procedures.

6.2 An employee who has a complaint with respect to discrimination in the employment relationship, as envisioned under the Canadian Human Rights Act, will have access to the internal Human Rights resolution process if he/she so desires. The employee, if he/she so desires, may have a Union representative present. The complaint, the Human Rights resolution process and the results of same shall not be subject to the grievance/arbitration process.

**ARTICLE 7  
MANAGERIAL RIGHTS OF THE COMPANY**

The Company has and shall retain the exclusive right and power to manage its business and direct its working forces including, but without restricting the generality of the foregoing, to right to hire, suspend, discharge, promote, demote, and discipline any employee. The Company shall exercise the said functions in accordance with the provisions of this Collective Agreement.

**ARTICLE 8  
JOB CLASSIFICATION AND WAGE RATES**

**ARTICLE 8**

**8.1 INTRODUCTION**

In order for the company to be competitive it is essential that work efficiency be maximized. The company must change its current approach to performing work while continuing to improve all aspects of the work performed. In addition the company must invest in employee development. These changes can be achieved through the elimination of traditional job descriptions and a new simplified wage structure. All employees on the new wage structure

will be expected to perform any assigned work within the same zone or a lower zone without additional compensation.

## 8.2 Skill Broadening

Skill broadening is the development and use of employees to perform work outside their traditional roles. Skill broadening is achieved by providing employees with the training and opportunities to perform additional work safely. The intent of skill broadening is to enrich job content and increase job efficiency by:

- a) Removing the traditional boundaries in working roles
- b) Developing employee capabilities to perform work beyond their traditional roles.

Skill broadening can be achieved by taking advantage of existing and future technology and by the development of employees who are highly trained with multiple capabilities and responsibilities.

Skill broadening will include training and instruction of other employees. It will also include new responsibilities required to maximize the commercial performance of the company while ensuring compliance with company policies and sound health and safety and environmental practices.

## 8.3 Salary Structure

The new wage structure will consist of two bands, one for Business Support Services and the other for Technical Operations.

Each band contains three zones comprised of a minimum rate, a series of progression steps and a terminal rate.

Progression through steps up to the top progression rate is time based and is subject to satisfactory performance and or successful completion of training.

## 8.4 Implementation Issues

### 8.4.1

#### Implementation and Oversight Committee

A four-person committee will be established, comprised of two company representatives and two PWU representatives. The union members will be appointed by the Chief Steward for the duration of the agreement.

The committee will resolve all issues arising out of the implementation of the new wage structure and any unresolved issues arising out of the review of the collective agreement and any other agreements between the two parties. Should the committee reach an impasse the matter may be remitted to the local GRB or mediation/arbitration

Any inconsistencies between the existing collective agreement and this article will be resolved in a manner consistent with the goals and principles of this Article.

### 8.4.2 Job Evaluation Plan

To be suspended for the duration of the Collective Agreement and the Job Documents will be archived.

All current occupation codes will be initially placed on the bands and zones of the new wage structure.

All occupation codes, associated job titles and job documents will be consolidated into new job groupings as soon as practicable after ratification. The joint Implementation and Oversight Committee will review issues associated with the job groupings.

The company will produce new generic job documents to describe the new job groupings within each band and zone as soon as possible following ratification.

All employees will have access to all job documents, which the company will post on the Intranet.

### 8.4.3 Job Challenge

With the introduction of the skill broadening initiative and the new wage structure, the Union Clerical/Technical Job Evaluation Plan will be eliminated. In addition the existing Article 8 and Job Challenge process will be eliminated and replaced with the challenge procedures as outlined below.

### 8.4.4 Existing Job Challenge and Article 8 Grievances

Effective January 1, 2005 no new Job Challenges or Article 8 grievances will be accepted or processed through the grievance procedure. All existing Job Challenges, Article 8 grievances and Management Reviews currently in progress will be completed expeditiously. Any jobs changed as a result will be placed in the appropriate zone on the new wage structure. Any retroactive payments will be paid out as a lump sum.

### 8.4.5

A new Job Challenge procedure for the new wage structure established to replace Article 2.8 as follows:

1. The Union shall commence this dispute resolution process by filing a Job Challenge with the contact supervisor. The parties will meet within seven (7) days to attempt to resolve the matter.
2. Failing a resolution of the matter within fourteen days of filing the Job Challenge, the Implementation and Oversight Committee will be appointed as Facilitators to assist the parties resolve all issues of application and interpretation.

3. Failing resolution at the facilitator stage, the matter will be referred to the next meeting of the Grievance Review Board. Failing resolution at that meeting, the matter shall be referred to expedited arbitration using a mutually agreed upon expert in job evaluation to act as Arbitrator.
4. Briefs shall be prepared by each party for each claim including statement of facts, brief argument and relevant provisions of this agreement. The briefs shall be provided to all parties at least seven (7) days prior to any Grievance Review Board or arbitration hearings.
5. The fees of the Arbitrator and costs associated with these hearings shall be shared equally by the parties.
6. Retroactivity will be restricted to the filing date of the challenge.
7. A grievance may only be filed if the Company authorizes a substantial increase in the duties and responsibilities of a position or on documented errors in the annual merit review. Such grievances cannot be based on a comparison of the work or pay of any employee on the new wage structure.

#### 8.4.6 Progression within a Band

Each Zone will contain an Entry Rate and a Terminal Rate. There will be three (3) annual progression steps from the Entry Rate to the top progression rate.

Progression through steps will be time based subject to satisfactory performance and successful completion of training and developmental opportunities. Progression beyond this rate will be based on merit.

Part A Item 3.0 will be modified to reflect the above intent on progressions. Part A, Item 3.1 will be revised as appropriate, and to reflect that, if an employee's progression is withheld she/he will remain at their current step until the employee successfully meets the identified performance/training requirements. The union may grieve on behalf of any employee whose progression is withheld.

New hires will have previous experience recognized and will be given credit for such experience and will be placed within the appropriate band and zone. Any disputes regarding such placements will be referred to the Implementation and Oversight Committee for resolution within five (5) days of the start date.

#### 8.5 Article 10 as it relates to the new wage structure

When the Company determines that a vacancy exists within a band the position will be posted. The posting will outline the qualifications required for the position.

#### 8.6 Temporary Employees

All temporary employees will receive the same wage treatment as regular employees according to the criteria outlined in Part A, 32.0 Wages. See 8.9 below

#### 8.7 Article 11 (as it relates to the new wage structure)

The existing Occupational Group Listings (OGL's) will be frozen and new OGL's for the new job classifications will continue to be established pursuant to Article 11.4. under the direction of the Implementation and Oversight Team.

When existing Occupational Codes are consolidated into job groupings as per section 8.4.4, then all OGL's will be updated at the same time  
New disputes arising over the grouping of a job or jobs into an OGL will be referred to the Implementation and Oversight Committee. In the event that the dispute is not resolved at this level, then such disputes will be referred to the Grievance Review Board or to Arbitration

#### 8.8 Job Evaluation Plan

Each band consists of 3 zones as indicated below. Generic job documents are ranked in a gender neutral manner according to skill, effort, responsibility and working conditions in compliance with Pay Equity legislation. Actual work performed will be compared to benchmark jobs using a simple ranking or job slotting process. More complex job evaluation processes may be selected and applied by the Implementation and Oversight Committee to resolve specific issues that cannot be resolved using a slotting or ranking process.

Zone 1 (Standard)	Includes entry level to mid career level jobs. This will be the "journey person" level for some areas of activity
Zone 2 (Advanced)	Includes most career level technical jobs. This is the "normal expectancy" level for most fully qualified and competent technologists
Zone 3 (Expert)	Includes a limited number of highly specialized or leadership positions

## 8.9 Band Structure

January 1, 2014

Business Support  
Services

37.5 to 40 hours

Technical  
Operations

40 hours

Steps		Steps	
1	\$53,297.37	1	\$63,957.62
2	\$54,896.30	2	\$65,876.34
3	\$56,543.19	3	\$67,852.64
	performance/quality range		performance/quality range
terminal rate	\$63,841.44	terminal rate	\$76,609.70
1	\$63,841.44	1	\$76,609.70
2	\$65,756.67	2	\$78,908.00
3	\$67,729.38	3	\$81,275.25
	performance/quality range		performance/quality range
terminal rate	\$77,353.48	terminal rate	\$95,402.64
1	\$76,609.72	1	\$94,485.30
2	\$78,908.00	2	\$97,319.86
3	\$81,275.25	3	\$100,233.70
	performance/quality range		performance/quality range
terminal rate	\$102,146.27	terminal rate	\$120,021.88

Salary Band effective:  
January 1, 2014

## 8.10 ANNUAL REVIEW PROCESS

A fixed amount will be added to the Kinectrics business plan each year to support the merit review process. *For 2014: Merit pay will be suspended, however automatic progressions will be maintained. For 2015 and 2016: \$200,000.*

If less than 50% of the fixed amount is used for the merit and time-based progressions, the remaining portion of the 50% will be paid into the Pension Plan for each year the plan is in effect.

Merit reviews will be on an annual basis and the performance year will be January 1 to December 31<sup>st</sup>.

The Supervisor(s) or Manager(s) will discuss the merit criteria and expectations with the employee after receiving feedback from the Project Managers where appropriate. Performance related events will be documented.

Employees will be provided with a copy of their merit review and performance evaluation document (excluding final rating) one week prior to the final performance review meeting.

Merit review criteria will be discussed with each employee. Any disagreements will be noted.

A normal distribution of performance ratings is anticipated such that most employees will meet expectations, some will exceed and some will fail to meet expectations.

There will be no reduction in an employee's base pay as a result of this process. Progression steps may be withheld.

All reviews will be forwarded to HR and results will be reviewed with the Chief Steward.

The VP-HR will be responsible for reviewing and allocating the merit increases based on a method or formula agreed to by the Union.

Any employee-union appeals must be instituted within two weeks of the review using the procedures outlined in Article 8.4.5.

The appeals process (including the GRB) must be completed within six (6) weeks.

The merit increase for all employees will be implemented after all appeals have been processed. The Company will plan to make this payment no later than the first pay period following April 1<sup>st</sup> each year. The increases will be retroactive to April 1<sup>st</sup>.

*Merit payments will be 50% pensionable (added to base or paid as lump sum if at the maximum of the performance range) and 50% paid as a non-pensionable lump sum. When the solvency ratio reaches 1.0 these amounts will become fully pensionable.*

In June of each year employees will have the opportunity to meet with their supervisor and informally discuss their performance to date. This feedback process will allow employees to understand their performance and improve performance where appropriate.

The maximum annual merit increase will be 3% of the base pay of the employee.

**ARTICLE 9  
SPECIFIC MATTERS OF AGREEMENT**

- 9.1 These matters are to be dealt with in accordance with Parts 'A', 'B', and The Union Clerical-Technical Job Evaluation Manual (the JE Manual is suspended for the duration of this agreement)
- 9.2 Where a new field of endeavour is undertaken by the Company and the employees concerned fall within the jurisdiction of the Union by virtue of Article 1, the question of whether such employees will be covered by an existing part of the Collective Agreement, an existing part of the Collective Agreement with special provisions or modifications, or a new part of the Collective Agreement will be one for joint agreement.

**ARTICLE 10  
SELECTION TO VACANCIES AND PLACEMENT  
OPPORTUNITIES**

- 10.1 Vacancies
- 10.1.1 No person shall be appointed to a vacancy in the PWU - Kinectrics bargaining unit jurisdiction until all qualified PWU Kinectrics bargaining unit represented applicants have been selected. This restriction is limited to situations involving inter-union jurisdiction and does not apply to non-union personnel.
- 10.1.2 If an employee is appointed to a vacancy within the PWU - jurisdiction from a bargaining unit which restricts seniority in the Company to its own membership, his/her seniority will be limited to service within the PWU - Kinectrics bargaining unit.
- 10.1.3 In filling vacancies within the PWU - Kinectrics bargaining unit, the Company will take into consideration whether the vacant position is supervisory or non-supervisory.

The following will apply:

*(a)* Supervisory Positions

1. In considering applicants for supervisory positions, primary consideration should not be given to seniority but to personal qualities such as leadership, reliability, judgment, ability to organize and instruct and an understanding and a display of the practice of good human relations. For supervisory positions, an endeavour will be made to select the most promising candidate.
2. Only those individuals satisfactorily possessing the above characteristics, as assessed by the Company, should be considered. Where practicable, applicants for supervisory

positions should be interviewed by the supervisor responsible for the selection. Seniority will govern only in cases where there does not appear, in the Company's opinion, to be much difference in qualifications.

3. For the purpose of this article, supervisory positions will include the Clerical-technical jobs which are credited with degree 3 or higher in the Responsibility for Supervision factor of the Clerical-Technical Job Evaluation Plan.
4. The provisions of Article 10.1.3 A-3 above will not affect the status of incumbents for Union representation or the future posting of vacancies as they may occur.
5. Appointments to positions above the jurisdiction of the Union shall not be subject to the Grievance Procedure. However, the Company will give due consideration to representations of the Union where there is evidence of obvious irregularities or discrepancies.

*(b)* Non-Supervisory Positions

Exceptions: Positions identified in Section 10.2 of this Article.

1. The Company will use all available information and determine those applicants who are qualified to fill the vacancy.

One of the requisites is the minimum years of experience as set out in the job specification. Before any consideration is given to seniority the supervisor responsible for making the selection must determine, from the list of applicants, those employees who have the qualifications to do the job satisfactorily.

A recommendation by the supervisor should then be made from the qualified employees, overall seniority being the governing factor. An employee's experience with another company will be taken into consideration in determining his/her qualifications for a position.

2. Tenure

The senior qualified candidate will be selected to the vacancy providing that he/she satisfies one of the following criteria:

- 2.1 Promotion: The applicant has been employed for a minimum of six months in his/her current position.
- 2.2 Laterals and Demotions: The applicant has been employed for a minimum of three years in the same Work Headquarters at the end grade of his/her current position.
- 2.3 Exception: The above restrictions for 2.1, Promotion; 2.2, Laterals and Demotions may be waived by the Company:

- (a) for all applicants to a vacancy if it is in the Company's interest to do so and it is so identified in the posting for the vacancy;
  - (b) when there are medical reasons related to the employee or his/her immediate family as verified by the Company Physician/ Health Services Department.
- 2.4 Tenure Selection Priority: All employees are eligible to apply. Jobs will be posted in one of the following ways:
- i) The job is posted with tenure:
    - (a) the senior qualified applicant with tenure will be selected.
    - (b) the senior qualified without tenure will be selected.
  - ii) The job is posted without tenure:
    - (a) the senior qualified applicant will be selected.
3. The Company may request a waiver of Posting and/or Selection from PWU - CUPE Local 1000 when there are medical reasons related to the employee or his/her immediate family, as verified by the Company Physician/ Health Services Department. If the waiver request is agreed to by the Union, the employee will be appointed to the position.
4. Management reserves the right to restrict the application of Article 10.1.3 B-2 when the selection of candidates, for whom it may result in a lateral or demotion, reduces the capability in a given classification below that considered by Management as required for the effective continued operation of the sending department at a location. In such situations, only those senior qualified candidates will be selected from that department at a location which will not adversely affect its effective continued operation; the remaining senior qualified candidates will be selected from other departments at a location on the same basis. Location is defined in Article 11.6.
- Employees will receive written notice from his/her supervisor if their selection may be voided because they cannot be released. A copy of this written notice is to be given to the local steward.

- (c) General
    1. If the candidate selected has already been appointed to another position, but has not yet reported to the new job, he/she shall be given the opportunity of choosing the one he/she prefers unless it is in the Company's interest that he/she accept the first appointment.
    2. On request, the Company will explain, in writing, to any unsuccessful applicant for an advertised vacancy, the reason why he/she was not selected for the position.
    3. Details of requirements for notification of applicants are found in Part 'A', Item 17.0.
- 10.1.4 The following definitions shall be used to determine an employee's entitlement to be considered for a non-supervisory vacancy:
- (a) Seniority
 

Except as provided in Section 10.1 of this Article:

    1. An employee's seniority, for purposes of selection to vacancies, shall be the service credit as defined in Part 'A', Item 5.0.
    2. Service with an acquired company will be added to the employee's seniority.
    3. The total service credit with the Company will be used for comparing seniority of applicants rather than service in a position.
  - (b) Base Weekly Income
    1. The maximum base rate per classification as shown on wage schedules 40, and 44.
  - (c) Promotion Application
    1. Where the base weekly income (maximum rate) of the advertised position is higher than the base weekly income (maximum rate) of the applicant's present position.
    2. Where an employee submits an application to a position of equal rating (same base weekly income) which requires fewer normal weekly hours of work.
    3. Where an employee who presently occupies a position regularly requiring or subject to shift work, applies for a position of equal rating (same base weekly income) but not regularly requiring or subject to shift work.

(d) Lateral Application

Where the maximum rate (base weekly income) of the position applied for is equal to the maximum rate of the applicant's present position and the factors identified in 10.1.4C(2) and 10.1.4C(3) do not exist.

(e) Demotion Application

Where the maximum rate (base weekly income) of the position applied for is lower than the maximum rate of the applicant's present position.

10.2 Placement Opportunities

The following classifications are considered Placement Opportunities:

- jobs below Grade 55 covered by the Clerical-Technical Job Evaluation Plan.
- 1. Placement opportunities will be internally advertised for the same time period as vacancies. Similar placement opportunities that occur within four months of the posting date of the advertisement will not require posting.
- 2. All employees are eligible to apply to placement opportunities and will be given fair and objective consideration prior to hiring of applicants from outside the Company. When making appointments to placement opportunities, seniority will not be the governing factor.
- 3. The senior qualified applicant for whom the placement opportunity represents an equal classification<sup>3</sup> will be selected subject to the following:
  - (a) The employee must have tenure in accordance with Article 10.1.3 (b) (2), Tenure.
  - (b) The employee must be releasable in accordance with the provisions of Article 10.1.3 (b) (4).
  - (c) Employees with documented performance deficiencies or job related health limitations as identified by the Health Services Department may not be eligible for lateral considerations.
  - (d) When a placement opportunity is filled by the senior qualified applicant as per the above, the resulting backfill placement opportunity will be filled in accordance with provisions of paragraph 10.2 (2).

4. Selection Priority

Selections will be made in the following order:

- i) Senior qualified applicants for whom the placement opportunity is an equal classification
  - (a) those with tenure;
  - (b) those without tenure.
- ii) Applicants selected on the basis of fair and objective consideration.

5. Placement opportunities are different from vacancies, hence there shall be no requirement upon the Company to apply the provisions related to Posting of Vacancies contained in Part 'A', Item 17.0. The successful applicant will be identified in the Selection Notices.

10.3 Transportation and Moving Expenses

Candidates selected to vacancies which represent a lateral or demotion in accordance with Article 10.1 and employed for a minimum of five years in their current work headquarters shall be entitled to moving expenses in accordance with the provisions of Part 'A', Item 26.0.

Candidates selected to placement opportunities as per Article 10.2 will not be automatically entitled to the moving and transportation expenses provided in Part 'A', Item 26.0. Reimbursement of any such expenses incurred by the employee, in whole or in part, shall be at Management's discretion.

Employees appointed to positions which are filled due to an agreed to waiver of posting and/or selection, as provided in 10.1.3 (b) (3), will be entitled to moving expenses in accordance with the provisions of Part 'A', Item 26.0.

<sup>3</sup>Equal Classification - as defined in Article 11.

**ARTICLE 11  
SURPLUS STAFF PROCEDURE**

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## Article 11

### Note:

Appendix A of Article 11 forms part of this collective agreement. Any changes to list, including the addition or deletion of locations, worksites and work centres shall require joint agreement.

- 11.0 The provisions of Article 11 may be implemented by the Company in either the "Centre" or "Operations" individually, rather than throughout the entire bargaining unit.
- 11.1 Prior to implementing Article 11 or its' equivalent the Company may offer a voluntary termination option to employees, subject to management approval. This voluntary termination option may be offered to any designated group or selected employee(s). For employees who have achieved the "Rule of 82" a retirement allowance of \$50,000 will be paid. For all other employees the notice and severance arrangements will be as per Articles 11.8 and 11.11. In lieu of the above, any other mutually agreeable arrangements may be implemented.
- 11.2 In the event the Company determines a need to initiate the layoff of employees, the parties will make a reasonable effort to negotiate a mid-term outlining the process to be followed. If not agreement on a mid-term is reached by the parties then the process will default to Article 11 language.
- 11.3 **WORKSITE/LOCATION REDEPLOYMENT<sup>4</sup>**

This provision may be implemented and completed without activating Article 11 in total.

1. Within a worksite<sup>5</sup> or between worksites in close proximity to each other, management may deploy employees within equal classifications.
2. (i) Within a Location<sup>6</sup> that has multiple worksites management may deploy employees within equal classifications<sup>7</sup> from an over-complement worksite to an under-complement worksite, on a senior choice/junior force basis until either the over-complement or under-complement ceases to exist, whichever occurs first.

Management has the right to determine the classification(s), number of over-complement positions, number of under-complement positions and the worksite(s) that will be dealt with under each operation of this provision.

- (ii) Where management has identified an over-complement in a classification within a Location(s)<sup>8</sup> and an under-complement within another Location(s) in an equal classification, management may deploy employees from an over-complement location(s) to an under-complement Location(s) on a senior choice/junior force basis until either the over-complement or under-complement ceases to exist, whichever occurs first.

Management has the right to determine the classification(s), number of over-complement positions, number of under-complement positions and the Location(s) that will be dealt with under each operation of this provision.

- (a) A junior employee who refuses to be transferred will be subject to discipline up to and including termination. All disputes regarding the discipline and termination of an employee who refuses a transfer will be referred to arbitration for resolution on an expedited basis. An employee who is terminated for refusing a transfer under the terms of this agreement shall be eligible to receive reduced severance pay pursuant to Article 11.15.1(i) as well as Article 11.15.2 (Benefit Continuance / Tuition/Outplacement Services), if the proposed transfer is to a location that is not within a reasonable commuting distance from his/her residence.

Where an employee is terminated for refusing to transfer to a location which is within reasonable commuting distance from his/her residence, there is no severance or other provisions payable to such employees.

- (b) Management will provide at least four (4) weeks' notice to employees in the over-complement classification and Location/worksite of the intended date of transfer by posting in the over-complement Location(s)/worksite(s) a notice which sets out:

- the affected classifications;
- number of positions to be filled;
- under-complement Location(s)/worksite(s); and
- proposed transfer date.

Subsequent to this four (4) week posting employees designated for transfer will be provided with at least two (2) weeks' notice of their actual transfer date. In determining an employee's transfer date the company will consider the personal circumstances of the employee and the business needs of the company.

3. Under-complement positions that remain vacant after the operation of 1 and 2 will be posted in accordance with the Collective Agreement.

<sup>5</sup> As defined by Article 11

<sup>6</sup> As defined by Article 11

<sup>7</sup> As defined by Article 11

<sup>8</sup> As defined by Article 11.

4. If the transfer results in a move to a lower-rated equal classification, wage maintenance as per 11.20 will apply.
5. There will be no permanent transfers under this Article into a worksite/centre which has been identified as a worksite/centre to be closed permanently during the 18 month period following intended transfer date.

#### 11.4 Surplus Staff Procedure – Sequence of Events

1. The Company will give initial notice of termination/layoff in accordance with Article 11.8
2. Employees will be required to complete and return the Option/Election Form within 2 weeks from the date of last posting of the initial notice of termination/layoff in accordance with Article 11.7. The Company will confirm to the Union the date of last posting.

#### NOTE

The first time the company initiates a layoff of employees under this Article, the two week period referred to above will be extended to one month from the date of last posting of the initial notice of termination/layoff.

3. The Company will confirm to employees the information received from employees on their Form.
4. After all data is collected and the Company is in a position to apply Article 11, there will be a "freeze" period during which vacancies<sup>9</sup> will be held open. This period shall be for a minimum of 2 weeks before employee displacement rights are determined and announced by the Company. These vacancies may be filled on a temporary basis during this freeze period pending the determination and announcement of the results of the application of Article 11.
5. Employee displacement rights will be determined and those employees who will be displaced, laid off and/or terminated shall be identified. All displacements and the names of employees to be laid off or terminated will be identified "on paper" at the outset prior to implementation of any changes resulting from the announced reduction of complement.
6. The names of the employees who will be displaced, laid off and terminated shall be announced.
7. After the Company announces the results of the application of Article 11, employees displacing into another location will be identified and worksite/centre preference will be determined by seniority on a senior choice/junior force basis.

<sup>9</sup> Where vacancies are mentioned throughout this article, this should be read to apply to both vacancies and placement opportunities.

8. The "freeze" on filling vacancies ends at the time of the announcement. During the period after the announcement and prior to the date of termination set out in the initial notice of termination/layoff, the Company, pursuant to Article 10, will post vacancies which remain unfilled after the displacement process and new vacancies as they arise. If vacancies remain unfilled after the Article 10 process, during the period prior to the layoff fair and objective consideration for such vacancies will be given to applications from employees to be laid off.

9. The implementation of displacements, layoffs and terminations pursuant to the Article 11 process will commence on the date of termination/layoff identified in the initial notices unless extended by the Company in accordance with the *Employment Standards Act* and regulations and subject to any "reversals" which may have occurred as a result of employee terminations.

#### 11.5 Application

- (a) This procedure applies only to the bargaining unit in this collective agreement.
- (b) This procedure applies to regular full-time and regular part-time employees. The displacement and recall rights of probationary employees and regular-seasonal employees are limited to those contained in 11.14.
- (c) The Company will supply the PWU with an accurate computerized seniority list (see note below) separated by Occupational Group Listings (OGL's) on February 1st and August 1st and at the time the Company gives initial notice of termination/layoff under this Article.

The Company will also post a seniority list in each worksite on February 1 and August 1 and at the time that the Company gives initial notice of termination/layoff. The seniority list will be a single list of employees which will include the following information (subject to revision after consultation with the Company and the PWU):

- Name/employee number
- ECD
- Base OGL
- Level
- OCC code
- Title
- Status
- Business

In the absence of a challenge in writing by the union within 14 calendar days of posting, the seniority list will be deemed to be accurate and the union will not subsequently be able to challenge the accuracy of the list. In the event of a challenge, the parties will try to resolve any differences. If there is no agreement, either party may refer the challenge to an arbitrator under the expedited dispute resolution process for deciding OGL disputes.

NOTE

The computerized seniority list provided to the PWU will contain the following data:

Last Name, Initials, ECD, Occupational Code, Job Title, Schedule, Base Occupational Group Number, Grade, Business Area, Department, Hours of Work, Date of Notice of Termination/Layoff, Date of Expiry of Recall, End Rate of Classification.

- (d) Medically Restricted at Work (MRAW) employees who have had a special position created for them cannot be displaced. In the event that there is a closure of a worksite or the special position is redundant, the MRAW employee will displace in accordance with this Article and where necessary be accommodated in accordance with applicable legislation. For purposes of Article 11 the MRAW employee will be deemed to be in the classification held immediately prior to being placed in the special position.
- (e) Performance Limitations: When an individual has a verifiable physical or medical limitation and is not required to be accommodated under the Human Rights legislation and which prevents him/her from performing the essential functions of a job in his/her Occupational Group Listing (OGL) into which he/she may be displaced, and which is voluntarily identified in advance of determination of displacement rights following notice of layoff, the Company and the Union will meet to discuss this individual. It is understood that if there is no mutual agreement the Company may proceed to implement the layoff. Nothing in this Article is intended to require any employee to self-identify or to modify in any way the rights or obligations of the Company, Union or employee under the human rights legislation.
- (f) Employees on pregnancy/parental leave, or assignment outside Ontario or approved leaves of absence, vacation, sick leave will be subject to this process and be required to participate as if they were in their regular position. Such employees will assume their new positions upon return and until such time the positions will be filled on a temporary basis if required by the Company.  
  
The company will make reasonable efforts to contact personally employees on such leave but in any event such employees will be provided with written notification that the Company has initiated lay-off procedures and that their employment status may be affected. The Company can rely on the last address and telephone number provided by the employee.
- (g) Employees on LTD including those in a LTD funded Rehabilitation and Re-Employment Program may not displace nor are they subject to displacement.

- (h) Notwithstanding the provisions of this Article, the parties may make special arrangements for employees who are disabled to the extent that alternative employment would be difficult to find.

11.6 Definitions

- 1. "Base weekly rate" and "base hourly rate" include pay equity adjustments.
- 2. "Classification" shall mean an employee's job title.
- 3. "Equal Classification" or "Equal" is a classification in an employee's OGL where the base weekly rate or base hourly rate is the same except that:
  - (a) For the purposes of displacements in a Location for all weekly salaried clerical/technical employees on salary schedules 40 and 44, an "equal classification" will include classifications in the employee's OGL which have a base weekly rate of one salary grade lower than the salary grade of the classification of the employee being displaced;
  - (b) For pay equity adjusted rates, equal will be deemed to be those jobs whose terminal rates meet or exceed the Step 3 rates listed on Salary Schedule 40 or 44.
    - Example 1: Grade 55 + PEA, equivalent to Grade 57, Step 2 = Grade 56 and can displace Grade 56 jobs under Article 11 (Grade 56 (no PEA) can also displace this Grade 55 job).
    - Example 2: Grade 55 + PEA, equivalent to Grade 58 Step 2 = Grade 57 and can displace Grade 57 jobs under Article 11 (Grade 57 or 56 (no PEA) can also displace this Grade 55 job).
- 4. Lower: Lower Classification or Lower is a classification in an employee's OGL where the base weekly rate or base hourly rate is lower except for all weekly salaried clerical employees on salary schedules 40 and 44 where for purposes of displacement in a Location the base weekly rate is 2 or more salary grades lower.  
  
For pay equity adjusted rates, lower will be deemed to be those jobs whose terminal rates are lower than the Step 3 rates listed on Salary Schedule 40.
  - Example 1: Grade 56 (no PEA) is lower than a Grade 55 + PEA equivalent to Grade 57 Step 3.
- 5. "Worksite" will be an employee's regular work headquarters as defined in Part A, Item 20.2.
- 6. "Location" means a geographic area which includes worksite(s). Locations are identified in Appendix A.

7. "Occupational Group List (OGL)" means a jointly agreed to list of Equal and Lower classifications into which an employee can exercise displacement rights. OGLs are equals and lowers within the appropriate job family which an employee can satisfactorily perform within a reasonable period of familiarization and orientation.
8. "Surplus Employee" is an employee who has been given notice of termination/layoff by the Company or an employee who may be displaced or who is displaced from his/her position.
9. (a) "Seniority" means the service credit as defined in Part A Section 5.0, except for the restrictions contained in Article 10.1.2.
- (b) Where employees have the same seniority the employee with the highest employee number is deemed to be the more senior employee.
- For purposes of determining displacements, layoffs and terminations, seniority will be calculated as of the date of the initial notice of termination/layoff. For all other purposes including subsequent layoffs, seniority will continue to accrue.
10. "Job Family" is a collection of jobs or job classifications involved in the same general nature of work.
- It is recognized that some jobs straddle two (2) job families, e.g., technical-clerical. For these exceptions, jobs from both families may be included in the OGL.
- The family for those jobs which do not neatly fall into one of the below will be jointly determined as required.
- There are five families as listed below:
- Clerical: Involving gathering, analysing, processing, recording, disseminating information or data, and/or the operation of miscellaneous office machines or equipment.
- Technical: Involving the choice, application and/or manipulation of formulae, principles, techniques or natural laws in practical, mechanical or industrial arts or applied sciences.
11. "Former Classification" is defined as the position (classification) last held by the employee within five years of the Notice of Termination/Layoff excluding relief, acting and temporary assignments.

- 11.7 Occupational Group Listings (OGLs)
1. For a job to be included in an OGL, it must be a job which can be satisfactorily performed by the average employee in the surplus classification within a reasonable period of familiarization and orientation. This period will vary depending on the complexity of the job.
  2. All existing jobs are placed in OGLs. OGLs shall be part of this agreement but shall be published in a separate publication.
  3. New OGLs shall be jointly developed for new jobs or for existing jobs which have materially changed or for jobs which have the wage rate adjusted. If the parties cannot agree on an OGL, the dispute will be referred to the arbitrator for resolution in accordance with Article 11.7.2.
- 11.7.1 Failure to Demonstrate Qualifications
- Once an employee displaces into a position in an OGL, the employee must be able to demonstrate an acceptable level of performance within a reasonable period of familiarization and orientation. Failure to achieve an acceptable level of performance in this time will result in layoff with severance as per 11.15 and recall rights to their pre-displacement classification.
- 11.7.2 Grievance and Arbitration Process for Job Classification Grievances and OGL Dispute Resolution
- If the parties cannot agree on an OGL the disputes will be referred to arbitration for resolution as per Article 2.8 Dispute Resolution - Article 8, Plan B and OGL Process.
1. In the event of any lay-off, it is the parties' intention that best efforts will be used to resolve outstanding disputes before the beginning of the "freeze" period which precedes the announcement of displacement rights and the expedited procedure established herein will be used for this purpose. Where possible, priority shall be given to those disputes which could have an influence on classifications which may be affected by the proposed layoff. However, any unresolved disputes will not stop the company from implementing any terminations/layoffs.
- 11.8 Notice of Termination/Layoff
1. The Company will give initial notice of termination/layoff to the most junior employees in a classification. Notices listing those employees receiving initial notice of termination will be posted. Pursuant to the terms of this article, employees receiving such notice will be permitted to take another position in the Company as a result of which some other person either loses his/her position and is permitted to take another position or loses his/her employment. Such notice shall be deemed to be notice of termination to all affected employees including to those employees who may be displaced and to those employees whose employment is terminated or who are laid off.

2. Employees receiving initial notice of termination/layoff will be provided with 5 months' notice (3 months' for those hired on or after September 24, 2002) of termination/layoff. An employee who has been given notice of termination/layoff may be given temporary work following the date of termination in accordance with the *Employment Standards Act* and regulations.

3. When an employee is given notice of termination/layoff the Company will notify the Union office and Chief Stewards within three working days from the date the employee is notified. The Union will be responsible for keeping the Company advised of the names of all Chief Stewards.

#### 11.9 Employee Elections

1. All employees will be required to supply the Company, by a date determined by the Company, with information necessary to enable the Company to make decisions relating to employee displacements. This information will be provided by employees on the Option/Election Form.

2. The information provided by the employee on the forms will amount to a decision by each employee, unless amended as set out in 11.9.4. The Company will be entitled to rely on this information for purposes of applying the provisions of Article 11.

3. In addition to providing other information requested on the Forms provided, employees shall elect to be placed into positions in their OGLs in one of two streams, either the Equal Stream or the Lower Stream.

4. Employees will have two calendar weeks from the date of last posting of initial notices of termination/layoff to return the forms to his/her Human Resources Office. The employee will be provided with a written confirmation of the information provided. Employees may ask the Company to amend the information contained in the forms within 10 days from the date of mailing of the confirmation by the Company. Such request to amend shall be made in writing by submitting a new Form to his/her Human Resource Office within the 10 day period. If there is no request to amend by the employee within 10 calendar days after mailing of the confirmation by the Company, the information contained in the confirmation shall be deemed accurate for all purposes.

#### 11.10 Failure to Complete the Form

Any employee failing to supply the information requested on the forms (within the stipulated time), who receives initial notice of termination/layoff or is displaced, will be deemed to have chosen a lower classification in his/her Location regardless of seniority. If there is no position in a lower classification in the Location into which he/she can displace, the employee will be laid off with recall or severance rights as per 11.15.

#### 11.11 Cash Out During the Notice Period

Where a reduction in complement is to take place in a classification in a Location, all employees in that classification (or in an equal classification) in that Location may notify the Company of their desire to resign from the Company during the notice period. Upon request by an employee, the Company will provide relevant pension and benefit information to enable him/her to make an informed decision prior to being required to give notice of his/her intention to cash out during the notice period. Written notification by the employee of his/her desire to resign must be given within 7 days of receipt of the notice of termination/layoff. From the total number of eligible employees who indicate that they wish to resign, the Company will accept on a seniority basis a number from the classification (or an equal classification) equal to the number of surplus employees in the classification in that Location. Those employees accepted must resign and will receive:

(i) severance pay as per article 11.15; and

base pay from the employee's date of resignation to the end of the five (5) month notice period (3 months for those hired on or after September 24, 2002) provided in the notice of termination/layoff. For those employees who resign with the seven (7) day period and whose resignation is accepted the base payment will be five (5) months pay.

For those hired on or after September 24, 2002 the base payment will be:

For those with up to 5 years service ---one months' notice

For those with 5 years or greater service --- three months notice

Where the number of eligible employees who have resigned in the 7 day period is less than the number of surplus employees in a classification in the Location, additional resignations will be accepted on a first come basis from employees in that classification (or in an equal classification) until the freeze period commences or until the resignations from eligible employees equal the number of surplus employees in the classification in the Location. The resignation by the employee must be in writing in order to be accepted by the Company.

#### 11.12 General

1. All employees work at a worksite or work centre in a Location.

2. Each employee shall have the responsibility to notify the Company of his/her current address and telephone number and any subsequent change. The Company shall be entitled to rely on the last address and telephone number furnished by the employee for all purposes.

3. Grievances under this agreement or a predecessor agreement which have not been resolved before the commencement of the freeze period do not affect the Company's right to layoff pursuant to Article 11.

4. At least 14 days before the determination of employee rights and the announcement of the results of the application of Article 11, a freeze period shall be implemented wherein all vacancies shall be held and filled temporarily where necessary. This freeze on filling vacancies shall end when the results of the application of Article 11 are announced.

11.13 Displacements

(a) Subject only to the provisions of paragraph 11.13.1 (2), an employee can only displace another employee of less seniority in classifications within his/her occupational group list.

Regular-Seasonal and Temporary positions and Agency employees are also displacement opportunities for regular employees in the absence of any regular positions.

(b) A regular full time employee may elect, in advance on the Option/Election Form, to decline all available regular part time positions. A regular part time employee may elect in advance, on the Option/Election Form to decline all available full time regular positions. The employee must indicate his/her choice on the election option form failing which the employee will be deemed to have chosen to displace into both regular full time or regular part time positions.

Each employee must indicate his/her status (i.e., regular full-time or regular part-time) on the Option/Election Form. The employee's designation must be accurate. The employer will confirm the designation.

(c) When an occupational group has more than one classification at the same level, the least senior employee shall be the most junior among all of the classifications at that level.

(d) A vacancy within an employee's OGL is deemed to be the junior equal (see process in 11.13.1 below) or lower, (see process in 11.13.2 below) in all applications of the displacement process.

(e) Displacements shall be on a senior choice, junior force basis.

11.13.1 Equal Stream

1. At the location an employee must displace the least senior employee in an equal classification. Refusal to accept results in termination of employment. If no position is available, then;

2. The employee will move to the "Lower Stream".

11.13.2 Lower Stream

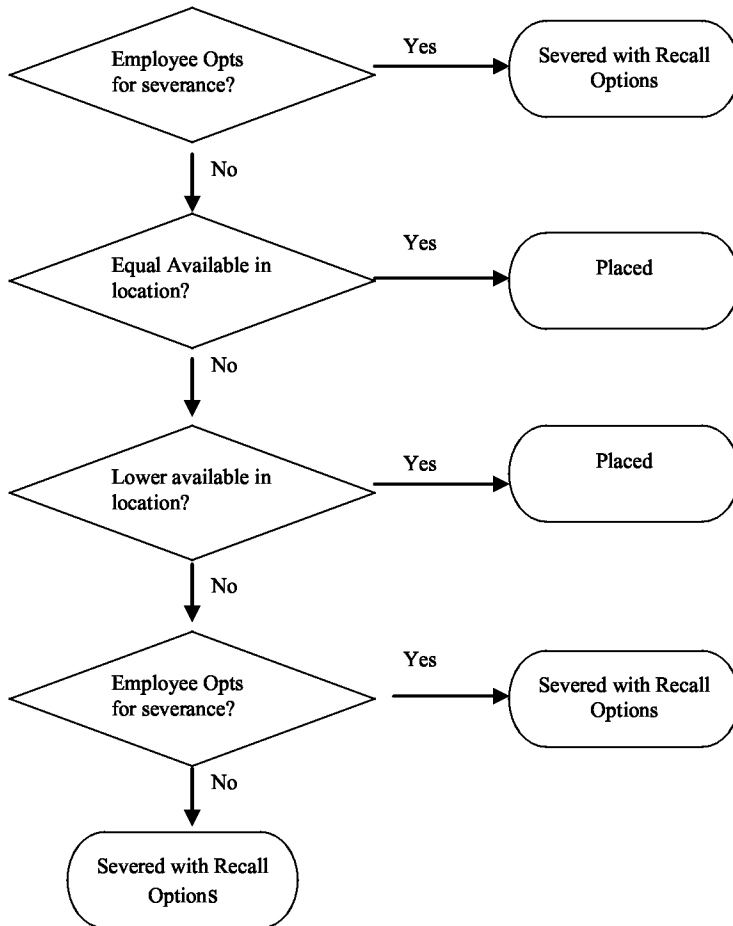
1. An employee who has elected to displace in the Lower Stream must displace the least senior employee in an equal classification in the Location. Refusal to accept, results in termination of employment. If no position is available, then;

2. An employee who has elected to displace into a lower classification and an employee not placed in the Equal Stream must displace the most junior employee with less seniority in next lower classification in his/her Location. If no position is available, then the employee will go to lower classifications in descending order in his/her Location until placed. Refusal to accept, results in termination of employment. If no position is available, then;

3. The employee is laid-off with recall rights.

**Article 11 Displacement Flow Chart**

(This chart shall be read in conjunction with the text of the Collective Agreement)



Note: For "Placed" employee must take if available

11.14 Displacement and Recall Rights

The following sets out in full, the displacement, recall and severance rights, if any, for Probationary and Regular-Seasonal

11.14.1 Probationary Employees

1. A probationary employee will displace the junior employee of lesser seniority in the next lower classifications in their OGL in descending order within his/her worksite/centre.
2. If 1. is not available, a probationary employee can displace a temporary employee in an equal or lower classification in his/her occupational group within his/her worksite/centre.
3. If 2. is not available, a probationary employee can displace an agency employee in an equal or lower classification in his/her occupational group within his/her line of business in head office or within his/her worksite/centre outside of head office.
4. If 3. is not possible, employment is terminated.
5. Probationary employees shall not be entitled to recall rights or severance pay.

11.14.2 Regular Seasonal

1. A Regular Seasonal employee can displace a temporary employee in an equal or lower classification in his/her occupational group within his/her worksite/centre.
2. If 1. above is not available, a regular seasonal employee can displace an agency employee in an equal or lower classification in his/her occupational group within his/her worksite/centre.
3. If 2. above is not available, employment is terminated.
4. Regular seasonal employees shall be entitled to recall to temporary positions for a period of three years from the date of last termination.
5. A regular seasonal employee shall be entitled to recall to their Location, provided they have at least 24 months accumulated service.
6. To be recalled the employee must have filed a written request with the Company prior to March 1 of each year.
7. A person who is recalled by the Company shall be personally contacted when possible. Failing this contact a recall notice shall be forwarded by registered mail addressed to the last known address that he/she has recorded with his/her human resources manager. They shall be obliged to advise his/her supervisor of his/her intention to return to work within

three working days and shall be available for work within five working days after receipt of recall notice.

- (a) Except in case of sickness, failure to be available for work within five days of issuance of the recall notice shall make him/her ineligible for any further recall.
- (b) It shall be the person's sole responsibility to inform the Union and the personnel manager in writing of any change of address. The Union will be notified in writing when persons are recalled to vacancies.

8. The Company shall notify the employee in writing at time of termination of the recall procedure. If the employee is not considered suitable for recall they shall be notified in writing and a copy of this letter shall be given to the employee's Chief Steward. Upon request the Company will provide the employee with the reasons why they are not considered suitable for recall.
9. The Company may hire a temporary employee for a period not exceeding one month without using this recall procedure.
10. Summer students both secondary and post secondary levels have no rights to this recall procedure.
11. A Recall List from each work Location for regular-seasonal employees shall be provided to the Chief Steward.
12. Regular seasonal employees shall not be entitled to severance pay except in the case of permanent layoff. When permanently laid off severance pay will be calculated on actual time worked.

11.15 Severance Pay

Except as set out in 11.15.1 employees eligible for severance under Article 11 will receive the following:

- (a) An employee receiving severance pay waives any other rights under Article 11.
- (b) An employee may direct all or a portion of his/her payment into an RRSP up to the amount permitted by law. The employee shall provide the Company with the TD2 Form directing the payment into his/her RRSP.
- (c) An employee entitled to severance pay under 11.15 may elect to take a lump sum severance payment, or severance may be divided into two (2) equal instalments, the first on the date of termination and the second on or about January 15 of the following year, subject to statutory deductions, which is the lesser of:
  - (i) 3 weeks' (2 weeks' base pay per year of service to a maximum of 52 weeks for those hired on or after September 24, 2002) base pay per

year of service up to a maximum of 78 weeks' base pay (payments for incomplete years of service will be pro-rated); or

(ii) an amount which equals base pay from the end of the notice period until the end of the month in which the employee reaches his/her 65th birthday.

(d) For purposes of clarification at any time during the three (3) (one (1) year for those hired on or after September 24, 2002) year recall period, a laid off employee may opt for his/her full severance entitlement, once this election is made all recall rights will cease.

(e) For regular part-time employees severance payments shall be pro-rated.

#### 11.15.1 Reduced Severance Pay on Refusing a Position

1. An employee who refuses to accept a position under Article 11.13.1 or 11.13.2 (except in 2. below) will be terminated and is disqualified from receiving severance pay under Article 11.15 and shall have no recall rights under Article 11.18. Such employees may elect to take a lump sum severance payment, or severance may be divided into two (2) equal instalments, the first on the date of termination and the second on or about January 15 of the following year, subject to statutory deductions which is the lesser of:

(i) For those hired prior to September 24, 2002: two weeks' base pay per year of service up to a maximum of 52 weeks' base pay (payments for incomplete years of service will be pro-rated); for those hired on or after September 24, 2002: 1 weeks base pay per year of service up to 15 years plus 2 weeks base pay per year of service greater than 15 years to a maximum of 26 weeks base pay (payments for incomplete years of service will be pro-rated); or

(ii) an amount which equals base pay from the end of the notice period until the end of the month in which the employee reaches his/her 65th birthday.

2. In cases where an employee refuses to accept a position where the new classification provides either a reduction of base wages of two (2) or more salary grades for job evaluated positions or in excess of 10% for others, the employee will receive severance pay pursuant to 11.15.

3. An employee may direct all or a portion of his/her payment into an RRSP up to the amount permitted by law. The employee shall provide the Company with the TD2 Form directing the payment into his/her RRSP.

4. For regular part time employees severance payments shall be pro-rated.

#### 11.15.2 Benefit Continuance/Tuition/Outplacement Services

A surplus employee who takes severance pay and terminates his/her employment is entitled to:

i) coverage under the Company's Health and Dental Plan for a period of six (6) months from the date of termination of employment or until the commencement of alternate employment whichever occurs first;

ii) reimbursement for tuition fees and other associated expenses up to a maximum of \$5000.00 upon production of receipts from an approved educational program within 12 months of his/her termination;

iii) outplacement services; the Company will determine the level of service and the service provider.

#### 11.16 Failure to Report to Assigned Positions

In the event that an employee declines an assigned position and is terminated, or does not displace into a job occupied by another employee, or terminates after displacing another employee, the Company may reverse the displacement and leave the employee who would have been displaced in his/her job or return the displaced employee to his/her job. In all instances as described above the terminating employee will be entitled to severance pay in accordance with the appropriate sections of this Article.

Any vacancy which results from such a reversal will be filled by moving the previous incumbent back to his/her job. In other words, the chain of bumps (i.e., the displacement thread) caused by the initial reversal will be reversed except in circumstances set out below.

Where an employee has relied to his/her detriment on the announced relocation, and would be prejudiced by revocation of the displacement, the employee will not revert to his/her original position. Where the Company would be prejudiced, the employee will not revert to his/her original position even if the employee does not object.

The declining of an assignment will not require the Company to re-do the Article 11 process.

#### 11.17 Selection to Vacancies

After the end of this freeze period all positions which remain unfilled and any new vacancies which arise shall be posted under Article 10. Applications from employees who are to be laid off shall be given fair and objective consideration for vacancies during the period before the layoff occurs in the event that the vacancy is not filled pursuant to the Article 10 process. Employees who, prior to being laid off, applied for vacancies continue to be entitled to fair and objective consideration for those vacancies after lay-off. Among successful applicants seniority shall govern selection where all other factors are relatively equal.

11.17.1 No person outside the Union's jurisdiction will be selected to a vacancy commencing with the issuance of the notice of termination/layoff pursuant to 11.8 until:

(i) All qualified PWU members are selected, includes persons on the recall list, and,

(ii) All PWU applicants entitled to fair and objective consideration are selected pursuant to 11.17.

#### 11.18 Recall

1. Laid off employees who do not receive severance payments shall have recall rights.

2. Employees who are laid off will be entitled to recall to classifications in their OGL for a period of three (3) years (one year for those hired on or after September 24, 2002) from the date of his/her layoff.

If a person is recalled within one year of the date he/she was laid off, entitlement to vacation credit, seniority, and sick leave credits shall be the same entitlement as on the day of termination less any vacation allowance received at termination.

If a person is recalled during the second or third year after layoff, he/she shall be treated as a new employee for all purposes. Service credit will be restored in accordance with Part A, Item 5.3.

Reinstatement in the pension plan shall be in accordance with the pension regulations.

3. A person who is recalled shall be personally contacted by *the Company* where possible. Failing this contact, a recall notice shall be forwarded by registered mail addressed to the last known address that he/she has recorded with his/her Human Resources Department. They shall be obliged to advise his/her supervisor of the intention to return to work within five (5) working days and shall be available for work within ten (10) working days after receipt of the recall notice.

#### NOTE

(i) It shall be the employee's sole responsibility to inform the Union and the Human Resources Department in writing of any change of address. The Union will be notified in writing when employees are recalled to vacancies.

(ii) Except in the case of sickness, failure to be available for work within ten (10) days after the receipt of recall notice shall make him/her ineligible for any further recall.

4. Except as noted later in this paragraph, if an employee refuses recall to a regular full time equal position or lower position at the location level he/she will be removed from the recall list and be entitled to reduced severance pay in accordance with 11.15.1. In cases where an employee refuses to accept recall to a position where the new classification provides either a reduction of base wages of two (2) or more salary grades for job

evaluated positions or in excess of 10% for others, the employee will remain on the recall list.

5. At any time during the three (3) year recall period, a laid off employee may opt for his/her full severance pay entitlement. Once this election is made all recall rights will cease.

6. If at the end of the three (3) year recall period an employee has not been recalled or has not elected to receive severance pay, he/she will automatically receive the full severance pay entitlement.

7. An employee who is laid off and does not elect to accept severance payment shall be entitled to receive:

i) coverage under the Company's Health and Dental Plan for a period of six (6) months from the date of commencement of layoff or until the commencement of alternate employment whichever occurs first; and

ii) reimbursement for tuition fees and other associated expenses up to a maximum of \$5000.00 upon production of receipts from an approved educational programme within 12 months of his/her layoff; and

iii) outplacement services; the Company will determine the level of service and the service provider.

8. Persons on the recall list will be recalled for vacancies contained in their OGL's which are posted as per Article 10 and 11.17 prior to the selection of candidates to whom they are senior.

9. People on recall will have the first priority on a seniority basis for temporary positions in their OGL arising at their location which were not filled by any displacements. Where such a temporary position also represents a recall opportunity for a regular seasonal, the position will be offered on seniority.

#### 11.19 Limitations to Turnover

(a) A maximum of 51 percent (51%) of employees in a classification in a worksite/centre may be displaced during any 12-month period. Where there is only one employee in the classification in the site/centre he/she may be displaced.

(b) The limitation to turnover (51%) will apply to all personnel within a classification within a worksite/centre regardless of assignment to day work or shift work.

(c) Notwithstanding the above, where the classification is found in more than one line of business in a work centre, not more than 75% in the classification in a line of business in a work centre may be displaced during any 12 month period.

- (d) Where employees displace to vacant positions such vacancies will not be counted as part of the percentages applied to limitation to turnover.

#### 11.20 Wage Maintenance

When an employee displaces another employee and is reclassified to a lower-rated position, or when an employee is selected to a lower rated vacancy pursuant to 11.16 they will receive wage maintenance. His/her wage rate will be adjusted downward in accordance with the following:

- (i) Employees with two or more years' service will have their rate frozen for a period of three months at which time a four percent reduction in rate will take place. Subsequent reductions of four percent (4%) will take place annually thereafter until the maximum rate for the lower rated job is reached.
- (ii) Employees with less than two years' service will have their rate frozen for a period of three months, after which time their rate will be adjusted to the maximum rate for the new job.

#### 11.21 Moving Expenses

The Company will not be required to pay moving costs of an employee who is recalled from layoff.

## ARTICLE 12 PURCHASED SERVICES AGREEMENT\*

(The parties have agreed to modify this section to meet the needs of Kinectrics and the PWU)

#### 12.0 SCOPE

This Article has been developed jointly in a spirit of co-operation and trust. It is intended to provide a joint approach to making good business decisions which involve the use of purchased services. Its application calls for these decisions to be made in the same spirit of co-operation and trust.

What follows is based upon the belief that there is a value and benefit to the employee, the co-operation and the customer if:

- There is a greater involvement by employees in the decision-making process.
- There is an improved understanding as to why purchased services are used.
- Employment security is enhanced by a productive, healthy, and cost effective organization.

- Union and Management work together and act responsibly, balancing the interests of the customer, the company and the employee in decisions relating to the use of purchased services.

This is a way of deciding how work gets done. It is not intended to hinder getting work done.

#### 12.1 ASSIGNMENT OF WORK

##### 12.1.1 Philosophy

It is the Company's intent to use regular staff to perform most of its work of a continuing nature. Furthermore, the Company will strive to provide regular staff with stability of employment.

The parties agree that a consistent, managed and joint approach to the assignment of work within the Company is necessary to provide security for employees, a more effective, productive organization and an excellent product for the customer.

##### 12.1.2 Principles

The following principles apply to the relationship between the Company and the Union and the work performed by Union members.

- (a) We will within the Company have all work conducted as effectively as possible.
- (b) We will measure the effectiveness of all work by its impact on staff, on the business and by its ultimate impact on our customers.
- (c) We will do most work of a continuing nature with Company employees.
- (d) We will determine when work is to be done by non-PWU members through a joint decision making process and the results of these decisions will be a joint responsibility.
- (e) We will ensure that the impact of these decisions on continuous employment is minimized.
- (f) We will use a team and consensus approach when making decisions and any issues arising will be resolved internally where possible.
- (g) We will consult and make timely decisions consistent with the need to get work done.
- (h) We will develop, implement and continue a joint process of communications and education.
- (i) We will achieve consistency through the use of these principles versus policy and procedure.

## 12.2 DECISION PROCESS

### 12.2.1 Responsibility for Decisions

The persons who are responsible for applying the decision process are the Company representative with the appropriate decision authority and the Union representative designated by the Union Executive. It is recognized that a given decision may require the involvement of more than these two persons.

Subject to 12.2.6 and 12.3.2(c) below, decisions to use purchased services will be made on a consensus basis. Both parties must consider all relevant criteria with the mutual goal of selecting the most effective option.

The decision makers are responsible for making timely decisions and for the decision itself.

### 12.2.2 Opportunity

The parties recognize that work may be done more effectively internally or externally. Opportunities for the application of this Article to new or existing work can be initiated by Management and/or the Union. It is intended that joint discussion should commence as soon as possible and before detailed definition of the need to have new or existing work done by purchased services.

### 12.2.3 Definition of Need

The parties will consider what work must be done and why and include such dimensions as when it must commence and the duration of the work; the quantity of resources required; the quality of the results; the skills required and their availability internally and externally; and safety requirements.

### 12.2.4 Alternatives

The parties will consider such alternatives as, do the work internally; do part of the work internally and part externally; do the work externally and agree to acquire capability to do the work internally in future; or do the work externally.

### 12.2.5 Evaluation

The parties will evaluate the alternatives considering the impact on the customer, employees and the business. Such criteria as reliability of service to the customer, customer responsiveness, community impact, Company relations impact, job continuity, ability to perform work, degree of overtime required for the work, availability of resources, cost, timeliness, quality, need for control over results, safety and impact on environment will be assessed.

The total effectiveness of the alternatives will be evaluated considering both the short and long-term impacts. In given situations, certain criteria may be given a greater or lesser degree of importance.

### 12.2.6 Establishment of Thresholds

The establishment of the threshold is designed to remove from the process on a case by case basis certain issues relating to purchased services. The threshold will operate in such a way as to allow flexibility in local decision making. Any decisions regarding what is below the threshold will be non-precedent setting.

If there is a dispute with the union on whether the proposed purchased service is permitted by the threshold and there is no consensus, and if it makes sense in the circumstances the dispute will be resolved before the purchased service occurs. Lack of agreement on obtaining an advance resolution will not preclude the work from being performed, neither will it preclude the matter from being resolved under the 12.2.7 process.

The guidelines to determine whether a purchased service is below the threshold are as follows:

- subject matter lacking in substance; or
- any consequences are relatively insignificant; or
- where the nature or consequences of the work which represents a purchased service is remote from work currently performed by the PWU on a continuing basis. For purposes of clarity, this does not mean geographically remote; or
- emergencies; or
- any work performed under a manufacturer's warranty, except where the manufacturer authorized the Company to do the work.

Except in the case of an emergency, failure by the Company to supply the Union with the following information by fax or as otherwise agreed will result in the work in question being deemed to be above threshold. (In the case of emergency such decisions to use purchased services will be subject to the same information requirements, review and dispute resolution as non-emergency cases).

The Company will notify the Union of the:

- Value of Work as reflected in Tender/Contract/Bid or Estimate Documents
- Scope of the Work
- Location of Work
- Estimated Date of Commencement and Duration of the Work

Except in the case of emergency, after receipt of the above information regarding the work the union shall have three (3) working days to request an opportunity to discuss the proposed purchased service, failing which the proposed purchased service will be deemed to be below threshold.

The parties will make themselves available for discussion within three (3) working days of the request for a discussion.

Upon request, once the work has been performed the Company will provide the Union with the details of the final contract costs.

- (a) Threshold grievances will be completed by the Chief Steward/Divisional Chair responsible for the PSA and presented to the line management person responsible for the work in question.

- (b) Line management must respond in writing to the grievance citing its position within 48 hours (as is required with all other grievances). Both parties should endeavour locally to complete a Record of Discussion form or an agreed statement of fact sheet.
- (c) The PWU office will assign a grievance number. Copies of the completed grievance and associated fact sheets or Records of Discussion forms should be sent to the PWU office and Labour Relations - Corporate Human Resources.
- (d) Grievances will be referred to Arbitration and scheduled through joint agreement between Labour Relations - Corporate Human Resources and the PWU office.
- (e) If it makes sense to do so, local discussions may take place with a view to resolving the threshold grievance up to the arbitration date.

#### 12.2.7 Dispute Resolution Process

- (a) An arbitrator shall be appointed as Facilitator to assist the parties to resolve all issues of application and interpretation of this Article with the power and authority of an arbitrator under the Ontario Labour Relations Act but not subject to the Arbitrators' Act.
- (b) Any dispute between the parties relating to whether this Article applies to any decision to use purchased services or if a purchased service falls within the categories set out in 12.2.6 will be determined in an expedited manner by the facilitator whose decision shall be final and binding.
- (c) The Union will not be prejudiced in any subsequent case by a particular purchase of services. Similarly, the Company will not be prejudiced by any decision not to purchase services. This applies to all cases including threshold cases.

### 12.3 JOINT RESOLUTION COMMITTEE

#### 12.3.1 Purpose

The purpose of this Joint Committee is to resolve disagreements, on a consensus basis in a timely and expeditious manner, as to whether proposed purchased services which are above threshold above may proceed. In its deliberations, the committee will consider the factors in items 12.0, 12.1 and 12.2.

Prior to a meeting of the Joint Committee, the Company will provide the Union with the following information related to the proposed PSA:

- copies of the Tender or Request for Proposal documents, if there are any;
- an accurate description of the work which is the subject of the proposed PSA;

- accurate details on bids e.g., price, scope of the work as set forth in the bid;
- a full cost benefit analysis including incremental costs but excluding overhead costs which would be incurred.

#### 12.3.2 Membership

The membership of the Joint Committee shall be as follows:

- (a) The facilitator who shall act as Chairperson;
- (b) One management and one union representative plus additional resources as required.
- (c) In the event of the parties not being able to reach a consensus decision the facilitator will have the power to make decisions. Mr. Teplitsky will have the authority to make such orders as he deems appropriate to give full affect to his decision(s) and to deal with any consequences his decision(s) might have in the workplace.
- (d) Where either party wishes to proceed with a Purchased Services discussion which is above threshold, the parties will endeavour to complete discussion within 10 days of notice to the union in the prescribed form and that full resolution, including review by the JRC, will occur within 30 days of notification.

### 12.4 APPLICATION OF THIS ARTICLE

12.4.1 The parties will jointly develop and maintain an operating plan consistent with the provisions of this Article. Such plans will be approved by the appropriate Company official and the Power Workers' Union Vice President. Failure to jointly develop an operating plan will not adversely affect either party's rights under the provisions of this Article.

These operational plans will include:

- An approach for the development and delivery of joint training of decision makers
- An identification of the type of contracts that are not subject to an in-depth review.
- A guideline for a time table on how often contracts of a recurring nature must be reviewed under this Article.
- A process for joint review of potential contracts which involve work normally performed by PWU represented employees and other stakeholders.
- A process and a time frame for decision making.
- An internal process for dispute resolution.

12.4.2 Management and Union representatives may choose to jointly review the application of their operating plan and determine the need for changes at any time over the life of this agreement.

12.4.3 Until March 31, 2000, Article 13, Article 14, Mid-Term Agreement PW-2 Contracting Out, PW-46-1, PW-46-1 Appendix A, and Mid-Term Agreement PW-12 Future Agency Employees are suspended. Item 12.1 of this Article will apply to decisions regarding the use of agency employees.

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## ARTICLE 12 – APPENDIX A

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The provisions in this Appendix and Article 12.3.2 (c) are to be applied to those situations where employees are given surplus status as a result of a joint or arbitrated decision to use purchased services to do the work normally performed by the affected employees. The definitions contained in Articles 10 and 11 will also apply to this Appendix.

### 1.0 JOINT EMPLOYMENT SECURITY COMMITTEE

The function of the Joint Employment Security Committee is to resolve disputes regarding the appropriate application of this Appendix.

The committee will consist of four regular members, two representing the Union and two representing the Company. Two additional members from each party may be added from a work unit affected by the surplus situation under consideration. Meetings may be called by either party.

In all disputes referred to the committee for settlement, the committee's decision will be final and binding on both parties.

In the event that the Joint Employment Security Committee is unable to resolve a dispute, it will be referred to an arbitrator. The intention of both parties is to have a speedy resolution of the dispute. Verbal decisions which will be confirmed by a written decision will be acceptable and all decisions are final and binding on both parties.

### 2.0 EMPLOYMENT SECURITY

The provisions of this Appendix will apply to a regular employee with two (2) or more years' seniority who becomes surplus from his/her position as a result of contracting out the work normally performed by that employee. The effect of decisions to use purchased services on PWU members will be minimized by accommodating required staff reductions wherever possible by attrition, transfer to other jobs or retraining. Redeployment/career counselling will be made available to affected staff when they are notified of their surplus status. Training and career options will be discussed and incorporated into the redeployment plan. Reasonable training and educational leave will be applied as appropriate. The provisions of this Article will not apply to regular-seasonal employees.

The definitions contained in Articles 10 and 11 will also apply to this Appendix.

For the purposes of determining if the employee has sufficient seniority to qualify for this Appendix, his/her seniority will be counted up to the surplus date.

When a decision to contract out results in a surplus in a classification in any work site the least senior employee in that classification in the work site shall be identified as surplus. Such employees will be able to apply for vacancies as per Article 10.

### 2.1 Surplus Identification

2.1.2 If an employee with five (5) or more years seniority has not been selected to a vacancy within one (1) year after the surplus date, or an employee with two (2) years but less than five (5) years' seniority has not been selected to a vacancy within sixteen (16) weeks after the surplus date, he/she will be given displacement rights as contained in Article 11 and all other terms and conditions of Article 11 will apply. At this time all other provisions of Appendix A will cease to apply.

2.1.3 The one (1) year period for employees with five or more years' seniority and the sixteen week period for employees with two or more but less than five years' seniority is designed to allow employees not selected to vacancies to avail themselves of the retraining and reskilling opportunities outlined in 2.0 prior to any displacement as per Article 11.

### 2.2 Wage and Salary Treatment

#### 2.2.1 Seniority - Five Years or More

The employee's grade and progression step shall be maintained and negotiated increases shall apply for one (1) year from the surplus date regardless of placement. If the employee accepts a vacancy in a lower-rated classification his/her dollar rate shall be frozen at the end of the one (1) year until the rate for the classification equals the employee's dollar rate, at which time the normal wage and salary treatment shall apply.

#### 2.2.2 Seniority - Two Years - Less than Five Years

The employee's grade and progression step shall be maintained and negotiated increases shall apply for sixteen (16) weeks from the surplus date regardless of placement. If the employee accepts a vacancy in a lower-rated classification his/her dollar rate shall be frozen at the end of sixteen (16) weeks for a period of three (3) months at which time a four percent (4%) reduction in rate will take place. Subsequent reductions of four percent (4%) will take place annually thereafter until the maximum rate for the lower-rated job is reached.

### 2.3 General Conditions

2.3.1 Notwithstanding the provisions of this Article, the parties may make special arrangements for employees who are disabled to the extent that alternative employment would be difficult to find.

2.3.2 Where vacancies are mentioned throughout this Appendix this should be read to apply to both vacancies and placement opportunities.

**ARTICLE 13  
EMPLOYMENT SECURITY PLAN<sup>10</sup>**

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**13.0 PURCHASED SERVICES**

During the term of this Collective Agreement, no regular employee will be declared surplus in his/her position as a result of the use of purchased services to perform the work normally performed by that employee.

**13.1 Employment Security**

Numerous factors may affect the nature and methods of accomplishing work. Changes in work patterns cannot be prevented but the effect of such changes on regular employees should be minimized as much as possible. The effect of such changes on PWU members will be minimized by accommodating required staff reductions wherever possible by attrition, transfer to other jobs or retraining rather than layoff.

The provisions of this Article will apply to a regular employee with five or more years' seniority who becomes surplus from his/her position as a result of contracting out the work normally performed by that employee. The provisions of this Article will not apply to regular-seasonal employees.

Employees who become surplus for reasons other than contracting out will be entitled to Article 11 as applicable.

The definitions contained in Articles 10 and 11 will also apply to this Article.

For the purpose of determining if the employee has sufficient seniority to qualify for Article 13, his/her seniority will be counted up to the surplus date.

**13.2 Joint Employment Security Committee**

The function of the Joint Employment Security Committee is to resolve disputes regarding the appropriate application of Article 13 versus Article 11.

The committee will consist of four regular members, two representing the Union and two representing the Company. Two additional members from each party may be added

from a work unit affected by the surplus situation under consideration. Meetings may be called by either party.

In all disputes referred to the committee for settlement, the committee's decision will be final and binding on both parties.

In the event that the Joint Employment Security Committee is unable to resolve a dispute, it will be referred to an expedited arbitration process. The intention of both parties is to have a speedy resolution of the dispute. A list of arbitrators will be agreed upon who are prepared to meet on short notice (within seven days) and to render a decision within 14 days. Verbal decisions will be acceptable and all decisions are final and binding on both parties.

**13.3 Application**

When a surplus is identified in a classification in any location, the least senior employee in the surplus classification in the location shall be declared surplus.

Employees will be notified, in writing, a minimum of three months in advance of their surplus date. A copy of the notice shall be sent to the PWU office and the Chief Steward.

**13.4 Selection**

The criteria for selection of qualified applicants will be in accordance with Article 11.7.2 and are repeated here for ease of application.

The following selection criteria apply to vacancies and placement opportunities in equal and lower-rated classifications:

1. For non-supervisory vacancies, the senior qualified surplus regular employee applicant will be selected.
2. Placement opportunities will be filled from among the qualified surplus applicants so long as there are qualified surplus applicants. For selection to a placement opportunity in an equal classification (if the equal classifications have been determined at the time the application is made), the senior qualified surplus regular employee applicant will be selected.
3. Selections to supervisory positions will continue to be governed by Article 10.1.3A except when the vacancy is in the same classification as the surplus employee in which case the senior surplus applicant shall be selected.
4. If a surplus applicant is selected to a vacancy he/she must render his/her decision within three working days of the offer being made. Failure to do so will be considered a rejection of the offer and will not affect his/her further treatment under this article.

When there are no qualified surplus applicants, management will assess the capability of the surplus applicants to become qualified in a reasonable period of time. Management will select from among those assessed to be qualifiable in a reasonable period of time.

<sup>10</sup> This Article is suspended for the term of this agreement.

Employees covered by this plan will be given surplus priority consideration from the date of notification until eleven months after the surplus date. The selection priority will be the same as detailed in Article 11.7.3 which are repeated here for ease of application.

The following applies for equal and lower rated vacancies.

Each category will be considered independently and in the order indicated.

1. Surplus employees represented by the PWU
2. Employees who were required to displace someone in a lower classification as a result of being surplus and who were previously in the classification that is now vacant.
3. Persons on the recall list whose occupational group contains the vacant classification.
4. As per Article 10.

#### 13.5 Wage and Salary Treatment

The employee's grade and progression step shall be maintained and negotiated increases shall apply for one year from the surplus date or until the date the employee accepts a vacancy/placement opportunity whichever comes first.

If the employee accepts a vacancy/placement opportunity in a lower rated classification, his/her dollar rate shall be frozen until the rate for the classification equals the employee's dollar rate, at which time the normal wage and salary treatment shall apply.

#### 13.6 Displacement

If the employee has not been selected to a vacancy/placement opportunity within one year after the surplus date he/she will be given displacement opportunities available in Article 11 and all other terms and conditions of Article 11 will apply, except for Article 11.7.

All other provisions of Article 13 will cease to apply.

#### 13.7 General Conditions

An employee who is within five years of normal retirement or within five years of eligibility for undiscounted pension or an employee who is disabled to the extent that alternate employment will be difficult to obtain, may by agreement between the Company and the Union, be given special consideration when faced with displacement.

One year's additional seniority shall be allowed stewards and chief stewards for the determination of which employees are surplus within the electoral unit of the chief steward.

An employee who is assigned temporary duties or who accepts a vacancy will assume the working conditions of the position.

## ARTICLE 14 EMPLOYMENT SECURITY AND WORK ASSIGNMENT<sup>11</sup>

14.0 It is the Company's intent to use regular staff to perform most of its work of a continuing nature. Furthermore, the Company will strive to provide regular staff with stability of employment.

The Working Paper on Staffing and Employment dated March 15, 1985 states Management's intentions with regard to continuity of employment for regular staff and proportions of work expected to be undertaken by regular staff. For at least the term of this Collective Agreement, the Company will not reduce the stated proportions of work to be done by regular staff.

At the end of each six-month period commencing January 1987, the Company will prepare a statement showing the proportions of work done by regular staff and make this information available to the PWU.

It is understood that the Working Paper on Staffing and Employment, as distinct from the terms of the above provisions, does not form part of the Collective Agreement and is not subject to the grievance and arbitration process.

#### 14.1 Work Assignment

It is understood that the assignment of work to purchased services does not convey a right to such work in the future, nor does it create any precedent with respect to future assignment of such work to purchased service employees by the employer.

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<sup>11</sup> This Article is suspended for the term of this agreement.

**ARTICLE 15  
SUCCESSOR RIGHTS**

The employer agrees that it will not directly or indirectly request government to exempt the Company or the Union from the successor rights provisions of the applicable labour relations legislation.

The successor rights provisions of the applicable labour relations statute shall be incorporated by reference into this collective agreement. No board of arbitration established pursuant to the grievance and arbitration provisions of this contract has jurisdiction to make any decision within the jurisdiction of the Labour Relations Board and nothing herein is intended to affect the jurisdiction of the Labour Board to resolve disputes related to the application of the provisions of the statute. For purposes of s.48 of the Ontario Labour Relations Act, the Ontario Labour Relations Board shall be deemed to be a Board of Arbitration for the resolution of disputes related to the interpretation, application, administration or alleged violation of this provision of the collective agreement. The remedial powers of the Labour Board shall be as set out in the relevant statutory provisions governing successor rights.

**ARTICLE 16  
DURATION OF THE AGREEMENT**

This agreement shall come into effect as of the 1st day of *January 2014* and shall remain in effect until the 31st day of *December 2016* and thereafter from year to year unless terminated by written notice given by one of the parties to the other within a period of not more than two months, but not less than one month prior to the anniversary date.

In the event that either party desires to amend the Agreement but not to terminate the same, either party may, by notice in writing not more than 90 days and not less than 30 days before the anniversary date, serve notice of the proposed amendments and both parties shall thereupon commence to negotiate in good faith with a view to arriving at an agreement on the proposed amendments and all provisions of the Agreement, other than those proposed to be amended, shall continue in full force and effect.

Signed  
Kinectrics Inc.

Signed: Larry Gibbons  
Vice President  
Human Resources

Signed  
Power Workers' Union  
Canadian Union of Public Employees - Local 1000

Signed: Robert Walker  
Vice President

duly appointed to execute this Agreement on behalf of the Union.

**PART A**  
**GENERAL ITEMS**

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## PART A

### GENERAL ITEMS

#### 1.0 EMPLOYEE CATEGORIES

All employees fall into one or the other of four principal categories as outlined below.

##### 1.1 Probationary

This category describes persons taken on strength on a probationary basis with the prospect, if their services are found satisfactory, of a change of category to Regular full-time or Regular part-time (Section 1.2, following).

##### 1.2 Regular

Regular employees are those employees who, having satisfactorily met the job requirements, are judged medically fit by the Health Services for positions which are part of the continuing organization of the Company. They must have served the required time in a probationary category which is part of the Company's continuing organization, or in a temporary category which becomes part of the Company's continuing organization.

##### 1.2.1 Regular Full-Time

Regular full-time employees work the regular hours of the classification into which they are hired.

##### 1.2.2 Regular Part-Time

The establishment of a regular part-time position is a joint decision of local management and the chief steward made in a spirit of trust and co-operation. The parties will ensure that regular part-time positions are appropriately used to maintain corporate effectiveness, not to split a regular full-time position.

Regular part-time employees are regularly employed on an average of 24 hours or less per week calculated on a monthly basis. They are employed for a minimum of 16 hours per month. Regular part-time employees are treated as regular employees except where noted otherwise.

**Pro-Ration Formula:** The regular part-time employee benefit pro-ration formula is calculated based on the hours worked by the regular part-time employee expressed as a percentage of the normal scheduled number of hours for the classification. Where the number of regular part-time hours vary in a week it will be necessary to calculate this percentage over a jointly agreed upon extended period to get an accurate figure.

##### 1.2.3 Regular - Job Share

Regular full time employees interested in job sharing arrangements shall find an appropriate partner from the same work location with similar skills and the same or lower terminal rates. These employees must establish an acceptable arrangement between themselves before approaching Management with the request.

Upon attaining agreement between Management and the employees, the job share arrangement will operate for a trial 6 month period. Following the 6 month trial period, the arrangement will:

(a) be considered a temporary arrangement and be extended by a maximum of six (6) months at which time the arrangement will end,

OR

(b) be considered a permanent job share arrangement. At this time the vacated position will be posted and filled in accordance with Part 'A', Item 17.0. In the case of the permanent job share arrangement, the incumbents are required to remain in their arrangement until one partner permanently leaves the job share. At that time, the other partner is required to assume responsibility for the full-time position on 30 days' notice.

Employees engaged in a job share work arrangement are regular part-time employees for the purposes of benefits administration. Employees in job share arrangements will revert to regular full-time status for the purposes of application of Article 10, and Article 11.

Service credit for time spent in job sharing arrangements will be calculated on a pro-rata basis.

##### 1.3 Regular-Seasonal

Regular-seasonal employees are those judged medically fit by Health Services for the position involved, who have attained one year's accumulative service, and who are steadily employed through the year, except for short term layoffs.

##### 1.4 Temporary

Temporary employees are hired to perform work that is expected to last for a short period of time or to perform work in place of a regular employee who is absent from his/her position.

Temporary employees may be hired for a period of up to 15 months with further extensions of up to six months with the approval of the Chief Steward. For temporary full-time and temporary part-time employees, accumulated service shall mean the period of employment during which there has been no break in employment exceeding five months.

Benefits for temporary employees will be as outlined in Part A, Item 16.0.

1.4.1 Temporary Full-Time

Temporary full-time employees work the regular hours of the classification into which they are hired and may be engaged for up to 15 months of accumulated service.

1.4.2 Temporary Part-Time

Temporary part-time employees are employed for a period of up to 15 accumulated months on an average of 24 hours or less per week (calculated on a monthly basis). Temporary part-time employees are treated as temporary employees except where noted otherwise. Benefits are pro-rated the same as regular part-time employees.

To ensure that temporary part-time employees are properly classified as temporary, an assessment is to be made as to the regular or temporary status of the position whenever the temporary part-time employee is employed for fifteen continuous<sup>12</sup> calendar months. This assessment is subject to the grievance procedure.

This assessment is made based on the definition of a regular part-time position, i.e. the work is of a continuing nature with a minimum of 16 hours in a calendar month. If the position is determined to be temporary this will be conveyed to the Chief Steward (the employee should be given an end date and will remain temporary).

If the position is determined to be regular part-time, a joint discussion must take place as per the Regular Part-time provisions in the agreement prior to the position being posted. If the incumbent's employment exceeds 15 continuous months the incumbent will be given regular part-time status and the incumbent's seniority will be calculated on a pro-rated basis.

If as a result of the assessment above, the position is still temporary part-time at the 15 month accumulated service mark one of the following options must be selected:

- 1) The job is posted as a regular part-time. This decision is a joint decision as per regular part-time provisions in the agreement.
- 2) The Steward agrees to an extension of the temporary part-timer's service for a specific period and the employee retains temporary status.
- 3) The temporary part-timer is terminated.

Accumulated service applies to temporary employees. Such employees do not have either seniority or service credit.

<sup>12</sup> If an employee commences on January 20th and works any portion of a calendar month for 15 continuous months, they will have 15 continuous calendar months service on April 20th of the following year.

1.4.3 Temporary Support Technician

Principles

1. Prior to employees being hired into these positions the Union will be notified and provided with the following information: employee category, wage rate, duration of work, type of work, etc.
2. Temporary Support Technician employees will be covered under the current Temporary provisions in the collective agreement, except as provided below.
3. These employees will be classified as Regular Seasonal, Temporary, Temporary Full Time or Temporary Part-time.
4. Employees will be paid on an hourly basis per Salary Band A and will receive payment per the applicable provisions in the Collective Agreement for those hours worked.
5. Application of the Temporary Support Technician Band A is not intended to interfere with the ongoing operation of the PSA provisions of the Collective Agreement.
6. No more than five (5) Temporary Support Technicians will be employed by Kinectrics at any given time without the agreement of the Chief Steward.

Temporary Support Technician Employees will be paid from Operations Salary Band A with an hourly rate range from \$23.37- \$35.03 per hour and assigned to perform such duties as:

- Assist regular Kinectrics employees as required
- Sample shipping and receiving
- Chemical/substance sampling
- Routine chemical analysis
- Sample transport from sites

Salary Band A – January 1, 2014

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$23.37	\$25.69	\$28.03	\$30.37	\$32.71	\$35.03

1.4.4 Temporary - Outage Inspection Technician

1. Employees may be in this category to perform periodic outage and inspection work
2. Employees will be hired to work up to 5 outage and inspection campaigns per fiscal year. Each campaign is anticipated to be up to 5 weeks in duration. Extensions to this anticipated duration will require approval by the Union. This approval will not be unreasonably withheld.
3. The company at its sole discretion may use these employees on any agreed to shift schedule.
4. Benefits for this employee category will be as outlined in Part A, Item 16.0, except there will be no accumulation of service as defined in Part A, Item 1.0 for purposes of qualifying for regular employment or any pension plan eligibility.
5. Where an employee cannot reasonably commute daily to his/her normal place of residence, temporary employees hired into this category will be paid a daily per diem of \$90 for each day worked in consideration for all living expenses (includes all meals and lodging but not mileage).
6. The company will resource candidates for this category from external sources giving priority consideration to candidates referred to by the PWU. The company will make the final hiring decision.
7. A new rate structure will be jointly established commensurate with the work.

2.0 REGULAR STATUS

Appointments to regular status is contingent on satisfactorily meeting the Company's medical requirements.

1. Probationary employees must serve a minimum of three months on probation. If service is satisfactory, they may be accorded regular status at that time. A period of not more than three more months can be used as a further period of probation if it is needed. At the end of this further period, employees must either be made regular, transferred to another position or dismissed. Regular part-time probationary employees must serve up to six calendar months on probation.
2. Temporary employees engaged in work of a continuing nature, shall be afforded regular status upon attaining 15 months accumulated service. In such circumstances the employee's position will be considered to be a vacancy. If the former temporary employee is not selected to this vacancy he/she will be declared surplus in accordance with Article 11.
3. Temporary employees engaged in work which is not of a continuing nature, shall be afforded regular seasonal status upon attaining 15 months' accumulated service.

3.0 ANNIVERSARY PROGRESSION

Progression dates shall be calculated from the date of appointment or promotion to the position. Subsequent salary adjustments shall be on anniversary dates subject to satisfactory performance and successful completion of training and required development opportunities. Progression beyond the rate of step 3 will be based on merit.

NOTE

- (a) The progression date for a regular part-time employee who works on average 50% or more of the base hours of the full time classification for the year will be at the completion of one and one third years of service.
- (b) The progression date for a regular part-time employee who works on average less than 50% of the base hours of the full time classification for the year will be at the completion of two years service.

As a regular practice subject to satisfactory performance employees shall progress from step 1 to step 3 as indicated in the respective wage schedules subject to the following:

### 3.1 Withholding Progression (Unsatisfactory Performance)

If an employee fails to make satisfactory progress his/her progression may be withheld until the employee successfully meets the identified performance and training requirements.

In taking this action the Company shall provide the employee with one month's notice and the reason for the withholding.

The performance of an employee whose progression has been withheld as above will be reviewed within seven months (nine months for a regular part-time employee working 50% or more of the base hours of the classification and fourteen months for regular part-time employee working less than 50% of the base hours of the classification). If progress and general performance are found to be satisfactory, progression shall be granted. If not, the employee shall be either transferred or dismissed.

If at the time of this review the employee's progress and general performance were found satisfactory and if six months after the review his/her performance has continued to be satisfactory, he/she may be granted the next step in his/her progression.

This will then re-establish his/her original progression status.

### 3.2 Deferral of Progression (Absences from Work)

When an employee has been absent from work for a period in excess of three months, excluding approved vacation, his/her progression may be deferred without prior notice for a period of time not to exceed the length of the absence. Subsequent progression dates may be adjusted accordingly.

## 4.0 RETROGRESSION POLICY

The term 'retrogression' is used to indicate a gradual reduction in pay to predetermined adjusted rate.

### 4.1 Where Applicable

1. Retrogression shall apply where a regular employee becomes unable to perform the duties of a job for which he/she is receiving the standard rate and is transferred to a lower-rated job because of:
  - (a) A disability caused by accident or illness.
  - (b) Inability to cope with increased responsibility due to change in job content.
  - (c) Where the unsatisfactory performance is due to faulty selection and the employee has served in the position for a period of at least one year.

Any retrogression for medical reasons is subject to ratification by the Company Physician.

2. Retrogression shall not apply where:
  - (a) An employee has less than ten years' established service credit.
  - (b) The change to the lower-rated job is made at the request of the employee to escape heavy work or responsibility or for personal reasons.
  - (c) The change to the lower-rated job is made necessary for unsatisfactory job performance due to causes other than in Section 4.1(1).

### NOTE

Where retrogression does not apply, the employee will receive the job rate for the new job effective at the time of transfer to the new job.

### 4.2 How Applied

The Company will endeavour to provide an employee to whom Section 4.1 (1) applies with work he/she is capable of performing. His/her rate of pay shall be calculated as follows:

1. A new rate for the employee will be calculated at the time the employee is retrogressed. This is calculated by adding to the base rate of the new classification an additional two and one-half percent (2.5%) (except as specified below) of the differential between the base for the new job and the base rate for the employee's former job for each year by which his/her continuous service exceeds ten years at the time of transfer. For regular part-time employees, the new rate is calculated on an hourly basis. For employees with 25 or more years of service, where the reason for retrogression is one of 4.1(1)(a) or (b), five percent (5%) is used in the calculation instead of two and one-half percent (2.5%).

The calculation determines the rate to which the employee's pay will be reduced.

2. The reduction in rate will take place in steps each amounting to but not exceeding approximately four percent (4%) of his/her former base rate. (Hourly rate for regular part-time employees.) The first step shall occur three months after he/she has been transferred to the new job. The subsequent steps shall occur at six-month intervals until the rate determined in 4.2(1.) has been reached.
3. Where the retrogressed employee is unable to do the job to which he/she has been retrogressed and demotion to another job is necessary, the rate for this new job shall be based on the differential between the base rate of the original job from which he/she has been retrogressed and the base rate of his/her new job.
4. While retrogression is in progress and after retrogression is completed, increases in pay that occur will be applied only to the base rate for the new job and the

retrogressed employee will only receive a benefit when the base rate for the new job exceeds his/her adjusted rate.

5. It shall be the responsibility of the Human Resources Department to advise the Union in writing when any employees are placed on retrogression. This information will be provided to the Union as soon as possible but in any case before the reduction in rate specified in 4.2(2.) takes place.

#### 4.3 Special Provisions

1. Retrogressed employees who are within 10 years of being eligible to retire without discount or who are within 15 years of normal retirement, shall have their rate frozen until the rate for the job being performed catches up to the frozen rate.
2. An employee with 20 years' service who is retrogressed for medical reasons related to the working conditions and job environment during a significant portion of his/her employment with the Company, will have his/her wages maintained until he/she is eligible for an undiscounted pension. The wage rate will be frozen thereafter.

The medical reasons will be reviewed and assessed by the Company Physician.

3. If, in the opinion of the Company Physician, an employee is retrogressed because of a serious injury that resulted from an on-the-job accident with the Company, he/she will have his/her wages maintained until he/she is eligible for an undiscounted pension. This provision will apply to all regular employees regardless of service.
4. An employee with ten years' service who is retrogressed because of a muscular-skeletal repetitive strain injury or injury arising therefrom, which is deemed compensable by the WSIB and relates to his/her working conditions with the Company will have his/her wages maintained until eligible for an undiscounted pension. The wage rate will be frozen thereafter.

The medical reasons will be reviewed and assessed by the Company Physician.

- 4.4 Nothing in this regulation will override special commitments that have been made by the Company that in certain instances rates of pay will be maintained.

## 5.0 SERVICE CREDIT

### 5.1 Introduction

This item defines service credit and describes the basis for calculating service credit for all purposes except those of the Kinectrics pension plan and applicable insurance policy documents.

The application of such service credit to vacations, LTD, sick leave and other benefits will continue to be governed by the appropriate policy documents.

### 5.2 Service Credit Calculation

In most cases the service credit of a regular employee is that employee's seniority. The exception to this can be found in Article 10.1.2 where an employee who is appointed to a position within the PWU jurisdiction from a bargaining unit which restricts seniority to its own membership, has his/her seniority limited to service within the PWU bargaining unit.

Seniority applies to regular, regular-seasonal, and probationary employees only.

Temporary employees have accumulated service only.

Service credit will not be granted for absences without pay of greater than 15 days with the exception of:

1. Normal and Extended Pregnancy/Parental/Adoptive leave.
2. Elected Union officials absent on Union business.
3. Medical leave of absence.
4. Time off in lieu of overtime worked.

#### 5.2.1 Regular Employees

Service credit shall be the period of employment with the Company and any service restored as per Part A, Item 5.3.

#### 5.2.2 Temporary Full-Time and Part-Time Employees When Granted Regular Status

When temporary employees are granted regular or regular-seasonal status, service credit shall be granted for all previous full-time service and on a pro-rata basis for all part-time service.

### 5.3 Restoration of Service Credit

Regular employees who terminate and are re-employed to a continuing position shall have their service credit restored. Proof of past service must be provided by the employee in the first 60 days of re-employment unless the Company is capable of providing the proof within the first 60 days of re-employment. They shall not be required to serve a further

probationary period. No service credit will be allowed for the period between termination and re-employment.

Former regular employees who are rehired for temporary full-time or temporary part-time assignments will not be granted regular status upon rehire. Former regular-seasonal employees will retain regular-seasonal status when rehired for a temporary assignment, within one year of their last termination date.

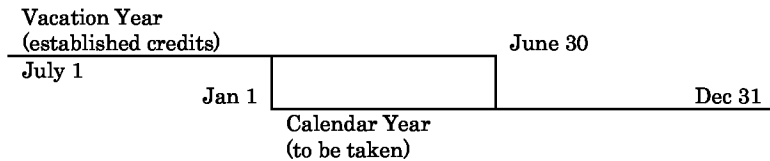
## 6.0 VACATIONS

### 6.1 General Policy

Whenever possible, vacations will be granted at dates requested by the employees, but in view of the Company's role in providing a vital service at all times, the Company reserves the right to determine the dates when vacations may be taken.

### 6.2 Relationship between Vacation Year and Calendar Year

For the purpose of calculating vacation allowances, the vacation year commences July 1 of the previous year and ends June 30 of the calendar year in which the vacation is to be taken.



### 6.3 Vacation Entitlement

Definition: The *Employment Standards Act* states that every employer shall give to each employee a vacation with pay of at least two weeks upon the completion of each 12 months of employment. The amount of pay for such vacation shall not be less than an amount equal to four percent (4%) of the wages of the employee in the 12 months of employment for which the vacation is given.

Wages are defined as any monetary remuneration payable by an employer to an employee under the terms of a contract of employment as well as any payment under the *Employment Standards Act* except vacation pay. Included in wages are termination pay, overtime pay, holiday pay, sick pay, equal pay adjustments, shift differentials, premiums for weekend or holidays, on-call and standby.

Wages do not include vacation pay previously paid in the 12-month period, supplementary unemployment benefits, tips or other gratuities, gifts and bonuses that are dependent on the discretion of the employer and are not related to hours, production or efficiency. Also excluded are travelling allowances or expenses, contributions made by an employer to pension funds, unemployment insurance, death grants, disability plans, accident plans, sickness plans, medical plans, nursing plans or dental plans.

Where an employee receives a greater benefit for vacation or vacation pay, that benefit will prevail over the conditions set out in the *Employment Standards Act*.

The amount of pay for a vacation shall be not less than an amount equal to four percent (4%) of the accumulated wages of the employee in the 12 months of employment for which the vacation is given and in calculating wages no account shall be taken of any vacation pay previously paid.

*With approval of the PWU Vice President or Delegate the company may provide greater starting annual vacation entitlement when hiring new employees in order to attract experienced candidates.*

*The milestone to the next level will remain unchanged. Example: if a new employee is initially given 3 weeks vacation, he/she will not be eligible for 4 weeks until 8 years of service has been completed by the end the calendar year.*

### Regular Employees

A regular employee shall be eligible for a vacation of:

**Less than One Year's Service by June 30:** One working day for each full month of service completed between June 30 of the previous year and July 1 of the current year up to a maximum of two weeks (10 working days).

The employee shall be paid four percent (4%) of the accumulated wages in the year for which the vacation is given.

**For One Year and Less Than Three Years' Service:** 10 working days (two weeks) annually. Vacation pay shall equal 10 days' base earnings or four percent (4%) of accumulated wages, whichever is greater.

**For Three to Seven Years of Service:** 15 working days (three weeks) annually when an employee has completed from three to seven years of service by the end of any calendar year. Vacation pay shall equal 15 days' base earnings or four percent (4%) of accumulated wages whichever is greater.

**For Eight to Fifteen Years of Service:** 20 working days (four weeks) annually when an employee has completed 8 to 15 years of service by the end of any calendar year. Vacation pay shall equal 20 days' base earnings.

**For Sixteen to Twenty-Four Years of Service:** 25 working days annually when an employee has completed 16 to 24 years of service by the end of a calendar year.

Vacation pay shall equal 25 days' base earnings.

In the year in which the employee is first eligible for 25 working days' vacation, he/she shall be granted it in one continuous period if he/she so requests.

#### NOTE

Employees hired on the first working day of January shall be deemed to have completed a calendar year on December 31 of the same year.

**For Twenty-Five or More Years of Service:** 30 working days' vacation in the calendar year in which he/she completes 25 years of service, and in each succeeding year.

#### Vacation Bonus

For every four consecutive days of the current year's vacation that an employee takes during January, February or March each year, an additional one (1) day of vacation will be provided and must be taken during the same time period. NOTE: This provision does not apply to carryover vacation which must be used prior to using the current year's vacation entitlement.

In the calendar year in which a regular employee completes:

26 years' service - 1 day's base pay  
27 years' service - 2 days' base pay  
28 years' service - 3 days' base pay  
29 years' service - 4 days' base pay  
30 years' service - 5 days' base pay  
31 years' service - 6 days' base pay  
32 years' service - 7 days' base pay  
33 years' service - 8 days' base pay  
34 years' service - 9 days' base pay  
35 years' service - 10 days' base pay and beyond

The vacation bonus shall be calculated on the employee's base rate of pay as of July 1st of the year in which the bonus is payable. These bonuses are payable on the closest payday to July 1st of each year.

#### Regular Part-Time Employees

Regular part-time employees are eligible for paid vacation time off. The entitlement is based on calendar years of service and payment for time off is calculated on a pro-rata basis. (Ref. Part A, Item 1.2.2).

#### Probationary Employees

A probationary employee shall be entitled to a vacation of one working day for each full month of service completed between June 30 of the previous year and July 1 of the current year up to maximum of two weeks (10 working days).

Four percent (4%) of the total pay of the employee shall be paid in the year for which the vacation is given - whichever is greater.

#### Temporary Employees Made Regular

On attaining regular status, temporary employees will receive vacation entitlement for all service as defined in Part 'A', Item 5.2.2.

#### Temporary Employees

For less than one year's accumulated service: Entitled to a cash vacation allowance of four percent (4%) of all accumulated wages.

#### 6.4 Special Provisions and Allowances

##### 6.4.1 Deferment or Interruptions of Vacations

Reimbursement will be made for out-of-pocket expenses incurred by an employee who, at the request of the Company, either defers an approved vacation or returns before the vacation has expired.

When an employee is called back from vacation or when an employee's vacation is cancelled at the request of the Company, the employee shall receive premium rates of pay for all normal hours worked on cancelled vacation days for which seven calendar days' notice has not been given up to a maximum of seven calendar days.

#### NOTE

In the above cases, the deferred or interrupted vacation days are to be rescheduled at a later date subject to Sections 6.1 and 6.5.

##### 6.4.2 Statutory Holidays and Vacations

If statutory holidays, to which an employee is entitled with pay, occur within his or her vacation period, the employee shall be granted an additional day's vacation for each in lieu thereof.

##### 6.4.3 New Employees

An employee joining the staff between January 1 and June 30 and taking a vacation before July 1, shall receive only the days allowed for service to the date of commencing the vacation. Any remaining days credited for service between the vacation commencement date and June 30 shall be taken between July 1 and December 31.

An employee joining the staff between January 1 and June 30 and taking his vacation after July 1, shall receive only the days allowed for service to June 30.

If an employee joins the staff between July 1 and December 31, no vacation allowance can be used until after December 31.

##### 6.4.4 Re-engaged Employees

An employee whose employment is terminated and who is re-engaged within 12 months of termination shall be granted a vacation allowance based on the employee's re-established

service credit (see Part 'A', Section 5.0). However, the initial vacation allowance, while prorated on the same basis as above, must be taken as outlined in Section 6.4.3.

## 6.5 Postponed Vacations

6.5.1 With the exception of new employees as outlined in Section 6.4.3, vacations appropriate to the particular calendar year may be granted at any time but normally must be completed by the end of that year. Carry-over or postponement of vacations beyond the end of that year shall be in accordance with the following:

1. Where it is mutually agreeable, the employee may carry-over a maximum of one week's vacation to the following year (to be taken by April 30 of that following year). Request for carry-over must be made prior to September 1.
2. Under special extenuating circumstances (as identified in Subsections 6.4.2, 6.5.2 and 6.5.4), application for postponement or carry-over of more than one week's vacation may be made to the respective Manager, or official of equivalent rank, but the vacation must be completed by April 30 of the next year.

6.5.2 An employee who is on sick leave shall not be granted a vacation until judged fit to return to work. If still disabled when sick leave credits expire, however, the employee may be placed on earned vacation.

6.5.3 An employee who becomes ill while on vacation shall not be placed on sick leave until after termination of the vacation. Under exceptional circumstances in case of very serious illness, sick leave may be granted at the discretion of the Company Physician. The employee would then be entitled to the unused portion of his/her vacation after recovery from the illness.

Minor illnesses and injuries may cause some degree of discomfort or disability to an employee while on vacation. Yet for the most part, these do not necessitate complete removal from the vacation setting or loss of the beneficial effects of the holiday. However, when an employee on vacation becomes seriously ill or injured and as a result must be removed from vacation setting entirely, he or she should be entitled to sick leave.

The decision as to when an illness or non-occupational injury is sufficiently severe to justify transfer from vacation to sick leave should be made on medical grounds and rests with the Health Services. Normally hospitalization or complete confinement to bed in the home under regular physician's care have been the criteria used to judge severity, often after consultation with the attending doctor. "Exceptional circumstances" may include a number of things such as hospitalization, the need to be flown home from a trip abroad, becoming seriously ill on the first day of vacation, etc.

The decision to transfer from vacation to sick leave must be based on reliable medical evidence and made by a physician in Health Services.

All cases of requests for such consideration should be referred to the Health Services without exception.

6.5.4 Where an employee is on sick leave or workers' compensation and thereby is unable to use his or her vacation credit during the current year such vacations may be carried over to the following year in accordance with Sections 6.1 and 6.5.1. Any outstanding vacation credit that has not been approved for carry over into the next year shall be paid out by Dec. 31 of the current year.

## 6.6 Vacation Payment on Termination

An employee whose service is terminated by the Company or by resignation shall be entitled to a cash payment in lieu of an outstanding vacation allowance, calculated proportionately from July 1 marking the beginning of the 12-month period in which the vacation entitlement applies. Upon the death of an employee, his or her estate shall be entitled to the same payment.

The payment will be based on:

1. Four percent (4%) of accumulated wages for an employee entitled to the prorated amount of 10 working days annually.

### NOTE

In each of the following subsections, the minimum amount to be paid must be at least four percent (4%) of accumulated wages (see Definition, Subsection 6.3) of the employee in the year for which the vacation is earned.

2. Six percent (6%) of base earnings to date for an employee entitled to 15 working days annually.
3. Eight percent (8%) of base earnings to date for an employee entitled to 20 working days annually.
4. Ten percent (10%) of base earnings to date for an employee entitled to 25 working days annually.
5. Twelve percent (12%) of base earnings to date for an employee entitled to 30 working days annually.

The value of the vacation bonus will be based on the employee's base rate at the time of termination. The vacation bonus for the incomplete year of service is pro-rated for the number of completed months from the employee's ECD to the date the employee terminates.

Vacation allowance regulations for employees whose service is terminated owing to retirement on early, normal, disability or postponed pension are in accordance with the above.

## 7.0 STATUTORY HOLIDAYS

### 7.1 Recognized

The days listed below will be recognized by the Company as statutory holidays, regardless of any conflict between these holidays and those declared as statutory holidays by municipal, provincial or federal statutes.

New Year's Day	Civic Holiday
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

When Canada Day falls on a Saturday it shall be observed on the following Monday.

In the event that Boxing Day or New Year's Day falls on a Sunday, it shall be observed on Monday. Similarly, if Christmas Day falls on a Sunday, it shall be observed on Monday and Boxing Day on Tuesday.

When Christmas falls on Tuesday, Boxing Day shall be observed on Monday.

All regular and probationary employees shall be paid for statutory holidays.

A statutory holiday falling within an employee's vacation period shall not be counted as part of his/her vacation but shall be taken as an extra day of holiday.

Regular part-time employees will be entitled to statutory holiday pay provided that they:

1. Have more than three months' accumulated service;
2. Have worked on at least 12 days during the four weeks immediately preceding the holiday;
3. Have worked on their scheduled regular day of work preceding and following the holiday.

Payment for such statutory holidays will be the amount the employee would normally earn on a scheduled day of work.

### 7.2 Sick Leave Credits

If an employee is not scheduled to work on a statutory holiday and falls sick, his/her pay for that day will not be charged against his/her sick leave credits and he/she will receive payment at 100 percent (100%) of his/her normal daily base earnings.

If an employee is scheduled to work on a statutory holiday and falls sick, that day is treated as a normal sick day and the employee would receive a lieu day at a later date.

## 8.0 FLOATING HOLIDAYS

Regular, regular-seasonal and probationary employees who have accumulated 20 weeks' continuous service in any calendar year will be entitled to three floating holidays subject to the following:

1. Floating holidays may be taken on such days as the employee and his/her supervisor mutually agree upon, following reasonable advance notice on the part of the employee. Employees may take one of these days as "Family Day".
2. Floating holidays shall not be carried over into the following year unless work considerations prevent the employee from taking the floater(s) in the year of entitlement.
3. Where the employee is unable to reach mutual agreement with his/her supervisor to take his/her floating holiday(s) before year-end because of absence due to illness (except when exhausting sick leave prior to LTD) unused floating holidays will be assigned on the last working day(s) of the year.
4. Where an employee falls sick on his/her scheduled floating holiday, that day will not be charged against his/her sick leave credits, but shall be treated as a floating holiday for pay purposes.
5. Regular and probationary employees may take their floating holiday(s) before accumulating 20 weeks' service in a calendar year.
6. Regular part-time employees are entitled to three (3)-floating holidays upon completing 20 weeks of service. Pay treatment for the three (3) days is on a pro-rata basis. (Ref. Part A, Item 1.2.2)
7. Entitlement on Termination: If the employee terminates after having accumulated 20 weeks' service in the calendar year, the Company will make a cash payment in lieu of any unused floating holiday credit.

If the employee terminates prior to accumulating 20 weeks' service in the calendar year, entitlement will be as follows:

- (a) If the employee has not qualified for entitlement in the previous year, he/she will have no entitlement in the current year. If he/she was granted a floating holiday under 5. above, the Company will recover one day's pay for each floating holiday taken.
- (b) If the employee has qualified for entitlement in the previous year, his/her entitlement will be prorated based on the number of weeks' accumulated service in the year of termination. For example, an employee who terminates after accumulating five weeks' service in the year would be entitled to 5/20ths of three days.

The Company will either make a cash payment in lieu of any unused floating holiday credit or recover the value of the unearned portion of floating holidays taken under 5. above.

In no case will an employee be entitled to more than three floating holidays or floating holiday credit in a calendar year.

## 9.0 SPECIAL TIME OFF

### 9.1 Additional Time Off at Christmas and New Year's Holidays

When Christmas falls on Friday and Boxing Day on Saturday, an additional half holiday will be granted employees on the preceding Thursday.

When Christmas falls on Saturday and Boxing Day on Monday, an additional half holiday will be granted employees on the preceding Friday.

When Christmas falls on Wednesday, the Friday following Boxing Day shall be granted as an additional holiday.

When New Year's Day falls on a Saturday, an additional holiday shall be granted on either the preceding Friday or the following Monday.

Those regular part-time employees whose regular scheduled day of work falls on the holidays referenced above shall be granted the time off and compensated at a rate equal to their normal daily earnings.

### 9.2 Payment for Time in 9.1

Eligible employees required to work during the days in 9.1 shall be paid as follows:

1. If employees are normally scheduled to work and are required to work on such a day, they shall be paid straight time for such work within normal scheduled hours and given equivalent time off with pay, up to a maximum of normal scheduled hours, within the following six months.
2. If employees are not normally scheduled to work on such a day and are required to work, they shall be paid at the rate normally paid for overtime work.
3. Eligible shift employees on a seven-day coverage basis whose normal scheduled day off falls at such designated time, shall be allowed equivalent time off with pay, within the following six months.

### 9.3 Remembrance Day

The following employees will be eligible for time off and/or payments as described in 9.4.

1. Those members of the staff who served in any of the armed forces of Canada, Great Britain or their allies during World War II, and also those who served in the armed forces of the United Nations operating in Korea during the period of 1950 to 1953.
2. Those members of the staff who served in the Allied Merchant Marine between September 1939 and August 1945.

### 9.4 Remembrance Day Payment and Time Off Provisions

If on Remembrance Day eligible employees as described in 9.3 are:

1. normally scheduled to work, eligible employees shall be allowed time off with pay, at straight time for scheduled hours as far as work schedules will permit.
2. scheduled to work and they are required to work, they shall be paid at the rate that normally applies for that day and given equivalent time off with pay, at straight time up to a maximum of normal scheduled hours, within the following six months.
3. not normally scheduled to work and they are required to work, they shall be paid at the rate normally received for overtime work.
4. shift workers on a seven-day coverage who are on a regular day off, shall be allowed equivalent time off with pay within the following six months.

### 9.5 Treatment for Vacation

Special time off, as noted in 9.1 and 9.3, falling within eligible employees' vacation period shall not be counted as part of their vacation but shall be taken as additional time off.

### 9.6 Sick Leave Credit

When special time off, as noted in 9.1 and 9.3 occurs while eligible employees are on sick leave credit, their pay will not be charged against sick leave credits and they will receive 100% payment at their base rate for normal scheduled hours.

## 10.0 LEAVE OF ABSENCE

### 10.1 With Pay

Occasionally, an employee will be in a situation where there is no reasonable alternative to being absent from work for personal reasons. Sometimes the employee will, at the same time, be committed to considerable additional expense. Provision is made so that the Company may ameliorate the hardship to the employee which may result.

#### 10.1.1 General

When in the Company's judgment the circumstances warrant such action, leave of absence with pay may be granted.

This leave is based upon reasons of personal emergency, such as severe illness in the immediate family which would necessitate remaining home until adequate arrangements could be made for outside help, or being in close attendance at a hospital. Also, in cases where an employee is faced with the effects of a severe storm, fire or flood.

### 10.1.2 Funerals

A regular employee may be released from duty for a period up to three days without reducing base earnings in the event of the death of a member of the immediate family including parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, husband, wife, son, son-in-law, daughter, daughter-in-law, grand-parents, grandparents-in-law and grandchildren.

In the event of the death of a fellow employee, a regular employee may be allowed time off with pay to attend the funeral. Usually the time required is less than one-half day. Regular part-time employees shall be granted the time off with pay if scheduled to work.

#### NOTE

Section 10.1.2 is a guide applicable under ordinary circumstances, on the distinct understanding that it does not set rigid limits either maximum or minimum.

### 10.1.3 Annual Training for Reserve Forces

A regular employee who serves with the Reserve Force of the Canadian Armed Forces and can be spared from work may be granted leave of absence in order to attend annual training.

The employee will be paid the difference between the gross amount received from the Department of National Defence for the full training period and base earnings for the period of absence. The employee will be required to furnish his/her supervisor with a statement from the commanding officer of the reserve unit, showing the amount received from the Department of National Defence for the training period.

### 10.1.4 Legal Hearings

Base earnings will be maintained when an employee is called for jury duty or is subpoenaed to appear in court as a witness except in cases involving inter-union jurisdictional disputes.

### 10.2 Equivalent Time Off Without Pay

Employees who have worked overtime may be granted one hour off for each hour worked, without pay, in increments of not less than one-half day, provided the employee requests the time off and the workload permits.

## 11.0 PREGNANCY/ADOPTION/PARENTAL LEAVES

### 11.1 General Provisions

To be eligible, the employee must have worked for the Company for a period of at least 13 weeks preceding the estimated delivery date or have been employed by the Company for 13 weeks by the date on which the child comes into the custody, care and control of the parent for the first time.

These leave provisions are available to all categories of employees. In addition, regular employees including regular part-time employees eligible for pregnancy leave or adoption leave are entitled to supplementary unemployment benefits (Ref. 11.4).

Pregnant employees are entitled to pregnancy leave including those women whose pregnancies are terminated by still-birth or miscarriage within 17 weeks of the expected birth date (Ref. 11.2). Following the birth of the child, the employee is also eligible for parental leave. (Ref. 11.5)

Adoption leave is available to the parent who is designated as the primary caregiver (Ref. 11.3). Parental leave is also available to such an employee (Ref. 11.5).

Parental leave is also available to employees not eligible for pregnancy or adoption leave but who have become the parent of a child (e.g. an employee whose spouse has given birth to a child or the adoptive parent who is not the primary caregiver. Ref. 11.5).

A leave extension is available to employees who take a pregnancy leave followed by a parental leave (Ref. 11.6).

Service credit will be granted for the full duration of such leaves.

Two weeks' notice is required for such a leave, except as noted in 11.2.2. The commencement date can be advanced or delayed upon the giving of a further two weeks notice. Similarly, the termination date can be advanced or delayed upon giving four weeks notice.

Eligibility for such leave does not necessarily mean the employee is entitled to EI benefits. However, EI benefits may be available in the case of such a leave and employees should be referred to the nearest EI office to check their entitlement.

The Company will continue for the duration of any such leave to pay the same share of the premiums for OHIP, EHB, Dental Plan, Life Insurance and Pension Plan that it would normally pay for the employee. This will not apply with respect to any benefit plan where the employee is normally required to make an employee contribution and he/she has given the Company written notice that he/she does not intend to pay such contributions.

An employee going on such a leave may prepay his/her pension contributions prior to taking the leave or make up contributions on return to work to establish pensionable service for the period of absence. Prior to the leave, he/she must sign the appropriate forms indicating whether or not he/she wishes to prepay the pension plan contributions.

Positions temporarily vacated as a result of a pregnancy/adoption or parental leave will be filled on a temporary basis only until the employee on leave returns.

Provided the employee returns to work no later than the expiration of his/her leave entitlement, he/she will be offered:

- (a) the position most recently held if it still exists at a rate of pay not less than his/her wages at the commencement of the leave or if greater the wages that the employee would be earning had the employee worked throughout the leave.

(b) Should the position most recently held not exist as a result of a surplus in the unit in accordance with Article 11 he/she will be offered a comparable position at the location he/she was previously working at a rate of pay not less than his/her wages at the commencement of the leave or if greater the wages that the employee would be earning had the employee worked throughout the leave.

(c) Should (a) or (b) not exist he/she will be declared surplus in accordance with Article 11.

The granting of extensions to the normal 90-day acting period for positions vacated by an employee on pregnancy/adoption/parental leave shall be automatic. The Union chief steward shall be advised of all cases where this subsection applies.

#### 11.2 Pregnancy Leave - General

Prior to commencing pregnancy leave, the female employee must indicate in writing her desire to return to work following her pregnancy.

The Canadian Human Rights Act requires the employer to accommodate the needs of pregnant employees in the workplace, unless to do so would cause undue hardship to the business. If a pregnant employee is unable to work in her regular work location because of the possible radioactivity level, her normal base rate of pay will be maintained during the period of relocation.

##### 11.2.1 Duration of Leave

An eligible female employee may apply for pregnancy leave, to commence after the 22nd week of pregnancy for a duration of up to 17 weeks.

The pregnancy leave of an employee who is not entitled to take parental leave ends on the later of the day that is seventeen weeks after the pregnancy leave began or the day that is six weeks after the birth, still-birth or miscarriage.

#### NOTE

Female employees who are the parent of a child are entitled to parental leave in addition to pregnancy leave. Parental leave is described in 11.5. Unless otherwise mutually agreed, parental leave must immediately follow the pregnancy leave unless the child has not come into the custody, care and control of the parent for the first time.

#### 11.2.2 Physician's Certificate

When a female employee applies for pregnancy leave she must provide her supervisor with a certificate from her physician stating that she is pregnant and giving the estimated date of delivery at least two weeks prior to the date she plans to commence the leave.

In the case of a female employee who stops working prior to the commencement of her scheduled leave because of a birth, still-birth or miscarriage that happens earlier than the employee was expected to give birth, that employee must, within two weeks of stopping work, give her supervisor:

- (a) written notice of the date the pregnancy leave began or is to begin, and
- (b) a certificate from a legally qualified medical practitioner that,
  - (i) states the date of the birth, still-birth or miscarriage and the date the employee was expected to give birth.

When a female employee resigns without notifying her supervisor that she is pregnant and she has not applied for pregnancy leave, but within two weeks following her resignation, provides her supervisor with a certificate from her physician stating she was unable to perform her job duties because of a medical condition arising from her pregnancy and giving the estimated or actual delivery date, she shall be entitled to pregnancy leave if it is requested.

#### NOTE

The supervisor should obtain the advice and assistance of the Health Services if clarification is required.

#### 11.2.3 Pregnancy and the Sick Leave Plan

Normal pregnancy leading to confinement is not an illness under the terms of the Sick Leave Plan. However, absences due to pregnancy-related illnesses or complications shall be considered as sick leave under the terms of the sick leave plan.

#### 11.3 Legal Adoptions -- Primary Care-Giver

In cases of legal adoption where the child is raised in the home the following will apply after receipt of the child.

1. Where the child is less than elementary school age, the primary caregiver will be granted leave of up to 17 weeks.
2. Where the child is elementary school age or older and the primary caregiver requests leave, the duration will be based on the recommendation of the adoption agency with the final decision being made by the Company's Physician.
3. The primary caregiver is also entitled to parental leave (Ref 11.5).

11.4 Benefits Under the Supplementary Unemployment Benefit Plan for Regular Employees

Provided they qualify for EI payments regular female employees who are eligible for pregnancy leave or the regular employee who is the parent designated as the primary caregiver in a legal adoption proceeding shall be paid a benefit in accordance with the Supplementary Unemployment Benefit Plan. In order to receive this benefit, the employee must provide the Company with proof that he/she has applied for and is eligible to receive unemployment insurance benefits pursuant to the Employment Insurance Act. The grant payment may only be paid upon receipt of proof that the employee is eligible for EI benefits. The simplest "proof of eligibility" is the counterfoil from the employee's first EI cheque.

According to the Supplementary Unemployment Benefit Plan payment will consist of:

1. Two weeks at 93 percent (93%) of the employee's base pay.
2. Up to fifteen additional weekly payments dependent on the length of his/her EI entitlement, equivalent to the difference between the unemployment insurance benefits the employee is eligible to receive and 93 percent (93%) of the employee's base pay.
3. In the case of a legal adoption, in addition to the Supplementary Unemployment Benefit Plan payments, the primary caregiver shall receive the equivalent of 93% of two weeks base salary in the thirteenth and fourteenth weeks of the leave.
4. Other earnings received by the employee will be considered so that the total combination of SUB, EI benefit and other earnings will not exceed 93 percent of the employee's base pay.

These payments will only be made if the employee signs an agreement with the Company, providing:

- (a) that he/she will return to work and remain in the Company's employ for a period of six months from the date of return to work;
- (b) that he/she will return to work on the date of the expiry of her pregnancy leave or his/her adoption leave, unless the employee is entitled to another leave provided for in this agreement;
- (c) that the employee recognizes that he/she is indebted to the Company for the payments received if he/she fails to return to work as per the provisions of subsections (a) and (b).

11.5 PARENTAL LEAVE

11.5.1 General

Employees who have been employed by the Company for a period of at least 13 weeks by the date on which the child is born or comes into the custody, care and control of the parent for the first time are eligible for an unpaid parental leave. A parent includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

11.5.2 Duration of Leave

Employees eligible for parental leave may take this leave beginning not later than 35 weeks of the child being born or coming into care. Unless otherwise mutually agreed females on pregnancy leave wishing to take a parental leave must commence parental leave immediately following the end of the pregnancy leave unless the child has not come into custody, care and control of the parent for the first time. The duration of this leave is up to 35 weeks if the employee took pregnancy leave and 37 weeks if the employee did not take pregnancy leave.

Employees who wish to take this leave must give the Company two weeks' notice in writing prior to the date the leave would begin and four weeks notice of the date the leave will end if they wish to terminate the leave prior to 18 weeks following the date the leave commenced.

An employee, who takes a pregnancy leave followed by a parental leave as per Item 11.2 and 11.5 may elect to have the total leave extended up to 56 weeks. This constitutes an extension of up to 4 weeks.

11.6 Service Credit

Employees who were granted pregnancy/adoption/parental leave from the Company, on or after November 18, 1990 will be eligible for service credit for the full duration.

11.7 Restoration of Previous Service

11.7.1 Female employees of the Company, who were granted maternity leave will be eligible for service credit as follows:

- (a) those employees who took normal maternity leaves will be eligible for service credit up to a maximum of 17 weeks.
- (b) those employees who took extended maternity leaves on or after April 1, 1977 will be eligible for service credit for the full duration.

## 12.0 DISABILITY BENEFITS AND INCOME PROTECTION

### 12.1 Sick Leave Plan

The benefits of the Company's Sick Leave Plan shall be considered as part of this Agreement. However, it is recognized that its provisions are not an automatic right of an employee and the administration of this plan and all decisions regarding the appropriateness or degree of its application shall be vested solely in the Company.

The Company's Sick Leave Plan will provide that probationary and regular employees will commence with a credit of eight days at 100 percent (100%) and 15 days at 75 percent (75%) pay, payable from the first day of sickness. This credit will continue to be available until the employee attains his/her first annual accumulation date as a regular employee. At the time of this accumulation date and each subsequent accumulation date he/she will acquire additional credits of eight days at 100 percent (100%) pay and 15 days at 75 percent (75%) pay. The accumulation of credits will be subject to the provisions of the Company's Sick Leave Plan.

Normally employees will be expected to arrange routine medical or dental appointments during non-working hours. Where such appointments cannot be arranged during non-working hours and the employee can be released from his/her duties, then the time shall be charged against an employee's sick leave time.

#### 12.1.1 Sick Leave Plan for Employees hired on or after September 24, 2002

##### NOTE

Employees hired on or after September 24, 2002 will not be eligible for the above mentioned Sick Leave Plan. The following Sick Leave Plan will apply instead:

The Sick Leave Plan is a benefit provided by the company to protect an employee's income in the event of a legitimate illness or disability in anticipation of a timely recovery and prompt return to work. The Plan does not cover personal business emergencies, urgent repairs to personal property, illness of family members, or the failure of arrangements for transportation to work, childcare or other personal problems. Vacation or lieu time should be used in these circumstances.

It is the expectation that employees will report to work on a regular and consistent basis. However it is recognized that an employee may be absent due to illness or injury. Routine medical and dental appointments are not considered to be legitimate absences under this plan.

Occasional absence due to short-term illness will not affect an employee's overall sick leave coverage (i.e. Only continuous absence, or a recurrence of the same disability, will accumulate to reach the maximum eligibility period), however the Sick Leave Plan relies on accurate reporting of absences and the employer may request that the employee provide suitable information to support an absence. Failure to provide this information may result in a suspension of sick leave benefits.

- The Sick Leave Plan provides for maintenance of a regular employee's income depending on length of service when the individual is absent from work due to illness or non-occupational injury.
- Regular employees who are absent from work and temporarily disabled because of a non-occupational injury or illness will have the following coverage:

Completed Months of Service	% Salary Maintained
Less than 3 months	No coverage
3 months up to and including 12 months	Up to 15 weeks at 75%
More than 12 months up to including 24 months	Up to first 2 months at 100% Up to subsequent 2 months at 75% (4 months total)
More than 24 months	Up to 6 months at 100%

- If requested by the company, after 3 or more days of absence the employee and their doctor must complete a Major Medical Absence Report (MMAR) and return it to the Company. Failure to return this information may result in suspension of sick leave benefits.
  - An employee may be required to provide a doctor's note. An employee will be reimbursed for any doctor's note requested by the Company.
- An employee will be encouraged to apply for LTD Benefits after 3 months of continuous absence due to disability to allow sufficient time for the claim to be processed.

Regular part-time employees shall receive a pro-rated number of sick days. When a regular part-time employee is absent due to illness on a scheduled day of work, they shall be paid for the hours of work scheduled for that day provided sick leave credits are available.

Employees who are on sick leave for 30 days or more may be eligible to participate in a vocational rehabilitation programme in accordance with the Company's policy.

### 12.2 Long Term Disability

#### 12.2.1 General Provisions of LTD Plan

The Long Term Disability (LTD) Plan provides financial security and rehabilitative employment features to regular employees during their absence from work due to extended sickness or injury. LTD benefits commence upon completion of the qualifying period which is defined below. Regular employees who are approved for the provisions of the LTD Plan will be subject to the following contractual provisions.

All employees who are in receipt of LTD benefits will be eligible to participate in the Rehabilitation and Re-employment Programme dependent upon their medical suitability and procedural requirements.

**DEFINITIONS:**

**LTD Qualifying Period** - The qualifying period is defined as the period six calendar months from the starting date of the employee's continuous absence due to disability; or a total of six months in accumulative authorized medical absences in the year prior to the date sick leave expires due to the same progressively deteriorating disability; or the expiration of sick leave whichever is longer.

**Disability Period** - The period in which an employee cannot continuously perform the essential duties of any position available in accordance with the priority placement criteria of the Rehabilitation and Re-Employment Procedure.

**Benefit Level** - The Company agrees to assume the full cost of an LTD Plan for all regular employees. The Plan would provide for a monthly income during the disability period equal to the lesser of:

1. Sixty-five percent (65%) of base earnings at the end of the qualifying period for LTD benefits, or
2. Seventy-five percent (75%) of base earnings at the end of the qualifying period for LTD benefits less any compensation awards from the Workplace Safety and Insurance Board (WSIB) (excluding the Non-Economic Loss award) and/or the Canada Pension Plan, excluding benefits for dependents.

**NOTE**

Regular part-time employees shall be eligible for pro-rated income benefits.

**Miscellaneous Provisions** - A person who runs out of sick leave credits will be granted a leave of absence without pay until such time as the LTD qualifying period elapses. The employee will continue to receive service credit during this period and have coverage maintained in but will not be required to contribute to the Company's Pension Plan, Health and Dental benefits, and the Company's Group Life Insurance Plan.

Where an employee has been retrogressed to a lower-rated job for medical reasons and within two years (not including the LTD qualifying period) begins receiving a monthly income under the LTD Plan for reasons directly related to the original medical condition, the base earnings used to compute the LTD monthly income payment shall be the current rate of the employee's original classification.

**Exceptions and Limitations to the LTD Plan**

LTD benefits will not be made available for claims resulting from:

1. A disability for which the person is not under continuing medical supervision and treatment considered satisfactory by the Insurance Carrier and the Company.
2. A disability caused by intentional self-inflicted injuries or illness while sane.

3. A disability from bodily injury resulting directly or indirectly from insurrection, war, service in the armed forces of any country, or participation in a riot.
4. Normal pregnancy leading to confinement.
5. Disability from occupational injuries for which the employee is receiving Total Temporary Disability Benefits or during the first 24 months of a Future Economic Loss Award or during the first 24 months from the date of Loss of Earning (LOE) Award from the Workplace Safety and Insurance Board.
6. A previously diagnosed pre-existing condition which appears within the 1<sup>st</sup> year of employment with Kinectrics.

No amount of LTD benefit will be payable with respect to the disability of an employee during any of the following periods:

1. If the disability is due to mental disorder, any period while the employee is not under the continuing care of a certified psychiatrist or other care authorized by the employee's psychiatrist.
2. If the disability is due to substance abuse, alcoholism and/or drug addiction any period in which the employee is not certified as being actively supervised by and receiving continuing treatment from a rehabilitation centre or a provincially designated institution.
3. The period during which the employee is on leave of absence, including Pregnancy Leave of Absence. The LTD qualify period begins on the date the employee is expected to return to work from that leave of absence.

**12.2.2 Benefits While on LTD**

1. **Service Credit:** Service credit shall not continue while the employee is in receipt of LTD benefits. Upon return to work, service credit shall be applied as per Item 12.2.4.
2. **Vacation Credit:** Any outstanding vacation entitlement for a person going on LTD will be paid in cash upon expiry of sick leave. The cash payment will be calculated on the base earnings at the expiration of sick leave for the prorated days of vacation entitlement, any outstanding lieu days, and any outstanding floating statutory holidays. No vacation entitlement, or floating holidays, accrues while a member is in receipt of LTD benefits.
3. **Vacation Credit During Rehabilitation Employment:** Vacation credits will be earned based on the hours worked and the employee's vacation entitlement multiplied by the corresponding percentage listed below. These credits will be paid in cash in the last pay period of the year if not used by December 31, or upon return to regular employment, or upon termination.

Vacation Entitlement (Based on Service Credit)	Percentage of Accumulated Earnings/Hours Worked
10 working days or less annually	4%
15 working days annually	6%
20 working days annually	8%
25 working days annually	10%
30 working days annually	12%

4. The Company health and dental coverage premiums continue to be maintained by the Company.
5. The Company Pension Plan: The employee's membership in the plan continues. Upon expiry of sick leave, the requirement for employee contributions is waived. An employee is not required to make contributions to the plan while he/she is receiving LTD benefits. The retirement pension continues to accumulate. Years of service continue to accumulate for entitlement to rights and benefits under the Pension Plan.
6. The Company Group Life Insurance Plan: Commencing the first day of the month following the end of the qualifying period for LTD benefits, an employee will continue receiving the same insurance option during receipt of LTD benefits as that in force prior to such receipt. An employee who is in receipt of LTD benefits is not required to make contributions to the Group Life Insurance plan.
7. Sick Leave Entitlement: Upon receipt of the memorandum from the Company recommending that the employee should make application for LTD benefits, entitlement to accumulate or restore sick leave credits shall cease on the day following the next accumulation date provided that it falls within the qualifying period.
8. Union Dues: Upon expiry of sick leave an employee's Union dues shall cease.
9. Employee status will continue with respect to maintaining redress rights to contractual provisions.

#### 12.2.3 Recurring Disability After Return to Regular Work

If, on return to regular employment after receiving disability benefits, a subsequent period of disability recurs within six months and is related to the cause of the previous disability, the following shall apply:

Entitlement to existing sick leave credits shall cease, the qualifying period shall be waived, and the employee shall immediately receive LTD benefits as if there had been no return to work.

#### 12.2.4 Individual Returns to Regular Employment

1. Service Credit: Continuous service recommences upon return to work and service credit accumulated prior to the date of receipt of LTD benefits will be added to it. In addition, for employees returning to regular employment within the first two years in receipt of LTD benefits, full service credit will be granted for that period.
2. Vacation Credit: The employee will start earning vacation credit based on total service credit.
3. The Company Health and Dental Coverage: Premiums continue to be maintained by the Company.
4. The Company Pension Plan: Employee contributions recommence.
5. The Company Group Life Insurance Plan: Employee contributions recommence.
6. Sick Leave Entitlement: Eight days at 100 percent (100%) and 15 days at 75 percent (75%) pay shall be immediately credited. On the first accumulation date, restoration of sick leave credits will take place based on the total service credit. It is recognized that this provision is subject to the provisions of recurring disability as defined in Section 12.2.3.
7. Union Dues: Union dues recommence.

#### 12.2.5 Termination of LTD Benefits

The LTD benefit ceases when any of the following events occur:

1. The date the individual ceases to be totally disabled or engages in any occupation for wage or profit except as permitted by the Rehabilitative Employment Clause.
  2. The date the individual reaches age 65.
  3. The date the individual fails unreasonably to furnish proof of the continuance of such total disability, or fails to submit to an examination requested by the Plan's medical advisors. At that point all LTD benefits will cease and the employee will be terminated.
- When an employee does not comply with the above requirements the Union will be informed and act as the employee's advocate prior to such termination.
4. The date the individual dies.
  5. The date the individual receives pension under the Company Pension Plan.

#### 12.2.6 Indexation

1. LTD Benefits: Individuals who are in receipt of LTD benefits will have their LTD benefit level indexed by the same amount that pensions are indexed.

2. Pension Calculation - Base Earnings: For the purposes of calculating the pension benefit for LTD recipients the base earnings at the end of the qualifying period will be increased by the amount of the indexation increase granted in 1. above.
3. Insurance Benefit - Base Earnings: It is agreed that for purposes of calculating the group life insurance benefit for LTD recipients, the base earnings at the end of the qualifying period will be increased by the amount of the indexation increase granted in 1. above.

### 12.3 Rehabilitation and Re-employment

Rehabilitative employment is an important feature of the Plan which provides an employee with additional financial incentive and assistance to re-enter the work force. It is defined as any employment within the Company and remains in effect until the employee is offered regular employment.

If during the disability period, an employee becomes capable of working, the Company shall endeavour to provide an (disabled) employee with work he/she is capable of performing. It is recognized that an employee must be prepared to attempt rehabilitative employment. In the event the employee refuses reasonable rehabilitative or regular employment, he/she shall be terminated and forfeit all rights to LTD benefits.

During rehabilitative employment, remuneration will be prorated based on the hours worked and the hourly rate of the current base rate of the rehabilitative position. Employees will continue to receive approved LTD/Sick Leave benefits, however, the benefit level will be adjusted so that the total of the rehabilitative earnings and these benefits shall not exceed the current base rate of the position occupied prior to disablement.

After the employee has successfully completed his/her rehabilitative employment and has been placed in a regular job on a continuing capacity, he/she will be paid at the normal rate of the job in which he/she has been placed, subject to any applicable retrogression policy.

### 12.4 Workplace Safety and Insurance Board Payments

The Workplace Safety and Insurance Board (WSIB) is responsible for administering the Workplace Safety and Insurance Act, and payments will be made according to the provisions set out within that Act. Any future legislative or regulatory changes may necessitate further discussion on the part of both parties.

Pending the decision of the WSIB regarding entitlement to awards, an employee's normal earnings will be maintained at his/her current level of sick leave (i.e. 100%, 75%, 0%).

### 12.5 Supplementary Grant

#### 12.5.1 Definition of Supplementary Grant

The supplementary grant is an amount equal to the difference between the WSIB award and the employee's normal earnings after income tax deductions.

#### NOTE

WSIB award for this section excludes permanent impairment awards granted for accident dates prior to January 1, 1990, Non-Economic Loss Awards or Older Worker Supplements.

The employee's earnings for the purpose of calculating the supplementary grant will include only regular scheduled hours for a normal week.

The supplementary grant will be such an amount as to maintain the employee's normal net pay.

#### NOTE

Such a grant will not include payments for shift bonus, relief pay, overtime or premium hours or other payments which are not applicable when the employee is absent from and not available for work.

#### 12.5.2 Who Receives the Supplementary Grant

The supplementary grant will be made only to probationary and regular employees.

Employees who are receiving Workplace Safety and Insurance Board benefits for claims or injuries suffered while in the employ of an employer other than the Company are required to notify the Company of being in receipt of those benefits in order to qualify for the supplementary grant. These employees will not be eligible for sick leave while receiving Workplace Safety and Insurance Board benefits that qualify for the supplementary grant.

#### 12.5.3 Responsibility for Payment

The responsibility for payment will be in accordance with The Standard Authorities - Payroll Documents.

#### 12.5. 4 Withholding the Grant

The award of the supplementary grant should not be withheld unless there is strong evidence of gross negligence or obvious misconduct on the part of the injured employee. The supplementary grant will be withheld if the employee is not co-operating in the Early and Safe Return to Work Process or a Labour Market Re-entry Plan or refuses a medically suitable position.

Authority for withholding the grant is vested in General Managers in consultation with Human Resources

#### 12.5. 5 Payment While in Receipt of WSIB Award

An employee in receipt of Total Temporary Disability (TTD) benefits will receive the supplementary grant for the entire period. Upon notification of the amount of the FEL award and/or LOE award the Company agrees to pay supplementary grant monthly on the FEL award and/or Loss of Earning (LOE) award for a maximum of 24 months. Any workers' compensation payments in excess of the FEL award and/or LOE award, excluding the Non-Economic Loss (NEL) award, shall be considered part of the FEL award and/or LOE award for purposes of calculating the supplementary grant. Upon request, the employee shall be paid out any outstanding vacation entitlement while payments are being processed.

For employees on rehabilitative employment the total compensation of FEL and/or WSIB Award plus rehabilitative earnings plus the Company supplementary grant shall not exceed 100% of the current rate of the pre-disability job.

If after 24 months in receipt of supplementary grant and a FEL award and/or LOE award the employee is still unable to return to work, he/she shall be placed on sick leave. The employee will continue to draw from his/her sick leave bank on a daily basis at the rate of half a day if the amount equal to the supplementary grant is equal to, or less than 4 hours, and a full day if the amount equal to the supplementary grant is greater than 4 hours per day. While on approved sick leave, however, the benefit level will be adjusted so that the total of any WSIB award and the sick leave benefit shall not exceed the employee's current base rate. Upon expiry of sick leave, if the employee is still unable to return to work, he/she shall qualify for LTD less any award, pension entitlement and/or any supplement from the Workplace Safety and Insurance Board (excluding NEL award) and/or the Canada Pension Plan.

#### 12.6 Waiver of Posting or Selection

If at any time an individual who is in receipt of LTD or Workplace Safety and Insurance Board benefits is capable of returning to any further service with the Company or if a medically suitable position becomes available for an employee who is medically restricted while at work or on sick leave, the Company will request, and the Union shall normally grant a waiver of posting or selection after considering all medically restricted employees eligible under the Rehabilitation and Re-Employment Policy.

## 13.0 HEALTH INSURANCE PLANS

### 13.1 Regular Employees, Pensioners and Regular Employees Receiving Workplace Safety and Insurance Board Payments

Subject to the condition that employees enroll their spouse and dependent children, the Company agrees to pay 100 percent (100%) of the premiums for:

Exception: Regular part-time employees shall be eligible for Health Insurance Plan coverage. Such employees will be required to pay costs of premiums (except OHIP) based on hours not worked divided by the regular hours of the classification. If he/she elects not to pay, coverage will not be provided.

1. OHIP - Covers medical and standard ward hospital services.
2. Supplementary Plan - Covers semi-private hospital services.
3. Extended Health Benefit Plan - Coverage is in accordance with the provisions of the Kinectrics Extended Health Benefits Plan.
4. Group Dental Insurance Plan – Coverage is in accordance with the provisions of the Kinectrics Group Dental Insurance Plan.

An employee may voluntarily discontinue coverage in plans 2., 3. and 4. Upon reentry, and depending upon the terms of each plan, a waiting period must be satisfied before services will be covered. This would not apply to changes relating to marital/dependents status.

Effective January 1 of each year of the collective agreement, dentist fees will be paid up to the amounts shown in the current ODA Fee Guide.

### 13.2 Probationary Employees

The Company will pay 100 percent (100%) of all claims and fees for all probationary and regular employees who are covered by the Semi-Private Hospital Accommodation Plan, Extended Health Benefits Plan and Dental Plan. Coverage will commence on the employee's Established Commencement Date and will cease on the employee's termination date.

## 14.0 PENSION AND INSURANCE

### 14.1 Changes to the Pension Plan and Group Life Insurance Plan

- 14.1.1 The present pension plan and group life insurance plan form part of this Collective Agreement. The pension plan is described in the Kinectrics Inc. Pension Plan document. The group life insurance plan is described in the Kinectrics Group Life Insurance policy document. Changes to the plan affecting employees within the jurisdiction of the Union shall be subject to the following:

1. Changes other than legislative changes shall be made only upon mutual consent.
2. In the event of the enactment of any general pension legislation applicable to the employees of Kinectrics, amongst others, Kinectrics may, after notification to the Union, effect amendment of the Kinectrics provided that the combination of benefits resulting from the Kinectrics Plan as so amended and such legislation will not be less in the aggregate than the benefits now provided.

*7.5% for earnings below the YMPE and 9.5% for earnings above the YMPE.*

*The increased contributions will continue as long as the solvency ratio is less than 1.0 as measured each year and on the condition that Kinectrics also make minimum contributions towards the ongoing and solvency deficits.*

*As soon as the solvency ratio reaches 1.0, the employee contributions will revert to 5% below the YMPE and 7% above the YMPE.*

#### Retirement Date

Effective September 24, 2002 eligible employees may retire at any day of the month. Retirements not on the first day of the month will have the first payment pro-rated and paid on the first day of the following month.

14.1.2 Pension and insurance items will be submitted at the time that regular amendments to the Collective Agreement are submitted and will be negotiated at the time of regular bargaining.

#### 14.2 Pension Plan

14.2.1 The interest rate on contributions returned to terminated employees will be calculated as set out in the Kinectrics Inc. Pension Plan.

14.2.2 In recognition of proposed benefit improvements the Union agrees that the value of any EI rebate shall accrue to Kinectrics.

#### 14.2.3 Early Retirement - Without Discount

1. Effective January 1, 1981 employees with the following age/service combinations may retire early with no loss of accrued benefits:

- Age 60 or over with 25 years' service.
- Age 59 or over with 26 years' service.
- Age 58 or over with 27 years' service.
- Age 57 or over with 28 years' service.

2. Employees may retire without discount when their age and years of continuous service equals 82 or more.

3. Employees who do not qualify for an unreduced early retirement pension under 14.2.5(1.) or 14.2.5(2.) may retire without discount after completing 35 years of continuous service.

#### Rule of 82

Effective July 1, 2000 any member who on the date of retirement is represented by the Power Workers' Union may, on or after the first day of the month in which the sum of the member's age in years and years of continuous employment is equal to or greater than eighty two, receive a pension that is 100 percent of the member's earned pension computed in accordance with the rules of the pension plan, in particular, rule 15.

#### Survivor Benefits

Effective July 1, 2000, pensions of survivors of members or former members who on the date their employment ceased were members of the union shall be based on 66 2/3 percent of the member's pension rather than 64 percent of the member's pension.

#### Continued Contributions

Effective July 1, 2000 employees will be permitted to make contributions beyond 35 years.

#### CPP Integration Adjustment Factor

Subject to regulatory and other approvals, effective September 24, 2002 the CPP integration adjustment factor will be adjusted from .625 to .500%. *Effective January 1, 2014 employee contributions to the Pension Plan will be implemented as follows:*

Early Retirement Discounts

Table 1		Table 2		Table 3	
All employees with 25 or more years' continuous service (except females hired prior to 1976) <i>* effect. July 1, 2000</i>		All employees with 15 or more but less than 25 years' continuous service (except females hired prior to 1976)		Female employees hired prior to 1976 with 15 or more years' continuous service	
Age	Percent Discount	Age	Percent Discount	Age	Percent Discount
55	15	55	25	50	25
56	12	56	22	51	22
57	9	57	19	52	19
58	6 (0)*	58	16	53	16
59	3 (0)*	59	13	54	13
60	0	60	10	55	10
61	0	61	8	56	8
62	0	62	6	57	6
63	0	63	4	58	4
64	0	64	2	59	2
65	Normal Retirement	65	Normal Retirement	60-65	Normal Retirement

NOTE

The above factors apply to employees who do not otherwise qualify for undiscounted early retirement pension.

14.2.4 Early Retirement - With Discount

- The early retirement discount factors shown in Table 1 are for employees with 25 or more years' continuous service (except females hired before 1976) who do not qualify for undiscounted early retirement pension.
- All employees who terminate and vest their pension will be entitled to the same early retirement discount as set out under 1. above provided they had completed 25 years' continuous service by the date of their termination.
- The early retirement discount factors shown in Table 2 apply to all employees who have 15 or more but less than 25 years' continuous service, except females hired before 1976.
- The early retirement discount factors shown in Table 3 apply to all female employees hired before 1976 who have 15 or more years' continuous service and do not qualify for an undiscounted pension.

14.2.5 Transfer of Pension Credits Between Reciprocal Employers and Kinectrics

Providing the reciprocal employers agree, the pension credits may be transferred to and from the reciprocal employer and Kinectrics if the affected employees have fully vested their pension credits with the former employer and were hired by Kinectrics/reciprocal employer within three months of the termination date. This provision allows retroactive application.

14.3 Group Life Insurance

14.3.1 At the time permanent wage adjustments to base annual earnings (as defined in the insurance plan) are implemented, adjustments will also be made in insurance coverage as follows:

- If the change is effective on or between the first calendar and the first fiscal day of the month, eligibility is established for the given month.
- If the change is effective on any other day of the month, eligibility is established for the next month.

14.3.2 Life insurance coverage of \$20,000.00 will be provided for employees who are required to work or travel in helicopters or aircraft. This coverage shall be in addition to the Group Life Insurance Plan.

14.3.3 Spousal Life Insurance

Effective July 1, 1994, eligibility under the Spousal Life Insurance Program in place as of April 1, 1994 will be extended to PWU represented employees.

14.3.4 Optional Life Insurance

Employees will have the option of purchasing additional life insurance at their own cost. Insurance may be purchased in units of \$10,000 to a maximum of \$150,000.

15.0 RETIREMENT

15.1 Bonus and Outstanding Vacation Payments on Retirement

- An employee who has completed 10 years of continuous employment, shall be given, on retirement, a cash bonus equal to one month's pay. This one month's pay will be included as part of the employee's pensionable earnings. (In the case of a regular part-time employee, the one month's pay will be pro-rated as per Part A, Item 1.2.2.) This provision (15.1 (1.)) does not apply to any employee hired on or after September 24, 2002.
- The employee on retirement shall also be given a cash payment for any outstanding vacation credits. The cash payment will be on the same basis as outlined in Part 'A', Section 6.6 - Vacation Payment on Termination.

3. If required by the Company to postpone his/her vacation for the year immediately prior to retirement, he/she shall receive a cash payment for that period. No payment shall be made for unused vacation for any other years.

#### 15.2 Retirement While Ill

An employee who falls ill and is not able to return to work prior to the approved normal or early retirement date, shall, subject to approval by the Company Physician, continue to be carried on the payroll as follows:

##### 15.2.1 Sick Leave Grant Extends to or Beyond Retirement Date

If the sick leave grant carries the employee to or beyond the approved retirement date, the employee shall be retired upon being declared fit to return to work, or upon expiration of the sick leave grant, whichever comes first. The employee shall be given a cash payment in lieu of any outstanding vacation entitlement up to normal retirement date [see Subsection 15.1(2.) preceding], plus a bonus of one month's pay [if applicable, see Subsection 15.1(1.)].

##### 15.2.2 Vacation Credit and Bonus Extends to or Beyond Retirement Date

If the sick leave grant expires prior to the approved retirement date, but part or all of the outstanding vacation credit (Part 'A', Section 6.6 - Vacation Payment on Termination) and bonus of one month's pay [if applicable, see Subsection 15.1(1.) preceding] carries to or beyond the approved retirement date, the employee shall be given a cash payment in lieu of any unused portion of:

1. The vacation credit accumulated up to the expiry of the sick leave; and/or
2. The month's bonus.

##### 15.2.3 Sick Leave Grant, Vacation Credit and Bonus Expires Before Retirement Date

If the sick leave grant together with any outstanding vacation credit and month's bonus [where applicable, see the preceding Subsection 15.1(1.)] does not carry to the approved date, the case shall be referred to the Company Physician for a determination of the employee's eligibility for LTD.

##### 15.2.4 Unused Vacation Credit for Preceding Year

An employee on sick leave grant which extends over the beginning of a calendar year may be allowed credit for any unused vacation for the preceding year, subject to the approval of General Manager, or with the concurrence of the Company Physician.

## 16.0 TEMPORARY EMPLOYEES

### 16.1 Definitions

See Section 1.0 for the definition of temporary employee and accumulated service.

### 16.2 Benefits

The following are the benefit provisions that apply to temporary employees.

#### 16.2.1 Vacations

Entitled to a cash vacation allowance of four percent (4%) of accumulated wages.

#### 16.2.2 Statutory Holidays

Temporary employees will be entitled to statutory holiday pay provided that they have more than three months' accumulated service.

Temporary part-time employees will be entitled to statutory holiday pay provided that they:

1. Have more than three months' calendar service;
2. Have worked on at least 12 days during the four weeks immediately preceding the holiday;
3. Have worked on their scheduled regular day of work preceding and following the holiday.

Payment for such statutory holidays will be the amount the employee would normally earn on a scheduled day of work.

#### 16.2.3 Floating Holidays

Temporary employees who have accumulated 20 weeks' service in a calendar year will be entitled to three floating holidays subject to the following:

1. Floating holidays may be taken on such days as the employee and his/her supervisor mutually agree upon, following reasonable advance notice on the part of the employee.
2. Floating holidays shall not be carried over into the following year unless work considerations prevent the employee from taking the floater(s) in the year of entitlement.
3. Where the employee is unable to reach mutual agreement with his/her supervisor to take his/her floating holiday(s) before year-end because of absence due to illness, unused floating holidays will be assigned on the last working day(s) of the year.
4. Where an employee falls sick on his/her scheduled floating holiday, that day will not be charged against his/her sick leave credits, but shall be treated as a floating holiday for pay purposes.

5. Entitlement on Termination: If the employee terminates after having accumulated 20 weeks' service in the calendar year, the Company will make a cash payment in lieu of any unused floating holiday credit.

If the employee terminates prior to accumulating 20 weeks' service in the calendar year, entitlement will be as follows:

- (a) If the employee has not qualified for entitlement in the previous year, he/she will have no entitlement in the current year. If he/she was granted a floating holiday under 4. above, the Company will recover one day's pay for each floating holiday taken.
- (b) If the employee has qualified for entitlement in the previous year, his/her entitlement will be prorated based on the number of weeks' accumulated service in the year of termination. For example, an employee who terminates after accumulating five weeks' service in the year would be entitled to 5/20ths of three days.

The Company will either make a cash payment in lieu of any unused floating holiday credit or recover the value of the unearned portion of floating holidays taken under 4. above.

In no case will an employee be entitled to more than three floating holidays or floating holiday credit in a calendar year.

6. Temporary part-time employees shall receive pro-rated payment. (Ref. Part A, Item 1.4.2)

#### 16.2.4 Sick Leave Entitlement

Temporary employees shall earn sick leave credit of one-half day at 100 percent (100%) pay for each month of accumulated service to a maximum of six days<sup>13</sup>.

#### 16.2.5 Health Insurance Plan (Excluding Summer Students Regardless of Wage Schedule Paid From)

These employees shall be considered as a group in order that they may apply to participate in the Supplementary Plan and the Extended Health Benefit Plan at group rates. One hundred percent (100%) of all premiums will be paid by the employees.

The Company will pay one hundred percent (100%) of the Ontario Health Insurance Plan premium for temporary employees who have four months' accumulated service.

#### 16.3 Notice of Termination

<sup>13</sup> Day, in this instance, is the number of hours normally worked by a regular employee in a classification and/or the work group of which the temporary part-time employee is a member (seven or eight hours). Sick leave is used on the basis of payment for the number of hours the employee was off work.

When the employment of a temporary employee is terminated for other than cause, he/she is entitled to one week's notice in writing if his/her period of employment is three months or more.

## 17.0 POSTING OF VACANCIES AND TRANSFER UPON APPOINTMENT

### 17.1 Post and Transfer - General

All regular full-time and regular part-time positions within or one level above the Union's jurisdiction will be advertised province-wide when they become vacant. Selection to be made or the vacancy cancelled within four months after the posting date of the advertisement. Transfers of successful applicants to be made or rate for the new position paid in accordance with the Promotion Rule as identified in Part B, Section 10.0, 60 days from the date of selection for the position.

Placement opportunities as set out in Article 10.2 shall not be subject to the provisions contained herein.

One copy of the compiled list of applicants for all advertised vacancies will be forwarded to the Union Office.

### 17.2 Notification to Applicants

1. If the decision has been made within five weeks of the closing date of the advertisement, then at that time, the supervisor with the vacancy or his/her manager will be responsible for:

Advising all applicants who have been interviewed of the decision in writing.

Supplying Human Resources with the list of successful applicants for publication. The published list will be considered appropriate notification for those applicants who were not interviewed.

2. If the decision has not been made within five weeks of the closing date of the advertisement, then at that time, the supervisor with the vacancy or his/her personnel manager will be responsible for:

Ensuring that all applicants who do not possess the necessary qualifications are notified that their applications have been considered and they were not successful.

Ensuring that all remaining applicants are informed of the delay, the status of their application and when a decision is likely to be made.

3. When a final decision has been made, the supervisor or his/her Human Resources Department will ensure that:

The unsuccessful applicants not yet informed are notified of the final decision as soon as possible. The name of the successful applicant should be given.

The successful applicant and his/her supervisor is notified.

Notify Human Resources of the name of the successful applicant for publication.

### 17.3 Similar Vacancies

When a similar vacancy occurs beyond four months following the posting date of the advertisement, it must be reposted and considered separately.

## 18.0 ALTERNATE HOURS OF WORK ARRANGEMENTS

In the interests of promoting organization effectiveness whilst meeting the needs of employees, the chief steward and the appropriate management designate may agree to Hours of Work Arrangements for a work group other than normal schedule hours. Either party with reasonable notice may cancel or request a change to the hours of work arrangement.

The following organization effectiveness criteria will be considered to determine which hours of work arrangement is appropriate.

- (i) Where possible, hours should be arranged to allow more flexibility for employees
- (ii) Productivity levels overall will be maintained
- (iii) Cost effectiveness e.g. impact on overtime, staff levels
- (iv) Requirement for job coverage
- (v) Effective workflow and interface among work units
- (vi) Level of service to external and internal customers

## 19.0 PAY DAYS

*19.1* Salaries and wages of all employees throughout the Company covered by this Agreement shall be paid once every two weeks on the third Thursday following completion of the pay period. This payment will be by direct deposit to one account designated by the employee in a Canadian financial institution with a Canadian Payment Association (CPA) serviceability code of 1 or 2. (CPA serviceability code definitions in effect June 5, 1991 or subsequent code numbers providing equivalent accessibility). The Company is responsible for the cost of depositing these funds to the employee's account.

It is the responsibility of the employee to inform the Company of any changes to the designated account 14 days in advance of the payment date. Any errors in employee payment that result from employee provision of incorrect account information or the late provision of changed account information are solely the responsibility of the employee.

*19.2* Existing employees who were paid the equivalent of one week's base pay during the transition from weekly pay to weekly direct deposit pay will have the amount of this one week payment deducted from their final payment of salaries and wages from the Company (i.e., termination, retirement, etc.)

## 20.0 HEADQUARTERS

### 20.1 General

Two classes of headquarters are established by the Company: work headquarters and residence headquarters.

### 20.2 Definitions

**Work Headquarters - Regular:** That location to which the employee normally reports in order to receive his/her daily work assignment or to perform his/her regular duties.

**Work Headquarters - Temporary:** The centre from which an employee is directed to work when carrying out all or part of his/her duties away from his/her regular work headquarters.

**Residence Headquarters:** The residence headquarters is that location within which or adjacent to which he/she is expected to reside or is assumed by the Company to reside for purposes of payment of allowances.

### NOTE

The residence headquarters may or may not be the same location as the work headquarters.

**Householder:** Householder is defined as a person who maintains a complete dwelling.

### 20.3 Establishment of Headquarters

#### 20.3.1 Work Headquarters

The Company may, at its discretion, establish work headquarters in any location for effective administration.

**Notice Period - Overnight Absence at Temporary Work Headquarters:** In the event an employee is assigned to temporary work headquarters and overnight absence is required, three days' notice will be given. Notice will not be required where emergent conditions exist.

Penalty: Failure to provide notice as above will require payment of premium<sup>14</sup> rates for work performed from the temporary work headquarters until the notice period has expired. This provision does not apply to travelling crews.

#### 20.3.2 Residence Headquarters

The establishment of residence headquarters will be dependent upon the presence of adequate living facilities at that location.

Residence headquarters for employees with no spouse or dependents may be any location where there are boarding facilities either Company or privately owned.

Residence headquarters for employees with a spouse and/or dependents may be any location where there is housing accommodation whether it be Company or privately owned.

#### NOTE

Such accommodation must be one at which it is reasonable for the employee to reside.

Establishment of New Residence Headquarters: When a residence headquarters is established in a location which was not previously so designated, the human resources department shall advise the Union.

#### NOTE

The Union need not be advised on individual moves from one established residence headquarters to another.

#### 20.4 Change of Headquarters Upon Transfer

##### 20.4.1 Advice of Headquarters

An employee shall be advised, when employed or transferred, of the location of his/her residence and work headquarters.

##### 20.4.2 Notice of Transfer

When employees with more than one month's service are transferred and a change of residence headquarters is involved, a minimum of one month's written notice shall be given. This shall not apply in the case of an employee being transferred as a result of an advertised vacancy or as a result of the Worksite/Location Redeployment clause of Article 11.0.

#### 20.4.3 Duration of Stay in New Residence Headquarters

Householder: A change in residence headquarters will not be made for a householder unless it would appear that he/she will be located at the new residence headquarters for a period of at least six months.

Living in Trailers: For those employees living in household trailers, moves for lesser periods than six months may be authorized at the discretion of the division or region concerned, bearing in mind the distance and economics involved.

#### 21.0 TRAVELLING TIME OUTSIDE NORMAL WORKING HOURS

When a supervisor directs employees to travel between one work centre and another work centre, they shall be entitled in any calendar day to payment for travelling up to a maximum of the number of hours which constitute a normal work day. Payment shall be at straight time rates to a maximum of ten (10) hours in the pay week after which all additional travel hours will be paid at two (2) times the employee's hourly rate subject to the following:

1. Overtime will be paid when employees are required to drive a Company vehicle outside normal working hours unless being used primarily for their own personal transportation.
2. When travelling by public transportation, travelling time shall be considered to include waiting periods beyond the employee's control up to a maximum of five hours; both preceding, during and subsequent to the travelling period, but excluding meal periods (one hour each) occurring during the waiting period.
3. When a berth or overnight accommodation is allowed and available, compensation shall not be made between 2300 hours and 0800 hours, nor shall the time spent for noon and evening meals (one hour each) be subject to compensation.
4. Normally selection interviews are conducted during employee's normal working hours. However, where it is unavoidable, and an interview is scheduled outside an employee's normal working hours, additional payment will be made at straight time for each hour spent in interviewing or travelling up to a maximum of a normal day's basic pay for each day involved.
5. No compensation for travelling time outside the normal working hours shall be made in the following circumstances:
  - (a) For the first three hours travelling time each way when directed by his/her supervisor to attend a training course away from his/her normal work headquarters for five days or more. Payment for periods beyond the first three hours will be at straight time rates up to maximum of a normal day's basic pay.
  - (b) For attendance at conventions (except where it is part of the employee's normal function).

<sup>14</sup> Time and one-half for first four hours, double time for next four hours.

- (c) When a change of residence headquarters and related transfer is involved, the employee will normally travel during normal working hours without any loss of base pay. If the employee is required to travel on a regular day off, payment for travelling time will be made at straight time up to a maximum of the number of hours which constitute a normal work day.
- (d) On periodic return to residence headquarters resulting from a permanent transfer, as outlined in Section 27.0.
- (e) For a new employee reporting to some administrative centre or station for instruction or training before reporting for work at his/her new location.

6. Where the Company normally provides transportation facilities between residence headquarters and work headquarters for normal daily hours an employee required to work extension overtime will be provided free transportation to the residence headquarters.

**NOTE**

Equivalent time off without pay may be granted on the basis of an hour off for each hour spent travelling provided the workload permits.

**22.0 COMPENSATION FOR TRAVELLING EXPENSE**

**22.1 Travel Outside of Residence Headquarters**

When employees are directed to work at a temporary work headquarters which is outside of their residence headquarters, and when such headquarters is within a reasonable distance of their residence headquarters, the employee may wish to commute daily rather than remain at the temporary work headquarters. When commuting is mutually agreeable, the employee may claim a daily travel expense on the following basis:

- 1. Where the temporary work headquarters is less than 40 road kilometres from the regular work headquarters: - \$13.00.
- 2. Where the temporary work headquarters is 40 road kilometres but less than 56 road kilometres from the regular work headquarters: - \$15.00.
- 3. Where the temporary work headquarters is 56 road kilometres but less than 80 road kilometres from the regular work headquarters: - \$20.00.
- 4. Where the temporary work headquarters is 80 road kilometres but less than 105 road kilometres from the regular work headquarters: - \$26.00.
- 5. Where the temporary work headquarters is 105 road kilometres or more from the regular work headquarters: - \$31.00.

The daily travel expense shall apply only when it is in the Company's and the employee's interest to continue residing at home during such temporary changes in headquarters. Under these circumstances, employees are required to be at their temporary work headquarters at normal starting time and remain until normal quitting time.

In addition to this daily travel expense, the employee shall be:

- 1. Paid for time spent travelling on the first trip when the work headquarters is changed and the last trip when he/she returns to his/her regular work headquarters.
- 2. Entitled once every two weeks to payment for actual time spent travelling at straight time up to a maximum of three hours each way between temporary headquarters and regular work headquarters.

While an employee is in receipt of benefits under Section 22.0, he/she will not be entitled to any of the provisions as set forth in Section 27.0.

**22.2 Travel Inside Residence Headquarters**

When employees are directed to report for work at normal starting time at a temporary work headquarters which is within their residence headquarters, they will be paid a daily travel expense equivalent to the return road kilometres between the temporary work headquarters and the regular work headquarters, computed at the current standard kilometre rate. This travel expense will be paid each day the employee works at the temporary work headquarters. In addition to this daily travel expense, the employee shall be paid for time spent travelling on the first trip when the work headquarters is changed and the last trip when he/she returns to his/her regular work headquarters.

22.3 When employees are directed to work at a temporary work headquarters as in Section 22.1 or 22.2 and the Company provides a vehicle for daily transportation, the above daily travel expenses shall be reduced by 50 percent (50%).

**23.0 METROPOLITAN TORONTO BOUNDARIES**

For purposes of payment of travelling allowances the boundaries of Metropolitan Toronto, for Company purposes, shall conform to the Toronto metropolitan area boundaries as recognized by the municipalities constituting Metropolitan Toronto.

**NOTE**

This does not affect other special settlements relative to moving allowance, meals, etc., presently in effect within the metropolitan area of Toronto.

## 24.0 KILOMETRE RATES

Kilometre rates paid to employees using their automobiles on Company business shall be as follows:

1. The rate paid per kilometre is related to changes in the Private Transportation Index component of the Consumer Price Index of Canada.
2. The rate of .38 cents per kilometre will take effect on January 1, 1997.
3. Future increases of one cent per kilometre will occur with each additional ten percent (10%) point increase from the base figure of 31.5 (1992 CPI = 100) in accordance with the formula described in a letter of agreement between Ontario Hydro and the Union dated May 25, 1983.
4. Conversion factor is 1 mile = 1.6 km.
5. A decline in the index below the level of a previously surpassed trigger point for two or more consecutive months will result in a reduction in the paid rate to the appropriate amount.
6. The effective date for any new kilometre rate triggered by this indexing formula will be the first of the month following the month in which the index is published.

As a condition of employment, the Company does not require anyone to own a car. When transportation is required, the employee may, with the Company's approval elect to use his/her own car at the approved kilometre rate but if he/she does not elect to use his/her own car or if he/she does not own a car, the Company will, if necessary, provide alternative transportation appropriate to the occasion. However, ownership of an appropriate driver's license may be a condition of employment in some situations.

## 25.0 REST PERIODS

Each employee shall be entitled to a 10 minute rest period in the first half and second half of each scheduled work day at a time designated by the Company.

## 26.0 TRANSPORTATION AND MOVING EXPENSES

Prior to the implementation of Part A, Item 26 the parties will make a reasonable effort to negotiate a mid-term outlining the various entitlements and processes to be followed. If no agreement is reached by the parties then the process will default to Part A, Item 26.0. Additionally the parties agree to update the program to reflect the standards (Ontario's Electricity Power Industry) for unionized employees at the time of implementation.

### 26.1 General

**Method of Transportation:** The method of transportation and all expenses chargeable to the Company in moves of employees are subject to the control and approval of the Company.

**Packing and Shipping Furniture:** In view of the Company's willingness to pay for packing furniture, as well as transportation, employees usually will not be allowed time or travelling expenses to return from point of work in order to look after packing and shipping of furniture, subject to Subsection 26.5, Time Off For Move.

### 26.2 Notice of Transfer

Refer to Section 20.4.2.

### 26.3 Transfer of Temporary Employees

The Company will only pay necessary travelling expenses of temporary employees when they are moved from one location to another at the Company's request.

#### NOTE

The transportation of families and/or furniture of such employees will not be paid.

### 26.4 Appointment of New Probationary Employees

A new employee hired for a regular position in a location other than the point of hire will not ordinarily be recompensed for moving expenses.

#### NOTE

In exceptional cases, as part of the employment agreement, the Company may pay all or part of the moving expenses of the employee and household to the location where the employee will be employed.

#### NOTE

Costs of transporting the family to a new location during the training period will be paid, but costs of moving the household effects of an employee who is a householder will only be paid when they have attained two years' service or on the final move to a regular position.

### 26.5 Transfer of Regular Employees

The following instructions will apply to all regular employees subject to the following limitations: In the case of regular part-time positions, expenses for employees will be prorated based on the hours of the position into which they are moving except for moves governed by Article 11.20 in which case Part A, Item 26.0 applies in whole.

**Householders:** When the residence headquarters of a regular employee, who is a householder, is changed and the employee's work headquarters is moved 15 km further from his/her home and such employee has moved his/her household at least 15 km closer to his/her new work headquarters, the Company will pay the cost of:

**NOTE**

A householder is defined as a person who maintains a complete dwelling.

1. Transporting the employee and family.
2. The packing, freight or truck charges on household effects, among which will be included boats and second automobiles which are part of the personal effects of the employee.

**NOTE**

Items of this kind which are used for business farming or commercial purposes, as well as large boats such as houseboats which would require special transportation would not be included in moving expenses paid by the Company.

together with,

3. The cost of board and lodging for the employee's family while furniture is in transit.

**Board and Lodging:** The Company will also pay the expenses or board and lodging allowance for the employee as applicable under Part 'A', Section 28.0.

**NOTE**

For regular employees living in household trailers, moves for lesser periods of time than six months may be authorized by the Company. In this connection the distances and economics must be carefully considered.

**Incidental Out-of-Pocket Moving Expenses:** Employees may claim a \$4,500 allowance for miscellaneous out-of-pocket expenses required by the move. The requirement for supporting receipts and taxability of the allowance will be governed by Finance Procedures.

**Lease Termination:** The Company will pay up to the maximum of two months rent towards the actual cost in terminating a lease.

**Time off for Move:** If regular employees who are householders are required to move their household to new residence headquarters on a regular scheduled day of work, they shall be granted one day off with pay to assist in the move.

**NOTE**

Extension of this time off with pay will be at the discretion of the Company.

**Non-householders:** When the residence headquarters of a regular employee who is a non-householder is changed, the cost of transporting the employee will be paid. The company at its discretion, may authorize actual moving expenses to a maximum of \$500.00 or a lump sum payment of \$500.00 towards the cost of moving personal effects, including furniture. No reimbursement will be made for incidental out-of-pocket expenses.

**NOTE**

This section does not apply to employees with less than two years' service.

**Kilometre:** All employees described under the Householders and Non-householders sections may be allowed the regular kilometre rate for driving the employee's car to the new location provided that such cost is not more than it would otherwise cost for transportation of the employee's family and for freight on shipment of the automobile.

**NOTE**

When the Company considers a preliminary trip to the new location is necessary for interview or for the employee to seek a house, the time, board and lodging and travelling expenses of the employee may be paid.

**Legal and Real Estate Brokerage Fees:** In addition to the provisions of the Householders and Kilometre sections, with the exception of employees and circumstances listed in Exceptions subsection below, regular employees who are householders, required by the Company to move their principal residence, shall be entitled to the following:

1. The Company will reimburse the employee up to \$3,500.00 for legal fees and disbursements actually incurred in selling the old residence and/or buying the new principal residence, (legal fees will be in accordance with a standard recognized scale and could include such items as land transfer tax, survey and legal fees associated with arranging or discharging a first mortgage and mortgage appraisal fees).
2. The Company will reimburse the employee for standard brokerage fees up to \$11,500.00 related to the sale of the old principal residence.
3. To qualify for payment of expenses involved in purchasing a new residence, the employee must give written notice at the time of his/her transfer that he/she intends to buy a residence.
4. If an employee sells a mobile home [i.e., a trailer designed and used exclusively as a residence which exceeds 2.6 metres (8.5 feet) in width or 10.67 metres (35 feet) in length], he/she is considered to have sold his/her residence.

5. When an employee's actual cost exceeds the maximum allowed in either 1 or 2 above the employee may utilize any surplus in the other item up to the maximum of \$15,000.

Exceptions: Any transaction which is not commenced within one year of the date of the employee's transfer. Extension of this time period shall be at the discretion of the Company.

Moves resulting from a demotion for cause.

## 26.6 Housing Assistance Plan

Eligibility for the Housing Assistance Plan is conditional on the employee abiding by all the requirements of the Housing Assistance Plan as listed below:

### 26.6.1 Application

26.6.1.1 The housing assistance plan applies to regular employees eligible under Item 26.5 who are subject to a forced transfer or who have received a written declaration that they are surplus.

26.6.1.2 The provisions of this policy are only applicable to the principal residence of the employee, but do not cover other commercial (income producing) properties, cottages which are not the principal residence, farms, commercial real estate holdings, tenanted properties (e.g. duplex or triplex), mobile homes on leased land, or residences with urea formaldehyde foam insulation (UFFI) or properties as defined in Item 26.6.1.3.

26.6.1.3 It will be the prerogative of the Company to reject an employee's application for Housing Assistance if the property is not an acceptable risk, with free and clear title.

### 26.6.2 Purchase Guarantee

26.6.2.1 The Company will provide a purchase guarantee based on an appraisal of the property's current worth by a group of up to three appraisers, to be selected by mutual agreement between the Company and the employee. The appraisals will be done at a time that is convenient to the employee and his/her family. Individual appraisals provided to the Company by the realtors/appraisers will not be disclosed to ensure objectivity for current and future appraisals.

26.6.2.2 The Company will not request appraisals until the employee is ready to list his or her house in the marketplace, providing this is within one year of the employee's transfer to the new work location, and the employee is prepared to abide by Subsection 26.6.2.4 and Subsection 26.6.3.1.

26.6.2.3 The employee must accept or reject the Company's Purchase Guarantee within five working days of its receipt. If the employee rejects the

Purchase Guarantee, the Company has no further responsibility with regard to Housing Assistance or the Purchase Guarantee, however, the employee will still be entitled to the other relocation assistance benefits including 26.6.5.3.

26.6.2.4 If the employee wishes to participate in the Housing Assistance Plan, the employee must not list the property for sale until the Purchase Guarantee has been accepted.

### 26.6.3 Listing of Property

26.6.3.1 If an employee chooses to participate in the Housing Assistance Plan, by accepting the Purchase Guarantee, the employee will immediately list the property for 90 days on MLS (where such service is available) at a price not exceeding 107% of the guaranteed price.

26.6.3.2 Under the Housing Assistance Plan, the Company purchases an employee's principal residence in the former location at market value, if the employee is unable to sell it within 90 days. The house may be purchased by or turned over to the Company after 30 days if the house is vacant and the employee agrees with this action. The employee must put in writing that no real estate fees will be paid if the property is purchased by the Company.

26.6.3.3 The employee will retain the right to sell to a third party until such time as the property is purchased by or turned over to the Company for resale.

26.6.3.4 In order to assist the employee to dispose of the property expeditiously and at a fair market value, the employee must notify the Company of all offers to purchase during the listing period. The Company may ask the employee to accept an offer which is lower than the Purchase Guarantee, whereupon the employee will be compensated for the difference between the Company's Purchase Guarantee and the amount of the offer. The employee's acceptance of any offer less than the Company's Purchase Guarantee is not mandatory and the employee will retain control of the sale of the residence throughout the listing period. All offers to purchase will be held in confidence by the Company.

### 26.6.4 Sale of Property by the Company

26.6.4.1 The employee must be prepared to sign power of attorney authorizing the Company to sell property on the employee's behalf on the first day following the 90 day listing period. If the employee will be unable to vacate the premises at that time, the Company must be notified.

26.6.4.2 The Company will pay to the employee the difference between the value of the property to the Company (Purchase Guarantee) and all existing encumbrances, including the advance of equity when the house is turned over to the Company or at the end of the 90 day listing period, whichever comes first.

26.6.4.3 When an employee applies for assistance under this procedure, he or she must declare under oath, if required by the Company, all encumbrances of any

nature or kind whatsoever, including executions, chattel mortgages, and notices of conditional sales contracts which the employee is obliged to pay.

26.6.4.4 In consideration of the payment to the employee of the amount established in Subsection 26.6.4.2, the employee will complete a deed of sale of the property, conveying the same by good and marketable title, but subject to all existing encumbrances, to the Company or its nominee.

#### 26.6.5 Advance of Equity

26.6.5.1 In order to provide the employee with funds for a deposit or down payment on a residence at the new location, an advance of up to 100% of the employee's equity (Purchase Guarantee minus encumbrances) in the employee's principal residence at the former location may be loaned to the employee by the Company.

26.6.5.2 If the employee accepts the Company purchase guarantee and sells his/her principal residence during the 90 day listing period, he/she is responsible for repaying the Advance of Equity to the Company within five working days of the closing date of the sale of the former residence. Failure to do so will activate the appropriate interest charges to the employee based on the appropriate Interest Rate Schedule (employee housing loan five-year term) in effect on the closing date of sale. It is the employee's responsibility to repay the Advance of Equity to the Company within five days of the sale of the former residence, or within 90 days from the date of issue of the Advance, whichever comes first.

26.6.5.3 An employee who rejects the Company's Purchase Guarantee, may take advantage of the Advance of Equity option. If the former principal residence is not sold within 90 days of the date of issue, the employee must pay interest to the Company at his/her own expense commencing on the 91st day. The interest rate will be based on the appropriate Interest Rate Schedule (employee housing loan five-year term) upon the expiration of the 90-day period. It is the employee's responsibility to repay the Advance of Equity to the Company when the former residence is sold, or within 180 days (six months) from date of issue of the Advance, whichever comes first.

#### 26.6.6 House Evaluation and Guarantee Plan

Upon subsequent transfer within the Company, an employee will be guaranteed his/her purchase price up to a maximum of four times his/her base salary at the time of the transfer (plus or minus \$3,000 for improvements or damages to the property). This guarantee will be for a period of ten years from the date of purchase. Improvements must be verified by receipts and do not include normal painting, decorating and maintenance costs. An employee may not sell his/her house for less than the guaranteed amount without the consent of the Company.

If an employee contracts to have a house built in the new location, the Company must arrange for an appraisal of the new principal residence upon completion to establish the "guarantee amount".

If an employee who is eligible for the House Evaluation and Guarantee Plan rejects, or does not qualify for, the Company's Housing Assistance Plan, the following stipulation will apply. The employee must not sell to a third party for a price less than the employee's original purchase price, unless the sale price is approved by the Company.

The price level guaranteed by the House Evaluation and Guarantee Plan will be modified downwards in the event of a significant reduction in the level of real estate prices throughout Ontario.

#### 26.7 Transfer of Regular Employees - Staff Reduction and Recall Procedure- PWU Agreement - Article 11

No moving expenses will be paid for an employee being recalled to a vacancy.

Recall shall include employees who are reclassified from a lower classification to their original classification as well as employees who have terminated employment and are recalled.

#### 26.8 Use of Trailers

Special Trailer Allowance: Regular employees entitled to moving expenses who are moving to sites that do not have convenient facilities for parking household trailers will be entitled to a special trailer allowance of \$150.00. Such facilities include blocking up of trailers, hook-up of water, sewage, electricity and the like.

#### NOTE

Employees moving to established trailer parks, either privately owned or on Company property, will not be entitled to this special allowance.

At Temporary Headquarters: Regular employees who desire to live in a trailer while working away from their residence headquarters may do so with the approval of the Company.

When moving the trailer from one temporary location to another temporary location, the employee will be allowed the cost of only public transportation unless the employee is using his/her car for Company purposes, in which case the standard kilometre rate will be allowed.

At Residence Headquarters:

1. When a regular employee lives in a trailer and moves it to the new residence headquarters by car, payment shall be:

(a) In addition to the authorized car kilometre rate, a sum equal to nine cents per kilometre for moving by the shortest practical route between the two residence headquarters.

- (b) Normal living expense en route for the employee and immediate family.
- (c) The special trailer allowance of \$150.00 will be paid.

**NOTE**

Incidental out-of-pocket moving expenses will not be paid.

- 2. When an employee lives in a trailer but does not own a car or feels that the car is not suitable to pull the trailer:
  - (a) The Company will arrange for the moving of the trailer by the most economical method.
  - (b) The employee will be responsible for arranging a new location for the trailer.
  - (c) The employee and/or family will not occupy the trailer while in transit.
  - (d) Transportation expense will be supplied in the same manner as if the employee were moving from one house to another except that incidental out-of-pocket moving expenses will not be paid.
  - (e) The special trailer allowance of \$150.00 will be paid where applicable.
- 3. When an employee who lives in a trailer, decides to live in a house at the new location:
  - (a) Personal effects and furniture excluding the trailer will be moved.
  - (b) The employee and family will be supplied transportation in the usual manner.
  - (c) The employee may claim a \$4,500 allowance for miscellaneous out-of-pocket expenses required by the move. The requirement for supporting receipts and taxability of the allowance will be governed by Finance Procedures.
- 4. When an employee who lives in a house decides to live in a trailer at the new location, payment shall be either:
  - (a) Moving expenses for furniture and family, but not trailer, if the employee desires the furniture shipped, or
  - (b) Expenses as outlined in residence headquarters Subsections 1. and 2., if furniture is moved in the trailer.
  - (c) The special trailer allowance of \$150.00 will be paid where applicable, but the disturbance allowance will not be paid.

**NOTE**

The Company will not accept responsibility for any damage to an employee's trailer and/or contents while in transit under any of the circumstances mentioned in Subsection 1.5.

**26.9 Transfer to Placement Opportunities**

Where management requests an individual employee to submit his/her application to a placement opportunity to a particular location, moving expenses as outlined in Subsections 26.5 and 26.7 will be paid.

The payment of moving expenses to employees who are being transferred at their request and entirely for their own accommodation will be at management's discretion.

**26.10 Change of Residence Headquarters**

On a change of residence headquarters the employee shall be entitled to actual expenses for a period of up to one month. He/she shall be entitled to an allowance of \$45.00 each day he/she is eligible thereafter.

**27.0 RETURN TO RESIDENCE HEADQUARTERS**

**27.1 General**

It is often necessary for Company employees including those on transfer to work at temporary work headquarters which are at points distant from their residence headquarters.

Having due regard to the nature, importance, and length of the job and when practicable, the Company shall, within reasonable limits, reimburse the employee for expenses incurred in returning to his/her residence headquarters once each week. If an employee chooses to remain at the temporary work headquarters, the Company will pay the lesser of the cost of meals and accommodation or the cost of the return trip to his/her regular work headquarters.

**27.2 Return to Residence Headquarters on Permanent Transfer**

An employee permanently transferred to a new residence headquarters will be reimbursed for expenses incurred in returning to his/her old residence headquarters once each week until he/she moves his/her family to the new location. The maximum period of entitlement will be four months from the date of transfer to the new residence headquarters unless extension is authorized by the Company.

Entitlement shall cease when the employee moves his/her family to the new location. All travel time associated with the return to residence headquarters will be outside the employee's scheduled hours of work.

The employee will not be entitled to claim payment for travel time.

**27.3 Return to Residence Headquarters When Transferred to a Temporary Work Headquarters**

Entitlement will be for the duration of the transfer (subject to postponement as per 27.5.2 below).

All travel time associated with return to regular headquarters will be outside the employee's scheduled hours of work. The employee will be entitled to payment for actual time spent travelling at straight time to a maximum of eight hours each way.

**27.4 Assignments to Training Courses**

Employees assigned to temporary work headquarters for training courses of five days or more will be compensated for expenses incurred in returning to his/her residence headquarters once each week.

No compensation shall be made for the first three hours of travelling time each way. Payment for periods beyond the first three hours will be at straight time rates up to a maximum of a normal day's basic pay.

**27.5 Qualifications to Above Policy**

The return trips mentioned in Section 27.1, will be granted subject to the following conditions:

**27.5.1 Scheduling of Trips**

Return trips to residence headquarters shall be made at times when service or apparatus will not be jeopardized thereby except in case of emergency such as illness in the family or other matters highly important to an employee.

The Company will schedule the trip to meet the needs of the majority concerned or by mutual agreement where the work of some employees is dependent on the assistance or presence of other employees.

**27.5.2 Postponement of Return to Residence Headquarters**

If, at the end of a week, when a return to residence headquarters would normally take place, it appears that the job will be completed on or before Wednesday of the following week, the return trip may be postponed until the job has been completed. If work is not planned on the weekend, the employee will have the option of remaining at the temporary headquarters or claiming the equivalent cost of staying at the temporary work headquarters and make his/her own arrangements.

**27.5.3 Use of Company Vehicles**

The round trip to residence headquarters must be made within the scheduled non-working period. It must be made in a Company vehicle whenever the services of a suitable vehicle are available.

When a suitable Company vehicle is available, employees who do not avail themselves of these facilities will not be reimbursed for transportation expenses. Those who remain at the temporary work headquarters will be treated as if they were at residence headquarters.

When transportation by Company vehicle is not provided, the equivalent of public transportation costs or the standard kilometre allowance, whichever is lesser, will be authorized by his/her supervisor for an employee who chooses to use his/her own car instead of public transportation for himself/herself alone or for carrying other employees as passengers.

**27.5.4 Isolated Locations**

In special cases when a temporary work headquarters is remote from public transportation, employees will be allowed to accumulate or "bank" overtime at straight time rates to a maximum of 40 hours in order to have extra time away from the job. Such permission shall only be granted when the majority of the affected employees agree.

**NOTE**

Each special case is subject to agreement between the PWU Executive Committee and Human Resources.

**27.6 Alternative to Return to Residence Headquarters**

The Company will consider paying travelling costs up to a maximum of the costs to residence headquarters when an employee wishes to go to some other location for personal reasons such as to join his/her family who are vacationing.

**28.0 BOARD AND LODGING**

**28.1 General**

The payment or nonpayment of board and lodging (or living-out allowance in lieu thereof) shall be predicated on separation or non-separation from the employee's Residence Headquarters as defined in Part 'A' Item 20.0.

**NOTE**

No free board and lodging shall be given to employees while they are located in their residence headquarters.

When Applicable: Board and lodging allowance is only applicable when the employee is absent from residence headquarters for more than one month.

For periods of time up to one month, the employee is entitled to submit an expense report for actual expense incurred.

28.2 Rate of Allowance

The board and lodging allowance shall be \$45.00 per day.

Statutory Holidays and Vacation: Board and lodging will be allowed for statutory holidays.

During annual vacation period, lodging expenses only will be allowed, whenever it is necessary for the employee to retain this lodging for use after vacation, and approval has been obtained from the department head.

NOTE

If, under certain circumstances and local conditions, the standard rate is considered inadequate, and it would result in undue hardship to the employee, a higher weekly limit, commensurate with existing conditions, may be set with the approval of the vice-president or the general manager concerned. In this case, the request must be supported by vouchers.

The standard rates for board and lodging in Company boarding houses shall be \$4.60 per day. The rates for, junior clerks and summer students earning the equivalent of salary range 54 or lower shall be \$23.00 per week.

28.3 Absence from Residence Headquarters

The Company shall assume, within reasonable limits, the cost associated with meals, travel and lodging while an employee is assigned to a temporary headquarters. Where possible, single room accommodation will be provided.

Board and lodging shall be supplied without charge if the employee is living in Company operated quarters.

When employees are required to work away from their normal headquarters for three consecutive days or more in a week, they shall be entitled to claim \$20.00 in compensation for laundry and long distance telephone calls home. The provisions of this item shall also apply to employees who are in receipt of actual expenses or board and lodging allowance due to change in residence headquarters in accordance with Section 28.4.

28.4 Change of Headquarters

28.4.1 Regular Employees - Householders

A regular employee shall be paid expenses up to a maximum period of four months as follows:

Actual expenses for up to one month from the date of actual transfer to the new location, and thereafter the standard board and lodging allowance until the time the household is moved to the new location.

NOTE

Such an employee must be a householder and entitled to the payment of expenses as outlined in Part 'A' Item 26.0.

Extension of Allowance: Payment of any allowance beyond the period of four months must be authorized by the Company.

Eligible Employees: Payment of this allowance will be made only to an employee who indicates an intention to move to the new location.

If the employee fails to move within the time limit, any cash allowance paid in lieu of board allowance shall be recovered by the Company unless the reasons for not moving were beyond the control of the employee and/or the employee actually did board in the new location during this period.

28.4.2 Non-householders

On transfer to Company operated quarters, an employee who is a non-householder shall pay for board and lodging immediately on transfer.

If not living in Company operated quarters, an employee who is a non-householder shall be permitted actual expenses to a maximum of up to one month, after which no allowance will be made.

28.4.4 Attendance at Company-Operated Training Courses

Board and lodging shall be provided or board and lodging allowance shall be paid to all employees when attending a Company-operated training course.

29.0 DISCIPLINARY PENALTIES

A copy of all letters of employee reprimand shall be sent to the chief steward, except in cases where in the Company's opinion the matter involved is of a confidential nature. In the latter instance, the letter will state that the Union has not received a copy of the letter.

This shall not prevent a supervisor from taking on-the-job disciplinary action including immediate suspension subject to later confirmation.

30.0 JOINT COMMITTEES

30.1 Joint Pension and Insurance Committee

Note:

Nomenclature and participation on this Committee are subject to change pending the implementation of amendments to the Kinectrics Pension Plan. The parties agree to revise this item as necessary for the next printing of the Collective Agreement.

1. Scope: To monitor the administration and the financial status of the Pension Plan and Group Life Insurance Plan covering all plan members and to recommend changes as set out below:

2. Personnel: The "Joint Pension and Insurance Committee" shall meet at least twice a year or as requested by either party and shall consist of the following members:  
- two PWU members  
- two Company management members

Each party will have the right to have a reasonable number of resource personnel attend the meeting.

The chair will rotate between The Company and PWU, one meeting each.

- every effort will be made to reach unanimous decisions. In the event that a unanimous decision cannot be reached, decisions will be by a vote of a majority of members representing both PWU and Kinectrics.

3. Function: In a recommendation capacity with access to the necessary information: (This is limited in that it does not apply in respect of information as to the service, salary, pension benefits or other personal information related to any specific person without that person's prior consent.)

#### Pensions

- (a) Monitor Kinectrics' administration of the Pension Plan associated regulations and rules, and other applicable legislation.
- (b) Make recommendations respecting the administration of the Pension Plan.
- (c) Promote awareness and understanding of the Pension Plan on the part of Plan members.
- (d) Review the Kinectrics approved annual financial statements and investment performance.
- (e) Review the Kinectrics approved Actuarial Valuations of the Pension Plan and discuss the need for assumption changes.
- (f) Identify potential benefit changes and discuss cost and other implications. Committee recommendations for benefit level changes will be subject to ratification of the respective parent bodies.

(g) The Committee will recommend when a pension plan valuation is conducted.

#### Life Insurance

- (a) Review the financial position, premiums and taxable benefits of the life insurance provisions of the Plan.
- (b) Identify potential benefit changes and discuss cost and other implications. Committee recommendations for benefit level changes will be subject to ratification of the respective parent bodies.

#### 30.2 Union Management Committee

A Joint Committee will be structured to create a forum to discuss and resolve workplace and company issues to the mutual satisfaction of the parties.

#### Function of the Committee

- (a) To participate in the formation of health and safety strategy, procedures, policies, safety rules, etc.
- (b) To attempt to resolve health & safety issues that have not been able to be resolved by the Joint Health & Safety Committee.
- (c) To develop goals, direction and changes to the Kinectrics Radiation Safety Program.
- (d) To participate in the formation of employment equity strategy and policy.
- (e) To discuss general workplace working conditions.
- (f) To discuss collective agreement issues. Any changes to the collective agreement will have to be processed via the Mid-Term Agreement process.
- (g) To discuss and provide recommendations to Kinectrics Business Performance.

#### Structure

The Committee will consist of two Union and two Management representatives. The PWU representatives will be the Chief Steward plus one PWU appointed Steward. Company representatives will be from Senior Management of the Company. Each party may have resource people as required.

#### Meetings

Meetings will be conducted on a quarterly basis. Meeting minutes will be maintained during the discussions.

## Costs

All Costs incurred will be the responsibility of the Company.

### 30.3 Joint Health and Safety Working Committee

#### 1. Goal

- (a) Provide recommendations to assist the Company in the development, implementation and evaluation of corporate employee health and safety policy and programs.

#### 2. Personnel

- (a) Management staff as deemed necessary from time to time.
- (b) Union Provincial Health and Safety Committee and Union staff advisor to a maximum of eight.

#### 3. Function

- (a) Participate in the identification of problems and issues of Company significance in employee health and safety policy and practice.
- (b) Participate in the development, promotion and implementation of Company health and safety programs.
- (c) Study, develop and make recommendations for changes to the corporate safety rules and work protection code. This function can be delegated to an ad hoc group with mutual agreement.
- (d) The committee will normally attempt to resolve issues of mutual interest before seeking intervention by senior management or the Joint Committee on Health and Safety.
- (e) The committee will meet twice a year or as mutually agreed.

### 31.0 DISTRIBUTION OF PWU NEGOTIATED POLICIES AND PRACTICES

The Company will electronically supply the Union with PWU Negotiated Policies and Practices in quantities to distribute to its stewards and with revisions as may be issued.

### 32.0 DISTRIBUTION OF AGREEMENT AND WAGE SCHEDULES

This Agreement shall be available on the company's intranet site as soon as practicable after the date of signing and print copies will be made available by the Company to the Union in sufficient quantities for distribution to its stewards.

### 33.0 TIME CHARGES - UNION ACTIVITIES

#### 33.1 Time Charges and Expenses - Union Representatives

Time off and expenses for Union officers will be granted in accordance with Negotiated Policies and Practices Number 3.

#### 33.2 Time Charges for Employees On Union Business

When the time of employees on Union business is payable by the Union, such time shall be charged at normal rates of pay. The normal payroll burden without the administration charge of ten percent (10%) will be applicable only for Union releases in excess of five consecutive days.

### 34.0 EYE PROTECTION

Approved eye protection shall be supplied to individual prescription to all employees who normally wear glasses and are required to wear eye protection for an appreciable amount of time in the performance of their duties.

### 35.0 SPECIAL CLOTHING FOR EMPLOYEES

#### 35.1 General Policy Regarding Work Clothing

Except where provided by the Company in accordance with this Collective Agreement, employees must provide at their own expense suitable clothing for the performance of their regular duties. In general, clothing must be suitable for the safe and efficient performance of the work but need not be uniform in appearance.

#### 35.2 Special Clothing That May Be Provided at Company Expense

Subject to certain conditions outlined herein, special clothing may be obtained at the expense of the Company for issuance to employees under the following conditions:

#### 35.2.4 For Work Involving Exposure to Materials that are Injurious to Health and Particularly Destructive of Clothing

Rubber boots, aprons and gloves of an approved material may be provided for employees when handling acids for batteries, cleaning transformer coils or for other work which is similarly destructive of clothing.

Aprons, gloves and sleeves made of plastic, plastic-coated or other approved material may be provided for employees who are required to handle creosote, creosoted poles or timber as a protection against burns or damage to clothing.

Protective clothing such as coveralls, gloves and rubber boots may be provided for temporary issuance to employees for use when applying herbicides.

Because of the fire hazard in welding and the destructive nature of the work, welders' aprons, armllets and gauntlets may be provided.

### 35.2.5 To Promote Safety

Safety headgear, eye protection, rubber gloves (electrical), and similar items which are designed exclusively for the safety of employees and the wearing of which is made obligatory on certain types of work, will be provided by the Company.

Special footwear will be provided for the safety of workers when required to work near forebays, sluices, etc., under icy, slippery or otherwise hazardous conditions.

#### Safety Footwear:

I Employees required to wear protective footwear will be reimbursed as follows:  
The dollar limits (actual cost) are:

- (1) For those persons required to regularly wear climbing spurs or who are regularly required to climb steel structures as part of their normal duties:  
  
two pairs in one calendar year,  
one pair to a maximum of \$200, and  
another pair to a maximum of \$150  
(both subject to the deductible)
- (2) A dollar limit of \$150.00 for each pair will apply to others who choose or are required to wear CSA approved ESR protective footwear (subject to the deductible).
- (3) Others who choose not to wear approved ESR protective footwear, will be reimbursed fifty per cent (50%) of the actual cost, up to a maximum reimbursement of \$75.00 per pair.

II Employees who are not required to wear protective footwear:

Employees who purchase safety footwear will be reimbursed thirty-three and one-third percent (33-1/3%) of the actual cost up to a maximum reimbursement of \$20.00 per pair subject to the approval of the appropriate manager or supervisor.

## NOTES

Temporary employees will be reimbursed for a maximum of one pair in each six-month period.

A limit of two pairs of safety shoes or boots per person will be subsidized in a calendar year.

These actual cost maximums include applicable taxes.

### 35.2.6 Special Conditions

Requests for items of clothing not mentioned but which might be reasonably supplied under the conditions set forth herein will be considered, each case on its own merits.

### 35.3 Issuance, Care of, and Responsibility for Clothing Provided by the Company

In order that the use obtained from clothing purchased by the Company may justify the expenditure, the following shall be carefully observed:

1. Except in isolated cases, special clothing must not be issued to any one employee for exclusive use but must be kept available for any employee who may require it for Company purposes mentioned herein.
2. When no longer required on the job, clothing must be promptly returned to local headquarters, station or truck where it will be readily available when required.
3. All clothing furnished by the Company will remain the property of the Company and must be clearly and prominently marked for easy identification.
4. Where loss or destruction of Company clothing issued to an employee occurs as a result of carelessness on the part of the employee, the employee will be required to make good such loss.

## 36.0 RETURN OF COMPANY PROPERTY

It is agreed that employees whose employment terminates with the Company shall be responsible for the return of any Company property issued to them during the term of their employment. Failure to return such property shall result in the Company deducting its current value from any monies owing to the employees.

## 37.0 TIME CHANGE

When the clocks are changed due to daylight saving time, the following principles will apply:

1. Employees who are scheduled to work during the affected hours will work a shift which is either shortened or extended by one hour.

2. Payment for the shortened or extended shift will not be calculated on the basis of actual hours worked, rather will be based on the number of hours normally worked (eight or twelve).

## 38.0 TEMPORARY INTERNATIONAL PROJECT ASSIGNMENTS

This provision deals with the rights of PWU members who accept temporary international project assignments with the Company. Nothing in this section alters the certification rights defined in Article 1. However the provisions of this collective agreement will not be automatically extended to those employees volunteering.

1. The PWU maintains the right of representation for current members performing work on such projects.
2. The PWU recognizes the need of the Company to have the ability to assign volunteer PWU members to such project assignments, away from Company facilities. In order to meet these needs, the Company may require labour contract flexibility.
3. The Chief Steward and the Company will jointly develop principles for the establishment of labour terms and conditions for international projects involving work to be performed by PWU workers.
4. The proposed labour terms and conditions for work for a particular international project will be submitted by the Company to the PWU Chief Steward for review. Where the principles (jointly developed under Item 3) have been satisfied, the Chief Steward will provide written agreement to the proposed terms and conditions within 48 hours. Where the principles have not been satisfied, the Chief Steward will advise the Company within 48 hours of the issues to be addressed, will negotiate with the Company to resolve these issues, and will reach a final joint decision (agreement or rejection) within an additional 48 hours. The terms and conditions jointly agreed upon for a particular project will change the normal provisions of the Collective Agreement for the term of the particular international project.
5. In the event of applying Article 11, employees who accept temporary international assignments will continue to be considered as though they had remained in their home work unit and will be subject to the contractual terms and conditions then in force. Employees will be entitled during the term of their assignments to exercise their redeployment rights unless the Company determines that to do so would seriously jeopardize the international project, in which case the affected employees' rights will be deferred until they return to their home unit.
6. The Company's use of external resources to perform international project work outside the PWU's jurisdiction does not invoke the terms of PW-46.

7. Notwithstanding anything in this article, it is understood that nothing in this article affects the terms and conditions of employment of persons hired and assigned outside Ontario, if such persons were not already in the bargaining unit. It is also understood that this article is not intended to alter the geographic scope of the bargaining unit as defined under Article 1.

### NOTE

The Company will meet with the Chief Steward to define that work to which PW-46 does not apply.

## 39.0 HIGH CURRENT LAB WORKING CONDITIONS

In recognition of the significant financial investment in an upgraded and expanded high current lab, and with the understanding that extended hours of operation are required to better serve existing customers and to attract the new customers required to achieve revenue projections for this operation, the following working conditions will be effective for all employees assigned to this facility. Affected employees will be given one month's notice of a change to the 12 hour schedule and working conditions.

*As an alternative to the 12 hour work schedule, temporary changes to the employees normal start times may be discussed at the local level with the Chief Steward; employees to be paid at a rate of 1.3 times base rate for hours worked between the hours of 1600 and 2400 and 1.5 times base rate for hours worked between the hours of 0000 and 0800.*

### 39.1. Shift Schedule

The standard work week will be 40 hours. Employees will work from Monday to Wednesday or from Thursday to Saturday. Employees will work a standard shift of three 12 hour days and one additional 4 hour day each week. The additional hours may be scheduled at any time throughout a one or two week period with the mutual consent of an employee and his supervisor. If no agreement is reached, the employee will work the next business day following completion of his shift.

### 39.2 Premium Payments

One and one half the employee's basic hourly rate will be paid for scheduled work performed on a Saturday.

Two times the employee's basic hourly rate will be paid for scheduled work performed on a Sunday and holidays.

An additional day will be scheduled off in lieu of a Statutory holiday.

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**PART B**

**WEEKLY-SALARIED**

PART B  
WEEKLY-SALARIED

Specific Matters of Agreement

1.0 SALARIES

Salaries shall be in accordance with the salary schedules which are part of this Agreement.

*Salary schedules will be increased as follows:*

- *January 1, 2014 0.75%*
- *January 1, 2015 2.0% with a conditional wage re-opener option in November 2014 (for January 1, 2015) if October EBITDA is below 80% or above 120% of target*
- *January 1, 2016 2.5%*

*Escalator Clause - An adjustment for any inflation that is greater than 3.5%, in each of the last two years of the agreement.*

2.0 HOURS OF WORK - GENERAL

Weekly-salaried employees whose basic hours of work are 37.5 or 40.0 hours per week may be periodically required to change their work location and to work 40 hours per week or the same hours as field staff. All hours in excess of seven and one half hours or eight per day, Monday to Friday, are to be paid at the appropriate premium rate.

WHEREAS the parties wish employees covered by the parties' collective agreement to be able to work extra hours as contemplated in the collective agreement and which are allowed by the ESA, 2000 through agreements by the parties;

AND WHEREAS the parties understand that the Director of Employment Standards is required to approve agreements between employers and bargaining agents to permit employees to work more than 48 hours in a week;

THEREFORE, in accordance with the ESA, 2000, the parties hereby agree to the following with respect to the hours of work of employees covered by the parties' collective agreement:

1. In accordance with s. 17(2) of the ESA, 2000, the Union consents to employees voluntarily\* working extra hours beyond their daily normal hours of work, to a maximum of 13 hours.
2. Also in accordance with s. 17(3) of the ESA, 2000, the Union consents to employees voluntarily\* working extra hours beyond 48 hours in a work week, to a maximum of 60 hours.

3. Nothing in this agreement shall be construed to interfere with the Corporation's right to rely on s. 18(2) or s. 19 of the ESA, 2000 in appropriate circumstances.

4. This agreement cannot be revoked prior to the expiry of the collective agreement, except for by mutual agreement of both parties in writing.

\*NOTE: As per Part B Section 4.0 "Due to the nature of the Company's operations, some employees will be required to work overtime."

2.1 Hours of Work - Specific

With the exception of shift work, office hours shall be a 37.5 hour week for employees in the Centre or a 40.0-hour week for employees in Operations.

Centre	8:00 am - 12:00 noon (Monday through Friday) 1:00 pm - 4:30 pm (Monday through Friday)
Operations	8:00am - 12:00 noon (Monday through Friday) 1:00pm - 5:00 pm (Monday through Friday)

2.1.1 Variable Working Hours

Employees will be requested each month to select their standard work period for the following month. The work week for 40 hour per week workers will consist of five, eight hour days, Monday to Friday. The work week for 37.5 hour per week workers will consist of five seven and one half hour days, Monday through Friday. The hours of work selected must be in accordance with the observation of core working hours of 9:00 a.m. to 11:45 and 1:15 to 3:00.

Employees may select a starting time which is not earlier than 7:00 a.m. and not later than 9:00 a.m. or at 1/4 hour intervals prior to that. Their finishing time will not be earlier than 3:00 p.m. They may select either a 30, 45, 60, 75 or 90 minute lunch period to be taken between 11:45 a.m. and 1:15 p.m.

The hours of work selected are subject to the supervisor's approval. The supervisor may, if necessary, restrict some employees to the hours of 8:00 a.m. to 5:00pm (for 40 hour per week employees) and 8:00 am to 4:30 pm (for 37.5 hour per week employees). The supervisor may not assign 40 hour per week employees to hours outside 7:30am to 5:00pm and 37.5 hour per week employees to hours of work outside of 8:00 am to 4:30 pm, except as provided for in Part 'B', Section 4.0 - Overtime.

Where in the Company's opinion, a work unit cannot be operated satisfactorily under variable working hours, they will not be implemented in that unit.

Individual deviation from selected work schedules will require the supervisor's prior approval.

### 3.0 SHIFT DIFFERENTIAL AND SHIFT WORK

It is recognized that from time to time it may be necessary, due to the nature of the Company's operations, to place certain weekly-salaried day working employees on shift work. Where this occurs, the following provisions will apply:

1. Shift work shall not be implemented for a period of three working days or less. If the working period is three days or less, the appropriate premium rate will be paid for the minimum three-day period.
2. The Company will provide 72 hours' (three calendar days) posted notice of the commencement and termination of a shift. Failure to provide such notice will require a penalty payment of premium rates for all changed hours of work within the notice period.
3. Such a placing on shift work shall not deprive an employee of his/her total number of normal scheduled weekly hours.
4. Revision to the work schedule shall provide for a minimum of 15 hours off between shifts. Failure to provide such time off will require the penalty payment for the first affected shift.
5. Shift differential shall apply to employees required to work on a three-shift schedule or a two-shift schedule and shall not apply for overtime hours.
6. Shift work will be scheduled on a Monday to Friday basis.
7. Work in excess of the total number of normal daily hours will be paid at the appropriate overtime rates.
8. With the exception of employees working at construction projects, the following shift differentials shall apply:
  - (a) Sixty cents per hour to employees scheduled to work between the hours of 1600 and 2400.
  - (b) Eighty cents per hour to employees scheduled to work between the hours of 0000 and 0800.
9. Employees at construction projects who are working on a two- or three-shift per day operation shall be paid time and one-seventh for all standard shift hours worked on the second shift of a two- or three-shift schedule and time and one-fifth for the third shift of a three-shift schedule.
10. Regular part-time and temporary part-time employees will not be eligible for shift differential when the shift starts and ends between the hours of 07:00 and 18:00.

### 4.0 OVERTIME

Due to the nature of the Company's operations, some employees will be required to work overtime. Overtime will be minimized and managed within the limits of corporate effectiveness and customer impact. In recognition of employee well-being and inconvenience, an effort shall be made to equitably distribute overtime amongst all qualified employees. Overtime, as used herein, means that part of the actual working time which is outside the normal scheduled hours and is, therefore, subject to compensation at premium rates.

#### 4.1 Overtime Definitions

**Prearranged Overtime:** Work performed outside the normal scheduled hours for which notification must be given a minimum of 24 hours in advance (21 hours for computer shift working employees). Time shall be counted from the time the employee reports for work until the employee finishes work.

**Emergency Overtime:** Work performed outside the normal scheduled hours which is neither prearranged nor extension overtime. Time shall be counted from the time the employee reports for work until the employee finishes work.

**Extension Overtime:** Work performed outside the normal scheduled hours as an extension of the normal scheduled hours (either immediately preceding or following the normal scheduled hours). Time shall be counted from the time the employee reports for work until normal starting time or from normal quitting time until the employee finishes work.

#### 4.2 Payment For Overtime

Overtime, as used herein, means that part of the actual working time which is outside the normal scheduled hours, and is therefore, subject to compensation at premium rates.

##### 4.2.1 Overtime payment for Regular and Temporary employees hired on or before September 24, 2002

Premium payment for overtime shall be as follows:

1. One and one-half times the employee's basic rate shall be paid for all work performed during the first two hours before starting time and first four hours after regular hours worked, Monday to Friday inclusive. It will also apply to the first four hours of overtime worked on an unscheduled day of work.
2. Two times the employee's basic rate shall be paid for:
  - All work performed after the first four hours paid at an overtime premium of time and one half the employee's basic rate, Monday to Friday inclusive, and after the first four hours on an unscheduled day of work.
  - All work performed on Saturday, Sunday and statutory holidays which occur Monday to Friday.

4.2.2 Overtime for Temporary Employees hired after September 24, 2002

- All overtime worked Monday to Friday will be at one and one half times the employee's basic hourly rate.
- Overtime worked on Saturday, Sunday, or Statutory holiday will be at one and one half the employee's basic rate for the first four hours.

1. Overtime rates shall be computed by dividing the employee's basic weekly salary by his/her normal weekly hours of work.

2. Where regular employees work side by side or perform the same work as the temporary employee, they will be afforded the opportunity to work overtime before the temporary employee.

4.3 Overtime - Miscellaneous Provisions

1. In order to alleviate excessive inconvenience, an effort shall be made to equitably distribute overtime amongst all qualified employees. Where employees feel they have been assigned abnormal amounts of overtime, consideration of such cases shall be considered fit matter for discussion at local level.

2. The Company agrees to control excessive authorized overtime by restricting actual overtime to not more than 12 hours per week, excluding travelling time. Under extraordinary circumstances, the Union will consider waiving the restrictive features of this clause.

3. A travelling allowance up to a maximum of one hour shall be paid at the appropriate overtime rate when an employee is called in to work overtime and an extra trip is involved. See also Section 4.4.

4. Because an employee was required to work overtime or because he/she lost time in changing shifts, he/she shall not be prevented from working his/her total number of normal daily hours in any normal scheduled day of work. If the employee cannot be supplied with the work required to make up the normal daily hours of work in that day, his/her pay shall be adjusted to provide a minimum of his/her normal weekly hours of work.

5. If an employee who has worked overtime and is physically capable and the group of which he/she is ordinarily a member is at work, he/she shall not be deprived of the opportunity of working his/her normal scheduled hours in addition to the overtime he/she may have worked.

6. An employee who has accumulated overtime hours shall receive this in earnings, calculated at the appropriate premium rate and cannot be required to take time off in lieu of payment.

7. An employee who is required to work continuously for more than 16 hours or an employee who accumulates 16 hours of working time in any 24 hour period without a minimum five hour continuous break between 23:00 and 07:00 hours shall be entitled to an eight-hour rest period. Time

spent for meals may be deducted from the total elapsed time but is not to be considered as breaking the continuity of the hours worked.

If the rest period extends into the employee's normal scheduled hours of work, he/she shall be paid at straight time rates for the portion of the rest period which extends into the normal scheduled hours. This is in addition to the overtime worked.

Should he/she be required to continue working beyond 16 hours he/she shall be paid two times his/her normal basic rate until an eight-hour rest period is granted. Should an employee be released before 16 hours have elapsed, he/she will not be entitled to an eight-hour rest period, and his/her right to continue work at straight time will be governed by Section 4.3(5.).

8. Equivalent time off without pay see Part 'A' Section 10.2

9. *An employee who has accumulated overtime hours shall receive this in earnings calculated at the appropriate premium rate and cannot be required to take off in lieu of payment. However, the employee may instead elect to accrue lieu time calculated at the appropriate premium rate in place of payment.*

*The accrued lieu time will be taken at a time, which is mutually agreeable to both parties. Banked time cannot be taken when overtime is required to cover the shift that the individual is requesting off.*

*Any banked time in lieu of overtime not scheduled off, will be paid out as of December 31<sup>st</sup> of each year.*

4.4 Minimum Payments - Overtime

All Part 'B' weekly-salaried employees who are called out to work overtime with or without notice shall receive the following:

When minimum payments apply no travel allowance will be paid.

1. All prearranged overtime performed or reported for due to lack of notice of cancellation, Monday to Friday inclusive, shall receive a minimum of two hours at straight time or the actual time worked at the appropriate premium rates, whichever is the greater.

2. All prearranged overtime cancelled with 48 hours of the designated time of work commencement shall require payment of two hours at straight time.

3. All prearranged overtime performed or reported for due to lack of notice of cancellation on Saturdays, Sundays and statutory holidays shall receive a minimum payment of four hours at straight time or the actual time worked at the appropriate premium rates, whichever is the greater.

4. This shall not apply where the overtime period commences on a Saturday, Sunday or statutory holiday, as part of a longer overtime period continuing into the next calendar day.

5. All emergency overtime work shall receive a minimum payment of four hours at straight time or the actual time worked at the appropriate premium rate, whichever is the greater, providing short emergency calls are not repeated within one hour of the completion of a previous call for which the four-hour minimum was paid.

If the call-out occurs less than two hours before the commencement of normal starting time, the minimum will not apply and the appropriate premium rate will be paid continuously from the call-out time until normal starting time.

6. Minimum payments will not apply to concrete inspectors required to work up to two and one-half hours overtime on Friday unless an extra trip to work is required.

#### 4.6 Overtime - Regular Part-Time and Temporary Part-Time Employees

Overtime is defined as:

(a) Hours worked which are in excess of the normal daily hours of the classification. The premium payment for such work is one and one-half times the employee's basic rate for all work performed during the first four hours after the normal quitting time of the classification, and two times the employee's basic rate for all work performed outside of the first four hours after the classification's normal quitting time.

and/or

(b) Hours worked in excess of 24 in a week. The premium payment for such work is one and one-half times the employee's basic rate for the first four hours worked in a day. Two times the employee's basic rate for all work performed in excess of four hours in a day.

and/or

(c) Unscheduled hours worked on Saturday and Sunday. The premium payment for unscheduled hours worked on Saturday and Sunday is two times the employee's basic rate.

#### 5.0 PROVISION OF MEALS

In recognition of the importance of regular meals to an individual's health and effectiveness on the job, the Company will supply meals as outlined below and when required, will assign an employee to secure the meals.

(a) Employees provide their own meals on regular days of work.

(b) When an employee works overtime on a regular day off, he/she will be expected to provide one meal if 23 hours notice has been given.

(c) When an employee works extension overtime before or after normal scheduled hours, all required meals will be provided by the Company. The first meal (or meal allowance) will be provided when two (2) hours of overtime are worked. Subsequent meals or meal allowances will be provided every four (4) hours of overtime worked thereafter.

(d) When meals cannot be reasonably obtained<sup>15</sup>, an allowance of \$10.00 per meal will be paid.

#### 5.1 Meal Periods

(a) Employees on day work shall take a meal period designated by the Company and shall not be paid for this time (unless otherwise provided for in the Collective Agreement).

(b) Employees on shift work shall eat their meals during the shift hours as conditions permit.

(c) When an employee works extension overtime, no time shall be deducted for eating such meals where the employee eats the meal on the job and in a minimum of time.

#### 6.0 PRINCIPLES RE RESOURCING FOR RELIEF, ACTING & TEMPORARY ASSIGNMENTS

Recognizing that relief, acting and temporary assignments contribute to the development of personnel and contribute to the work being done effectively, the following will be considered when resourcing these assignments:

- the more senior employees will be given preference;
- assignments may be split between employees;
- specific qualifications/knowledge required for the position will be taken into consideration;
- for supervisory positions primary consideration will be given to personal qualities such as leadership and the understanding and display of the practice of good human relations;
- employee development;
- Employment Equity objectives discussed in advance with the Union shall be considered;
- amount of notice and duration of assignment will be considered.

These assignments will be distributed as equitably as possible, over time, once the above conditions have been considered.

<sup>15</sup> 'Reasonably obtained' is to be defined locally by Union and Management.

The format for utilization of the above in Business Unit (or smaller unit) will be a joint responsibility.

Item 6.0 shall not be subject to the grievance/arbitration procedure.

Disputes will be resolved locally and may be referred to the Chief Steward and the Local Manager.

Circumstances which negate consideration of the above conditions will normally be discussed in advance with the Union.

#### 6.1 Relief Work Intent

It is the intent of this item that when an employee is relieving in a higher rated position that he/she be properly compensated for the duties that he/she is performing. The assignment of relief is a Management right and increased duties must be assigned not assumed.

1. The Company shall notify the employee in writing, in advance where possible, of the requirement to perform relief, of the general nature of the major duties to be performed, and the rate to be paid during the relief period.
2. Employees in the weekly-salaried schedule, when relieving for the normal duties of an employee in a higher job grade, not defined in 6.1(3.) below, for a period of one full working day or more shall be paid, for the full relief period, at the rate established by the Company for the relieved position or three percent (3%) above the employee's normal rate whichever is greater.

In relief situations where less than the normal duties are being performed and a lower salary grade has been established for the relief period, the promotion rule will be used to establish the appropriate progression step or off-schedule rate in the lower salary grade.

Failure to notify the employee in writing of the major duties to be performed and the rate to be paid will require the payment of the first step of the salary grade of the relieved position or three percent (3%) above the employee's normal rate whichever is greater, for the entire relief period.

3. Employees in the weekly-salaried schedule, when relieving for the normal duties of an employee in a non-union supervisory position for a period of one full working day or more shall be paid for the full period at the rate established by the Company for the relieved position or five percent (5%) above the employee's normal rate whichever is greater.

Failure to notify the employee in writing of the major duties to be performed and the rate to be paid will require the payment of 10 percent (10%) above the employee's normal rate, for the entire relief period.

4. Notification of the Chief Steward is required when the employee is required to relieve for a period of two working days or more.

5. Statutory holidays will not affect the continuity if they occur between the first and second days.

Payment for a statutory holiday shall be at the relief rate if it occurs during the relief period and at the normal rate if it occurs at the beginning or the end of the relief period.

#### 6.2 Acting in a Vacant Position

An employee may act in an existing job in which a vacancy is created, pending the arrival of a successful applicant to the vacancy. When an employee is to be placed in an acting position, the Company shall notify the employee and the Chief Steward in writing setting out:

1. The reason for the acting position.
2. The general nature of the major duties to be performed.
3. The rate to be paid for the acting position.
4. The expected duration.

The duration of the acting period shall not exceed 90 days from the date the employee is placed in the acting capacity, unless an extension is agreed to by the Company and the Chief Steward. Pending the arrival of the successful applicant and his/her assuming the normal duties, the acting incumbent who is performing the normal duties and responsibilities of an acting position shall receive the appropriate rate in accordance with the Weekly-Salaried Relief Clause of this Agreement.

#### NOTE

Failure to notify and/or request further extension accordingly will require payment of the penalty described in the appropriate Weekly-Salaried Relief Clause of this Agreement.

#### 6.3 Temporary Supervision

When two or more employees are working together off site the employer will appoint a Temporary Supervisor from that group of employees.

#### 7.0 SPECIAL ALLOWANCES

##### 7.1 Frontier Allowance

Regular employees involved in construction who are absent from their headquarters for a period in excess of three consecutive weeks performing engineering and survey work in isolated locations in the Northeast and Northwest shall be entitled to a special 'Frontier' Allowance of \$5.00 per week for the full period worked.

## 7.2 Protective Clothing

When an employee is required to work in plastic suits of the fully enveloping type with independent air supply or Electrical Protective Clothing – requiring a hood with face shield and coat (Class C such as Nomex) fully protecting the employee while working in the field, he/she will receive a special allowance of \$25.00 per day.

## 8.0 POSTING OF VACANCIES

All vacancies as set out in Article 10.1 and as covered by this section of the agreement will be posted when they become vacant with the following exceptions:

1. A change to the job duties, rating and/or salary grade resulting from a Clerical-Technical Job Evaluation Plan challenge, or a Review of a Rating by the Job Classification Committee, or a change to a job title and/or occupation code only, shall not be considered to create a vacancy.
2. A change to the duties of an occupied job, wherein the salary grade remains unchanged, shall not be considered to create a vacancy.
3. A change to the duties of a job covered by the Clerical-Technical Job Evaluation Plan which results in an increase to the salary grade shall not be considered to create a vacancy if there is, in the Company's opinion, an employee in the immediate work group who is the only one qualified to perform the resulting job. However, in such cases, if there is a more senior employee in the same job in the same work group who was not appointed to the resulting job, he/she shall have the right to seek redress under Article 2, Grievance Procedure.
4. Changes to jobs which result in a surplus in staff complement of the work group shall not be considered to create a vacancy in the resulting job(s).
5. The restructuring of a job in a manner which justifies application of the Downward Restructuring Rule (Section 9.10.2 of this section of Agreement) to the incumbent, shall not be considered to create a vacancy.
6. *Temporary positions of six (6) weeks or less do not require posting. Prior to the use of this provision the Chief Steward will be notified of all relevant details.*

### 8.1 Posting Procedures

A notice of vacancy referring to jobs covered by the Clerical-Technical Job Evaluation Plan shall be based on the job description and job specification and shall be posted. Nothing contained in the notice of vacancy shall contravene the information contained in the job documents. No important information (subject to space limitations) shall be omitted. A notice of vacancy setting out a higher education or experience requirement than indicated in the job specification will require a corrected notice of vacancy and an extended date of closure.

Refer to Part 'A', Section 17.0 - Notification to Applicants.

## 9.0 CLERICAL-TECHNICAL JOB EVALUATION

*(This Article is suspended for term of this agreement)*

NOTE: At the end of the term of this agreement either party has the right to revert back to the 2004 JE Plan. Employees will be grandfathered and red circled at their end rate as of the end of the term of the collective agreement.

*NOTE:*

The job challenge process contained in Clerical-Technical Job Evaluation Manual, "Plan B" and referred to in this section shall be replaced for the term of this Collective Agreement with the expedited process contained in Article 2.8, Dispute Resolution – Article 8, Job Challenges, and OGLs. The Job Classification Committee shall assume all the responsibilities normally associated with the Joint Salary Committee for the term of this Collective Agreement.

### 9.1 The Clerical-Technical Job Evaluation Plan

The provisions which form the basis of the Clerical-Technical Job Evaluation Plan, formerly referred to as Plan 'B', are contained in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual. Matters pertaining to the application of dollars are contained in the Collective Agreement. Job evaluation matters are contained in the Manual. The Company shall identify the Company groups responsible for dealing with the Union in the foregoing matters.

### 9.2 Jobs Covered by the Clerical-Technical Job Evaluation Plan

The plan shall cover all jobs falling under this section of the Collective Agreement excepting those covered by salary schedule.

### 9.3 Identification of Jobs in Salary Schedule

All jobs processed under the Clerical-Technical Job Evaluation Plan shall be designated a salary grade in the current salary schedule issued in conjunction with the Collective Agreement.

### 9.4 The Union Clerical-Technical Job Evaluation Manual

The Manual is a supplement of the Collective Agreement and its provisions shall apply as if set forth in full herein.

The Manual shall be available electronically on the Company's Intranet site.

### 9.5 Rights of the Parties

The Company has and shall retain the exclusive right and power to decide what work is to be done and who is to do it and accordingly the Company shall apply the Clerical-Technical Job Evaluation Plan to determine appropriate salary grades for jobs. The Company shall exercise these rights in accordance with the provisions as set forth in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual.

The Union's right shall be to act on behalf of its members to ensure that the Clerical-Technical Job Evaluation Plan is being properly applied. In order to carry out this function, the Union Job Evaluation Officer shall work in liaison with the appropriate Company groups responsible for the administration of such matters and he/she shall be permitted, within reason, to interview employees during regular working hours.

The Union shall exercise these rights in accordance with the provisions as set forth in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual.

The Union shall retain its rights to participate jointly with the Company in developing and/or modifying the Clerical-Technical Job Evaluation Plan.

In the event of conflict between the foregoing general statements, regarding the rights of the parties, and the specific provisions contained in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual, the latter shall govern.

#### 9.6 Salary Schedule

The salary schedule for jobs covered by the Clerical-Technical Job Evaluation Plan and issued in conjunction with the current Collective Agreement shall have the following characteristics:

1. The salary schedule shall be a salary range schedule with a total of 18 salary grades.
2. The percentage increment from salary grade to salary grade (based on step 3 of each salary grade) calculated from salary grade 51, step 3, shall be annotated on the schedule 40 and 44 which is currently in effect.
3. Each salary grade is composed of three steps. The second step is 97 percent (97%) of the maximum and the first step is 94 percent (94%) of the maximum. The time interval required for anniversary progression shall be in accordance with Part 'A', Section 3.0.
4. When an incumbent is promoted from one salary grade to another, he/she shall be promoted in accordance with Part 'B', Section 10.0 - Promotion Rule.
5. The relationship between the salary grade and the point range shall be 13 points for the first salary grade and 21 points for each salary grade thereafter.

#### 9.7 Wages and Retroactivity upon Upward Reclassification

##### Upward Reclassification as a Result of Company Initiated Action

1. Transfer from the existing salary grade to the new higher salary grade shall be by the promotion rule.
2. Retroactive entitlement shall be computed by going back to the date when the increased job demands and responsibilities were instituted or undertaken.

##### Upward Reclassification as a Result of Employee Initiated Action Through the Issuance of a Record of Discussion Form

1. Transfer from the existing salary grade to the new higher salary grade shall be by the promotion rule, except in the following situations where it shall be by the step-to-step method:
  - (a) Where there is no change in job content or job demand, but the job specification factor ratings change resulting in an upward reclassification of the job.
  - (b) Where a change in job demand is recognized resulting in an upward reclassification of the affected incumbents and where such incumbents have been performing the duties and/or undertaking the responsibilities which caused the upgrading for a period of one year or more prior to the date of the first discussion as recorded on the Record of Discussion form and where these same incumbents have been in the maximum step of the salary grade for the job for one year or more prior to the date of the first discussion.
2. The date of the transfer of an employee to a higher salary grade whether by the promotion rule or the step-to-step method shall be the date of the commencement of the retroactivity and the transfer shall be from the salary grade and step in effect on that date.
3. Retroactive entitlement in Subsection 1. above shall be as set out in the Union Clerical-Technical Job Evaluation Manual.
4. An incumbent who has left the Company's service shall be entitled to retroactive payment, as a result of challenge for the affected period during which he/she was in the Company's employ.

#### 9.8 Training Situations

Normally, an employee receives his/her training and experience by being promoted through a series of established jobs for which job descriptions and job specifications exist. His/her movement up the ladder from job to job will occur when the Company determines that he/she is capable of performing the duties and responsibilities of a higher-rated job, and an opening exists.

At times, however, in certain types of work, an employee will be advanced through a planned series of training steps in which he/she will be directly trained for a specific job which he/she will eventually occupy, i.e., a terminal job. This is termed a training situation.

The Company will identify the need for such a training situation and will structure the terminal job. A job description and job specification will be prepared for the terminal job only. The Job Classification Committee will establish the final rating for the terminal job, and will determine the appropriate training steps leading to the terminal job rate.

The training steps will be established in the following manner:

#### 9.8.1 Formula for Developing Training Situations

The hiring rates will be established based on survey data supplied by the Company and/or the Union and will be consistent with the mean hiring rate being paid by other companies to inexperienced graduates possessing the specified education required to perform the terminal job.

The time span of the training situation will consist of a number of years equal to the minimum number of years indicated in the experience factor applying to the terminal job.

For each year of the time span as determined above an annual training step will be established. The Job Classification Committee may approve the division of annual steps into quarterly or semi-annual sub-steps where such action has been recommended by line management.

Salary step dollars shall be calculated to proceed in geometric progression from the hiring rate to step 1 of the salary grade for the terminal job in the number of years of the training situation. The dollar values thus obtained for each step shall be translated to the nearest salary grade and step (above or below) which appears on schedule 40 and 44. The factor used to multiply each annual step dollars to find the next annual step will be 'F' i.e.,

$$F = n \sqrt[n]{\frac{R_t}{R_s}}$$

Where,

n = Number of years in the training situation

R<sub>s</sub> = Hiring rate

R<sub>t</sub> = Terminal rate

Where applicable the dollars for the half-yearly step will be starting dollars multiplied by 'Fh' i.e.,

$$Fh = 2n \sqrt[2n]{\frac{R_t}{R_s}}$$

#### 9.8.2 Advancement Through Training Situations

1. A trainee will (subject to Subsections 2. and 3. following) advance to each subsequent training step at the designated intervals based on the date of appointment to the training situation. Upon completion of his/her training, he/she will be placed in the first progression step of the salary grade applying to the terminal job. He/she will then be subject to the conditions of the Clerical-Technical Job Evaluation Plan.
2. If at any time the trainee is judged to be incapable of performing the terminal job in a satisfactory way, he/she may be removed from the training situation.
3. If a trainee, in the Company's opinion, fails to make satisfactory progress his/her next training step may be delayed, in accordance with the provisions of Part 'A', Subsection 3.0. Such a delay may take place on one occasion only throughout the training program.
4. If a trainee, in the opinion of the Company displays exceptional ability, he/she may be advanced to the training step which is more in keeping with his/her achieved progress.
5. If a person having suitable experience is appointed to a training situation, the Company may place him/her in any training step judged to be appropriate to his/her applicable experience.
6. If a trainee, who has not yet attained the terminal job level, believes that he/she is fully performing the duties, and has the responsibilities of the terminal job document, he/she may institute a challenge.

#### 9.8.3 Continuing Administration of Training Situations

The established hiring rates will remain in effect until altered through negotiation between the parent bodies or until altered through action resulting from a review by the Job Classification Committee upon the request by the parent bodies.

Recalculation of training step values (according to 9.8.1) will occur with a change in the hiring rate.

The existing trainees will remain on the training situations on which they were hired until they have reached the step 3 of the salary grade of the terminal job.

#### 9.8.4 Tiered Training Situations

In certain instances, it may be necessary to develop a hierarchy of terminal jobs with training situations leading to each level, e.g., to the junior, to intermediate, and to senior levels. In such cases, the principles and practices as set out in this agreement will serve as a guide in the development of training steps and their values.

9.9 Clerical-Technical Job Evaluation Plan

9.9.1 Merit Rating

It is agreed that if, as and when merit rating is to be instituted, the plan (system of measurement), but not the application, shall be subject to negotiations.

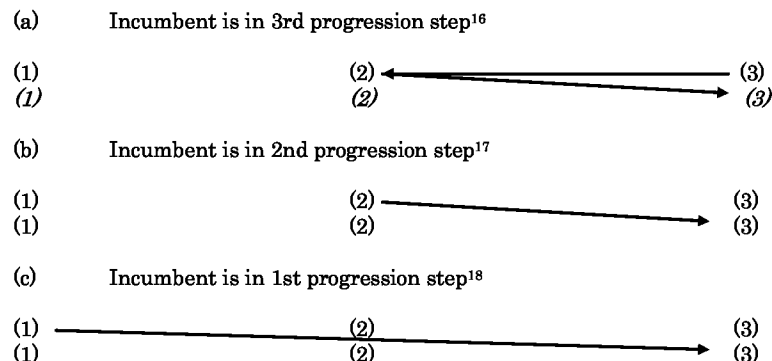
9.9.2 Downward Restructuring Rule

This provision shall apply to incumbents whose jobs are covered by the Clerical-Technical Job Evaluation Plan.

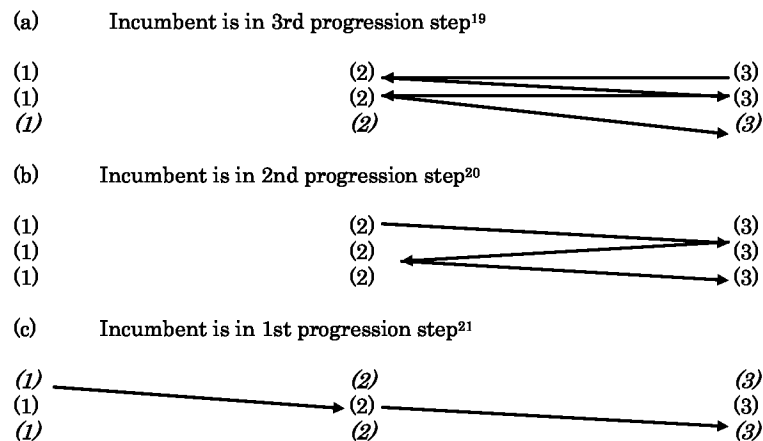
Should the job which an incumbent is performing be changed, but the basic function and significant duties of the job remain unchanged, and should the job then fall into a lower salary grade, the following shall apply:

1. The incumbent's salary dollars (rate) shall be held constant, except for increases referred to in Subsection 9.10.2(4.), commencing on the date of issue of the Advice of Rating form issued by the Company.
2. Annually thereafter, the incumbent shall have his/her rate reduced by one progression step in the manner portrayed by the chart below.
3. The above process shall continue until the maximum dollars in the salary range for the restructured job are reached.
4. In the foregoing process of reduction, current salary schedule dollars shall be used. These include general negotiated increases and cost of living increases.

5. Reduction of One Salary Grade



6. Reduction of More than One Salary Grade



<sup>16</sup> On the date of issue of the Advice of Rating form.

<sup>17</sup> *ibid*

<sup>18</sup> *ibid*

<sup>19</sup> *ibid*

<sup>20</sup> *ibid*

<sup>21</sup> *ibid*

## 10.0 PROMOTION RULE

### 10.1 General

**Object:** The object of the rule is to ensure, on promotion, an increase in salary to compensate for an increase in job demands and responsibilities.

**Definition of Promotion:** Promotion means a change to a new job which carries a higher maximum salary schedule rate (base rate) or a higher salary grade resulting from an increase in job demands and responsibilities within a job.

#### 10.2 The Promotion Rule

1. *The minimum promotion increase will be 3% above the employee's existing basic rate.*
2. *In the case of progression to the next higher zone (or the equivalent under pay equity) the following will apply:*

*Progression will be to Step 1 of the next Zone. If this requires an increase of greater than 3% to reach the minimum rate of Step 1 of the next Zone, the increase(s) will be implemented in increments not greater than 3%. Until the minimum of Step 1 of the next Zone is reached, such increases will be implemented every 6 months. Normal step progression will then commence.*

#### 10.3 Administration of the Rule

##### 10.3.1 Payment of the Salary Grade for the Job

On promotion, the employee will be placed directly in the salary grade for the job, except in training situations under the Clerical-Technical Plan (where an employee may be advanced gradually through the appropriate training job levels to the terminal job grade). He/she will be granted the progression step required by the promotion rule, except where a higher progression step is being granted for previous experience (Subsection 10.3.3).

##### 10.3.2 Payroll Rates in Excess of Approved Job Grades

When an employee is being paid a special rate (such as results from restructuring of jobs, retrogression, implementation of new salary plan, or salary guarantee) which exceeds the appropriate rate for the job he/she holds, he/she should on promotion:

1. Continue to be paid the special rate, or
2. Be paid the progression step resulting from application of the promotion rule to the appropriate progression step in the approved grade of his/her former job, whichever is higher.

##### 10.3.3 Previous Experience

Where an employee being promoted has had previous applicable experience in a higher level job but was demoted for reasons other than cause or inability, a higher progression step than is indicated by the promotion rule may be chosen by the Company.

##### 10.3.4 Relief Situations

In relief situations where less than the normal duties are being performed and a lower salary grade has been established for the relief period, the promotion rule will be used to establish the appropriate progression step or off-schedule rate in the lower salary grade.

##### 10.3.5 Progression Following Promotion

Progression dates shall be calculated from the date of appointment or promotion to the position. Subsequent salary adjustments shall occur at 12-month intervals from the appointment or promotion date.

## 11.0 POSITIONS EXCLUDED AS PER ARTICLE 1 - WEEKLY-SALARIED (CLERICAL AND TECHNICAL)

Incumbents in positions excluded under Article 1 perform certain inherent work functions which are part of their normal duties. It is also recognized, however, that such work functions will not be performed for the purpose of reducing staff requirements or deliberately to avoid overtime for employees represented by the Union. If the Union believes that this provision is being abused, it may lodge a grievance under Article 2 of the Collective Agreement.

## 12.0 DOSE LIMITS - RADIATION

The Company is committed to excellence in radiological safety performance. All radiation exposures shall be kept as low as reasonably achievable, consistent with sound operating practices, and with due regard for employee concerns.

The Company will pursue a policy of controlling radiation doses to its employees such that individual doses will not exceed 10 mSv (1 rem) per year averaged over any five (5) year period, provided the total collective dose does not increase as a result.

Each facility shall jointly develop annual targets and implementation plans which will strive to improve on this standard and eliminate unnecessary radiation exposure.

The Grievance process is not intended to apply to Part 'B', Item 12.0 however, instances where annual targets have been exceeded will be reviewed by the Joint Health and Safety Committee of that facility. Such instances may also be fit matter for discussion by the Joint Committee on Radiation Protection.

Salary Schedule – January 1, 2014

Business Support Services		Technical Operations	
37.5 to 40 hours		40 hours	
Steps		Steps	
1	\$53,297.37	1	\$63,957.62
2	\$54,896.30	2	\$65,876.34
3	\$56,543.19	3	\$67,852.64
	performance/quality range		performance/quality range
terminal rate	\$63,841.44	terminal rate	\$76,609.70
1	\$63,841.44	1	\$76,609.70
2	\$65,756.67	2	\$78,908.00
3	\$67,729.38	3	\$81,275.25
	performance/quality range		performance/quality range
terminal rate	\$77,353.48	terminal rate	\$95,402.64
1	\$76,609.72	1	\$94,485.30
2	\$78,908.00	2	\$97,319.86
3	\$81,275.25	3	\$100,233.70
	performance/quality range		performance/quality range
terminal rate	\$102,146.27	terminal rate	\$120,021.88

Salary Band effective:  
January 1, 2014

Salary Schedule – January 1, 2015

Business Support Services		Technical Operations	
37.5 to 40 hours		40 hours	
Steps		Steps	
1	\$54,363.32	1	\$65,236.77
2	\$55,994.23	2	\$67,193.87
3	\$57,674.05	3	\$69,209.69
	performance/quality range		performance/quality range
terminal rate	\$65,118.26	terminal rate	\$78,141.89
1	\$65,118.26	1	\$78,141.89
2	\$67,071.80	2	\$80,486.17
3	\$69,083.96	3	\$82,900.75
	performance/quality range		performance/quality range
terminal rate	\$78,900.55	terminal rate	\$97,310.70
1	\$78,141.91	1	\$96,375.01
2	\$80,486.17	2	\$99,266.25
3	\$82,900.75	3	\$102,243.47
	performance/quality range		performance/quality range
terminal rate	\$104,189.20	terminal rate	\$122,422.32

Salary Band effective:  
January 1, 2015

Salary Schedule – January 1, 2016

Business Support  
Services

37.5 to 40 hours

Technical  
Operations

40 hours

Steps	
1	\$55,722.41
2	\$57,394.08
3	\$59,115.90
	performance/quality range
terminal rate	\$66,746.22
1	\$66,746.22
2	\$68,748.59
3	\$70,811.06
	performance/quality range
terminal rate	\$80,873.07
1	\$80,095.46
2	\$82,498.32
3	\$84,973.27
	performance/quality range
terminal rate	\$106,793.93

Steps	
1	\$66,867.69
2	\$68,873.72
3	\$70,939.93
	performance/quality range
terminal rate	\$80,095.44
1	\$80,095.44
2	\$82,498.32
3	\$84,973.27
	performance/quality range
terminal rate	\$99,743.47
1	\$98,784.39
2	\$101,747.91
3	\$104,799.56
	performance/quality range
terminal rate	\$125,482.88

Salary Band effective:  
January 1, 2016

Salary Band A - January 2014

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 23.37	\$ 25.69	\$ 28.03	\$ 30.37	\$ 32.71	\$ 35.03

Salary Band A - January 2015

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 23.84	\$ 26.21	\$ 28.59	\$ 30.97	\$ 33.37	\$ 35.73

Salary Band A - January 2016

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 24.44	\$ 26.86	\$ 29.30	\$ 31.75	\$ 34.20	\$ 36.62

**Student Salary Band - Effective January 1, 2014**

Step	Level	Hourly rate*
Step 1	non developmental	\$15.00
Step 2	college/university/co-op: 1st work term	\$16.00
Step 3	college/university/co-op: 2nd work term	\$17.00
Step 4	college/university/co-op: 3rd work term	\$18.00
Step 5	college/university/co-op: 4th work term	\$19.00

\* A higher rate may be offered to meet unique circumstances upon agreement by PWU Vice President or Delegate

**Student Salary Band - Effective January 1, 2015**

Step	Level	Hourly rate*
Step 1	non developmental	\$15.30
Step 2	college/university/co-op: 1st work term	\$16.32
Step 3	college/university/co-op: 2nd work term	\$17.34
Step 4	college/university/co-op: 3rd work term	\$18.36
Step 5	college/university/co-op: 4th work term	\$19.38

\* A higher rate may be offered to meet unique circumstances upon agreement by PWU Vice President or Delegate

**Student Salary Band - Effective January 1, 2016**

Step	Level	Hourly rate*
Step 1	non developmental	\$15.68
Step 2	college/university/co-op: 1st work term	\$16.73
Step 3	college/university/co-op: 2nd work term	\$17.77
Step 4	college/university/co-op: 3rd work term	\$18.82
Step 5	college/university/co-op: 4th work term	\$19.86

\* A higher rate may be offered to meet unique circumstances upon agreement by PWU Vice President or Delegate

Negotiated Policy and Practice Number:

Title: Index of PWU Negotiated Policies and Practices (NPP)

Applicable to: All PWU Represented Employees

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January 2011

## INDEX

### PWU NEGOTIATED POLICIES AND PRACTICES (NPP)

- Number 1: Licenses for Work Governed by Statutory Regulations
- Number 2: Expense Reports and Transportation Requisitions
- Number 3: Time Charges and Expenses - Employee Union Representatives
- Number 4: Observance of Office Hours
- Number 5: Absence Due to Pension Board
- Number 6: Special Time Off - Extreme Weather Closures
- Number 7: Burial Expenses
- Number 8: Allowance to Estate of Deceased
- Number 9: Semi Private Hospital Coverage, Extended Health Benefits and Dental Plan
- Number 10: Employee Participating in Politics
- Number 11: Occupational Groups (currently being revised - to be distributed at a later date)
- Number 12: Notice of Retirement

Negotiated Policy and Practice Number: 1

horsepower of the engine exceeds 35 and elsewhere when it exceeds 75.

Title: Licenses for Work Governed by Statutory Regulations

Applicable to: All PWU Represented Employees

Certain activities, such as the operation of motor vehicles, steam boilers, hoisting equipment, air compressors, etc, are subject to statutory regulations over which the Company has no control. It is expected that all such regulations will be strictly observed by Company employees.

#### I. Instruction

##### 1. Responsibility for Obtaining Certificates

Employees

- a. Where an employee possesses a basic Class G driver's license for his own purposes, the cost of acquiring and maintaining such a license shall be borne by the employee. However, where an employee can substantiate he has no need for a driver's license except by Company requirement, cost of acquiring and maintaining a Class G license will be borne by the Company.
- b. Where employees who are not classified as a truck driver or chauffeur are required by the Company to hold a driver's license other than Class G, the Company will pay all additional costs associated with acquiring and maintaining such licenses. Additional costs will include, where applicable, examination fees (medical and driving), issuing fees, maintenance of pay for required time off, travel expense, etc.

##### 2. Work Which is Subject to Statutory Regulations

During its entire period of operation, apparatus for which a license to operate is required, as specified hereunder, must be in charge of an employee possessing the necessary certificate.

###### a. Air Compressors

- i. Stationary (Motor Driven) - A Compressor Operator's License is required when the brake horsepower of the electric motor, or the combined horsepower of a number of motors driving a compressor is 75 or over.
- ii. Portable (Gas Driven) - A Compressor Operator's License is required for operation in densely populated areas when the

###### b. Steam Boilers for Thawing, Heating, or Power

- i. Low Pressure - (Safety valve set to relieve the pressure at 15 pounds or under). A fireman's certificate is required to operate boilers of 75 to 100 horsepower. A fourth-class certificate is required for boilers rated over 100 h.p. but not exceeding 200 h.p.\*\*

###### c. Steam Plant (Stationary)

Certificates are required for the operation of equipment such as engines, hoists, pumps, etc, when the boiler forming a part of such equipment is in excess of the limits set forth hereof.

###### d. Hoisting Plant

- i. Certificates are required for the operation of all steam operated hoisting equipment whether stationary, portable, or traction.
- ii. According to a recent ruling, a certificate is required by the operator of a hoisting plant when the motive power is supplied by an electric motor or internal combustion engine of more than 25 horsepower. This ruling would apply to locomotive or crawler cranes of the Browning or Bay City type, but would not apply to permanently installed hoisting equipment such as power house cranes, elevators, etc.

\*\*See the Operating Engineers Act for Ratings above 200 h.p.

##### 3. Plant Registration and Certificate

Persons in charge of plants, which include equipment subject to the statutory regulations outlined in the foregoing, shall make application for a Certificate of Plant Registration and supply the information asked for thereon. All expense connected with the "Plant Owner's Registration" will be borne by the Company.

Forms for use in making application for a Plant Owners Certificate may be obtained from the Chairman, Board of Examiners of Operating Engineers, Department of Labour, Parliament Buildings, Toronto 2. A booklet, "The Operating Engineers Act" in consolidated form, is obtainable from the same source.

4. Actual Horsepower Shall be Determined as Follows:

a. Steam Boilers

Horizontal return tubular: 15 sq. ft. of heating surface = 1 h.p.

Vertical internally fired: 12 sq. ft. of heating surface = 1 h.p.

For approximate results the following dimensions may be used to determine whether or not a boiler is within the limits mentioned in this instruction:

25 h.p. - Horizontal: Up to 42 in. shell diameter  
Vertical: Up to 36 in. shell diameter

75 h.p. - Horizontal: Up to 66 in. shell diameter  
Vertical: Up to 60 in. shell diameter

100 h.p. - Horizontal: Up to 72 in. shell diameter  
Vertical: Up to 66 in. shell diameter

b. The actual horsepower of internal combustion engines is to be calculated as follows:

$$\text{H.P.} = \frac{(\text{Diam. of cylinders in inches})^2 \times \text{No. of Cylinders}}{2.5}$$

Negotiated Policy and Practice Number: 2

Title: Expense Reports and Transportation Requisitions

Applicable to: All PWU Represented Employees

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I. Meals

Kinectrics will pay for an employee's meal under the following conditions:

1. It is specified by the PWU Collective Agreement.
2. The employee is on an "out of town" assignment.
3. The employee is dining with a non-Kinectrics employee and conducting Kinectrics business.
4. The employee is dining with an "out of town" employee and is conducting Kinectrics business.
5. As a result of Kinectrics business the employee purchases a meal that would not have been purchased otherwise.

II. Transportation

1. General

Kinectrics does not require an employee to own an automobile as a condition of employment.

When transportation is required for an employee on Kinectrics business, management may authorize the employee to use his automobile at the approved mileage rate.

If the employee does not elect to use his automobile or if he does not own one, Kinectrics will, if necessary, provide alternative transportation appropriate to the occasion. Normally the method of travelling is determined by a number of factors, such as the period of time required to travel, the period of time required to conduct business, the most economical method of travelling and the number of employees travelling to the same destination.

Transportation arrangements, such as for air and railway travel, may be made through the Company. Transportation requisitions are governed by the signing authority limits which apply to expense reports and must be approved by someone higher in the direct line of authority than the person making the trip. Department heads and officials of equivalent or higher status may approve their own transportation requisitions, within their respective limits.

Rental of automobiles from many major rental agencies allows for an appropriate discount from normal rates upon presentation of a Kinectrics identification card. The user should deal directly with the rental agency of his choice to arrange details. Payment for the rental may be made by the user and subsequently claimed for reimbursement on an expense report, or an invoice can be mailed by the agency to the user's office. The payment of this invoice is subject to the same approval requirements as for an expense report.

Negotiated Policy and Practice Number: 3

Title: Time Charges and Expenses - Employee Union Representatives

Applicable to: All PWU Represented Employees

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#### GENERAL

All employee Union representatives may be released from normal duties for the purposes of Union business. The employee's level of responsibility with the Union and the necessity for travelling away from his/her work location will be factors in determining the reasonable frequency and duration of such absences.

#### TIME CHARGES AND EXPENSES

Time charges and expenses associated with such absences may be the responsibility of the union, Kinectrics or a joint responsibility depending on the nature of the activity.

1. Kinectrics Payment of Time Charges and Expenses
  - a) Official Grievance Committee meetings (excluding arbitrations).
  - b) Joint Union-Management Committee meetings which have been established by collective bargaining. Requests must be made through the Vice President, Human Resources and specific instructions in this regard will be provided by the Human Resources Department coincident with the release of the employee.
2. Kinectrics Payment of Time Charges Only
  - a) Special releases: Kinectrics may recognize time payment for reasonable absence from normal duties for the purpose of administering a Collective Agreement for the Kinectrics Chief Steward or his/her delegates and/or stewards, up to a maximum of 1000 hours in totality. Such absences must be requested by the Chief Steward through the appropriate General Manager or Vice President (cc. to Human Resources) for approval, and are granted, subject to the exigencies of Kinectrics business operations.
  - b) It is recognized that the Stewards may require occasional brief periods of time (e.g. 10 – 15 mins.) on the job in the vicinity of their work station for casual consultations with members or management which will be considered working time paid for by Kinectrics.

#### 3. Union Payment of Time Charges and Expenses

When the PWU requires a union representative to be released from their regular duties the Union will send a request in writing to the Kinectrics Human Resources Office. Releases will be granted by the company subject to the exigencies of Kinectrics business operations.

- a) Collective Bargaining meetings and preparation.
- b) Union meetings called by the Union for the purpose of internal Union administration or organizing.
- c) Arbitrations and preparation.
- d) Conferences, conventions, etc.

#### 4. Special Meetings

- a) When special meetings are called by Management or the Union to discuss matters of mutual interest and to ensure effective administration, the decision regarding responsibility for time charges and expenses will be made by the Human Resources Department and communicated at that time.

NOTE: Where Kinectrics is responsible for time charges, it recognizes the maintenance of normal base wages only.

#### PROCEDURE FOR CHARGING COSTS

Items relating to the cost of employee absences on Union business should be charged on the following basis:

##### 1. Time Charges

An employee released on Union business receives his/her normal base wages from Kinectrics regardless of whether the Union or Kinectrics is responsible for the charges. If the Union is responsible, the amount is recovered by regular invoicing of the Union. Human Resources will authorize the appropriate charge (i.e. whether charged to Union or Kinectrics) coincident with release of the employee.

##### 2. Payroll Burden

Where the Union's responsibility is indicated, payroll burden should be charged to the Union but only on those occasions when the employee is absent from normal duties on Union business for more than five (5) consecutive working days.

##### 3. Expense Reports

Expense reports should be submitted by the employee to the Union or Kinectrics depending on whose responsibility it is, as indicated above.

Negotiated Policy and Practice Number: 4

Title: Observance of Office Hours

Applicable to: All PWU Represented Employees

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Procedure

When a supervisor recognizes the punctuality problem, he shall bring the matter to the employee's attention in the usual day-to-day work situation.

If the problem continues, a private interview shall be held by the supervisor with the employee, during which they shall agree on a plan for correcting the situation within a specified period. The employee must be warned that if he does not make the necessary improvement within this period, appropriate disciplinary measures will be taken. He must also be given a written confirmation of the understanding that was reached. A copy of this letter shall be forwarded to the Human Resources Office and the Chief Steward of the bargaining agent.

From this time on, the supervisor must keep an adequate record from which to judge the employee's improvement.

If the problem persists, the supervisor shall discuss the situation with his own supervisor and the Human Resources Office. He shall then advise the employee in writing of the specific measures that are to be taken which might well be withholding of progression, demotion or suspension. The supervisor shall forward a copy of this letter to his immediate supervisor, the Human Resources Office, and the Steward of the bargaining agent.

Negotiated Policy and Practice Number: 5

Title: Absence due to Pension Board Medical Examination or Hospitalization under Department of Veteran Affairs (D.V.A.)

Applicable to: All PWU Represented Employees

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- I. Employees, whether salaried or hourly-rated, upon producing satisfactory proof that their absence from duty is occasioned by an authorized attendance for a Pension medical examination or a Pension Board, shall be paid for the time lost.
- II. This payment is to be made regardless of who took the initiative in arranging the examination.
- III. Such payment is to be charged to the Business concerned and is not to be charged to Sick Leave.
- IV. Where such employees are admitted to a D.V.A. Hospital for investigation or treatment and produce the usual evidence of such hospitalization, their loss of time may be charged to Sick Leave benefits.
- V. Where such an employee has exhausted his benefits and is hospitalized for a non-pensionable disability, he should advise D.V.A. to that effect.

Negotiated Policy and Practice Number: 6

Title: Special Time Off - Extreme Weather Closures

Applicable to: All PWU Represented Employees

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I. Extreme Weather Closures

1. At certain times of the year, the offices of the Company may be closed due to extreme weather conditions.
2. Closures will be at the discretion of the President.
3. Salaried employees shall receive time off with pay for these periods.

Negotiated Policy and Practice Number: 7

Title: Burial Expenses

Applicable to: All PWU Represented Employees

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With the approval of Management, the Human Resources Office will liaise with the family of the deceased and the Workers' Safety and Insurance Board, as necessary, where:

I. Death is Due to Occupational Accident

The Workers' Safety and Insurance Board of Ontario may pay burial expenses in accordance with their rules and regulations. Where the body is transported a considerable distance for burial or cremation, extra expenses may be awarded by the Workers' Safety and Insurance Board.

II. Death While Absent From Headquarters

1. Additional Cost of Burial

When an employee dies from other than occupational accident while away from headquarters on Company business, the Company will pay up to a maximum of \$500.00 toward any additional cost of burial.

2. Cost of Transportation of Body

The Company will pay the cost of transportation of the body to the home of the deceased, if within the Province of Ontario otherwise, payment to the nearest exit point thereto.

NOTE: Accounts in both 1. and 2. above should be submitted to the General Manager for approval.

Negotiated Policy and Practice Number: 8

Title: Allowance to Estate of a Deceased Employee

Applicable to: All PWU Represented Employees

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The estate of a weekly-salaried or an hourly rated employee is to receive pay up to the end of the pay period in which death occurs plus pay for an additional two week period.

Negotiated Policy and Practice Number: 9

Title: Semi Private Hospital Coverage, Extended Health Benefits and Dental Plan

Applicable to: All PWU Represented Employees

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I. Description of Plan and Eligibility

1. Coverage

- a. The Kinectrics health plan is designed to Kinectrics employees and their eligible dependents in case of non-occupational illness or injury.
- b. The Plan includes; the Semi-Private Hospital Accommodation Plan; Extended Health Benefits Plan (EHB) and the Dental Plan.

2. Eligibility for Supplementary Coverage

Regular employees, eligible pensioners, with OHIP coverage, will be covered by the Great West Life Semi-Private Hospital Accommodation Plan, Great West Life EHB Plan (prescription drugs, etc) and the Great West Life Dental Plan.

II. Enrollment in Plans

1. Required

- a. EHB/ Dental/ Semi-Private Hospital Accommodation.

Provisions exist for employees to opt out of any or all of the supplementary plans.

III. Responsibilities

1. Employee's

Employees are responsible for reporting status changes due to marriage, separation, death of a spouse or dependent, births, deaths, adoptions, coming of age of children, changes in residence and the like.

2. Company's

The Company should advise the employees of the scope of Kinectrics' health plans, provide information about enrollment therein, about changes in status and ensure that appropriate administrative procedures are initiated.

Negotiated Policy and Practice Number: 10

Title: Employees Participating in Politics

Applicable to: All PWU Represented Employees

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The principles to be followed which are designed to give employees more opportunity for participation in political activities and to do so in a uniform manner are outlined below:

I. Political Activities of Employees, Municipal Elections

An employee may be a candidate for election to any elective municipal office, including a member or trustee of an elementary or secondary school board or a trustee of an improvement district, or may serve in such office or actively work in support of a candidate for such office if,

- a. the candidacy, service or activity does not interfere with the performance of the employee's Company duties; and
- b. the candidacy, service or activity does not conflict with the interests of the Company.

II. Political Activities of Employees -Provincial and Federal Elections

a. Leave of Absence for Election Candidates

- (i) An employee who proposes to become a candidate in a Provincial or Federal election shall apply through the supervisor for a leave of absence without pay which shall be granted subject to the following:
- (ii) For a period not longer than that commencing on the day on which the writ for the election is issued and ending on polling day; and
- (iii) For a period not shorter than that commencing on the day provided by statute for the nomination of candidates and ending on polling day.

b. Exceptions

Unless on a leave of absence as provided in Section II, employees may not:

- (i) be candidates in a Provincial or Federal election or serve as elected representatives in the legislature of any Province or in the Parliament of Canada.

c. Resignation Upon Election

An employee who is a candidate in a Provincial or Federal election and is elected shall resign forthwith from the Company.

Regulations existing at that time and the options the employee exercised at that time under them.

IV. Prohibition of Political Activity During Working Hours

A Kinectrics employee shall not engage in any activity for or on behalf of a Provincial or Federal political party during working hours.

V. Dismissal for Contravention

A contravention of Section II or IV shall be deemed to be sufficient cause for dismissal.

III Reappointment to Kinectrics Staff

Where an employee who has resigned under Subsection II (c) ceases to be an elected political representative within five years of the resignation and applies within a 3-month period for re-appointment to the former position or to another position with the Company for which the employee is qualified, the employee shall be reappointed to the former position on its next becoming vacant or assigned to as comparable a position as possible within the Company in which there is a vacancy.

a. If re-employed within one year following resignation under II (c):

- (i) an employee may reestablish pension credit in accordance with the Reinstatement Clause of the Kinectrics Pension Plan.
- (ii) receive entitlement to all other employee benefits accruing up to the date of resignation.

b. If re-employed within a period greater than one year but less than five years:

- (i) an employee's service credit and entitlement to all related employee benefits except pension credits will be restored to their accrued level at the date of resignation. In the case of pension credits, the employee will be entitled to all the benefits accrued at the date of resignation based on the

Negotiated Policy and Practice Number: 11

Title: Occupational Groups for Employees Declared Surplus Under Article 11 of the PWU Collective Agreement

Applicable to: All PWU Represented Employees

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Any additional occupational groups will be jointly developed in accordance with Article 11 and the following:

1. Management will advise the Union of the need to develop an occupational group a minimum of two weeks prior to presenting its draft Occupational Group to the Union.
2. The Union will review Management's draft Occupational Group for additions and/or deletions. These will be forwarded to Management within two weeks from receipt of Management's draft.
3. Management and the Union will meet to resolve disputes within the next two weeks.
4. Should either party fail to meet the time limits specified in 2. or 3. above, the Occupational Group(s) which has not been agreed to may be referred by either party to an expedited arbitration process. The hearing will be held within the next two weeks and the ruling will be made within 48 hours of the hearing.

Negotiated Policy and Practice Number: 12

Title: Notice of Retirement

Applicable to: All PWU Represented Employees

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Employees are to provide 8 weeks notice of intent to retire and last day worked.

Vacation prior to retirement shall not be included in the minimum notice period of 8 weeks.

## MID –TERM AGREEMENT INDEX

## MID –TERM AGREEMENTS

PW-1-1	PROCESSING OF WAIVER REQUESTS
PW-44	SECONDARY SCHOOL STUDENT COOPERATIVE EDUCATION PROGRAM
PW-45	PAY EQUITY PLAN SUPPLEMENTAL AGREEMENT
PW-54-1	SEVERANCE PAY FOR FORMER EMPLOYEES HIRED FOR TEMPORARY WORK
PW-47-1	PROFESSIONAL EXPERIENCE YEAR (PEY) STUDENTS
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<i>KIN-R-1014</i>	<i>SPECIAL TEMPORARY WORKERS</i>
<i>KIN-R-1015</i>	<i>SHIFT DIFFERENTIALS – MACHINING AND PROTOTYPING SHOP</i>
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<i>KIN-R-1018</i>	<i>TECHNICAL ASSISTANT – LINE ASSET MANAGEMENT</i>

Mid-Term Agreement

Number: PW-1-1  
Original Date: 07/15/68  
Last Revision: 11/30/88

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

Processing Of Waiver Requests

It is agreed that the following procedure shall apply for the Processing of Requests for Waiver of Posting and/or appointment.

- a) Requests shall be forwarded by the Human Resources Office to the Chief Steward.
- b) The request itself will include all of the pertinent details including, where necessary, names, positions, salary grades, E.C.D.'s, compassionate reasons, etc.
- c) The Chief Steward will promptly assess the merits of the request.
- d) The Chief Steward will advise the Human Resources Office by telephone of the decision. Confirmations in writing will follow as soon as possible.

The effective date of this mid-term is November 30, 1988. (date of signature)

**Mid-Term Agreement**

Number: PW-44  
Original Date: 06/13/91  
Last Revised:

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

Secondary School Student Cooperative Education Program

Secondary School Student Cooperative Education Programs may be introduced subject to the following:

- 1. The Company will inform the Chief Steward of all Secondary School Student Cooperative Education Programs under consideration. Student Cooperative Education Programs will not commence until a letter of notification is forwarded to the Chief Steward. The letter will outline the nature of the cooperative program, its duration and the number of student placements involved. The letter will be cosigned by the appropriate management level and Chief Steward. Any changes to the Student Cooperative Program will require further joint written notification to the respective parties.
- 2. The Company is responsible for the selection/termination of individual students and the composition of each student's work assignment for Student Cooperative Education Programs. The Company and the PWU will ensure the school boards and students are aware of the conditions set out in this Mid-Term Agreement prior to the commencement of any Cooperative Education Program.
- 3. An advisory committee comprised of school board representatives, the PWU and the Company will be established to oversee and evaluate the aforementioned program.
- 4. Students on Secondary School Cooperative Education Programs are not employees of the Company. No student shall be paid salary or receive benefits from the Company while on a Cooperative Education Program. These students will not become members of the PWU and do not have any rights under the Collective Agreement. Workers' Compensation, accident insurance and liability insurance are the responsibility of the Ministry of Education and the appropriate school board.
- 5. In no circumstances will the student be permitted to replace a member of the bargaining unit. The degree of hands-on work experience will be relative to the nature of the placement and the degree of ability of the student as determined by the person to whom the student is assigned.
- 6. Every Cooperative Education Program will contain a component of instruction provided by a representative of the PWU on Unions in Society and at Kinectrics.
- 7. The Company will ensure that all students receive appropriate safety training.
- 8. Each student will work under the supervision of a volunteer monitor from the work unit. Volunteer monitors will not receive payment as temporary supervisors. The Company will designate program coordinators to oversee volunteer monitors.

9. If, at any time, there is a disagreement about the Cooperative program, or the student's activities while on the job, the program may be discontinued at the end of a semester at the request of either party.
10. This program will be reviewed by the Company the PWU annually. Subject to 9. above, a decision on its continuation will be made at that time.

The effective date of this mid-term is June 13, 1991. (date of signature)

### Mid-Term Agreement

Number: PW-45-1  
Original Date: 10/08/91  
Last Revised: 05/02/94

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

### Pay Equity Plan Supplemental Agreement

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#### PREAMBLE

This Mid-Term has been developed to resolve Collective Agreement interpretation issues arising out of the implementation of the jointly negotiated Pay Equity Plan. This Mid-Term will remain in effect until there is a negotiated change or when an appropriate job evaluation plan is implemented to replace the Pay Equity Audit Plan.

All items covered by this Mid-Term are effective September 23, 1991, the posting date of the Pay Equity Plan, except Items 5.0, 6.0 and 9.0. These items are related to vacancy administration and are effective October 17, 1991, the first date that pay equity adjustments (PEAs) are payable to PWU CUPE Local 1000 members.

As a basic principle, it is agreed that pay equity adjustments are part of the base rate for all the classifications which receive them and this agreement and the Collective Agreement will be read in that light.

#### 1.0 POSTING

The Plan shall be posted in all regular work headquarters.

#### 2.0 CLERICAL HIRING RATES ADVANCEMENT TABLE

Clerical hiring rates (Grades 41 to 45 on Salary Schedule 20) will be discontinued effective September 23, 1991.

Part D Item 9.8, Hiring Rates will be deleted from the Collective Agreement.

Employees who have moved from the hiring and advancement tables to salary grades 51-55 since January 1, 1990 will receive a retroactive pay equity adjustment if applicable, effective the date of appointment to the 51-55 job. Effective September 23, 1991, they will also receive the service credit toward future progressions and the pro-rated pay equity adjustment described in the following paragraphs.

Employees currently paid from the hiring and advancement tables will be transferred to Step 1 of the appropriate Schedule 20 rate. Effective September 23, 1991, future progressions to the terminal rate will include service acquired in the position on hiring and advancement table. Employees who were in eligible classifications will receive a pro-rated equity

adjustment retroactive to their appointment date to a hiring and advancement table no further back than January 1, 1990.

Summer students who were hired on to hiring and advancement tables are not eligible for a retroactive pro-rated pay equity adjustment.

### 3.0 CLERICAL-TECHNICAL JOB EVALUATION

Until such time as a new job evaluation plan is agreed to, Plan B (Union Clerical-Technical Job Evaluation Plan) will remain in effect for purposes of evaluating clerical-technical positions (as per Part B, Item 9.2).

### 4.0 DETERMINATION OF BASE RATE

Where a pay equity adjustment is applied, the employees base rate will be the job rate as determined by the application of Plan B or the Schedule Rate PLUS the amount of the pay equity adjustment.

Employees who are paid a base rate less than the terminal rate for the position and who are eligible for a pay equity adjustment will receive a pro-rated pay equity adjustment based on the progression steps of the job.

### 5.0 POSTING OF VACANCIES

Vacancies posted after October 17, 1991 will show the classification, grade and rate for the job as published on the wage schedule found in the Collective Agreement (e.g., Clerk Typist, Grade 54), as well as any pay equity adjustment which applies to the advertised position.

After October 17, 1991, positions with PEAs resulting in a base weekly income in excess of Grade 54-3 will be treated as a vacancy. These positions will no longer be a placement opportunity and will be treated as advertised vacancies for all purposes.

Similarly, after October 17, 1991, positions with PEAs resulting in a base weekly income in excess of Grade 54-3 will be subject to Regional posting/priority current set out in Part B, Item 8.1. In addition, positions with PEAs resulting in a base weekly income in excess of Grade 58-3 will not be subject to Regional posting/priority.

### 6.0 DETERMINATION OF BASE WEEKLY INCOME

The application of pay equity adjustments may result in some job classes being compensated at a higher rate of pay than incumbents in the next higher salary grade. For the purposes of determining whether a vacancy represents a promotion, a lateral or demotion, the employees rate as set out in the wage schedule plus the pay equity adjustment will be used to determine base weekly income. This will be effective October 17, 1991.

### 7.0 PART B - ITEM 10.2 - THE PROMOTION RULE

On promotion, the employees rate is to be set at the lowest progression step (in the salary grade for the job plus PEA) which will give a minimum increase of three percent (3%) above the employees existing basic rate including PEA. In no case will the rate be more than the maximum rate for the job grade, including PEA if applicable.

### 8.0 WAGE SCHEDULES

Wage schedules will show the negotiated rate for the job, exclusive of pay equity adjustments which might apply to specific classifications within the wage schedule.

### 9.0 PART B- ITEM 6 - PAYMENT FOR RELIEF IN CLERICAL-TECHNICAL POSITIONS

The rate paid for providing relief in a higher-rated position will be the amount specified under the Relief Rule (Part B, Item 6.2) or the employees rate (including pay equity adjustment), whichever is the greater.

As a result, an employee who is receiving a pay equity adjustment could be stepped up two grades and receive no increase in pay (i.e., if his/her rate plus pay equity adjustment is greater than the rate, plus pay equity adjustment for the position to which he/she is being stepped up).

If an employee is receiving a pay equity adjustment and his/her resulting rate is less than the rate for the position to which he/she is being stepped up, the application of the Relief Rule shall not result in a payment in excess of the top step or rate plus pay equity adjustment for the relieved position.

When the relief rate established by the Company is below the rate for the position (i.e., Step 3), the employee relieving will receive a pro-rated pay equity adjustment (i.e., salary step determined by the Company over Step 3 of the terminal rate x PEA).

### 10.0 ARTICLE 11 DEFINITION - LOWER CLASSIFICATION

For purposes of this article, the employee's rate as set out on the wage schedule, plus the pay equity adjustment, will be used to determine a lower classification. This will be effective October 17, 1991.

### 11.0 NPP#3 - TIME CHARGE - EMPLOYEE RELEASES AT THE EXPENSE OF THE UNION

The amount shown charged to the Union will be normal base wage as shown on the schedule plus pay equity adjustments where applicable.

12.0 PART A - ITEM 11

RETURN TO WORK FROM PREGNANCY/PARENTAL LEAVE

Upon return from pregnancy/parental leave the employee will be offered the position most recently held, if it still exists, or a comparable position if it does not.

For example, if an employee takes pregnancy/parental leave from a Grade 55 position which qualifies for a PEA of X \$ per week, the employee will return either to that position or to another position at the Grade 55 level. Upon return, the employee's wage rate will be maintained at Grade 55 plus the PEA of X \$ per week.

If the employee's new Grade 55 position upon return receives a PEA greater than the old Grade 55 job, the employee will receive the new (higher) rate upon return.

When the employee returns to a position which does not qualify for a PEA or has a lower PEA than the former job, the employee's rate (including PEA) will be frozen at that level until the dollar rate for the new job is equal to the frozen rate. (This application is subject to an interpretation of the Employment Standards Act.)

13.0 PART A - ITEM 47.0 - PART-TIME EMPLOYEES  
PART A - ITEM 48.0 - TEMPORARY EMPLOYEES

On the pay equity impacted job classification, where comparisons are required between part-time/temporary female dominated job classes and regular male dominated job classes, the total compensation paid to the Part-Time and Temporary employees (calculated on an hourly basis) will be increased to equal the total compensation of a regular employee (i.e., an hourly value for benefits not available to part-time and temporary employees will be calculated and added to the negotiated rate for both categories of jobs).

14.0 PART B - ITEM 8.0.3 - POSTING OF VACANCIES

If duties are added to a position, thereby increasing the job grade, the employee will take the rate (and conditions) for the new job. If the employee is receiving a PEA in his/her present position and his/her rate (including PEA) is greater than the rate (including PEA if applicable) for the new job, the employee's rate will be frozen at its present dollar level until the dollar rate for the top step of the new job is equal to the frozen rate. This applies equally to challenges.

15.0 PART B - ITEM 6.2 - ACTING IN A VACANT POSITION

Part B Item 6.2 stipulates that the acting incumbent shall receive the appropriate rate in accordance with the weekly-salaried relief clause.

Payment for acting in a higher rates position will be paid on the same basis as described in Item 6.0 (relief) herein.

16.0 PART B - ITEM 10.3.3 - PAYROLL RATES IN EXCESS OF APPROVED JOB GRADE

These provisions will not apply to an employee who is receiving a pay equity adjustment. On promotion, the employee will assume the negotiated rate for the classification in question.

For clarification, a PEA is not considered a special rate for the purpose of the application of this item, i.e., an employee who is the successful applicant to a higher rated position will assume the rate for the new position upon appointment. However, an employee who is receiving a special rate as a result of downward restructuring or retrogression and receives a PEA upon implementation of the Pay Equity Plan, will continue to receive the special rate (plus PEA) upon promotion if the rate for the promotion is less than his/her former rate plus PEA. If the rate for the promotion is greater than the former rate plus PEA, the employee will assume the negotiated rate for the new position, upon appointment.

The Pay Equity Plan is not considered a new salary plan for purposes of this item.

17.0 PART B - ITEM 9.9.2 - DOWNWARD RESTRUCTURING

An incumbent who is downward restructured will continue to receive the pay equity adjustment for his/her position on a pro-rated basis until he/she reaches the new salary grade or until the rate for the new position and its pay equity adjustment exceeds that amount.

18.0 PART B - ITEM 9.9.8 - TRAINING SITUATIONS

Incumbents on training steps will receive a pay equity adjustment on a pro-rated basis, i.e., the training step over Step 3 of the terminal rate times the pay equity adjustment.

19.0 RULES FOR MAINTAINING PAY EQUITY

Maintenance of the Pay Equity Plan will be governed by the attached document entitled Pay Equity Plan Maintenance Procedures.

20.0 APPLICATION OF FUTURE WAGE INCREASES

At the time of a wage increase, the amount of the pay equity adjustment will be recalculated and applied with the same effective date as the increase.

21.0 JOB CHALLENGES

It may be financially worthwhile for an employee to argue that his/her Grade 56 job should be a 55 (thus attracting a PEA).

The Clerical Technical Job Evaluation Manual sets out the procedure for challenging a job. It notes that when a rating classification is changed by the foregoing (challenge) process, it should be implemented retroactive to the date when the INCREASED job demands were instituted or undertaken... Since the intent of the challenge process is to recognize an increase in job demands, the parties will not act on employee requests to have a decrease in job demands dealt with through the challenge process.

22.0 STUDENTS

The Pay Equity Act does not apply to a student employed for his or her vacation period. Consequently, pay equity adjustments do not apply to students.

23.0 NEGOTIATING A NEW JOB EVALUATION PLAN

It is recognized by the parties that having an ongoing job evaluation plan which is different than the Audit Plan used for pay equity purposes is unacceptable in the long term.

It is agreed that negotiations will continue after the posting of the pay equity plan in an effort to develop an operational plan to replace the existing plans (C/T and Audit), which is capable of accurately measuring the relative value of clerical, technical, operators and trades classifications.

Phase I - Development of the Plan

Representatives of the parties will continue to meet in an effort to reach agreement on the design of a new plan.

The target date for completion is two years after posting of the Pay Equity Plan.

For example, the parties will:

- review the content and format of the scored questionnaire;
- gather data on a representative sample of jobs;
- review the plan design (factors, weights, banding);
- test the plan for suitability;
- recommend a plan for the approval of the principals.

Phase II - Implementation

The method of introducing any changes to job rates which result from the introduction of a new plan will form part of the recommendation of the joint committee.

The effective date of this mid-term is May 2, 1994. (date of signature)

Mid-Term Agreement

Number: PW-54-1  
Original Date: 05/26/93  
Last Revised: 07/21/94

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

**Severance Pay For Former Employees  
Hired For Temporary Work**

1. Applies to all former employees who have exhausted their rights under Article 11 and have been terminated and who are in receipt of severance pay benefits under Article 11.15
2. Those employees mentioned in 1. above, if hired for temporary work, shall have any outstanding weekly severance payments postponed until after the completion of their temporary work. Payments will cease effective one week after hire to the temporary position, and resume one week following the date of termination from the temporary position. No severance benefits will be paid while the employee is in receipt of payment for employment with Kinectrics in a temporary capacity.

The effective date of this mid-term is July 21, 1994. (date of signature)

Mid-Term Agreement

Number: PW-47-1  
Original Date: 04/01/92  
Last Revised: 07/19/94

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

Professional Experience Year (PEY) Students

*Definition:* A PEY student is employed for approximately sixteen (16) continuous months and shall be paid in accordance with the student wage rate.

1. PEY students are hired for a learning work experience not to replace regular employees or to perform work of a PWU member on an ongoing basis. This is not intended to prohibit the student from performing work assignments. However, where these assignments amount to being placed in a position for which a wage or salary grade has been established, the student shall be paid the rate for that position.
2. Joint discussions will take place between local management and the chief steward resulting in an understanding and agreement of the work to be performed by the PEY students.
3. PEY students are temporary employees for the purpose of benefit and Collective Agreement administration with the following amendments:
  - (a) The student shall commence with eight (8) days sick leave credits.
  - (b) The student is entitled to two (2) weeks vacation after completion of twelve (12) months service; to be taken in accordance with General Item 4.1 Vacations, General Policy Payment for vacation shall be four percent (4%) of accumulated wages.
4. Wage progressions will be at six (6) month intervals.
5. PEY students will not be hired into a location which is being downsized.

The effective date of this mid-term is July 19, 1994. (date of signature)

Mid-Term Agreement

Number: PW-57-1  
Original Date: 06/28/93  
Last Revised: 08/19/93

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

New/Enhanced Absence From Work Policies

Employees who are approved for one of the New/Enhanced Absence From Work Policies dated June 1993 will be covered by the terms of those policies. Some of the provisions of these policies impact on certain areas of the CUPE 1000 agreement and require a Mid-Term Agreement in order to be operable. This Mid-Term Agreement deals with those relevant areas of the agreement.

1.0 Backfilling for an Employee on Leave

If the position is backfilled, it is preferable to do so temporarily in order to provide employment continuity for the employee upon return.

Within the spirit of this principle, for leaves greater than twelve (12) months, it will be a joint decision of Management and the Chief Steward whether or not to post and permanently backfill for the employee. This will be decided before the employee goes on leave.

If it is determined that resourcing will be by means of temporary backfilling, it is agreed that resourcing principles will apply as follows:

1. The resourcing principles of Part 'B, Item 6.0 will apply with the following amendment. As an additional principle, it is recognized that "surplus employees facing termination will be given preference". This new principle will be applied as a balance of interests, taking all principles into account.

2.0 Surplus Declaration/Return to Work Issues

An employee on leave will continue to be treated for surplus and re-organization purposes as though they remained in their original work unit.

Employees who are declared surplus must exercise their surplus rights at the designated time except where it is mutually agreed, prior to taking leave, (employee, Management, Chief Steward involved) to defer these rights until the employee returns. This deferral will be based on circumstances which seriously impede the employee's ability to search for a new job or interfere with the employee's timely release to accept a new job, and should be the exception.

If the employee's surplus rights are deferred as above and the employee's home unit is affected by surplus or re-organization while the employee is on leave, the parties will jointly agree at that time what rights the employee will have on return, e.g., what are the employee's rights if the home unit disappears?

If the employee would not have been declared surplus had they remained in their home unit, the employee will return to their former classification in the home unit.

3.0 This Mid-Term Agreement is applicable to employees covered by the Enhanced Absence From Work Policy and is operable for the life of the policy.

The effective date of this mid-term is August 19, 1993. (date of signature)

Mid-Term Agreement

Number: PW-69  
Original Date: 09/24/99  
Last Revised:

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

Freedom of Information

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Without prejudice to Management's position that Management's policies, procedures, guidelines, etc. are not grievable, it is agreed that the PWU may grieve that an employee has not been given access to personal information as outlined in the "Managing Employee Personal Information - A Guideline".

This agreement does not preclude Management from amending or deleting all or portions of the "Managing Employee Personal Information - A Guideline" with 60 days' notice to allow for discussion of the proposed changes with the PWU.

The effective date of this mid-term is September 28, 1999. (date of signature)

Mid-Term Agreement

Number: R-61-1  
Original Date: 03/07/83  
Last Revised: 07/29/94

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

High School Students -

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In the event a high school student is hired at Kinectrics, the following pay treatment will apply:

Rate equivalent to 89% of .the hourly rate set for students.

The effective date of this mid-term is July 29, 1994. (date of signature)



**Mid-Term Agreement**

Number: KIN-R-1015

Original Date: November 21, 2011

Revision Date:

Last Revised:

Obsolete Date:

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

**Shift Differentials - Machining and Prototyping Shop**

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**Shift Differentials**


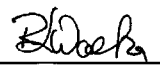
When IMS Machine Shop and Prototyping employees are assigned to work shift work in accordance with Part B Item 3.0 of the collective agreement, the following shift differentials will apply:

- a) 20% of base hourly rate per hour for those assigned to the Afternoon Shift
- b) 50% of base hourly rate per hour for those assigned to the Night Shift.

All other provisions of Part P Item 3.0 remain unchanged.

This is agreed to with the understanding that these special provisions are for this specific work group and shall not be considered to set a precedent elsewhere at Kinetics.

This agreement is for the period up to December 31, 2013 unless extended by mutual agreement.

	2011. 11. 21	
For the Company	Date	For the Union

**Mid-Term Agreement**

Number: KIN-R-1016

Original Date: June 12, 2012  
Revision Date:  
Last Revised:  
Obsolete Date:

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

**Labourer – General Purpose Worker**

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General Overview

Perform a variety of odd jobs which include manual duties throughout Kinectrics offices and laboratories.

General Duties

- General office and lab housekeeping/clean up
- Build wooden crates for shipping items
- Assemble, disassemble office furniture and reconfigure according to direction
- Move, install and arrange furnishings
- Act as a pair of extra hands to assist in setting up projects
- Load and unload goods from trucks using forklift, hand truck or other equipment
- Check incoming goods against appropriate documents
- Deliver goods to appropriate location
- Perform pick up and/or deliver service for items from/to external suppliers or within Kinectrics
- Ensure customer satisfaction by following good quality and safety practices in all aspects of the work performed

Skill/Experience

- Completion of High School or equivalent
- Experience in routine shipping/receiving
- Demonstrated customer focused approach to work
- Ability to work in a physically demanding environment
- Ability to lift up to 40lbs
- Ability to climb a ladder
- Good written and verbal communication skills

- Forklift training and certification preferred
- Class G driver's license required
- Ability to use computer software programs ie) Microsoft Office
- Prepared to work flexible hours from time to time

This agreement will cover up to two positions.

Prior to employees being hired into these positions the Union will be notified.

These employees will be classified as Regular Full-Time, Regular Part-Time, Temporary Full-Time or Temporary Part-Time.

The hours of work for this position will be up to eight (8) hours per day between the hours of 07:00 and 18:00 Monday to Friday.

The specific hours of work will be communicated to the employee at the time of hire. Modifications to those hours of work will be made following the intent of Part A, Item 18.0 with a minimum notice of seven (7) calendar days. Any notice less than seven (7) calendar days will require the concurrence of all parties.

Employees will be paid an hourly rate from Salary band A (page 83 of CA) and will receive payment per the applicable provisions in the Collective Agreement for those hours worked.

These positions will not interfere with the ongoing operation of the PSA provisions of the Collective Agreement.

All other provisions of the collective agreement will apply.

This agreement will expire December 31, 2013.

  
For the Company

2012.06.18  
Date

  
For the Union

**ACCEPTED**

**Mid-Term Agreement**

Number: KIN-R-1017

Original Date: May 1, 2012  
Revision Date:  
Last Revised:  
Obsolete Date:

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

Technical Assistant

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General Duties

- Support of High Voltage Lab's 5S Initiative: Seiri (Sort), Seiton (Set in Order), Seiso (Cleanliness), Seiketsu (Tidiness) and Shitsuke (Sustain).
- Support of High Voltage Lab housekeeping needs such as; facility cleaning, shipping, receiving, incoming goods inspection, inventory control, etc
- Assist with periodic maintenance of HV lab equipment
- Re-stock lab supplies as required
- Assisting Technologists with test set ups
- Project support
- Perform all duties in a safe manner in compliance with K'nectrics policies and procedures.
- Perform other duties as required.

General Qualification:

- Basic computer skills, comfortable with Microsoft Office software .
- Holds forklift operating certificate with experience moving heavy equipment and loads.
- Motor vehicle skill, holding a valid driver's license that allows for operating motor vehicles independently.
- Be comfortable working on ladders.
- Ability to move/lift/rearrange heavy items up to 50lbs
- General experience operating hand tools
- Basic knowledge of electrical theory and testing standards to understand the requirements for HV testing of electrical equipment is preferred.
- Experience with HV testing practices, procedures and safety standards preferred.
- Ability to clean up spills, oil) and understanding of basic environmental management practices preferred.

This agreement will cover up to two positions.

Prior to employees being hired into these positions the Union will be notified and provided with the rate of pay.

These employees will be classified as Regular Full-Time, Regular Part-Time, Temporary Full-Time or Temporary Part-Time.

Hours of work will be established as per Part A, Article 18 of the collective agreement.

Employees will be paid an hourly rate from salary Band A (page 83 of CA) of and will receive payment per the applicable provisions in the Collective Agreement for those hours worked.

These positions will not interfere with the ongoing operation of the PSA provisions of the Collective Agreement.

All other provisions of the collective agreement apply.

This agreement will expire December 31, 2013.

  
For the Company

2012.05.08  
Date

  
For the Union



**Mid-Term Agreement**

Number: KIN-R-1018

Original Date: August 1, 2012  
Revision Date:  
Last Revised:  
Obsolete Date:

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

**Technical Assistant**

**General Duties:**

- Support of Line Asset Management Lab's Kaizen initiative.
- Support of Line Asset Management Lab housekeeping needs such as facility cleaning, shipping, receiving, incoming goods inspection, inventory control, etc
- Assist with periodic maintenance of lab equipment
- Re-stock lab supplies as required
- Assisting Technologists with test set up
- Project support
- Perform all duties in a safe manner in compliance with Kinectrics policies and procedures
- Perform other duties as required.

**Selection Criteria:**

- Basic computer skills, comfortable with Microsoft Office software
- Holds forklift operating certificate with experience moving heavy equipment and loads.
- Motor vehicle skill, holding a valid driver's license that allows for operating motor vehicles independently.
- Be comfortable working on ladders.
- Ability to move/lift/rearrange heavy items up to 100 lbs
- General experience operating hand tools
- Basic knowledge of mechanical theory and testing standards to understand the requirements for testing of mechanical equipment preferred.
- Experience with testing practices, procedures and safety standards preferred.
- Ability to clean up spills (oil) and understanding of basic environmental management practices preferred.
- Completion of High School or equivalent

This agreement covers up to 2 positions

Prior to employees being hired into these positions the Union will be notified and provided with the rate of pay.

These employees will be classified as Regular Full-Time, Regular Part-Time, Temporary Full-Time or Temporary Part-Time.


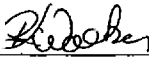
Hours of work will be established as per Part A, Article 18 of the collective agreement.

Employees will be paid an hourly rate from Salary Band A (page 83 of CA) and will receive payment per the applicable provisions of the Collective Agreement for those hours worked.

These provisions will not interfere with the ongoing operation of the PSA provisions of the Collective Agreement.

All other provisions of the collective agreement will apply.

This agreement will expire December 31, 2013.

	2012.08.16	
For the Company	Date	For the Union