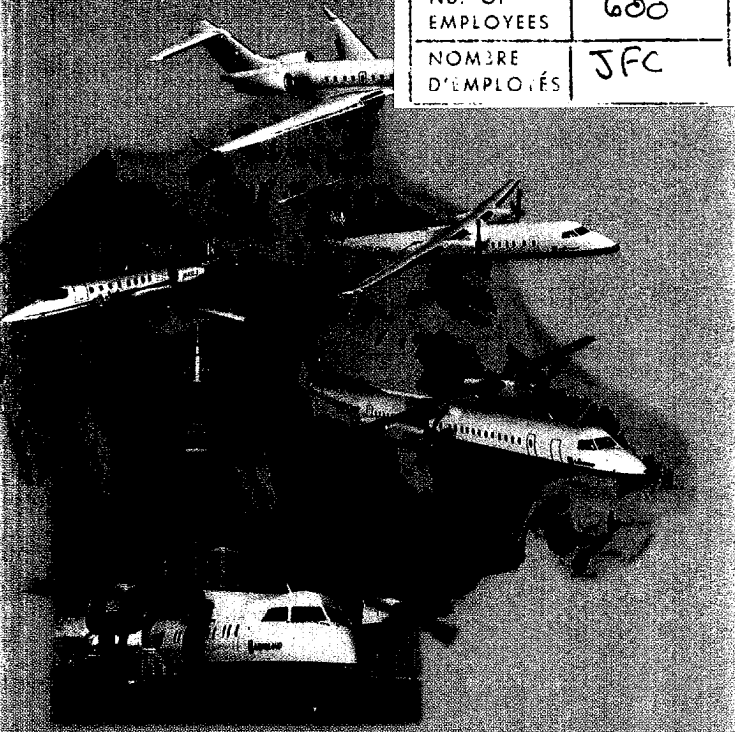


COLLECTIVE A

between
de Havilland Inc
Bombardier Regional Air

SOURCE	CO.		
EFF.	97	06	23
TERM.	2000	06	22
No. OF EMPLOYEES	600		
NOMBRE D'EMPLOIÉS	JFC		



CAW TCA
CANADA
Local 673

01905(06)

Effective: June 23, 1997

Terminates: June 22, 2000

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COLLECTIVE AGREEMENT

ENTERED into this 28th day of June, 1997.

BY AND BETWEEN

de Havilland Inc. and Bombardier Regional Aircraft Division at its Downsview and Derry Road locations: hereinafter, collectively, called "the Company"

OF THE FIRST PART

-and-

The National Automobile, Aerospace, Transportation and General Workers Union of Canada (C.A.W.) through its Local 673 hereinafter referred to as the "Union".

OF THE SECOND PART

ARTICLE I - Purpose

The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Company and its employees and to provide machinery for the prompt and equitable disposition of grievances, and to establish and maintain mutually satisfactory working conditions, hours of work, salaries and other conditions of employment for all employees who are subject to the provisions of this Agreement.

ARTICLES II - Scope & Recognition

2.01 The Company and the Union agree with the principle in defining the Bargaining Unit that Clauses 2.02 and 2.03 identifies the jobs that are excluded from the Bargaining Unit and that in future all new office jobs will be included in the Bargaining Unit unless the parties agree to exclude them because the duties and responsibilities of the new job are comparable to those of jobs

now excluded. Any dispute of this nature between the parties will be resolved in accordance with Clause 2.04 and 2.05.

2.02 The Company recognizes the Union as the sole and exclusive bargaining agent for all office and clerical employees of the Company in the offices at any of its facilities located within an eighty (80) kilometer radius of Downsview. The Bargaining Unit does not include persons employed by the Company in a managerial capacity, persons employed in the Personnel and Industrial Relations Department, Section Heads or Supervisory, management or professional personnel above the rank of Section Head; Security and protection personnel; Field Service Representatives; Industrial Engineers, Engineering Technicians, Liaison Engineers, Engineering Lofts-persons, draftspeople and one secretary to each department manager or persons of a higher status.

2.03 The following classifications and employees assigned to these classifications are also excluded from the Bargaining Unit:-

Finance

1. Budget & Forecasts Analyst*
2. Budget & Forecasts Typist *
3. Cashier
4. E.D.P. Programmers
5. E.D.P. Systems Analyst

Marketing & Product Support

1. Confidential File Clerk (1 only)*

Operations

1. Budget Analyst*
2. Buyer
3. Subcontract Placement Officer
4. Executive Chauffeurs

Contracts

1. Contracts Administrator

2.04 Before the Company decides to exclude from the Bargaining Unit any newly created job other than covered in 2.02 above, it will discuss the new

position with the Bargaining Committee and allow the Union to investigate the work **performed** in the new job. In the event of a dispute concerning the exclusion of the new job, a mutually selected adjudicator will decide whether to include the new position in the Bargaining Unit or whether it is to be added to the lists of exclusions under 2.03 above. Before the dispute goes to the adjudicator, the Company will supply the Union with a written outline of the job and allow the Union to investigate the work performed in the new job.

The Union and the Company will each present their positions and argument in writing to the adjudicator with copies to the other party. The adjudicator in resolving the dispute shall compare the duties and responsibilities of the new position to those of existing classifications included in the Bargaining Unit and those classifications which the parties have agreed to exclude from the Bargaining Unit.

This procedure is not to be considered as part of the normal grievance procedure. The parties however agree that the decision of the adjudicator under this Article will be final and binding upon each party.

2.05 In the event the Company decides to increase the number of employees classified under those positions designated by an asterisk in 2.03 above, the duties of the additionally assigned employees will be reviewed with the Bargaining Committee to determine whether they are to be excluded under the title of that classification or whether it is necessary to create a new job under 2.04 above. The agreed list will be supplied to the Union and kept up to date at all times.

Any dispute under this paragraph may be referred to the adjudicator for a decision in accordance with 2.04.

ARTICLE III - Transfer of Operation

3.01 Should the Company, during the life of this Agreement, decide to move an operation to a location beyond the limits of Metropolitan Toronto, the members of Local 673 concerned will be granted work opportunity at the changed location. The Company agrees to negotiate with the Union at least forty-five (45) days prior to such move for the purpose of providing a Transfer of Operations Agreement to provide:

- (a) Protection of the seniority rights of existing employees;
- (b) The right of existing employees to transfer with the jobs they normally **perform**;
- (c) Extension of the Collective Agreement to cover the new location.

3.02 An employee whose seniority is transferred to any such new plant pursuant to 3.01 of this Article will be paid a RE-LOCATION ALLOWANCE, provided:

- (a) The plant to which the employee is to be relocated is at least forty (40) kilometers from the plant from which his seniority was transferred, and
- (b) As a result of such relocation he changes his permanent residence, and
- (c) He makes application within six (6) months after commencement of employment at the plant to which he was relocated in accordance with the procedure as established by the Company;
- (d) In the event an employee who is eligible to receive a Relocation Allowance under these provisions is also eligible to receive a Relocation Allowance or its equivalent under any present or future Federal or Provincial Legislation, the amount of Relocation Allowance provided under this Article, when added to the amount of Relocation Allowance provided by such legislation, shall not exceed the maximum amount of the Relocation Allowance the employee is eligible to receive under the provisions of this Article;
- (e) Only one Relocation Allowance will be paid where more than one member of a family living in the same residence are relocated.

3.03

KILOMETERS BETWEEN PLANT	RELOCATION ALLOWANCE
0 - 40	Nil
41 - 159	\$600.00
160 - 481	\$725.00
482 - 803	\$850.00
804 - 1607	\$975.00

ARTICLE IV - Supervisory Staff

The Company every two (2) months will supply up to date lists of the names and titles of **supervisory** staff and will also supply the Union Chairperson with a copy of the notice of new appointments as they occur where these appointments affect Local 673 personnel.

ARTICLE V -Reservation of Management Rights

Within the framework of this Agreement, the Company reserves the right to hire, promote, transfer, demote, retire and layoff employees and to suspend, discharge or otherwise discipline employees for just cause subject to the right of any employee to lodge a grievance in the manner and to the extent herein provided.

Within the framework of this Agreement, the Company reserves the right to operate and manage its business in all respects in accordance with its commitments and responsibilities, to maintain order and efficiency on its premises, and to determine the location of its plants, the products to be manufactured, the scheduling of its production and its methods, processes and means of manufacturing.

ARTICLE VI -No Discrimination

The Company and the Union agree that there will be no discrimination against employees in training, upgrading, promotion, transfer, discharge, layoff, recall or other work conditions because of race, ancestry, place of origin, colour, ethnic, origin, citizenship, creed, sex, sexual orientation, physically challenged, age, family status, marital status, political affiliation, or union activities.

It is recognized however, that the Company may be subject to limitations imposed by defense regulations.

ARTICLE VII - Office Committee

7.01 The Company acknowledges the right of the Union to select a Bargaining Committee composed of the five (5) Committeepersons, one (1) of whom will be the Technical Zone Committeeperson and one of whom shall be the Office Chairperson.

The Company will recognize and bargain with the said Committee on matters arising out of the provisions of this Agreement. The Resident or in his absence, the Vice-President of the Local, will be ex-officio members of the Committee, if not elected thereto.

7.02 Prior to the expiry date of the Collective Agreement, and for thirty (30) days of meetings following the expiry date, members of the Bargaining Committee including members of sub committees will be compensated for the time spent during regular working hours in negotiating with the Company representatives for renewal of the Collective Agreement. If the parties meet for

pan of a day, the Bargaining Committee shall be compensated for the full day. The Company will pay the cost of a meeting room during Collective Agreement renewal negotiations.

7.03

- (a) The Chairperson of the Bargaining Committee shall be known as the full-time Office Chairperson. He shall be on a full-time basis for the purpose Of administering the Agreement in cooperation with the Committeepersons. The Office Chairperson shall be allowed access to and from the Company's operations in the performance of his duties. He Shall first inform the Area Manager. of his presence before proceeding. The Office Chairperson will be provided with an office and office facilities including desk, chair, telephone and filing cabinet, and will be supplied with written information concerning starts, surpluses, layoffs, discharges, releases, recalls, and changes in job classifications and non-medical information concerning approved sickness and accident, extended disability and worker's **compensation** claims.
- (b) The Office Chairperson shall receive the rate of pay equal to the highest rate of pay in the Bargaining Unit and will be paid the equivalent of forty-nine and one-half (49 1/2) hours per week at straight time.
- (c) When the Office Chairperson ceases to hold office, he shall after a two (2) week transition period, be returned, consistent with his seniority, to the classification and to the department in which he was employed at the time of his selection as Office Chairperson, or to a Job Classification embracing comparable job duties to that which he held prior to his election. During such transition period, the outgoing Office Chairperson shall receive the rate of pay of the classification to which he is returning.

7.94

- (a) The Company agrees that the Union shall be represented in each of three (3) geographical 'zones of the office by a Zone Committeeperson who shall be elected or otherwise appointed from the employees in the geographical zone he is to represent. In addition there will be one (1) Technical Zone Committeeperson elected or otherwise appointed by the employees in the Technical Salary Groups.
- (b) The Zone Committeepersons shall be on a full time basis for the purposes of performing their representational obligations. Each Zone Committeeperson will be provided with a desk, chair and telephone to be located within his geographical zone.

- (c) During all absences of a personal nature of seven and one-half (7 1/2) or more hours duration of a Zone Committeeperson, the Company will recognize a substitute designated by the Union.
- (d) Each **Zone** Committeeperson, (other than the Technical Zone Committeeperson), or a substitute, shall receive the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty seven and one-half hours per week at straight time. The Technical Zone Committeeperson, or a substitute, shall receive the greater of the rate for the job classification he held upon election or appointment as a Committeeperson or the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty seven and one-half hours per week at straight time. The Technical Zone Committeeperson shall receive \$35.00 per week Lead pay.
- (e) When a Zone Committeeperson ceases to hold office he shall be returned, consistent with his seniority, to the classification and to the department in which he was employed at the time of his election or appointment as a Zone Committeeperson, or to a job classification embracing comparable job duties to that which he held prior to his election or appointment.

7.05

- (a) Zone Committeeperson will only be recognized in the zones which they represent. It is understood that there may be occasions when a Committeeperson will be required to follow through a written grievance outside his jurisdiction if such grievance originated within his district. Permission for this purpose will have to be secured in advance.

7.06 Providing it does not affect the efficient operation of the Plant, the Company will not require an Executive Officer or Zone Committeeperson to work on any shift, the regular quitting time of which is later than 6:00 p.m.

7.07 Upon notification to the Company, the Vice Chairperson of the Bargaining Committee or, because of his unavailability, another designated representative from the Bargaining Committee shall substitute for the Chairperson should he be absent from the office.

7.08 A National Representative or Representatives of the Union may be present and participate in any meetings of the Bargaining Committee and the Company.

ARTICLE VIII - Operation of Office Committee

8.01 When it becomes necessary for a Zone Committeeperson to enter an Area of a Department for the fulfillment of his Union duties, he shall first inform the Section Head of his presence before proceeding with the grievance matter occasioning his entry into the Area.

8.02 It is understood that a Zone Committeeperson, in carrying out his Union responsibilities, will endeavor to minimize or avoid disruption to operations.

ARTICLE IX - No Lock-Out or Strike

The Company and the Union agree to be bound by the provisions of the Ontario Labour Relations Act in respect to strikes and lock-outs.

The Company and the Union agree that neither shall call, authorize, counsel, procure, support or encourage an unlawful strike or lock-out.

Any employee who participates in any illegal work stoppage, strike, sit down or slow down, may be disciplined by the Company.

ARTICLE X - Grievance Procedure

10.01 Any complaint or cause of dissatisfaction arising within this Agreement between an employee or employees and the Company, with respect to the administration of this Agreement, shall be dealt with as speedily and effectively as possible in accordance with the following procedure. No employee will be discriminated against, nor will his record be affected because of his lodging a grievance.

10.02 An employee having a complaint shall if he so desires, discuss the matter with the employee's immediate Supervisor. However, before a grievance is reduced to writing, he must submit it to a Committeeperson, or the Chairperson in the absence of the Committeeperson, who will discuss it verbally with the employee's immediate Supervisor.

If the complaint is not settled to the satisfaction of the employee concerned and/or the Union, then the following steps of the grievance procedure may be invoked.

STEP NO. 1

10.03 The Zone Committeeperson shall reduce the grievance to writing on Grievance Forms supplied by the Company and signed by the employee (or

employees) and the Zone Committeeperson or the Office Chairperson. The Zone Committeeperson shall deliver two (2) copies to the employee's (or employees') Supervisor.

The Zone Committeeperson and the Supervisor will make an effort to resolve the grievance. The Supervisor within two (2) working days of his receipt of the grievance, will furnish his written answer to the Zone Committeeperson on two (2) copies of the form.

STEP NO. 2

10.04 If the decision of the Supervisor is not satisfactory to the employee concerned and/or me Union, the grievance may be passed to the Industrial Relations Supervisor within five (5) working days of the Supervisor's decision and the Labour Relations Supervisor shall place the grievance on me agenda for the next Office Union/Company meeting. During me interval. the Chairperson of the Bargaining Committee shall be permitted time to investigate the case.

STEP NO. 3

10.05 Management's decision on grievances shall be in writing and if not delivered at time of meeting shall be delivered to me Chairperson of the Bargaining Committee not later than five (5) working days following the day on which the conference was held.

10.06 At any stage of the grievance procedure including arbitration, the conferring parties may have the assistance of the employee or employees concerned and any necessary witnesses. All reasonable arrangements will be made to permit the conferring parties to have access to the office to view the disputed operations or to confer with the necessary witnesses.

10.07 The Company may decline to consider a matter under the Grievance Procedure unless it has to do with the application or interpretation of the terms of this Agreement and the condition or circumstances upon which the grievance is based, originated or occurred within twenty (20) working days of its having been brought to the attention of the Supervisor. However, grievances in respect to group insurance settlements may be placed within seventy (70) working days of dam on which they originated.

10.08 The Company will supply pertinent production, payroll and attendance records and disciplinary notices pertaining to the employee involved,

when requested by the Union for the settlement of a grievance at Step. No. 2 of the grievance procedure.

ARTICLE XI - Arbitration

After a grievance has been slated for arbitration, the Office Chairperson and the Director of Industrial Relations may mutually agree to request a settlement meeting which shall include the Director of the employee's work area in a final attempt to resolve the grievance without the necessity of an arbitration hearing.

11.01 If arbitration is to be invoked, the request must be made in writing within ten (10) working days after the decision of Management has been delivered as required under Clause 10.05, and no matter may be submitted to arbitration which has not been considered under the Grievance Procedure. The Grievance Form and the decisions written thereon or attached thereto shall be presented to the Arbitrator, and the Arbitrator's decision shall be confined to deciding the issue therein set out.

11.02 The Arbitrator shall not have jurisdiction to alter or change any of the provisions of this Agreement nor to give any decision inconsistent with the terms and provisions of this Agreement, nor to deal with any matter not covered by this Agreement. The Arbitrator, however, in respect of a grievance involving a penalty, shall be entitled to modify such penalty as in the opinion of the Arbitrator is just and equitable.

11.03 The decision of the Arbitrator shall be binding on both parties, and his expense shall be borne in equal shares by the Company and the Union.

11.04 The Company and the Union express complete confidence in the ability of the undermentioned Arbitrators to render just decisions in the matter of labour disputes,

H.D. Brown, Esq.
Professor M. R. Gorsky
Professor E. E. Palmer
Professor W. B. Rayner
Professor C. G. Simmons

A grievance slated for arbitration shall proceed in the following manner:

- (a) A letter shall be sent within fifteen (15) working days to the arbitrator on a rotating basis.
- (b) The first or second date received for arbitration shall be accepted for a hearing and the arbitrator shall be advised of the grievance(s) to be heard.

If the Arbitrator cannot establish a date acceptable to the parties, the next name on the list will be approached. Failing to find an Arbitrator who can act, the Minister of Labour for the Province of Ontario will be asked to appoint an Arbitrator.

If on being approached any member of the above panel indicates a disinclination to continue acting on the panel, then his name will be removed from the panel and another name selected by mutual consent.

11.05 Grievances submitted to arbitration shall have the following priority at arbitration:

- Discharge
- Layoff
- Company Grievances
- Policy
- Leave of Absence
- Others

Subject to the above priorities, grievances will normally proceed to arbitration in the order in which they have been slated for arbitration. Grievances to be heard by the Arbitrator will be confirmed by the parties fourteen (14) working days prior to the hearing.

11.06 It is agreed that, in view of accessibility of operations and witnesses, arbitration hearings will be held on the premises of the Company.

11.07 An employee appearing during working hours before an Arbitrator on the hearing of a grievance shall be paid by the Company for such appearance up to the amount he would have earned during his regular working hours.

The President if an employee, shall be entitled to payment as outlined above.

11.08 In the event of a difference of opinion between the Company and the Union as to the interpretation or violation of any clause or section of this Agreement, then the matter may be referred to arbitration by either party in the same way as the grievance of an employee.

ARTICLE XII - Discharge Cases

When an employee with seniority has been discharged for any reason and protests the action taken he shall be afforded the opportunity of discussing his discharge with his Committeeperson or the Chairperson of the Bargaining Committee for a reasonable time before leaving the premises. The Union may

within four (4) working days of the notice of discharge being given submit a grievance which will be placed on the agenda of the next Company/Union meeting. Failing a satisfactory settlement the grievance may be appealed to arbitration.

ARTICLE XIII - Company/Union Meetings

The Union Bargaining Committee and the Company Labour Relations Committee shall meet within five (5) working days when there is business which requires their joint consideration. Necessity for meeting will be indicated in writing from either party to the other party containing an agenda of the subjects for discussion.

The parties agree that a disposition will be given within ten (10) working days following the meeting.

ARTICLE XIV - Leave of Absence Without Pay

14.01 Under no circumstances will leave of absence be authorized to enable an employee to engage in another gainful occupation. The Union will be supplied with a copy of each leave of absence issued by the Company.

Leave of absence, without pay, will be granted to employees on the active payroll for the following reasons.

14.02 During absence due to illness or injury which prevents working up to the maximum of accrued seniority at date of commencing absence, the Company may require proof of the disabling condition.

14.03 For attendance at summer camp of any of the Canadian Armed Forces.

14.04 Officials of the Local Union will be collectively provided up to twenty (20) working days per month for the conduct of necessary Local Union business outside the plant and such absence shall not be recorded as lost time on his personal record.

In addition, necessary time to attend delegations, conventions or educational seminars to which they have been elected or appointed, will be granted under the following conditions:

- (a) leave will not extend beyond ten (10) consecutive working days except by mutual consent.
- (b) not more than four (4) members may ask for leave for the same period. The Company, at its discretion, may increase this number.

The Company may, at its discretion, decline to grant leave of absence for more than two (2) officials from the same Department at the same time for union business, delegations, conventions or educational seminars.

14.05 An employee who has served at least one (1) year with the Company and is elected or appointed to a full time office with the National Union or Local 673 will be granted leave of absence as follows:

- (a) To the National Union - a minimum period of three (3) months;
- (b) To Local 673 - a minimum period of four (4) weeks; upon written application of the National Union or the Senior Officer of Local 673 as the case may be. Such leave of absence shall be, upon request, extended and it is understood that the Company will receive written notice from the National Union or Local 673 respectively to this effect.

The National Union or Local 673 agrees also to advise the Company in writing once annually of the names of the de Havilland employees who are engaged in full time duties with the Union.

If an employee returns to the Bargaining Unit from a full time office with the National Union or Local 673, the return shall be to his former job classification or a job classification embracing comparable job duties to that which he held prior to leave of absence, providing such return does not result in the layoff or bumping of an employee holding greater seniority.

14.06 To an employee covered by this Agreement for such personal reasons as the Company may consider valid on the following basis:

- (a) Ability of the Department to reassign the employee's work so that his absence will not unduly upset operations;
- (b) The length and urgency of the request.

14.07 The Company will agree to Maternity Leave under the following stipulations.

- (a) BASIC POLICY

An employee who becomes pregnant may be permitted to continue in employment providing she has on record with the Company Health Centre a current letter from her physician attesting to her good health and ability to continue the normal duties of her job and that such continued employment would not be injurious to her health.

(b) REPORT TO HEALTH CENTRE

As a safeguard to her health and in order to establish records necessary for the approval of resumption of employment after confinement, the employee must report her condition to the Health Centre no later than the third month of pregnancy and, in addition, she must submit a copy of a physician's letter from her personal physician no later than the end of the fourth month of pregnancy and each thirty (30) days thereafter, stating the probable date of confinement and whether or not she can safely continue to perform her assigned job.

(c) LEAVE OF ABSENCE OR TERMINATION

When it becomes necessary for an employee to discontinue her employment as herein provided, she may voluntarily terminate; or she will be granted a leave of absence as provided in the appropriate Leave of Absence Clause. Such leave shall be for a period not to exceed ninety (90) days beyond the date of confinement. In addition, an employee shall continue to accumulate vacation and pension credits during the period of approved maternity leave.

(d) RETURN FOLLOWING LEAVE OF ABSENCE

An employee on such leave of absence may not return to work for at least six (6) weeks after confinement or for such shorter period, and must furnish a statement from her physician stating that she is able to resume the normal duties of her job. Any extension Of Leaves of Absence under the provisions of this section shall be granted upon the recommendation of her physician and the Company's Health Centre.

14.08 During authorized leave of absence an employee shall accumulate seniority.

14.09 An employee returning from authorized leave of absence, without pay, will be reinstated in the job from which he proceeded on leave of absence or if this is not possible, because of physical condition or job change, then he will be assigned to other work which he is competent to perform and which is consistent with his seniority.

ARTICLE XV - Bulletin Boards

15.01 The Company will provide Bulletin Boards at mutually agreed points for use of the Local Union in posting notices.

15.02 All Union notices or other material must be signed or initialled by the President, or the Chairperson of the Bargaining Committee and approved by the Personnel Office before posting.

ARTICLE XVI - Seniority

16.01 An employee shall be considered a probationary employee who has worked under the provisions of this Agreement for a period of less than three (3) calendar months and employees who are absent for more than five (5) working days during such period shall have such absence added to the three (3) calendar months for the purpose of determining their probationary period.

Notwithstanding anything contained elsewhere in this Agreement, no grievance shall be lodged against the discharge, by the Company, of a probationary employee during the first forty-five (45) working day period of his employment. A probationary employee may grieve only on matters relating to normal operating conditions. On completion of probation, an employee's name will be added to the seniority list for his Job Classification with effect from date of hiring.

16.02 Effective February 14, 1969, total continuous past service with the Company will be recognized for seniority purposes in regard to promotion, demotions and layoffs.

Any future entry into the Bargaining Unit, employees shall have date of entry seniority.

The same date February 14, 1969, and the same conditions will apply to those former employees of Canadian Applied Research and Avro Aircraft who were laid off to join de Havilland Aircraft.

16.03 An employee who has been transferred from the Bargaining Unit to a position which is excluded from the Bargaining Unit shall continue to accumulate seniority during the period he is not in the Bargaining Unit up to February 14, 1969. Thereafter he will retain but will not accumulate any further seniority. An employee transferred from the Bargaining Unit to a position which is excluded from the Bargaining Unit after February 15, 1969, will retain the seniority acquired at date of leaving the Unit, but will not accumulate seniority thereafter.

Not more than five (5) such persons will be returned to the Bargaining Unit during the contract year. If such employee returns to the Bargaining Unit, the return shall be to displace the junior employee in his former job classification, providing he has more seniority, which he held prior to his appointment. If he has insufficient seniority to displace the junior employee in his former job classification, he shall exercise his seniority in accordance with the provisions of the Collective Agreement.

16.04 The Company will supply the Office Chairperson and Committeepersons with a copy of a list showing the clock number, name, job classification, seniority date and service date of each employee covered by this Agreement and will revise the list every three (3) months.

The seniority list will be posted at 9 locations:

- Plant 1
 - Entrance
 - First (1st) Floor - Main Office
 - Third (3rd) Floor
 - Data Centre
 - Bay One (1). 2nd Floor Hallway
 - Bay Three (3). Mezzanine
 - Bay 10 North Wall
 - Plant 3

Derry Road Facility

ARTICLE XVII- Job Posting

17.01 When an opening occurs, at or above Salary Group II, the Company will post notices on the notice boards. The notice will clearly identify the vacancy and any employee who has completed probation may apply for the vacancy under the following conditions:

- (a) The applicant must state his qualifications for the posted job and must register the application with the Personnel Office prior to close of the second working day following posting of the notice.
- (b) The application must be for a job on a higher salary level except that under the following circumstances, an employee may apply for a posted job on his present or a lower salary level:
 - (i) where the applicant seeks an opportunity for advancement beyond the possibilities of his classification.

- (ii) where the applicant, through study, has acquired qualifications in another classification;
 - (iii) where the applicant, because of physical condition, is unable to carry on in his classification.
 - (iv) where an employee is filling a temporary vacancy within the context of Article 17.08, the employee may apply for a permanent job at a salary level which is higher than that of the job they held prior to filling the temporary vacancy.
- (c) If no applicant is considered suitable, then the Company may take such other steps as may be necessary to fill the vacancy. Notification of all vacancies filled under this Article will be posted, i.e. "Filled under Article 17.01(c)".

17.02 All promotions shall be made on the basis of seniority and ability to do the job required.

17.03 An employee having bid for and been accepted for a promotion, shall not be eligible to be considered for a further promotion by bidding for a job vacancy for a further period of three (3) months from the date of posting of his acceptance, unless the employee in question has been declared unfit on medical grounds for the job to which he has been promoted, and is obliged to return to his former position.

17.04

- (a) An employee who is accepted for a posted job shall retain seniority in the job which he previously held for a period of twenty (20) working days after which his accumulated seniority shall be vested in the new job.
- (b) In the event that an employee does not exercise the option of returning within twenty (20) working days as described above, but there is a dispute as to his ability to satisfactorily perform the job, the employee shall be returned to his former Job Classification and the matter be referred to the Grievance Procedure. In such a case, the three (3) month eligibility period in Article 17.03 shall not apply.
- (c) An employee who accepts a position on the basis of job postings and finds himself unable to perform the duties of the new Job Classification, may be returned to his former Job Classification provided he requests return within twenty (20) working days.

17.05 An employee on lay off with recall rights shall be eligible for job postings on the following basis:-

A laid off employee who has exercised all his bumping rights may be considered for any job opening except one he has refused or failed.

A laid off employee who elected lay off without having exhausted his rights to bump would not have the right to bid for any job which is below the salary group he held at the time of layoff. However, after exhausting his UIC and/or SUB benefits he will be entitled to apply for any posted job.

The only area of grievance would be ability and seniority for the posted job.

17.06

(a) Vacancies for posted positions not filled Within ~~Sixty~~ (60) days will be re-posted.

(b) An employee accepted on a job posting will be notified of his acceptance within ten (10) working days after the posting has been removed. An employee accepted on a job posting will assume his new duties within twenty (20) working days. All employees bidding for a job posting, and the Union will be notified in the event the job is cancelled, through the job posting procedure.

17.07 Temporary assignments for a period of not more than fifteen (15) working days may be made by the Company without regard to posting but following such period, the position, if then vacant, shall be SIM in accordance with the established procedure for the filling of vacancies. An employee, so temporarily assigned, will receive a salary adjustment if his temporary assignment is to a higher salary level. If and when such an employee is returned to his regular position, his salary shall be the rate he would be entitled to if he had remained in that position. The Company shall give advance written notice of any Temporary Assignments containing the work conditions and names of the employees involved to the affected Committeepersons.

17.08 If the Company determines that a temporary vacancy resulting from maternity/parental leave must be filled the following conditions shall apply:

(i) The replacement of an employee on maternity/parental leave will be of a temporary nature and no one filling the vacancy through a job posting or appointment will obtain or accrue vested rights to the job whilst the employee is on leave.

(ii) In order to fill any temporary vacancy directly resulting from maternity/parental leave, the Company will, in the following order:

- (a) recall per Article 18
 - (b) temporarily post through the normal job posting procedure
 - (c) till the vacancy through Article 17.01(c)
- (iii) All other provisions of the Collective Agreement will apply.

ARTICLE XVIII- Lay off and Reemployment

18.01

- (a) The Company will advise the Chairperson of the Bargaining Committee of any intended lay off one (1) week before the lay off becomes effective, or, alternately, will pay any employee laid off one (1) week's salary in lieu of such notice. A copy of any notice given to an employee by the Company in compliance with the Employment Standards Act shall be sent to the Office Chairperson.

This provision will not apply if layoff is due to fire, flood, power failure, water failure or other emergency conditions beyond the control of the Company, in which event salary will not be continued for a period in excess of two (2) days or the end of the work week whichever is the lesser.

- (b) Notwithstanding the provisions of Paragraph 18.01 (a), the Company agrees to notify the Chairperson of the Bargaining Unit of any pending layoff at the time the decision is made.

18.02 When it becomes necessary to reduce staff, employees will be declared surplus in inverse order of seniority in their classification except as provided under Article 18.10 hereof, and will exercise their bumping rights as follows.

18.03 An employee may displace the junior employee in a classification in which he previously held seniority.

18.04 He may displace the junior employee in his own department at successively lower salary levels and must accept the first job to which his seniority entitles him unless he elects lay off.

18.05 An employee with seniority who is unable to bump into Salary Group 2, within his department may bump into the following Job Classification, on a plant-wide basis, providing he can do the work of the employee who he is to displace. In bumping, an employee shall displace the employee holding least seniority in the group.

Salary Group 2 - General Duty Clerk
Salary Group 1 - Office Junior

18.06 An employee who is displaced because of staff reduction may elect lay off rather than bump into a lower paid Job Classification. In this case, he will not be recalled to a Job Classification at a lower salary level than that from which he was laid off.

18.07 It is agreed that in all cases where, because of a reduction of force, an employee exercising displacement rights over another employee having less seniority the employee having longer seniority must be capable and willing to perform in a satisfactory manner the work of such shorter seniority employee. Where a dispute arises as to the ability of the longer seniority employee to perform the work, he shall be allowed one (1) week (37 1/2 continuous working hours) under normal instruction in which to prove such capability. If the employee is unable to satisfactorily do the work of the displaced employee he will be laid off and a displaced employee recalled in accordance with his seniority unless the Union is notified that no replacement is required.

18.08 An employee on lay off or who has exercised bumping rights will have recall rights to those job classifications from which he bumped, and those jobs to which he could have exercised bumping rights if he had sufficient seniority to do so, except those refused or failed. An employee may not bump, displace, or be recalled to, the same salary level except as provided under 18.05. His rights to accumulate seniority and to be recalled will be limited to a period equal to his accumulated seniority.

18.09 An employee may be laid off for lack of work during the term of his leave of absence and consistent with the seniority provisions of this Agreement and will be informed by registered mail of such lay off.

18.10 An employee may only be retained from layoff out of seniority provided the more senior employee bumping is **not** capable of satisfactorily performing the work available.

18.11 In no event shall an employee bump another employee who-is employed in a higher paid Job Classification.

18.12 In the event of staff reductions and providing the individual has one (1) year seniority, the members of the Local Executive Board, the Chairperson of the Bargaining Committee and Zone Committeepersons will be retained in their respective Job Classifications during their term of office, so long as work is available in such classification and thereafter will be subject to the lay off provisions as set forth in Article 18.

18.13 The Office Chairperson or the employee's Zone Committeeperson shall be given an opportunity to be present when the employee is notified of surplus in which he is involved.

ARTICLE XIX - Loss of Seniority

19.01 Seniority status once acquired will only be cancelled upon:

- (a) Termination of employment;
- (b) Failure to return to work within seven (7) working days after issuance of the Company's notice of recall by registered mail to the last address shown on the Company's personnel records after lay off: the seven (7) working days may be extended if the employee furnishes a reason satisfactory to the Company;
- (c) Lay off for a period in excess of accrued seniority at the date of lay off.

ARTICLE xx - union security

20.01 The parties agree to the following Union security provisions covering all employees:

- (a) As a condition of employment, all present employees shall become and remain members of the Union.
- (b) As a condition of employment, all new employees shall be required to become a member of the Union and complete an application for membership in the Union at the time of hire, and shall remain members of the Union.

20.02 The Company will deduct from the pay of each employee covered by the Agreement such monthly dues and initiation fees of new employees, as may be adopted by the National Union and Local 673 C.A.W., such monies to be deducted from the employee's pay received on the third pay day of each month. or upon request from the National Union or Local 673 C.A.W., a deduction in two (2) installments.

20.03 All new employees will be required to contribute initiation fees and monthly dues commencing from the first deduction date following date of employment, PROVIDING they have completed forty (40) hours of work at that time; otherwise, deductions will be made from the second deduction date following date of employment. All new employees will be introduced to their Committeeperson when reporting for work. Similarly employees transferred will be introduced to their Committeeperson when reporting for work.

20.04 Union dues deductions will be included or attached to T4 Slips issued by the Company.

20.05 The dues check-off shall become null and void should the Union contravene the provisions of Article 9 of this Agreement.

ARTICLE XXI - Positions Outside Bargaining Unit

An employee covered by this Agreement shall not be transferred to a position excluded from this Agreement unless he agrees to such transfer.

ARTICLE XXII - Excluded Personnel

Supervisors and employees not subject to this Agreement shall not perform work which is normally performed by employees subject to this Agreement except in the following types of situation:

- (a) an emergency,
 - (b) when instructing and training an employee.
 - (c) experimenting
- Provided that the act of performing the aforementioned operations, in itself, does not reduce the hours of work or salary of any employee.

ARTICLE XXIII - Election of Union Officials

The Company agrees that during the term of this Agreement, the annual election of Local Officers and election of delegates to the Canadian Labour Congress, the C.A.W. Canadian Council and the C.A.W. Constitutional Convention shall be conducted on Company premises under the following condition:-

- (a) Elections must be set up and conducted on employee time.
- (b) Polling stations are to be set up at points indicated by the Company.
- (c) Electioneering signs or banners will not be permitted on Company Property.

ARTICLE XXIV - Disciplinary Action

An employee who is to be reprimanded or disciplined shall have his Union representative present at the time of the reprimand or discipline.

ARTICLE XXV - Safety

25.01

- (a) The Company will recognize a full time Health and Safety Representative. The Health and Safety Representative shall be allowed access to and from the Company's operations in the performance of his duties. He shall first inform the Area Manager of his presence before proceeding. The Health and Safety Representative will be provided with a desk and a chair in the Office Chairperson's office.
 - (b) The Health and Safety Representative, or a substitute, shall receive the rate of pay equal to the rate for the job classification which he held upon election or appointment as Health and Safety Representative and will be paid the equivalent of thirty-seven and one-half (37 1/2) hours per week at straight time.
 - (c) During all absences of a personal nature of seven and one half (7 1/2) or more hours duration of the Health and Safety Representative, the Company will recognize a substitute designated by the National Office of the CAW.
 - (d) When the Health and Safety Representative ceases to hold office, he shall be returned, consistent with his seniority, to the classification and to the department in which he was employed at the time of his election or appointment as Health and Safety Representative, or to a job classification embracing comparable job duties to that which he held prior to his election.
 - (e) Where an alleged Health and Safety problem exists, the Representative must discuss the matter with the Safety Supervisor before any action is taken. In the event that the Representative is not satisfied with the finding or actions intended by the Safety Supervisor, the Representative shall have the right to submit, in writing, a grievance which will be processed at Step No. 2 of the Grievance Procedure.
 - (f) The Representative shall have the opportunity to attend the Joint Health and Safety Meeting held monthly to confer on matters dealing with the Office Bargaining Unit.
 - (g) Subsections (a) to (d) of this article will only have application until the earlier of the next Local Union Elections or May 1995, after which time
-

the Company will no longer recognize a full-time Health and Safety Representative.

Thereafter, the Company will recognize one of the four (4) Zone Committee persons who will be designated by the Union as a Representative on all matters pertaining to Health and Safety. The Company will not recognize a substitute when such Zone Committee person is engaged in Health and Safety Matters.

Foot Protection

25.02

- (a) Effective August 17, 1981, all employees regularly working in areas designated by the Safety Committee and/or the Ministry of Labour as a mandatory foot protection area, must wear protective CSA approved footwear.
- (b) The Company will contribute forty dollars (\$40.00) per year to the cost of one (1) pair of approved protective footwear for non-probationary employees working in mandatory foot protection areas. For the purpose of this Article, a year will be the period from September 1 to August 31 the following calendar year, except for the first year which will commence one (1) week following ratification and which will end August 31, 1982.
- (c) This paragraph deleted June 30, 1994
- (d) In order to implement the above provisions, the Company will ensure that a vendor or vendors of protective footwear will be available on the premises on a regular basis.
- (e) Visitors and employees not required to work on a regular basis in mandatory foot protection areas, will not be required to wear approved **protective** footwear provided they remain within the Plant aisles and walkways, however, once visitors and employees leave the aisles and **walkways and enter the mandatory** foot protection area, they must wear protective footwear.

Fully covered leather shoes are the minimum requirement in all other plant areas.

ARTICLE XXVI General Clauses

26.01 wherever in this Agreement the masculine gender is used, **it shall** also include the feminine.

26.02 The Company agrees to provide the Chairperson of the Bargaining Committee with a filing cabinet, and supply copies of Company forms covering

employment, movement or release of persons covered by the Agreement as they occur. Every six (6) months, the Company will supply the Union with a complete mailing list of employees covered by this Agreement. Every employee is required to keep on file with the Personnel Department, his mailing address.

26.03 The President of the Union or in his absence, the Vice President shall attend, at his discretion, all Union/Company meetings. It is understood that time in attendance at such meetings will not be paid by the Company.

26.04 From time to time, an employee may be incapacitated at his/her work by injury while employed by the Company, or suffer a physical or mental disability, as defined by his/her physician and confirmed by the Company physician, and such disability temporarily restricts the employee in the performance of his/her work. Notwithstanding any other articles of this agreement, the Company may employ such restricted employees on limited or graduated hours of work. This accommodation must occur within the employee's classification.

ARTICLE XXVII- Schedules

Attached hereto and forming part of this Agreement are the following supplements:

Technical Group

- (i) Referred to as Appendix I

Hours of Work, etc.

- (a) Referred to as Schedule "A" and comprises hours of work, etc.

Salary Rates and Classifications

- (b) Referred to as Schedule "B" and comprises the Salary Groups, application of salaries and provision for the addition or revision of Job Classifications.

Overtime Rates Vacation Pay and Fringe Benefits

- (c) Referred to as Schedule "C" and comprises conditions and rates for overtime, vacations with pay and fringe benefits.

Glossary of Terms and Phrases

- (d) Referred to as Schedule "D" in which words and terms used in this Agreement are given definition and meaning to clearly indicate the common and consistent interpretation to be placed on them by all persons using the words and terms.

Job Classifications

- (e) Schedule "E" being a list of the Job Classifications referred to in Schedule "B".

ARTICLE XXVIII - Termination Clause

28.01 This Agreement shall remain in effect until June 22, 2000. Unless either party gives to the other party written notice of termination, or of a desire to amend the Agreement, then it shall continue in effect for a further one (1) year period, without change and so on from year to year thereafter.

28.02 Notice of amendments required or that either party intends to terminate the Agreement shall only be given during the period of not more than ninety (90) days and not less than thirty (30) days prior to the termination date.

28.03 If notice of amendment or of termination is given by either party, the other party agrees to meet for the purpose of negotiations; and negotiations shall not continue beyond the expiration date of the Agreement unless the parties mutually agree to extend the period of negotiation.

28.04 It is understood that during any negotiations following upon notice of termination or notice of amendment, either party may bring forward counter proposals arising out of or relating to the original proposals.

THIS AGREEMENT is hereby duly executed by the said parties this 28th day of June, 1997.

FOR THE COMPANY

Chuck Gyles
Vice President, Human Resources

Dave Radley
Director, Production Fabrication

Cheryl Stargratt
Manager, Human Resources

Richard Skipper
Human Resources Generalist

Paul Wong
Manager, Employee Benefits

sandy Porretta
Director, WMP Assembly

Dan Sharkey
Director, Human Resources (BRAD)

Valerie Corbin
Human Resources Advisor (BRAD)

FOR THE NATIONAL

J. Dias
National Representative, C.A.W.

FOR THE UNION

Bill Mackie
President

Steve Saysell
Chairperson, Bargaining Committee

David Todd
Technical Group Member, Bargaining Committee

Kim Sedore
Member, Bargaining Committee

Gus Goncalves
Member, Bargaining Committee

Tony Ferrari
Member, Bargaining Committee

SCHEDULE "A"

HOURS OF WORK ETCETERA

1. Hours of Work

- (a) The regular work week shall be five (5) shifts of 7 1/2 hours each, Monday through Friday.
- (b) The hours of work presently in effect are as follows.
 - 8:30 a.m. - 4:45 p.m.
 - 4:30 p.m. - 12:45 a.m.

3 - shift operation

12:00 midnight - 8:00 a.m. - First Shift

8:00 a.m. - 4:00 p.m. - Second Shift

4:00 p.m. - 12:00 midnight - Third Shift

(Functions requiring close coordination with Plant operations on afternoon shifts shall be scheduled as per Plant shift times.)

- (c) The Company may change the starting and stopping times of any shift by one half (1/2) hour upon three (3) days notice to the Office Chairperson. Where such shift change applies to an individual or a group of employees the Company will give seven (7) days notice to the Office Chairperson.
- Any change in regular hours not covered by the above will be made by mutual consent of the Union and the Company.

- (d) Shifts starting midnight will be deemed to start on the day the shift is worked.

2. No Guarantee

The Company does not guarantee to provide work to any employee for the regularly assigned hours or for any other hours. (See Clause 18.01 (a) and (b))

3. Lunch Period

The lunch period shall be three-quarters (3/4) of an hour and may be staggered as between departments. The lunch period of employees on a three (3) shift operation shall be one half (1/2) hour and may be staggered as between departments.

4. Disciplinary Action and Notations

Persistent lateness or absenteeism may be made the reason for disciplinary action. Any notation or record of disciplinary action for any reason, placed against the record of an employee shall be removed after one (1) year provided no further notation has been made within the one (1) year elapsed period.

SCHEDULE "B"

CLASSIFICATION OF EMPLOYEES,
SALARY RATES
AND THEIR APPLICATION

1. Classification of Employees

Each employee shall be classified in accordance with the job descriptions and titles set forth in Schedule "E" of this Agreement, or as may be added to such Schedule in accordance with Clause 4 of this Schedule, and shall be paid the appropriate salary rate in accordance with the applicable scale below:

2.01 Salary Rates and Ranges

The level 1 and level 2 progression rates shall not apply to those classifications which are in the Technical Group.

Effective the first pay period beginning on or after the date of ratification, June 28,1997.

SALARY GROUP	LEVEL 1	LEVEL 2	LEVEL 3
1	\$651.97	\$709.49	\$767.02
2	656.37	714.29	772.20
3	661.38	719.73	778.09
4	668.64	727.64	786.64
5	687.62	748.30	808.97
6	704.14	766.27	828.40
7	722.05	785.76	849.47
8	740.79	806.16	871.52
9	759.95	827.01	894.06
10	845.08	919.64	994.21
11	861.81	937.85	1013.89
12	879.23	956.81	1034.39

2.02 Future Increases

Effective the first pay period beginning on or after June 27, 1998 following wage scale will come into operation:

SALARY GROUP	LEVEL 1	LEVEL 2	LEVEL 3
1	\$658.95	\$717.09	\$775.23
2	663.39	721.93	780.46
3	668.46	727.44	786.42
4	675.80	735.43	795.06
5	694.99	756.31	817.63
6	711.67	774.47	837.26
7	729.78	794.17	858.56
8	748.72	814.79	880.85
9	768.09	835.86	903.63
10	854.12	929.49	1,004.85
11	871.03	947.88	1,024.74
12	888.64	967.05	1,045.46

2.03 Future Increases

Effective the first pay period beginning on or after June 26, 1999, the following wage scale will come into operation:

SALARY GROUP	LEVEL 1	LEVEL 2	LEVEL 3
1	\$666.13	\$724.90	\$783.68
2	670.62	729.80	788.97
3	675.74	735.37	794.99
4	683.17	743.45	803.73
5	702.56	764.55	826.54
6	719.43	782.91	846.39
7	737.73	802.83	867.92
8	756.88	823.67	890.45
9	776.46	844.97	913.48
10	863.43	939.62	1,015.80
11	880.52	958.22	1,035.91
12	898.33	977.60	1,056.86

3. Application of Salary Rates

3.01 The salary of a probationary employee hired after the date of ratification shall be increased from the entry level rate to the next higher rate from the first day of the work week following completion of nine (9) months of work and to the next succeeding level following completion of the next succeeding nine (9) months of work. Under unique circumstances, when the Company cannot attract sufficient qualified candidates, employees may be started at a level higher than the entry level. In which case they will progress to the next higher rate every nine (9) months of work thereafter.

3.02 An employee with seniority who is ungraded or who is promoted to a higher classification will be paid the next highest rate in such Salary Group above his current rate. He shall have his salary increased thereafter in accordance with 3.01 above.

3.03 It is understood that the increase in rates shall be effective with the commencement of the pay period following the completion of the time or period noted.

4. Revisions and New Classifications

The Company and Union agree that existing job classifications shall continue for the life of the Agreement, however, when there has been a substantial change in the work assignment of an existing classification or when new work is introduced the Company may either:

- (a) assign it to an existing classification, or
- (b) revise an existing job description, or
- (c) introduce a new classification under a new title and job description and rate it for inclusion in a salary group.

The title, description and rating shall be submitted to the Local and thereafter, the Company may classify or continue to classify employees thereunder. The Union may present Written Notice of Disagreement within fifteen (15) days of such a submission. If, after discussion the Union and the Company are unable to reach agreement, either party may submit the matter to arbitration.

5. Cost of Living Allowance

5.01 In addition to the wage rates set out in the weekly salary rate schedules, any increase or decrease in the Cost Of Living Allowance will be calculated on the basis of one (1) cent per hour for each full .12 three month

average change in the Consumer Price Index (1981 = 100) as published by Statistics Canada.

5.02 The base point for future adjustments shall be 182.26.

5.03 Effective as of the first pay period beginning on or after Date of Ratification, the **current** eighty three (83) cents per hour Cost of Living Allowance paid as of June 22, 1997 will be incorporated (folded) into the salary rate schedule.

5.04 Future quarterly adjustments in the Cost of Living Allowance, beginning with September, 1997 will be effective as of the first pay period following the release of the last C.P.I. figure, providing the release date falls on a Friday. If a C.P.I. release date falls on a Monday, Tuesday, Wednesday or Thursday, that quarterly adjustment in the COLA will be effective for the pay period which commenced on the previous Saturday.

ADJUSTMENT	MONTH OF ADJUSTMENT	BASED ON C.P.I. FOR MONTHS OF:
First	Sep./97	June, July, Aug., 1997
Second	Dec./97	Sept., Oct., Nov., 1997
Third	Mar./98	Dec., 1997, Jan., Feb., 1998
Fourth	June/98*	Mar., Apr., May, 1998
Fifth	Sep./98	June, July, Aug., 1998
Sixth	Dec./98	Sept., Oct., Nov., 1998
Seventh	Mar./99	Dec., 1998, Jan., Feb., 1999
Eighth	June/99*	Mar., Apr., May, 1999
Ninth	Sep./99	June, July, Aug., 1999
Tenth	Dec./99	Sept., Oct., Nov., 1999
Eleventh	Mar./2000	Dec., 1999, Jan., Feb., 2000
Twelfth	June/2000*	Mar., Apr., May, 2000 (and last)

* The Company guarantees that the total adjustment by June of each year will increase by a minimum 28 cents per hour, for a total minimum guarantee of 84 cents by the June 2000 adjustment.

5.05 The amount of any allowance paid as Cost of Living will not be incorporated into the basic salary rates, but shall be included in computing overtime, statutory holidays and vacation pay.

5.06 In the event that Statistics Canada ceases to publish the monthly Consumer Price Index and/or initiates any change that will affect the foregoing method of computing the Cost of Living Allowance, such change will be subject of discussion by the parties prior to amending the above terms of reference.

5.07 The amount of Cost of Living Allowance (COLA) effective for any period shall be in accordance with the following table:

Three Months Average Statistics Canada Consumer Price Index (1981 = 100)	Cost of Living Allowance Cents per Hour
182.25 - or less	0
182.26 - 182.37	1
182.38 - 182.49	2
182.50 - 182.61	3
182.62 - 182.73	4
182.74 - 182.85	5
182.86 - 183.97	6
182.98 - 183.09	7
183.10 - 183.21	8
183.22 - 183.33	9
183.34 - 183.45	10
183.46 - 183.57	11
183.58 - 183.69	12
183.70 - 183.81	13
183.82 - 183.93	14
183.94 - 184.05	15
184.06 - 184.17	16
184.18 - 184.29	17
184.30 - 184.41	18
184.42 - 184.53	19
184.54 - 184.65	20

and so on for each .12 change in the C.P.I.

5.08 No adjustments, retroactive or otherwise, shall be made because of my revision which may be made in the published figures of the Statistics Canada Consumer Price Index.

SCHEDULE "C"

OVERTIME RATES - VACATION AND
OTHER FRINGE BENEFITS

1. Overtime Rates

1.01 Any authorized work performed by an employee before his regular starting time or after his regular quitting time shall be considered as overtime and paid for at the rate of time and one half (1 1/2) except that no extra payment will be made for any occasional overtime performed which does not exceed fifteen (15) minutes in any one day.

1.02 Any work performed on a Saturday shall be paid for at time and one half (1 1/2).

1.03 Any work performed on a Sunday shall be paid for at double (2) time.

1.04 In the event of urgent or emergency overtime work for which no qualified employee will volunteer, the Union agrees to cooperate with the Company in providing sufficient qualified workers to perform such work.

Overtime will be distributed among employees normally performing the work and the Company will make every effort to distribute such overtime on an equal basis.

A list of overtime worked will be posted and maintained in the department or area respecting each overtime work group. The Union may make representations to the Management as to continuing distribution of overtime work which, in the opinion of the Union, may be unfair.

The Company will supply a list of all overtime worked by each employee to the Chairperson of the Bargaining Committee no later than the end of the first week of each month, covering the overtime hours worked in the prior month.

1.05 If, by mutual consent of the Company and the Union, Saturday and/or Sunday should become part of the regularly scheduled five (5) day work week, then payment of time and one half (1 1/2) for Saturday and double (2) time for Sunday work shall be made for the sixth (6th) and seventh (7th) days following the adopted five (5) day work week.

2. Plant Holidays

2.01 All employees covered by this Agreement shall be paid their regular wages at straight time less legal and statutory deductions for the following Plant Holidays ("regular wages" herein shall include permanent off-shift premium):

	1997/98	1998/99	1999/2000
Canada Day	July 1 (T)	July 1 (W)	July 1 (TH)
Floater	June 30 (M)	June 29 (M)	July 2 (F)
Labour Day	Sept. 1 (M)	Sept. 7 (M)	Sept. 6 (M)
Thanksgiving Day	Oct. 13 (M)	Oct. 12 (M)	Oct. 11 (M)
Floater	---	June 30 (T)-	---
Day before Christmas	Dec. 24 (W)	Dec. 24 (TH)	Dec. 24 (F)
Christmas Day	Dec. 25 (TH)	Dec. 25 (F)	Dec. 27 (M)
Boxing Day	Dec. 26 (F)	Dec. 28 (M)	Dec. 28(T)
Civic Holiday (in lieu of)	Dec. 29 (M)	Dec. 29 (T)	Dec. 29 (W)
Floater	Dec. 30 (T)	Dec. 30 (W)	Dec. 30 (TH)
Floater	Dec. 31 (W)	Dec. 31 (TH)	Dec. 31 (F)
New Year's Day	Jan. 1 (TH)	Jan. 1 (F)	Jan. 3 (M)
Good Friday	Apr. 10 (F)	Apr. 2 (F)	Apr. 21 (F)
Victoria Day	May 18 (M)	May 24 (M)	May 22 (M)

providing that the employee is not absent without permission from work either on the work day immediately preceding or the work day immediately following the holiday.

2.02

- (a) It is further provided that an employee will be paid for such a holiday if he can supply the Company with satisfactory reasons for his absence on either the work day before or the work day after the holiday, but absence on both days will disqualify the employee. It is understood that if an employee commences a Leave of Absence during the week prior to and the week after a plant holiday, the qualifying days referred to above will be his regularly scheduled work day prior to and his regularly scheduled work day after the absence.
- (b) An employee who is absent before, after, or on either side of a plant holiday while on scheduled vacation will be paid for such plant holiday.

2.03 When an employee returns to work the day following a holiday, and has been drawing Sickness and Accident Benefits, he will receive the difference between the Sickness and Accident Benefit, on a seven day week basis, and his regular day's pay for that holiday.

2.04 Holidays falling on a Saturday or Sunday will be observed on the following Monday. Holidays falling on a Saturday and Sunday will be observed on the following Monday and Tuesday.

2.05 Such employees as may be required to work on any of the holidays enumerated above shall be remunerated at double (2) time in addition to the compensation provided in Clause 2.01 above.

2.06 Each of the above holidays shall be observed on the day on which it falls unless otherwise declared by the Government of Canada or the Province of Ontario or as covered in Clause 2.04 above.

3. Annual Vacations With Pay

3.01 The Company will require all employees to take a vacation and may close the Plant for such purpose or in the alternative, may stagger their vacation in order to maintain facilities. If the Company staggers vacations, an employee shall be entitled to take all his vacation at one time if he so requests at a time agreed to by the Company. Vacations are not cumulative and must be taken prior to the end of the vacation year except that an employee who is unable to use his full annual vacation entitlement due to illness or disability shall be required to take any unused vacation from the previous vacation year immediately upon his return to work.

If the Plant is shut down for vacation purposes, employees covered by this Agreement may be required to lay off for the full period of shutdown without remuneration other than vacation pay, as provided in this Article.

For the purpose of this Article the vacation year shall be from June 1st of one year until May 31st of the following year.

3.02 Employees who on June 1st of the year 1982 and of each succeeding year that this Agreement remains in effect have been on the Company's payroll prior to such date, will be entitled to a vacation with pay as follows:

3.03 For those employees with less than three (3) months service pay equivalent to four (4) percent of their earnings received from the Company during the previous year of June 1st to May 31st.

3.04 For those employees with more than three (3) months and less than one (1) year service, two (2) weeks vacation with pay equivalent to 4% percent of their earnings received during the previous year of June 1st to May 31st.

3.05 Employees with one (1) full year of service but less than four (4) years service, a vacation of two (2) weeks with pay.

3.06 For those employees with more than four (4) full years of service and less than twelve (12) years, three (3) weeks vacation with pay.

3.07 For those employees with more than twelve (12) full years of service and less than twenty (20) years, four (4) weeks vacation with pay.

3.08 For those employees with more than twenty (20) full years of service, five (5) weeks vacation with pay.

Service as used in this Schedule "C" shall mean service for Vacation calculation purposes only.

3.09 Employees who have been on "Leave" from the Company during the vacation year will have such periods of leave deducted from their vacation pay on a pro-rata basis, however this section will not apply if such leave is due to (a) compensable injury due to occupational accident, or (b) illness or accident for which "Sickness and Accident" benefits are paid or, (c) approved maternity leave under Article 14.07. and provided that in neither case shall the period exceed fifty-two (52) weeks.

3.10 An employee whose service with the Company terminates prior to May 31st of any year will receive pay equal to one twelfth (1/12) of his entitlement as outlined in 3.02, 3.05, 3.06, 3.07 and 3.08 above for each month of service since June 1st of the previous year.

3.11 Vacation pay will be computed on salary in effect on date of taking vacation.

3.12 Any period worked in excess of ten (10) working days in a calendar month will be credited as one (1) month.

3.13 "Service" as designated above shall mean the total of the periods of time during which the employee has drawn pay from the Company, save and except that an employee who has separated from the Company shall forfeit any service time accrued should he later be re-employed. However, employees who

had been credited with prior service at the date of signing this Agreement shall not lose such service time accrued.

3.14 "Earnings" as designated above, shall mean the total amount of wages, overtime payments or cost of living bonus paid by the Company in respect of continuous service during the calendar year ending May 31st.

3.15 All deductions normally made from an employee's pay shall be deducted from the employee's vacation pay.

4. **Jury Duty**

(1) Employees required to serve Jury Duty shall be paid the difference between their normal day rate and the amount they receive as Jury Duty Pay.

(2) An employee absent from work in order to serve as a witness in compliance with a subpoena in a federal or provincial court of law in the province in which he is working or residing, shall be paid the difference between his normal day's wages and the amount he receives as a witness. An employee is not entitled to pay under this provision in circumstances where the employee:

- (a) is called as a witness against the company or its interests; or
- (b) is called as a witness on his own behalf in an action in which he is a party; or
- (c) voluntarily seeks to testify as a witness; or
- (d) is a witness in a case arising from or related to his outside business activities.

5. **Rest Period**

A rest period of ten (10) minutes will be provided at a time set by the Company and the Union as is mutually agreed.

6. **Wash-up Period**

A wash-up or clean-up period of five (5) minutes before the end of the work shift will be provided.

7. **Bereavement Pay**

Pay, at regular day rate, **not** to exceed three (3) days will be paid an employee who loses either wife, husband, son, daughter, sister, brother, mother, father, grandmother, grandfather, mother-in-law, father-in-law, and including

step-parents of the employee or his **spouse**. Payment is made to the extent of the time lost. (Excluding Saturdays and Sundays) The Company agrees to provide a copy of the Bereavement application form to Local 673.

8. **Hospitalization - Ontario Health Insurance Commission Plan**

The Hospitalization Benefits provided in this Agreement were amended effective January 1, 1976. (See Hospitalization and Health Program Booklet.)

9. **Dental Plan**

Dental services incurred after that date will be reimbursed according to the 1997 Ontario Dental Association (O.D.A.) fee schedule.

. Effective January 1, 1998, Dental services incurred after that date will be reimbursed according to the 1997 ODA fee guide.

. Effective January 1, 1999, Dental services incurred after that date will be reimbursed according to the 1998 ODA fee guide.

. **Effective January 1, 2000 Dental services incurred after that date will be reimbursed according to the 1999 ODA fee guide.**

10. **Group Insurance**

The Group Insurance Benefits shall be as set forth in the Group Insurance Booklet and shall remain in effect during the life of this Agreement.

Benefits for retired employees shall be as set forth in the Group Insurance Booklet.

11. **Supplementary Unemployment Benefit Plan**

The Supplementary Unemployment Benefit Plan has been modified effective November 1st, 1972 and will remain in effect for the duration of this Agreement.

12. **Non Contributory Pension Plan**

The benefits and conditions governing the benefits will be as set forth in the Pension Plan Booklet.

13. **Shift Premium**

13.01 Employees who are required to work on shifts other than the regular day shift, will receive a premium of eighty (80) cents per hour for the

afternoon shift (3rd shift) and eighty (80) cents per hour for the night shift (1st shift) in addition to their regular salary rate,

Such a premium shall be included in the hourly rate for the calculation of overtime.

13.02 For the purpose of payment of an off-shift premium a shift which commences between the hours of 12 noon and 8:59 p.m. will be regarded as an afternoon shift. Any shift commencing between the hours of 9:00 p.m. and 5:59 a.m. will be regarded as a night shift.

When an employee is required to report for work ahead of his normal shift starting time in order to do overtime work, this shall not be regarded as a change in the commencement time of his shift.

14. "Ditto" Premium

This section deleted June 30, 1994.

15. Flight Pay

Any employee in the Bargaining Unit shall receive a bonus for all time spent in flying required in the performance of their duties at the rate of five dollars (\$5.00) per hour.

Flight time shall be computed from the time of take-off to the time of landing.

Bonus shall not be payable for ferry or other flights.

During bonus flights the Company will provide life insurance coverage in the amount of one hundred thousand dollars (\$100,000.00) per employee.

16. Call In Allowance

Any employee who has completed his shift and having clocked out, is then asked to work extra time, shall receive a minimum of four (4) hours pay at the appropriate rates for such additional work.

17. Paid Sick Leave

An employee who has completed his probation will be permitted up to ten (10) days paid sick leave in any calendar year. The Company may require proof of illness. Such paid sick leave will not apply to any day or days when Workmen's Compensation or Weekly Indemnity is claimable.

18. Out-of-Town Assignments

18.01 Employees required to work at locations other than the Downsview plant, which necessitates their living away from home, shall be subject to the following conditions.

18.02 Method, travel and route shall be determined by the Company.

18.03 Cost of travel fares to location and return will be paid for by the Company. If an employee wishes to use an alternate means of transportation than that determined by the Company, he will be compensated to the value of the Company's selected transportation provided he reports for work at the designated location at the time specified by the Company.

18.04 Travel by means of personal automobile, either with or without passengers, will be the responsibility of the automobile owner.

18.05 Travelling time to location and return will be paid at regular hourly rate of pay, at straight time, to a maximum of eight (8) hours in any twenty four (24) hour period if a method of travel is selected by the employee, and to a maximum of twelve (12) hours if method of travel is determined by the company.

18.06 Employees will be paid at their regular weekly rates for the standard hours of work each week, less any deductible time lost. In addition, the Company will pay twenty-five (25) cents premium per hour for each regular or overtime hour worked on such location (subject only to mandatory deductions). Authorized over-time of shift work will be paid in accordance with the provisions of the Collective Agreement.

18.07 Work on location where food and lodging is supplied will warrant in addition to the hourly premium, an allowance of three (3) dollars per day for each full day of twenty-four (24) hours on the location.

18.08 In the case of work parties at locations where food and lodging are **not supplied:**

- (a) Actual expenses under arrangements approved in advance by the Company shall be payable for trips of less than twenty-eight (28) calendar days to major urban centres;
- (b) For work parties of longer duration, or if the employee elects to receive expenses under this provision for trips of shorter duration as an alternative

to (a) hereof, a per diem allowance of twenty-two dollars (\$22.00) shall be payable to cover all of the employee's expenses at the work location.

18.09 An employee on a work party anywhere on the continent of North America will be afforded an opportunity to return home once each six (6) months for a reasonable period of time. Such time shall not be a paid vacation but rather a period in which he is afforded an opportunity to take a vacation to which he is otherwise entitled, or to take a leave of absence without pay or to work in the plant.

18.10 AU conditions relating to work performed by employees outside the limits of Continental North America will be discussed with the parties concerned before such job assignment is initiated.

19. Paid Education Leave

The Company agrees to pay into a special fund two (2) cents per hour per employee for all compensated hours for the purpose of providing paid education leave. Said paid education leave will be for the purpose of upgrading the employee's skills in all aspects of Trade Union functions. Such monies to be paid on a quarterly basis into a trust fund established by the National Union C.A.W. and sent by the Company to the Canadian Region C.A.W. headquarters at 205 Placer Court, Willowdale, Ontario M2H 3H9.

The Company further agrees that members of the Bargaining Unit, selected by the Union to attend such courses, will be granted a leave of absence without pay for twenty (20) days of class time, plus travel time where necessary, said leave of absence to be intermittent over a 12-month period from the first day of leave.

Employees on paid leave of absence will continue to accrue seniority and benefits during such leave.

20. Special Voluntary Retirement Allowance

20.00 The Company will offer a Special Voluntary Retirement Allowance ("Allowance") for those employees in job classifications which are affected by a job amalgamation which takes place during the first eighteen (18) months of the Agreement. The Allowance will be paid to such employees who, within three (3) months of the amalgamation, retire with ten (10) years or more of Credited Service under the terms of Local 673 Non-Contributory Pension Plan,

The amount of the Allowance for an employee will be one (1) week's salary at his regular weekly rate (excluding COLA) for each completed year of his

credited de Havilland service under the Pension Plan and will be payable in a lump sum within this (30) days of the effective date of retirement.

Further, in these specific circumstances, if such employee is between 60 and 62 years of age at the time of such retirement and has at least ten (10) years of credited service, his pension shall be without actuarial reduction.

20.01 Employees with ten (10) years or more of Credited Service who are scheduled to retire under the Pension Plan on July 1, 1994, who are currently in job classifications which are affected by a job amalgamation agreed to in this Memorandum of Settlement, will be paid the Special Voluntary Retirement Allowance.

21. WCB Advances

If an employee applies for Worker's Compensation Benefits and has not yet received such benefits, the Company will directly advance him monies, equivalent to the EI maximum benefits, provided the employee files medical proof of disability, including medical reports submitted to the Board, and signs the required form. Such form will acknowledge his commitment to repay the monies advanced from WCB benefits subsequently received or, if such benefits are denied or are insufficient, from wages or other benefits to which he may be entitled. The employee shall also authorize the Company to deduct such amounts due it from WCB lost-time benefits or wages payable to the employee, including vacation, termination or severance pay, and retain those amounts to the extent required to repay all monies advanced. Repayment schedules from weekly wages shall be established at a rate of \$250 per week but not exceeding 30% of wages.

SCHEDULE "D"
A GLOSSARY OF WORDS AND PHRASES

The following words and phrases are given definition and meaning to clearly indicate the common and consistent interpretation to be placed on them by all persons using the description.

Ability

A sufficiency of skill or competence to satisfactorily perform the work required of a job.

Demote

To change an employee's Job Classification and salary rate to another Job Classification drawing a lower salary because of work shortage or because of inability to perform the duties of the higher classification.

Discharge

To release an employee for cause and with loss of all employment rights.

Emergency

A condition that is unforeseen and/or is beyond the control of the Company that required immediate action and where there is not qualified Bargaining Unit personnel available to perform such emergent work.

Generally, the action taken is to prevent damage to Company property or injury to personnel.

Executive Board

Local 673 President, Vice Presidents, Financial Secretary, Recording Secretary, Trustees (3), Sgt.-at-Arms and Guide.

Experimenting

In the event that it is necessary to do experimenting, the area Union Representative shall be notified and a member of the Bargaining Unit in the classification affected will be present during the period of experimentation and may be called upon to assist in the experimentation.

Grievance

A complaint arising from the interpretation, application, administration or claimed violation of the Agreement for which redress is asked.

Layoff

Termination of employee's work due to work curtailment and under which the employee enjoys certain rights of recall to work.

Persistent Lateness or Absenteeism

To go on being late or absent after being warned to desist from the practice.

Probationary Employee

An employee who has been engaged by the Company and is undergoing a period of trial designed to determine his work qualifications or ability and character. During probation a new employee's references will be checked.

Promote

To elevate an employee to a classification which requires the exercise of greater talent or knowledge and which commands a higher salary rate.

Reprimand

A caution or other disciplinary action that goes on the employee's record.

Section Head

One who directs the work efforts and instructs a group of employees; who possesses authority to exercise disciplinary action and who can effectively recommend hiring and firing.

Supervisor

A position above that of Section Head created because of additional responsibility and/or the requirement of wide technical knowledge.

Surplus Employee

An employee who remains in the work force but is removed from his job classification due to a work reduction and applies his seniority to another job classification.

Suspend

Temporary termination of an employee's work as a disciplinary measure.

Transfer

To change an employee from work area to another work area or to change an employee from one Job Classification to another Job Classification without change in salary rate.

Vacancy

A vacancy is a job to which no employee has recall rights.

SCHEDULE "E"

OFFICE JOB DESCRIPTIONS

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CODE	CLASSIFICATIONS
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203	Mall Clerk - Senior
205	Clerk - Typist - Junior
208	Operator III - Tabulating Machine
209	Operator - Ozalid Machine - Senior
301	Clerk II - Material Record
302	Clerk - Stenographer
303	Operator - Calculating Machine
305	Clerk - Estimating
306	Operator - Bookkeeping Machine
311	Clerk III - Cost
315	Clerk - Typist - Senior
317	Operator - Telephone
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406	Clerk - File Systems
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410	Clerk II - Accounts

411	Clerk II - Payroll
413	Estimator - Cost Junior
415	Clerk - Customs - Junior
419	Compiler - Assistant
420	Clerk - Statistical
421	Clerk - Record - Maintenance & Construction
422	Operator - Reproduction Copy Machine
423	Clerk - Traffic - Junior
424	Dispatcher
425	Clerk - Publications
426	Clerk II - Spare Parts Pricing
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428	Clerk - File - Microfilmed Engineering Drawings
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434	Clerk - Product Support
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436	Clerk - Customs Avionics
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442	Clerk - Production Process Standards
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520	Clerk - Technical Publications Data
521	Coordinator - Promotions

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535 Methods Clerk II

602 Clerk - Logbook Control
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604 Clerk I - Cost
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606 Clerk I - Payroll
607 Clerk - Traffic
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738	Analyst - Spares Inventory
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800	Buyer Procurement
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911	Photographer I
912	Quality Assurance Technician I
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1008	Technical Illustrator I
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1010 Illustrator - Technical - Production Engineering I
1012 Aircraft Maintenance Technician - Quality Assurance
1014 Technician - Laboratory - Chemical
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1017 Clerk - Manufacturing & Project Costs - Senior
1020 Methods Analyst I
1036 Work and Material Planner I

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1203 Programmer Numerical Control Machines - Senior
1206 Quality Assurance Technician - Senior
1207 Technical Writer - Senior
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1210 Tool Designer - Senior
1212 Assistant Sales Promotion
1213 Estimator - Pricing and Forecasts - Senior
1215 Estimator - Engineering
1218 Illustrator - Technical - Production Engineering - Senior
1220 Methods Analyst Senior
1236 Work and Material Planner Senior

OFFICE JOB DESCRIPTIONS

OFFICE JUNIOR

CODE 101

Job Requirement

Requires no previous experience but should write a legible hand and be able to do simple arithmetic. Works under direction and supervision.

Normal Duties

Performs a variety of minor clerical and routine unskilled duties about an office as listed below-

- (1) Running errands, operating simple office machines.
- (2) Assists in Mail Room in all phases.
- (3) Makes Ozalid prints with automatic machine.
- (4) After instruction, may operate Microfilm machine, also collating of books, padding and other simple operations.
- (5) Filing alphabetical, numerical or code system. Keep record only of items withdrawn from files.
- (6) Post records on an alphabetical or numerical filing system. Postings to be made on and off. Balances to be extended.

Effective February 13, 1963

CLERK-GENERAL DUTY

CODE 201

Job Requirement

Previous office experience necessary. Works under normal direction and supervision.

Normal Duties

To perform any combination of the following or similar clerical functions:-
Make and file reports.
Tabulate and post data in various record books or systems.
Check calculations and send out bills.
Maintain and check simple records and schedules.

Assist in inventory taking or take a small inventory.

Operate various office machines.

Performs duties of a Senior Mail Clerk. Responsible for the sorting and delivery of all incoming and inter-office mail. Determine proper classification and postage charges for **outgoing** mail. Responsible for proper instructions of Office Junior in Mail Room.

Performs duties of a Senior File Clerk dealing with the tiling and recording of diversified items of record which may require presorting to determine allocation. May be required to post and maintain a cross or record index on tiles.

Effective February 13, 1963

MAIL CLERK - SENIOR

CODE 203

Job Requirement

Experience with de Havilland. Must be familiar with names of Department Heads and executive personnel and situation of offices or departments. Works without direction or supervision.

Normal Duties

Is responsible for the sorting and delivery of all incoming mail or inter-office communications; the listing of registered materials or cheques; must determine proper classification of outgoing mail and the proper postage charges. Is responsible for proper instruction of Junior Mail Clerk.

Effective February 13, 1963

CLERK - TYPIST - JUNIOR

CODE 205

Job Requirement

Requires an approved typing or business course. Some office experience desirable. Must type accurately at 50 words per minute. Works under direction, instruction and supervision.

Normal Duties

The majority of the time is spent on typing from written, printed or typed copy or in cutting stencils. When not required to type will perform routine office duties such as filing, sorting or assisting other personnel.

Effective February 13, 1963

OPERATOR ID - TABULATING MACHINE

CODE 208

Job Requirement

Academic status of junior matriculation or equivalent, mechanically inclined, desirous of undergoing technical and systems training for operation of I.B.M. tabulating machines. No previous experience required. Works under direct instruction and supervision, and must be able to develop good logic and concentration.

Normal Duties

Perform any combination of the following mechanical or allied clerical functions.

Hand or machine posting and maintenance of records and schedules.

Receive instruction and training on auxiliary I.B.M. equipment such as sorter, interpreter, collator as well as systems and procedures relating thereto.

Basic instruction and training on advanced collating, tabulating and duplicating equipment to follow after knowledge and experience is gained on auxiliary machines.

It is understood that senior Grade III "Tabulating Machine Operators" will have first consideration to advance to Grade II "Tabulating Machine Operator" under the following conditions:

- (a) If an opening occurs in the Grade II group;
- (b) If the employee applies for such opening;
- (c) If the employee has demonstrated his potential ability to do the work required;
- (d) It is understood that employees in this classification cannot apply for positions outside of the Tabulating Machine Operator classification.

Effective February 13, 1963

OPERATOR - OZALID MACHINE - SENIOR

CODE 209

Job Requirement

Previous experience in operating an Ozalid machine. Works under general supervision and direction.

Normal Duties

Set up and operate an Ozalid machine, making all necessary adjustments to obtain clear prints. Instruct and assign work to Junior Ozalid Machine Operators on two or more Ozalid machines. Maintain adequate stock of printing paper, ammonia solutions, etc. available at all times.

Effective February 13, 1963

CLERK II - MATERIAL RECORD

CODE 301

Job Requirement

previous experience in operation of a material record system or equivalent experience and familiarity with records of D.H. Works from supplied information under direction and supervision.

Normal Duties

Performs all duties of a Material Control Record Clerk with the exception of preparing and maintaining bills of material and component summaries.

Effective February 13, 1963

CLERK - STENOGRAPHER

CODE 302

Job Requirement

An approved stenographic course. Must take dictation at 60 words per minute and accurately transcribe on the typewriter at 40 words per minute. No previous experience necessary.

Normal Duties

To take and transcribe letters or other material, making correct use of grammar, sentence structure and punctuation. When not engaged in stenography, will perform typing, tiling or other miscellaneous office duties.

Effective February 13, 1963

OPERATOR - CALCULATING MACHINE CODE 303

Job Requirement

A course in calculating machine operation. Works under direction with minimum supervision.

Normal Duties

Operates calculating machine (comptometer or another type) a major part of time to perform complex or varied computations where the exercise of judgment in the selection and application of data or where a considerable knowledge of background subject matter is frequently required; performs all the basic computations of adding, subtracting, multiplying and dividing; generally checks and verifies computations. Work may involve such operations as use of decimals, fractions or percentages in pro-rating or other complex operations; using material from several sources for a combined computation; making calculations involving a series of computations and computing averages or making similar computations.

Excludes employees who use calculating machines only as an incidental part of another clerical function. Also excluded are employees who only use calculating machines for addition or subtraction.

Effective February 13, 1963

CLERK - ESTIMATING CODE 305

Job Requirement

The work required in this classification is entirely clerical. No knowledge of manufacturing procedure or cost estimating is necessary. Must be able to

operate a calculating machine effectively. The work is performed from available information and under rather close direction and supervision.

Normal Duties

To accumulate and record available data onto forms necessary for the use of the Cost Estimator or perform such other clerical duties as may be necessary to the office.

Effective February 13, 1963

OPERATOR - BOOKKEEPING MACHINE

CODE 306

Job Requirement

Requires a course in typing and bookkeeping machine operation plus experience in an accounting office. Must possess high speed and ability to instruct personnel of junior status on operation of the machine. Works under direction but with minimum supervision.

Normal Duties

Operates an accounting-bookkeeping machine to keep a record of varied business transactions, balances accounts and reconciles with controls. Work requires an understanding of the particular accounting system used by the firm and also may require a working knowledge of basic bookkeeping principles.

May assist in preparation of consolidated reports, balance sheets and similar reports. May maintain record of all transactions of a major phase or section of the complete set of records.

Excludes employees responsible for the development and introduction of new bookkeeping procedures and also excludes employees responsible for the final preparation of complicated balance sheets, profit and loss statements, income tax returns and similar reports with little or no direction or supervision.

Effective February 13, 1963

Job Requirement

Requires some general office experience. Work involved is of a purely clerical nature. Knowledge of shop practices is not required. Works under direction and normal supervision.

Normal Duties

An employee in this category will be required to carry out some or all of the following duties:-

- (a) Prepare cost data on manufactured parts for use by more senior personnel.
- (b) Prepare cost data on purchased parts for use in the establishment of selling prices.

Effective February 13, 1963

CLERK - TYPIST - SENIOR**CODE 315****Job Requirement**

Approved typing or business course followed by experience. Should accurately type at 60 words per minute. Works under limited instruction.

Normal Duties

Duties are divided between straight typing of orders, statements etc. and on the completion of clerical work which must be finalized by typing. May be required to assist others when time is available.

Effective February 13, 1963

Job Requirement

A clear resonant voice, tact and a wide knowledge of the names, titles and responsibilities of executive and administrative members of the office and plant operations.

Normal Duties

To handle incoming or outgoing local and long distance calls, and interplant or office calls, refer incoming calls to proper persons in response to general inquiries or designation of function only. Required to maintain records related to telephone usage.

Effective April 23, 1966

Job Requirement

Requires a thorough knowledge of the several Data Processing codes required to receive and transmit information pertaining to the location and progress of parts and materials through the various manufacturing **Operations**. Works with minimum supervision.

Normal Duties

Receives inquiries by phone, in person or in the form of written shortage reports and/or printed lists regarding the status of parts in **manufacture**. Codes or decodes information received or transmitted and operates a computer (360) Inquiry Console and related equipment to obtain the required information as to the location and status of the parts in question.

Effective October 30, 1967

Job Requirement

Requires a comprehensive knowledge of the microfilm techniques required to reproduce in reduced size, drawings, reports, documents, schematics, film, etc., to Company and MIL specifications. Works with minimum supervision.

Normal Duties

Loads microfilm camera, arranges and sequences material to be reproduced in accordance with required specifications; adjusts table and lighting; takes light meter reading to ascertain correct exposure; adjusts camera height and shutter speed; operates camera; checks film for overall quality and correct sequence; maintains work logs and records of completed assignments; may prepare numerical indexes; prepares film for mailing.

Performs other clearly related duties as assigned.

Effective February 15, 1969

CLERK - PRINTING & OFFICE SERVICES

CODE 321

Job Requirement

Requires a knowledge of printing and office service procedures and records; must be able to type 50 words per minute, file and use business machines. Works with minimum supervision.

Normal Duties

Transfers information from purchase orders and requisitions to other records as required.

Checks bills and allocates charges, arranges maintenance service for Company business equipment.

Locates and checks incoming material, advising superiors of discrepancies.

May perform other relevant work and assist Clerk - Printing Stock as required.

Effective January 23, 1976

Job Requirement

Requires previous office experience along with knowledge and use of telex equipment combined with the ability to communicate clearly both verbally and in writing; must have a good knowledge of the company's departmental structures, locations and key personnel; requires knowledge of courier(s) dispatch and delivery capabilities, fee structures, etc.: must have the ability to maintain appropriate records and to exercise good judgment in dealing with all levels of personnel as well as couriers, messengers, etc.; must be able to work with minimum direction and supervision.

Normal Duties

Performs all duties necessary to provide the smooth and efficient dispatch and receipt of all items requiring the use of courier services; provides centralized control and determines the most suitable means of handling items based upon urgency, cost and individual department/company needs: notifies couriers and ensures all documents, correspondence, etc. are processed couriered/received in a timely manner; monitors the progress of all incoming/ outgoing items and maintains the recording and billing, etc. of all such items through use of the data entry tracking system; investigates overdue items, methods of handling, time lost in deliveries, and reports on delinquent suppliers; informs recipients of package arrivals, and as directed, prepares reports on courier use, recommendations for improvement, etc.

Operates telex equipment to transmit and receive messages; responsible for all aspects of grammatical accuracy and correction as well as maintaining records of incoming and outgoing messages.

Performs other related duties and tasks as assigned.

Effective August 10, 1990

CLERK - CORRRESPONDENCE CONTROL

CODE 323

Job Requirement

Must have a working knowledge of DHC's organization **structure** combined with an understanding of the functions and locations of each department and their individual responsibilities; requires a general knowledge of the Company's systems, products and services with good organizational skills and distribution

for technical and management personnel; must be capable of working under minimum supervision.

Normal Duties

Receive, review and establish routing for all incoming correspondence/communications, Canada Post, telex, facsimile transmission, etc., in accordance with the practice procedures and directives as established by management; identify subject matter and determine appropriate routing to individuals having a "need to know" and assign action and reply responsibilities; maintain records of all routed letters, telex, facsimile messages, etc., including lists of individuals responsible for responding to customer inquiries/communications; receive and log all cheques received via Canada Post; maintain and control the release of customer identifiers with regard to sensitive information; lead, instruct and provide training to new employees with respect to correspondence control.

Perform other related duties and tasks as assigned.

Effective April 14, 1988

CLERK - DATA CONTROL

CODE 325

Job Requirement

Requires previous general office experience and/or an approved typing or business course combined with the ability to operate a simple remote or direct entry terminal to enter, retrieve or track information or data; must have good keyboard and organizational skills combined with a general knowledge of the Company's facilities, products and services.

Normal Duties

In addition to performing any combination of the listed duties of the Clerk - General Duty Code 201 and/or Clerk-Typist Junior Code 205, operates a remote or direct entry terminal for the purpose of inputting data used for the recording, tracking and/or control or dissemination of information for files, records, reports, statements, etc.; edits, checks and corrects erroneous data; monitors the flow and progress of data and as required extracts information for simple status reports and/or analysis by others; performs other related duties as assigned

Effective January 1, 1990

Job Requirement

Course on I.B.M. tabulating equipment or equivalent experience. Works under supervision and direction.

Normal Duties

Operates machines of a tabulating department used in sorting, calculating, printing or duplicating information punched on cards. Under direction of a senior or from standard wiring diagrams may set up the machines for performing their operations.

May be responsible for maintaining controls over certain sections of the work **performed in the department such as punching, verifying, etc.**

May do some related clerical work such as ordering tabulating cards or supplies and dating, numbering or writing in headings on completed reports, etc. May punch cards at times but only as an occasional job.

It is understood **that** senior Grade II Tabulating Machine Operators will have first consideration to advance to Grade I Tabulating Machine Operators under the following conditions:-

- (a) **If an opening occurs in the Grade I group;**
- (b) **If the employee applies for such an opening;**
- (c) **If the employee has demonstrated his potential ability to do the work requiring;**
- (d) it is understood that employees in this classification cannot apply for positions outside of Tabulating Machine Operator classification.

Effective February 13, 1963

CLERK II - COST**CODE 402****Job Requirement**

Business experience in a Cost Accounting office; works under direction and with minimum supervision.

Normal Duties

Accumulates figures in connection with the phase of cost accounting operation to which he has been assigned and prepares sundry statements. May be responsible for the balancing of labour distribution with direct payroll. Costs, and where required, carries out full investigations, and makes decisions for the establishment of standard costs on D.H. manufactured parts for delivery to stores or for use in the establishment of selling prices. Must be familiar with shop procedure as well as the routine of his department and knowledge of tie in with General Accounting.

Effective February 13, 1963

CLERK II - SPARE PARTS

CODE 403

Job Requirement

Experience in Production Control, Purchase Follow-up or Stores Departments. Works under direction and supervision from information supplied.

Normal Duties

Comprise the completion of shipping forms, compilation of reports on delinquent shipments; the initiation of Sales Orders and amendments on spare parts or assemblies. May check part numbers on Sales Orders to ensure such numbers correspond to stock numbers on microfilmed records; from microfilmed records ascertains the current quantity of parts, etc. in stock and records the same on such Sales Orders; may assist a Spare Parts Clerk I or perform duties relevant to those outlined.

Effective November 23, 1970

PHOTOGRAPHER III

CODE 404

Job Requirement

Requires previous experience in photographic laboratory work and picture composition as applied to commercial photography. Works as directed, with normal supervision.

Normal Duties

Sets up and operates still picture cameras and related equipment to photograph items such as passport photographs, small aircraft parts, fixtures and other subjects which may be retaken if necessary; assists seniors in arranging photo-sites, placing equipment and operating lighting; performs photographic laboratory work such as processing film, contact printing, enlarging and other like operations.

Effective February 15, 1969

CLERK - INSPECTION RECORD

CODE 405

Job Requirement

General knowledge of plant facilities and inspection procedures. Required to issue, receive, post and consolidate records as required. Works with minimum direction. Requires legible handwriting.

Normal Duties

To "copy type" or write Inspection Reports, using necessary forms and equipment. To perform routine office work and operate various office machines as directed by the Supervisor. To maintain files of Inspection Records and documents in any designated Inspection area. May be required to instruct other office personnel in lower classifications.

Effective February 13, 1963

CLERK - FILE SYSTEMS

CODE 406

Job Requirement

Sufficient work experience to enable the file clerk to set up, operate and maintain a filing system covering diverse subjects. Must also be able to set up a cross reference index and supervise assisting personnel. Works with little direction and without supervision.

Normal Duties

Sets up, operates and maintains cross reference files pertaining to drawings, engineering orders, modifications, correspondence, technical manuals, military specifications, standards and other like material; locates issues, receives and files such material and ensures its return to the files; may request and/or obtain new or modified drawings, specifications, manuals, etc. in order to ensure that the material on file represents the latest issue of the same. Assigns and checks the work of juniors. Performs other clearly related duties as assigned.

This classification does not cover filing copies of letters, memos, etc. or other duties normally performed by secretaries, stenographers, typists or office juniors.

Effective February 15, 1969

CLERK II - PRODUCTION

CODE 407

Job Requirement

Experience in a de Havilland production office or equivalent. Must have a thorough understanding of the functions of the department and its relationship to other departments. Works under minimum direction and normal supervision.

Normal Duties

From information supplied, compiles requisitions for parts or materials, routine shipping documents and reports. Responsible for operation of control and follow-up records. To complete work time may be required to perform limited duties of a Production Clerk I or assist on work relevant to the classification.

Effective February 13, 1963

CLERK - MATERIAL RECORD

CODE 408

Job Requirement

Previous experience in operation of material control system is essential or the equivalent. Experience and familiarity with the records of de Havilland. Works from supplied information under direction and supervision.

Normal Duties

Prepares and maintains up to date Rills of Material and component summaries. Records material requirements and relevant information on control cards; pre-allocate requirements, records purchase requisitions and orders, post material receipts and disbursements on stock cards and extend balances for each transaction. All the above entries to be made from supplied information. May be required to establish average unit prices and record on stock card, apply unit prices to shop requisitions and shipping orders. May be required, on occasion, to undertake some of the duties of a Material Control Clerk under his direction and supervision.

Effective February 13, 1963

CLERK -DISPOSAL G.P.A.E.

CODE 409

Job Requirement

A knowledge of D.H. inspection and service procedures. Works under direction and with limited supervision from provided information. Must be familiar with G.F.A.E. and service publications.

Normal Duties

To facilitate the routing and clearance of G.F.A.E. equipment to the proper destination by receiving, identifying, recording and disposing of material for repairs, to surplus or for disposal for scrap.

Effective February 13, 1963

CLERK II - ACCOUNTS

CODE 410

Job Requirement

Requires some business experience in an accounting office. Works under direction and with normal supervision.

Normal Duties

Accumulates figures in connection with the phase of accounting operations to which he is assigned. Must be able to perform duties such as:-

- (1) Post and balance Cash Book, Cash Sales Register. etc.;
- (2) Check invoice register;
- (3) Reconcile bank accounts;
- (4) Prepare invoices for customers;
- (5) Reconciles Suppliers' statements.

Effective February 13, 1963

CLERK II - PAYROLL

CODE 411

Job Requirement

A business course or equivalent and payroll experience. Works under direction and supervision. Works from supplied data.

Normal Duties

Assemble payroll data for tabulating by I.B.M. - complete "by hand" pay for released employees making necessary adjustments and completing necessary documents. Required to perform routine and repetitive payroll duties and may be required to exercise independent decisions.

Effective February 13, 1963

ESTIMATOR - COST JUNIOR

CODE 413

Job Requirement

Experience in a shop production office. Ability to read blueprints is essential. A Junior Cost Estimator is essentially a classification provided for those who desire to advance in one important phase of aircraft **manufacture**. Works under supervision and close direction.

Normal Duties

To assist Estimator of higher status in the working out Of cost estimates and, in time, to personally complete estimates on simple articles or components for which the essential information is available.

Effective February 13, 1963

CLERK - CUSTOMS -JUNIOR

CODE 415

Job Requirement

A working knowledge of custom claims procedures, both import and export. Must own and operate a reliable car which is required for the performance of the above duties. Mileage costs allowed.

Normal Duties

Imports

Visit various Customs Offices to present Customs entries and payment thereof in order to secure release of imported goods.

Exports

Arranges for marking off of all export entries at Customs Office and consularization of export documents as and when required.

General

Assisting Senior Clerk in preparing related entries and performing general duties in Customs Section.

Effective February 13, 1963

Job Requirement

Experience in reading blueprint. Experience in Production Control Follow-up or a Parts Department. Experience and familiarity with record systems. Works under direction and supervision.

Normal Duties

From information supplied, will be required to compile I.B.M. listings. Works with and assists Compilers on Technical Parts manuals or as assigned.

Performs work relevant to the job. Must be familiar with and able to correlate the work of other departments and perform such liaison functions as are necessary.

Effective February 13, 1963

CLERK - STATISTICAL

CODE 420

Job Requirement

Must have sufficient experience in statistical practices and methods to compile statistical reports, data and summarizes in accordance with established procedures or instructions.

Normal Duties

Compiles statistical data in accordance with established procedures for formula, ratios, forecasts and related statistical calculations; prepares and maintains charts, graphs, drawings, plottings, extensions and summaries including current trends for departmental statistics; attains records of statistical data, computation, charts, graphs, statistical reports and summaries by applying routine statistical techniques; uses calculators, adding machines and any other related equipment used in statistical work. **Assists** higher classified employees as required.

Effective April 23, 1966

Job Requirement

General knowledge of plant facilities, areas and locations and equipment. Requires a legible handwriting style and systematic method of making and filing records. Required to issue, receive, post and consolidate records as required. Works with direction.

Normal Duties

To perform clerical duties in relation to the activities and responsibilities of the plant engineering and maintenance department. Would prepare, issue, receive, post and maintain records in relation to preventative maintenance. Maintains Work Order control system. Expedite such work orders as required. Process emergency repair requisitions. Prepare and distribute stores and purchase requisitions as directed. Would perform other clerical work of a general nature as assigned. May be required to instruct other office personnel in lower classification.

Effective February 13, 1963

OPERATOR - REPRODUCTION COPY MACHINE CODE 422

Job Requirement

Must be fully qualified to operate I.B.M. Electromatic, Justowriter recorder-reproducer, Varsity and similar machines to correctly space, margin-justify and fit supplied draft text on forms and publications; must accurately type unjustified copy at speed of 60 words per minute; must be familiar with editing symbols and correct repro-copy by splicing, mortising and opaquing

Normal Duties

Operates a variety of different types and makes of proportional spacing colotype machines equipped with character compensation and line adjustment mechanisms where it is necessary to select proper type faces and type sizes, to cut out and splice in data punched tape recorder-reproducer equipment and make necessary adjustments to correctly space, margin-justify and fit supplied text within specified areas of manuscripts and reproducible copy for military and commercial handbooks and Company Sales Support literature. Proofreads and

Corrects copy as necessary by mortising and opaqing. May perform simple repro-copy assembling functions as directed.

Effective March 22, 1965

CLERIC -TRAFFIC - JUNIOR

CODE 423

Job Requirement

Requires previous experience in traffic and related accounting work. Work under direction and with normal supervision.

Normal Duties

Reviews freight bills and allocates freight charges to the proper accounts; checks freight bills and statements for correct billing and extensions; matches statement bills with receiving bills or export shipping orders; maintains department records; assists seniors as required.

Effective April 23, 1966

DISPATCHER

CODE 424

Job Requirement

Requires a general knowledge of Company transportation and mobile maintenance equipment plus knowledge of Company and Metropolitan Toronto areas and locations. Must exercise mature judgment and tact in performance of duties and have a thorough knowledge of the names, titles and responsibilities of Company executive and administrative personnel. Works under direction with minimum supervision.

Normal Duties

Receives and records routine telephone, written and/or oral requests for Company transportation and/or mobile maintenance equipment including Company cars, trucks, lift trucks, cranes, etc.; dispatches requested equipment; advises chauffeurs and truck drivers as to special instructions and location of additional pick-up points for materials, etc.; performs all related operations pertaining to the work including posting the authority for ordering Company cars, compiled from driver reports; may inform employees engaged in routine interdepartmental pick-up of materials and supplies, etc. as to additional pick-up

points; may receive and inform maintenance supervisors of requests for non-routine maintenance services.

Effective March 31, 1966

CLERK - PUBLICATIONS

CODE 425

Job Requirement

General knowledge of department procedure related to Company and/or vendor technical publications and manuals supplied or available to customers; ability to type accurately at 60 words per minute. Works with minimum direction and supervision.

Normal Duties

Reads customer requests for Company and/or vendor technical publications or manuals and checks as to the availability of the requested items; prepares letters informing customers as to the cost of such technical publications (if any), the date of shipment and related information; prepares required sales orders and initiates shipping documents; raises internal instructions for purchasing required vendor manuals and/or the printing of Company manuals; maintains records of sales orders; maintains an adequate supply of Company and related vendor technical publications and manuals. Performs other related duties as assigned.

Effective June 3, 1966

CLERK II - SPARE PARTS PRICING

CODE 426

Job Requirement

Requires previous experience in Spares, Production Control or Stores departments; knowledge of pricing formula, de Havilland agency discounts and related information including factory instructions, provisioning requisitions and the ability to operate a comptometer and adding machine. Works under direction with minimum supervision.

Normal Duties

Prices and extends prices for spare parts requirements from applicable catalogues, ensures the distribution of Spare Parts Catalogue, supplements thereto and issued amendments; may assist seniors.

Effective February 15, 1969

CLERK - TOOL DESIGN OFFICE

CODE 427

Job Requirement

Requires a basic knowledge as to Tool Design Office practices and procedures; the ability to type at 60 words per minute and to set up, operate and maintain a cross reference filing system and assign and check the work of junior personnel. Works with minimum supervision.

Normal Duties

Receives and segregates tool design information such as drawings, reports, memoranda, etc. and forwards such items to the appropriate section of the Tool Design operation; as required sets up, operates and maintains cross-reference tiles pertaining to departmental correspondence, memoranda, reports, etc., checks job time sheets weekly, compiles and types reports as to the number of man hours consumed on various projects and forwards such reports to engineering personnel in charge of projects; prepares statistical reports showing current performance against forecast performance; checks drawing releases and bills of material to ensure "shop packs" are complete; maintains charts, graphs and reports pertaining to the Tool Design operation. Assigns and checks the work of juniors.

Performs other clearly related duties as assigned.

Effective February 15, 1969

CLERK - FILE - MICROFILMED ENGINEERING DRAWINGS CODE 428

Job Requirement

Requires sufficient work experience to enable the file clerk to set up, operate and maintain cross reference files pertaining to microfilmed engineering

drawings and other data and a basic knowledge of the methods and procedures for coding I.B.M. cards.

Normal Duties

Codes and prepares chronological lists of engineering drawings and other data applicable to Company manufactured aircraft and modifications thereto; forwards lists and/or cards to the Data Processing Centre for the keypunching of I.B.M. cards for each drawing; receives and checks such cards from Data Processing and sets up and maintains cross reference files of microfilmed drawings for each basic type of aircraft and/or basic aircraft plus customer modifications; prepares and maintains a master deck of cards for each type of aircraft and arranges for inclusion of new microfilmed drawings as required; places and attaches microfilm negatives to I.B.M. tabulating cards.

Performs other clearly related duties as assigned.

Effective February 15, 1969

CLERK - ENGINEERING LIBRARY

CODE 430

Job Requirement

Requires a basic knowledge as to the function of the main Engineering Library; the ability to type at 60 words per minute, and to set up, operate and maintain a cross reference filing system, and to assign and check the work of junior personnel. Works with minimum supervision.

Normal Duties

As required, sets up and maintains files pertaining to records, books, periodicals and other engineering data; amends documents on file by deleting redundant information and inserting revised copy; types letters and office memorandum from draft supplied by seniors; types and completes standard forms used for procuring books and technical data from outside sources; issues to and receives books, technical publications and data, etc. from engineering personnel; maintains record of due dates of such material and, as necessary, collects overdue books, periodicals, etc., or arranges for a new due date; maintains file on subscriptions for technical magazines or other periodicals; places and removes books, technical publications, data, etc., from shelves; assigns and checks the work of juniors.

Performs other clearly related duties as assigned.

Effective February 15, 1969

Job Requirement

Requires experience in the application and use of Data Control procedures pertaining to the handling and distribution of various types of computer input and output items such as cards, films, tapes, paperwork and other like materials and knowledge as to the composition and routing of selected computer input and output material to designated departments. **Works** with minimum direction and supervision.

Normal Duties

From supplied information maintains and updates the receiving and report distribution status board; based on information supplied by operation control clerks, maintains and updates the computer scheduling board; receives and identifies all input and source information for processing; arranges input material for computer processing in convenient units for loading; collects, separates and places all related computer input and output for each job according to required **distribution**; prepares all **output for** decollating, bursting, booking and distribution of copies and arranges for dispatching of the same to user departments; sets up and operates decollating and bursting machines; prepares and maintains transmission and inventory records, reports and related statistics; maintains and updates records of all data processing supplies and prepares a cumulative and monthly cost statement; compiles and maintains a computer equipment downtime record from entries recorded in the Machine Status Equipment Logbook **records** meter readings of all equipment twice daily and compiles statistics related to the same for utilization reports; prepares and updates list of all reports by run number, description, distribution, name of user and user department; prepares and labels all records for archives showing dates of retention and disposal.

Performs **other clearly** related duties as assigned.

Effective **May 19, 1970**

Job Requirement

Requires previous general office experience including the maintenance of reference and other like files and a working knowledge of the technical terms pertaining to aircraft parts and components and the relevant Air Transport Association of America 100 code numbers. Works with minimum supervision.

Normal Duties

Prepares de Havilland Unsatisfactory Condition Report forms from information received from customers by letter, telex, telephone, etc.; as necessary, completes such forms by checking available parts lists and ATA 100 books for data to be included thereon such as Company part number, manufacturer pan number and ATA code numbers; checks with supervision if such information is not readily available; maintains and updates I.B.M. Card File of Unsatisfactory Condition Reports; monitors U.C.R. computer print-outs; maintains and updates mailing list of customers for distribution of Service Bulletins, etc.; maintains a record of Bulletins sent to customers; maintains and updates Microfilm Card File; orders supplies for the ITEK Photocopier such as paper and chemicals; replaces paper and chemicals in the copier if required; cleans copier at regular intervals and contacts supplier if it requires service or repair; performs other clearly related duties.

Effective September 29, 1973

CLERK - TAPE CONTROL -INFORMATION SYSTEMS CODE 433

Job Requirement

Requires a working knowledge of the Information Systems Department methods and procedures related to the storage and retrieval of computer tapes, disks and/or department manuals and associated paperwork: legible handwriting and the ability to set up and maintain required cross-reference files pertaining to the work. Works with minimum supervision.

Normal Duties

Locates, issues, receives and stores computer tapes, disks, departmental manuals and associated paperwork; maintains appropriate records of tapes, etc. received and issued; classifies and catalogues tapes by content and routing;

assigns codes in accordance with established procedures; issues tapes on request or as per scheduled requirements; updates and stores in a fireproof vault, designated original or duplicate tapes and departmental records; inserts new or revised technical and educational information in computer and educational manuals; removes redundant material from the same; checks returned tapes for wear or damage.

Performs other clearly related duties.

Effective June 6, 1974

CLERK - PRODUCT SUPPORT

CODE 434

Job Requirement

Working knowledge of the technical terms pertaining to aircraft parts and components, and general office experience preferred. Works with general supervision.

Normal Duties

Maintains Product Support information files by obtaining information from other D.H. departments and revising department limits of spares requirements for new Company products, including parts, tools, instruments, equipment, etc.; transferring information from other D.H. department records to Product Support records.

Provides current information and related reports to Field or Logistics Representatives by retrieving and assembling information from records.

Raises notices for informing customers by obtaining information regarding any changes in parts, etc. through exchange with appropriate D.H. departments.

Other related duties as assigned.

Effective October 16, 1979

CLERK - PRINTING STOCK

CODE 435

Job Requirement

Must have a knowledge of printing office procedures and records; be able to type, file and use business machines. Works with minimum supervision.

Normal Duties

Posts stock balances from purchase orders and requisitions, maintains an accurate record of minimum/maximum balances, advises supervisor regarding shortages. Must keep accurate record of paper used plus time and cost of printing. computes amount of sales tax to be paid.

Checks and locates material received.

Types journal vouchers and determines departments to be billed. Arranges maintenance services for Company business equipment.

May be required to perform other work relevant to printing office.

Effective September 1, 1975

CLERK - CUSTOMS AVIONICS

CODE 436

Job Requirement

Requires knowledge of the Custom Avionics Department cost control system. Must be familiar with Factory, Purchasing, Engineering and I.S.D. operations. Must be able to read basic blueprints and work with a minimum of supervision.

Normal Duties

Compiles cost and inventory data; tabulates vendor material cost by reviewing drawings and purchase orders, etc.; compares I.S.D. labour report data to work performance chart data for discrepancies, i.e. estimated labour times vs. actual; identifies discrepancies and reports findings to supervisor; prepares Custom Avionics cost data in appropriate format for Accounting Department.

Performs other related duties as assigned.

Effective September 16, 1977

OPERATOR - KEYPUNCH

CODE 437

Job Requirement

Requires proven ability and extensive experience in the operation of alphabetical and numerical keypunching machines and related equipment over a broad range of applications and keypunching speed equivalent to typing 60

words per minute applied in continuous operation without facilities for visual checking; may be required to pass a prescribed Card Punch Aptitude test. Works with minimum supervision.

Normal Duties

Operates alphabetical and/or numerical keypunch and verifying machines to transcribe or check a wide variety of data requiring a high degree of speed and accuracy in accordance with established keypunch and departmental rules and procedures; performs special keypunch and verifying assignments as required; prepares original and duplicate drum cards; operates sorters, reproducers and interpreters; performs setting and tiling duties.

Effective February 15, 1969

LABORATORY JUNIOR

CODE 438

Job Requirement

No previous laboratory experience necessary but requires academic qualifications equivalent to the Grade 12 graduation requirements for mathematics and physics and/or chemistry. Works under direction and supervision.

Normal Duties

Prepares specimens for testing, analysis or evaluations; may perform basis and routine tests as directed, observing and recording instrument readings and test results therefrom. Performs other normal duties as assigned.

It is further understood that after completion of one year as Laboratory Junior such employee will have first consideration to advance to Laboratory Assistant, salary Group 6 under the following conditions:

- (a) If an opening occurs for Laboratory Assistant;
- (b) If the employee applies for such an opening;
- (c) If the employee has demonstrated his Potential ability to do the work required.

Effective June 18, 1981

Job Requirement

Requires general office experience, including the maintenance of reference and other like files. General knowledge of Company and department procedures related to administration of component R & O. Must have a working knowledge of the technical terms of aircraft parts and systems. Good command of English language and legible handwriting is essential.

Works with minimum direction and supervision.

Normal Duties

To perform clerical duties in connection with the department's responsibility and activities for the administration of component R & O.

To assist the overhaul clerk to interpret customer requests for confirmation of: component receipt, progress or delivery and prepare a reply based on data available on file.

Prepares statistical reports of component average repair costs and delivery times from data on file.

Files R & O documents in accordance with systems in use.

May be required to perform other clearly related duties and assist the Repair & Overhaul Clerk Code 627.

Effective October 18, 1984.

Job Requirement

Requires a high school diploma combined with a general knowledge of plant facilities, locations and procedures; must have the ability to operate a personal computer with associated software used in the production of process standard documents etc., with the ability to type at a keyboard speed of 60 w.p.m.

Works with minimum supervision.

Normal Duties

Tracks and records PPS documents through the evaluation and sign off procedure; issues, receives, posts and consolidates all PPS records; sets up and maintains files Pertaining to PPS, planning and related technical manuals etc.; amends file documents through the addition/deletion of supplied information,

revisions etc.; handles and signs requests authorizing the printing of documents; maintains the timely distribution of new, revised and/or updated documents for all PPS stations; updates and maintains approved mailing and distribution lists for in-house and vendor/sub contractors through the TSO computer system; provides vendor companies with new and updated PPS documents; uses appropriate software to "copy/type" text for PPS documents and to produce charts/graphs of PPS status distribution etc.; maintains all standards and planning manuals; performs other clearly related duties as directed by supervisor.

Effective May 8, 1989

CLERK - PRINTING - SENIOR

CODE 444

Job Requirement

Requires previous printing office experience combined with some knowledge in the use of xerographic, duplicating, cutting and other related printing office equipment. Must be able to operate a direct entry terminal to enter, retrieve or track information. Requires good organizational skills and the ability to work with minimum direction and supervision.

Normal Duties

Required to plan complete layout of all material to be duplicated and set up, adjust and operate duplicating and related equipment to produce high quality copies and reproductions of original documents, line material, sketches em.; prepare and cut appropriate paper stock for printing requirements; recut, trim, perforate and score brochures and catalogues after completion; perform basic cleaning and maintenance of equipment and place service calls as required; maintain appropriate records in order to schedule and monitor printing requests and insure their timely completion; monitor a perpetual inventory system of printing office materials and maintenance supplies; may be required to instruct employees in lower classifications.

Performs other related duties and tasks as assigned.

Effective April 9, 1991

Job Requirement

Requires a high school diploma and a general knowledge of the methods and procedures related to the various sections of the accounting department combined with the ability to operate a simple remote or direct entry terminal to enter, retrieve or track information or data. Must have good organizational skills and the ability to work under direction and minimum supervision.

Normal duties

Operates a simple remote or direct entry terminal to input data used for recording and monitoring of information for accounting files, records, reports and statements; review and verify general ledger posting reports for completeness and accuracy; input changes to chart of accounts; prepare and process requisitions for payment according to established procedures.

Performs other related duties and tasks as assigned.

Effective June 21, 1991

SECRETARY I

CODE 450 (414/441)

Job Requirement

Fully qualified stenographer to supervisor or functional head level. Must take dictation at 80 words per minute, and accurately transcribe on the typewriter at 50 words per minute.

Requires the ability to set-up and operate word processing equipment and associated peripheral equipment, and type accurately at a keyboard speed of 50 w.p.m.

Works with minimum direction and supervision.

Normal Duties

Handle work of a confidential nature. Edit and type letters making correct use of grammar, spelling, sentence structure and punctuation. Handle periodic routine duties of superior, arrange for and schedule appointments, maintain employee and other confidential records. In general, thorough knowledge of personnel and company Policies, relieve superior of as much routine as possible.

In addition to performing the listed duties of the Clerk Typist Senior, Code 315.

Prepares a variety of typed documentation using judgment concerning layout of text for composition, grammar, punctuation and spelling. Using full capabilities of Word Processing equipment, coding and storing data on magnetic diskettes, and its subsequent retrieval for amending, revision or future use.

Handles work of a confidential nature.

Performs other related duties as assigned.

Note: Non Bargaining Unit Employees may use the word processing equipment in the performance of non bargaining unit work

OPERATOR IIA - TABULATING MACHINE

CODE 501

In addition to complying with the job requirements and having the ability to perform the duties of a Tabulating Machine Operator II - Job No. 401, a Tabulating Machine Operator IIA, Job No. 501. must comply with the following:-

Job Requirement

Course on I.B.M. tabulating equipment or equivalent. Works under direction with a minimum of supervision.

Normal Duties

- (1) Must be familiar with and able to operate the following machines under direction of a supervisor or senior operator.
calculator
Sorter
collator
Tabulator (printer)
Reproducer
Interpreter
Keypunch
- (2) Must be able to assist a supervisor or senior operator in data processing problems including creative machine wiring and job planning.
- (3) May be required to maintain control over various data processing applications on his job assignments, including assistance to personnel assigned to the execution of such work.

Effective February 13, 1963

Job Requirement

Experience in most intermediate positions in a production office. It is essential that he have a knowledge of blueprints, materials and specification symbols. Works under minimum direction and normal supervision.

Normal Duties

Prepare summary of materials required, from job cards or other relevant supplied material. Extend and convert findings. Maintain an up-to-date Bill of Materials and component summaries from material supplied. Effect all necessary material break downs. May be required to perform relevant work when time is available.

Effective February 13, 1963

PRINTER II - LOFT TEMPLATE

CODE 507

Job Requirement

Same as for Loft Template Printer I except that work is supervised and checked.

Normal Duties

To satisfactorily produce loft templates on a variety of materials or conversely make reproducible negatives from printed templates. All operations are covered by formulae and time charts.

Effective February 13, 1963

CLERK II - MATERIAL CODING AND BULKING

CODE 509

Job Requirement

Knowledge and ability to interpret a process card. General knowledge of materials, their specifications, form symbols and dimensions used. Thorough knowledge of the material I.B.M. master book. Knowledge and ability to code material and other production information applying established code. To be able

to interpret, check and correct coded and tabulated information listed by I.B.M. Knowledge of I.B.M. cards, their layout, interpretation, correction and filing. Works under normal direction and supervision.

Normal Duties

Codes material and other relevant information from process cards. Interpret and action changes and corrections. Checks and corrects tabulated information. Assists the higher grade clerk in performing his duties when necessary. Performs relevant work when time is available.

Effective February 13, 1963

OPERATOR -DATA COLLECTION SYSTEMS

CODE 511

Job Requirement

- (1) Requires working knowledge of payroll, labour and materials distribution procedures as required for Data Collection System.
- (2) Course in or equivalent experience operating I.B.M. 026 Key punch, 047 Converter, 082 Sorter and 077 Collator machines or equivalent.
- (3) Works under minimum direction and supervision.

Normal Duties

- (1) Operate all equipment as assigned and as required in Data Collection Process.
- (2) Edit labour print-outs making corrections as required.
- (3) Be responsible for determining elapsed times for payroll to reconcile pay deductions and premiums for day, night and overtime shifts. Must edit the tabulated statements resulting from these routines.
- (4) Accumulate and transmit or distribute Data Collection output to other departments as required or assigned.
- (5) May be required to assist in the training of personnel to perform other duties consistent with the classification.

Effective December 27, 1963

Job Requirement

Requires previous experience in setting up, adjusting and operating offset printing presses such as the Multilith 1250 or equivalent. Works under direction with minimum supervision.

Normal Duties

Required to set up, adjust and operate offset printing presses to reproduce in one or more colours and register, satisfactory copy of items such as letterheads, graphs, notices, forms and other like copy appropriate to offset printing presses such as Multilith Press; attaches and operates Multilith numbering equipment; cuts paper to required sizes; makes any required small printing plates; keeps records of the amount and type of stock used, the number of press impressions per running day and time consumed on the job; applies proper preservatives to printing plates in order to keep plates in good condition for reuse.

Effective April 23, 1966

OPERATOR - MICROFILM EQUIPMENT - SENIOR

CODE 513

Job Requirement

Requires extensive experience and expertise in all phases of Micrographics, and the ability to set up and operate microfilm processors and related quality control equipment.

Must be able to action, perform and evaluate tests, i.e. residual hypo tests, resolution test and processing control strip test, etc. and maintain related records. Must have the ability to instruct and assist in the training of junior operators.

Normal Duties

In addition to performing the listed duties described in the classification Operator Microfilm Equipment (319).

Set up, calibrate, operate and monitor microfilm processors, including changing, mixing and replenishing chemical solutions, to required concentration, adjusting and monitoring water, chemical and dryer temperatures.

Maintain complete tiling systems and library of film, jackets, index, and security film location including certificate of authenticity. affidavits, etc. Calibrate and operate all test equipment i.e., transmission densitometer, microscope, readers, readerprinters, inspection table, etc.

Prepare and perform tests, ensuring that density, resolution, residual hypo tests, image orientation, etc. are to Company requirements.

Maintain all equipment, determine and/or correct probable cause of film equipment or operator defects, and relaying technical information to service bureau when required.

Assist in improving existing microfilming systems.

Performs other related duties as assigned.

Works with minimum direction and supervision.

Effective February 18, 1980

CLERK - MARKETING PLANNING

CODE 515

Job Requirement

Requires a general knowledge of the Marketing and Sales departmental operations and procedures, the ability to type at 60 words per minute, a good background in geography and basic computer understanding and capable of entering data via a TSO terminal accurately and completely; should have previous experience in the gathering of available data on Aircraft ownership, to produce a D.H. World Airline fleet data base; must have a good knowledge of the technical terminology used in the Aerospace industry; works under direction with minimum supervision.

Normal Duties

In accordance with established procedures and as directed, provides the Marketing and Sales Department with a readily available source of the locations and ownership of all relevant aircraft in the world through the collection of data on aircraft ownership; the incumbent will be responsible for the storage-of information gathered by establishing a fleet data base; similarly, sales of competitors' aircraft will be recorded from available sources and stored by establishing a Competition Sales Data Base, updates to the data base will be made at regular intervals; the incumbent will be responsible for producing monthly and special reports for the supervisor by extracting information from both data bases; when directed, data will be extracted from the I.P. Sharp data base and/or other outside data bases as required.

Further responsibilities include the extraction of news from Aviation Publications, Magazines, etc. and the typing of the Marketing News Digest, a weekly summary of aviation happenings.

May perform other related duties as assigned.

Effective June 16, 1982

OPERATOR - REPRODUCTION PROCESSING

CODE 516

Job Requirement

Must be fully qualified, using Interleaf Software and associated equipment to format text and illustrations for publication. Requires accurate keyboarding/typing at 60 words per minute, sound working knowledge of DHC and ATA specifications, and the ability to transfer data from other electronic systems into the Interleaf system; must also be familiar with editing symbols and able to revise repro-copy.

Works with minimum direction.

Normal Duties

Produces reproducible copy for commercial and military technical manuals/publications and marketing/sales support literature. Program formats using electronic equipment to digitize text, photographs and illustrations to be filed in the Interleaf storage system; prepares illustration formats and pastes in the scanned material, sizing and modifying using electronic editing processes. Files completed repro material in the Interleaf storage system ensuring printing masters are in proper sequence prior to printing; operates the electronic printers by selecting sequential inputs from the Interleaf storage systems using Unix commands where necessary.

Performs other related duties.

Effective June 19, 1987

OPERATOR - DATA COLLECTION - TECHNICAL SUPPORT CODE 517

Job Requirement

Requires a grade 12 education or equivalent combined with some additional specialized P.C. training and a minimum of one years experience in the use and

application of personal computers and related hardware: must have a working knowledge of P.C. program applications specifically as related to Technical Support data collection requirements, communications and desktop publishing applications; requires a basic understanding of aeronautical terms as well as the ability to communicate well and work with a minimum of supervision.

Normal Duties

Responsible for the maintenance of all informational inputs for Technical Support P.C. data bases and related systems; monitors data input including the instituting of any requested modifications; edits and identifies erroneous or suspect data and recommends corrective action with respect to discrepancies occurring caused by improper or faulty methods of reporting, program errors, or possible equipment problems in the field; assists in the computerized compilation of data as requested including the production of reports and visual presentations (ie., charts, graphs, etc.)

Performs other related duties and tasks as assigned.

Effective July 1, 1988

CLERK - COMMUNICATIONS

CODE 518

Job Requirement

Must have a grade 12 education or equivalent combined with a good knowledge of various Company communication systems, including but not limited to telephone networks, message centres, switching connections, facsimile and telex store and forward methods etc.; requires previous experience in department telephone system design, telephone moves, new installations and investigation of Company wide system failures etc.; requires the ability to operate a computer terminal to extract pertinent information for various reports, as well as reconciliation and tracking of billing allocations, charges, etc.; must have the ability to communicate effectively with Department Managers as well as outside service and equipment suppliers, installers, etc.; must be capable of working with minimum supervision.

Normal Duties

Works closely with facilities department, telephone installers etc.. to coordinate departmental telephones moves and new installations; investigate and initiate immediate corrective action re: Company wide communication system failures; maintain computerized communications files and determine and allocate

telephone work charges: process all communication invoices within specified time limits and ensure charges are correct; determine and allocate departmental charges; maintain telephone equipment files by adding, deleting and changing pertinent information from all completed internal telephone work orders; match and verify internal work orders with Bell Telephone Work Sheets, etc., and reconcile with supplier regarding discrepancies to ensure all credits are received; determine charges of internal work orders and allocate to cost centres; maintain the Company's internal telephone directory and arrange for printing and distribution; assist in designing departmental software/hardware requirements and perform any other miscellaneous related duties and tasks as assigned.

Effective July 8, 1988

OPERATOR - MOHAWK DATA ENTRY TERMINAL CODE 519

Job Requirement

Requires experience and a proven ability in the operation of the Mohawk Data System Terminal as well as other on line conversion equipment used for data entry and transmission of engineering information to the DHC mainframe; must have a basic knowledge of the MDS operating commands and procedures required to maintain job control files and route data; requires accurate keyboarding skills equivalent to 60 w.p.m.; must have the ability to code and input data using the MDS and related peripheral equipment necessary to carry out tasks through to completion with minimum supervision.

Normal Duties

In addition to performing the duties of Operator - Keypunch code 437, uses the MDS terminal to encode and produce data entry media from a variety of engineering source documents; prepares input formats, layouts, screen panels, etc., and accurately encodes information to facilitate data processing; verifies and transmits data to the mainframe through the application of standard MDS operating procedures and commands; prepares necessary paperwork, maintains job files, schedules etc.; allocates diskettes and submits jobs to appropriate personnel as required; performs other related duties as required.

Effective September 1, 1989

Job Requirement

Requires a grade 12 education or equivalent combined with some additional specialized P.C. training and a minimum of one years experience in the use and application of personal computers and related hardware; must be familiar with Technical Publications source data and other required documentation sources.

Works with minimum supervision.

Normal Duties

Updates and maintains computer files for a networked database system which is accessed by departmental management and supervision. Obtains, correlates, and prepares from all sources, the information required for the generation of a variety of reports and charts as requested by management. Ensures timely receipt and filing of all Technical Publications source data used to update the database. Enters data from departmental change impact evaluation sheets, status reports, employee time sheets and other sources into the database. Produces a variety of reports on areas such as departmental status, tracking and programs projection purposes from the database, as requested by the supervisor. Carries out investigations, in conjunction with the supervisor, related to database or other pertinent areas. Uses a P.C. and various software in the preparation and maintenance of required statistical reports, charts and graphs. Uses other office equipment such as calculator, adding machines, etc. as required. Prepares and maintains work package files for use by technical writers, illustrators, and/or subcontractors.

Liaises with Engineering personnel to obtain any required documentation.

Performs other related duties as assigned.

Effective January 11, 1990

COORDINATOR - PROMOTIONS

CODE 521

Job Requirement

Requires a high-school diploma with some additional post secondary training and several years experience in the marketing/advertising/business field; must have a good knowledge of the company's products and marketing objectives specifically as they relate to sales promotion: requires a general knowledge of

marketing **Strategies** and protocol policies and procedures combined with strong organizational skills and the ability to meet deadlines; must be able to work under direction with minimum supervision and travel when required.

Normal Duties

Perform marketing duties necessary to research, cost and recommend vendors with regard to the acquisition of product models; initiate and follow up on approved orders for stock; coordinate with sales, customer engineering, marketing and other departments to ensure accurate logo and livery designs are applied to orders; handle and monitor disposition and maintain computerized inventory control; maintain and produce reports on budget charges inventory distribution, etc.

Handle marketing, sales and other Company departmental requirements/ requests pertaining to the ordering, purchase and disposition of gifts and promotional giveaways in support of sales campaigns, industry/customer visits, band over ceremonies, etc.; performs duties necessary to research, cost and recommend suitable items; monitor and record budget activities related to promotional items; ensures proper presentation; maintains appropriate storage and security as well as inventory and distribution records; responsible for the preparation and maintenance of data bases pertaining to invitations, mailing lists, meeting agendas, transportation requirements, preferred hotels, restaurants, etc.

As directed, performs various duties related to Government and/or Airline/VIP visits, trade shows and conventions, etc.; assists Sales, Public Relations, Customer Relations, Marketing and other departments in the development of agendas, invitations, transportation and any other arrangements which may be required.

Performs other related duties and tasks as assigned.

Effective June 30, 1990

ASSISTANT - PUBLIC RELATIONS

CODE 522

Job Requirement

Requires a high school diploma with some additional post secondary training and several years experience in a public relations/journalism environment and a general knowledge of photographic terminology and processes; must be familiar with departmental budgetary controls, company's products, goals strategies and history combined with good interpersonal as well as verbal and written

communication skills; requires a knowledge of related software packages and the ability to type 60 words per minute. Works with minimum supervision.

Normal Duties

As directed, performs various public relations duties necessary to coordinate communications demands of worldwide media, suppliers, and customers tailoring information to best suit requirements or individual publications; monitors media coverage of divisions products; assist in the coordination of departmental business during crisis situations; liaise with various departments, ie. Sales, Marketing, Human Resources, Engineering, etc., to ensure accurate information and visuals are maintained throughout all public relations materials; designs and maintains an effective distribution system for divisional external information, ie. press releases, photographs, briefing materials, etc., monitors departmental expenditures to budget and perform administrative duties as related to the daily operation of the department; coordinate special events of the department such as press conferences, hand over ceremonies, press briefings, made show preparations, industry tours, etc.

Performs other related duties and tasks as assigned.

Effective June 30, 1990

CLERK - SUGGESTION PROGRAMS

CODE 525

Job Requirement

Requires a high school diploma combined with a knowledge of the company's organizational structure, plant facilities, policies, procedures, and manufacturing environment; must possess good personal computer skills with knowledge of relevant administrative/record keeping software systems; requires good organisational, planning, and administrative skills with the ability to communicate and deal directly with all levels **within** the company.

Normal Duties

Screens and determines eligibility for suggestion awards; makes sure appropriate routing and investigative procedures are adhered to and that affected employees are kept informed; arranges and coordinates all award presentations including certificates, cheque preparation, management participation and publicity; assists and participates in the development and implementation of ongoing communication/publicity campaigns to promote employee involvement;

Answers queries and informs supervision/employees about suggestion program procedures; ensures suggestions are monitored and controlled through the use of computerized record keeping data bases; as required, produces reports on suggestion program activity; may prepare necessary information/reports for the Suggestion Award Appeal Committee which decides on final disposition in cases where declined suggestions are appealed.

Performs other related duties and tasks as assigned.

Effective June 30, 1990

METHODS CLERK II

CODE 535

Job Requirement

Requires a post secondary Certificate in Business Administration or equivalent combined with an understanding of a manufacturing operation and the ability to type 60 words per minute. Must be able to use a personal computer and related software.

Normal Duties

As directed performs a wide array of administrative duties within the Methods department such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations.

Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

CLERK-LOGBOOKCONTROL

CODE 602

Job Requirement

Prepares and maintains all entries and data in the logbooks for aircraft and/or their accessories. Requires a legible handwriting style and a systematic method of making and filing records. A knowledge of the routine for C.A.F., Department of Transport logbooks and inspection procedures is a prerequisite.

All work performed will be checked and approved by senior personnel. Works under general direction and/or supervision, May be required to direct other office personnel in lower classifications.

Normal Duties

Normal duties involve the recording, calculation and safekeeping of entries and data related to the total running times and life remaining in the logbooks for all aircraft and/or accessories. Entries in the logbooks would include the type of repair or overhaul carried out, parts and component replacements, special inspections, modifications embodied and major repair schemes carried out, special replacements and any other related activities. Assist in the routine preparation and handling of concessions as required by the Technician Logbook senior. Checking logbook information with Engineering, Production, Sales, Planning and Inspection departments. Keep all necessary records and logbook data taken from information supplied from other sources in an orderly fashion.

Effective July 1, 1988

CLERK I - CUSTOMS

CODE 603

Job Requirement

A knowledge of customs tariff and experience in the customs clearance of aircraft parts, components or complete assemblies. Works under minimum direction and supervision.

Normal Duties

Imports

Determines tariff classification of each item on an import invoice and computed duty and/or tax payable. Visits Customs and presents prepared entry forms and certified cheque necessary to secure release of the invoiced goods.

Exports

Breaks down the invoice entries into country of origin and orders up necessary paperwork. If a Consular Invoice is required, it is presented in person for certification at the local Consulate of the country involved.

Prepares cheque requisitions for signature of Section Head and carries out such other duties as are required of a Customs Clerk.

Effective February 13, 1963

Job Requirement

Requires considerable experience in an accounting or cost accounting office. May be required to familiarize clerks of lower categories with their duties. Works under minimum direction and supervision.

Normal Duties

Prepares and is responsible for complicated statements and reports for Management such as production aircraft costs or overhaul contract costs.

Is responsible for the cost status of all work orders in connection with the project(s) to which he has been assigned.

This classification also covers one or more of the following duties:-

- (1) responsibility for the establishment of standard costs.
- (2) responsibility for the work of the Stock Audit Team.
- (3) responsibility for D.H. owned outside inventories.

Effective February 13, 1963

CLERK I - ACCOUNTS

CODE 605

Job Requirement

Requires considerable experience in an accounting office. Works under a minimum of direction and supervision.

Normal Duties

Responsible for preparation of various financial statements and reports for management information. Must be able to prepare analysis of accounts, prepare entries for general ledger, approve vouchers for payment, investigate discrepancies and arrange adjustments. May be required to supervise clerks in lower categories. Must be familiar with the relations of his own group to other groups in the department and also other departments when necessary.

Effective February 13, 1963

CLERK I - PAYROLL

CODE 6%

Job Requirement

Requires considerable experience in payroll work. Must possess tact and good judgment. Works under direction but with little supervision.

Normal Duties

Answer employee queries - complete payroll recapitulations - instruct clerks of lesser status and carry on any of the operations required in the preparation of a Company payroll.

Effective February 13, 1963

CLERK - TRAFFIC

CODE 607

Job Requirement

Requires experience in the preparation and/or checking of world wide traffic estimates, damage claims, transportation invoices, bookings, etc. Must have workable knowledge of methods of shipment, rates, insurance and custom requirements and be familiar with D.H. internal procedures. Works with minimum direction and supervision. Must be capable of familiarizing junior personnel.

Normal Duties

Interpreting tariffs and miscellaneous information, checking rates and classifications to determine correct method of handling and transport, checking invoices for approval of payment, prepare export bills of lading and claims for overcharge, loss or damage and C.I.F. estimates. Orders transport and railway cars to scheduled requirements, conduct correspondence necessary to completion of any action. To complete time, may be required to assist in any clerical functions of the office.

Effective February 13, 1963

Job Requirement

Requires a comprehensive knowledge of Company and customer specifications and methods for making, packaging, packing, marking, preservation of shipping containers and knowledge of freight classifications related to containers.

Normal Duties

From examination of parts, material, blueprint, work order and/or sales order, determines the type and/or finish of material and parts to be packaged; establishes method of packaging, size and weight of containers and type of container compatible with the cost of items to be shipped and within contract and cost specifications; in accordance with established procedures, develops prototype packages including methods of bracing, blocking etc.; prepares coded packaging information forms for office from supplied information: as required makes and/or demonstrates initial packs.

Effective February 15, 1969

CLERK I - PRODUCTION

CODE 610

Job Requirement

Experience in a production office or equivalent. Must have an intimate knowledge of the control of manufacturing or overhaul functions and be conversant with service procedures. Works without direction and with minimum supervision and may familiarize clerks of lower grade with the job.

Normal Duties

Insuring the preparation, ordering and release of provisioning requirements as indicated by Sales Orders, Factory Instructions, Modification E.O.'s, inter-divisional orders, drawings, processes, inspection reports or other applicable documents or instructions. Responsible for the setting up and maintenance of control records and follow up.

Responsible for origination of all shipping documents.

Prepares necessary schedules and reports on the project in hand and may fill in time on work of relevant nature.

Effective February 13, 1963

Job Requirement

A thorough knowledge of loft template reproduction processes. Works under direction but without supervision.

Normal Duties

To satisfactorily produce loft templates on a variety of material or conversely make reproducible negatives from printed templates. All operations are covered by formulae and time charts. A senior printer is responsible for class of work produced in the section.

Effective February 13, 1963

CLERIC - CONTROL - G.F.A.E.

CODE 617

Job Requirement

A knowledge of D.H. Production Office and service signal procedures - a knowledge of C.A.F. supply procedures and publications and the ability to take proper action to effect final clearance of the material or equipment. Works with minimum direction and limited supervision..

Normal Duties

To originate and record the documents necessary to receive, ship, report for repair, report as redundant, etc. of G.F.A.E. - to control the receiving, transmission and routing of service signals - to prepare and distribute documents covering the delivery of service aircraft or surplus equipment unserviceable equipment or scrap materials or equipment arising from service contracts.

Effective February 13, 1963

Job Requirement

Requires a knowledge of custom drawback rulings and procedures applicable to imported machinery and to parts, instruments, materials, etc. used in the manufacture of Company products and exported from Canada. Works with minimum direction and supervision.

Normal Duties

Responsible for claiming drawback of duty on machinery, parts, instruments, materials, etc.; contacts suppliers for information on imported materials, etc. and obtains required certificates and entry forms; prepares necessary customs forms and claims for refunds; supplies custom auditors with records or other supporting evidence to justify a claim for drawback of customs duty; may set up applicable files, maintain relevant records and perform other normal duties as assigned.

Effective April 23, 1966

COMPILER - CAPITAL INVENTORY

CODE 620

Job Requirement

Previous accounting experience and knowledge of D.H. inventory procedures pertaining to the Plant Engineering and Facilities Department. Must be familiar with and use manufacturing nomenclature related to the preparation and/or maintenance of current inventory records of Company and Government owned plant machines and equipment. Works with minimum direction and supervision.

Normal Duties

Prepares and maintains up-to-date inventory cards, records and other relevant information as to Company and Government owned plant machines and equipment including their location ancillary parts and attachments, number of motors, h.p. phase, frequency, etc. and any other significant technical data required for a complete description of such machines and equipment; informs supervision of recorded alterations to the machines and equipment which increase or decrease their value; as required, contacts equipment suppliers to obtain operating or maintenance catalogues, brochures, pamphlets, etc. of plant

machines and equipment; on request, issues such technical information to Plant Engineering and Facilities personnel; checks machinery and equipment receiving vouchers, reports discrepancies to seniors; as requested works with and supplies inventory information to Accounting Department; prepares inventory tags and supplies information as to where and how the tag is to be applied; performs other normal duties as assigned.

Effective April 29, 1966

CLERK - INFORMATION SYSTEMS

CODE 624

Job Requirement

Requires a comprehensive knowledge of the Information Systems departmental operations and procedures and sufficient previous experience to check, balance and/or edit all accounting work received and/or issued from the Information Systems Department. Works with minimum supervision.

Normal Duties

In accordance with established procedures, performs the work necessary to check, balance, sort and as necessary, **edit** computer inputs and printouts pertaining to the financial, material and other accounting work processed in the Information Systems Department; as required, performs the necessary calculations to establish provisional control figures; maintains editing and control figures; sorts and checks payroll sheets, start forms and related documents for correct entries thereon; checks financial and material accounting inputs and prepares required paperwork and sends the same with related documents for keypunching; posts status of all jobs; sorts cheques for correct serial numbers, etc., and maintains cheque register; as required, assists personnel in the Information Systems, payroll and accounting departments to find, identify and correct discrepancies.

Performs other clearly related duties as assigned.

Effective May 1, 1969

Job Requirement

Requires a general knowledge of aircraft operations and field service techniques in order to understand customer problems related to the repair and overhaul of unserviceable aircraft parts and components. Should be familiar with the producing of sales orders, follow-up procedures, shipping methods, pricing and invoicing methods, etc. within D.H.C.

Works under direction with minimum supervision.

Normal Duties

To discuss, negotiate and correspond with customers on problems arising from unserviceable aircraft items for repair and overhaul, as covered by established procedures, issue safes orders and/or factory instructions for rectification or disposition of customer's defective item, maintain control of issued sales orders and amendments which authorize various repairs etc. to customer owned components.

Monitors the progress of all factory instructions and sales orders pertaining to the above items, maintains incoming and outgoing registers of R & O transactions with regard to Customer Support Services.

Performs required liaison with Estimating and Pricing Department to gather costing information on the repair and/or overhaul and to forward pricing information to the customer on a timely basis.

Completes necessary documentation for delivery of components and parts after repair and/or modification, ensuring satisfactory accomplishment of the work and that all customs papers, invoices, release notes, logbooks, etc. are completed and available for customer's signature.

May assist and offer guidance to junior personnel.

Effective April 28, 1983

CLERK - CONTROL -MILITARY/COMMERCIAL

CODE 628

Job Requirement

Requires a general knowledge of de Havilland Division production office and service communications procedures, manufacturing control and overhaul functions as well as a knowledge of commercial and D.N.D. supply procedures and publications and the ability to take proper action to effect final clearance of material or equipment; works with minimum supervision and direction.

Normal Duties

Responsible for coordinating and administering documentation necessary for the proper actioning of procedures required to receive, repair, and overhaul D.H. manufactured parts, components and equipment primarily for military but including commercial service contracts, as assigned; performs all contract and service procedures in strict accordance with D.N.D. specifications; responsible for all military material and equipment received and returned to D.N.D. including surplus and unserviceable/scrap materials etc., through the use of effective documentation and records control; verifies NATO stock numbers, procedures, and allocates appropriate work order numbers and requisitions for purchase order; identifies the type of service required and documents their description and parts requirements; records material codes and raises shop orders; liaises with D.N.D. with respect to progress, final shipment or any special problems; handle the receiving, transmission and routing of D.N.D. messages and communique relating to service contracts, A.O.G. situations, special problems etc.

Performs other related duties as required or assigned.

Effective May 30, 1989

COORDINATOR MARKETING ADMINISTRATION CODE 633

Job Requirement

Requires a certificate or diploma in business/marketing administration and several years experience in market planning/administration in a manufacturing and sales environment: must be familiar with departmental budgetary controls and reporting procedures combined with the ability to use related business software; requires good organizational, written and verbal communication skills; must have the ability to meet deadlines and work with minimum supervision.

Normal Duties

Monitors all departmental expenditures to budget on a daily basis; maintains the Marketing Administration data base and keeps all invoice records in up to date status; prepares monthly graphs for each budget category; as instructed, responsible for the preparation of monthly budget reports outlining projections to year end; coordinate departmental work schedules in response to Marketing needs; provide guidance to other staff and recommend appropriate job related training to meet departmental needs: maintain employee and confidential records

as required; ensures the accurate and timely documentation and distribution of information in the Marketing Procedures handbook.

Handle and/or coordinate the production, development and distribution of communications/letters of invitation, etc. for the company's aircraft evaluation seminars; set up and maintain data bases on selected attendees/customers, mailing lists, etc. and liaise with Sales Management to establish future potential candidates; coordinate seminar arrangements, logistical details, etc. and ensure appropriate visitor assistance is provided for such items as hotel bookings and accommodation, inhouse and offsite tours, transportation needs, banquet and meeting rooms, etc.; perform similar duties with respect to annual Sales and Marketing meetings *including* the arranging of guest speakers, etc.

Perform other related duties and tasks as required.

Effective June 30, 1990

ASSISTANT. - SALES

CODE 637

Job Requirement

Requires a diploma in business/sales administration from a recognized community college or the equivalent combined with some previously related experience; must possess a good knowledge of the company's products, corporate politics, business conduct guidelines and technical terminology used in the industry; requires well developed organizational skills and the ability to establish sales administrative procedures; must possess excellent interpersonal skills, good verbal and written communication skills as well as language translation abilities applicable to designated area; able to deal effectively with all levels of management and work under pressure to meet deadlines, requires a good knowledge and the ability to use and apply appropriate business related software. Works with minimum direction.

Normal Duties

As directed performs the duties necessary to collect and prepare data required for Sales departmental meetings, presentations, and reports; coordinate the administrative functions of department and assists in the preparation and maintenance of Sales department operating budgets; tracks and monitors Proposals/Requests for Contracts/Concessions and maintain related records; coordinate and liaise with various departments, ie. Contracts, Marketing, Sales, Finance, Engineering, Customer Support, Public Relations, Flight Operations, etc. throughout the Company to monitor aircraft progress from Customer contact through to aircraft delivery; performs various duties in support of sales activities

which may include among other requirements the coordination of visitor/customer arrangements, plant tours, sales literature, sales engineering studies, etc.

Performs other related duties and tasks as assigned.

Effective June 30, 1990

CLERK - ENGINEERING - ADMINISTRATION

CODE 638

Job Requirement

Requires a certificate in Business Administration or equivalent combined with a minimum one year experience in an engineering manufacturing environment; requires good computer skills and the ability to use relevant software; must have a general knowledge of accounting practices and good organisational and administrative skills.

Normal Duties

As required, sets up and maintains manual and computerised work sheets to accumulate program hours and headcount data; investigates variances and initiates corrective action; reviews, checks and verifies information and obtains authorisations if required; produces summary reports from computer printouts to assist in collecting and submitting labour distribution, employee status changes and other related data for employees performing work within an assigned area; answers questions and provides data to departments **requesting reports; prepares and produces customized standardization reports; produces graphs and charts** as required; produces guidance to other personnel engaged in related activities.

Performs other clearly related duties as assigned.

Effective: June 28, 1997

PHOTOGRAPHER II

CODE 702

Job Requirement

Requires a comprehensive knowledge of commercial photography and development techniques. Works under direction but with minimum supervision.

Normal Duties

Selects and uses various types of still picture cameras, film and related equipment to carry Out various black and white and colour assignments on the ground and in the air; obtains effective photographic results by use of correct lighting, camera position and placement of subject and equipment and by use of modern developing, printing and enlarging process; mounts and/or makes slides in black and white and colour; performs photographic laboratory work such as development and processing of film, contact printing, enlarging and projection printing of photographs, montage, etc. where precision alignment is necessary; maintains photographic equipment in a clean and working condition; assists seniors as required.

Effective February 15, 1969

OPERATOR I - TABULATING

CODE 703

Job Requirement

Course in I.B.M. operation or equivalent experience in a tabulating department. Works under direction but without supervision.

Normal Duties

Must be familiar with and may operate the various types of machines and should have several years experience as a machine operator. Responsible (under direction of supervisor) for operation of all types of tabulating equipment.

- (1) Able to assist the supervisor in planning and executing major changes. This includes designing card forms, writing up routines and making up wiring diagrams.
- (2) Where machine trouble or operator's errors cause delay, must be able to direct efforts of personnel to regain schedule with minimum of confusion and overtime.
- (3) Must be capable of servicing machines and making minor adjustments or replacements as necessary.
- (4) May direct the work of one or more assistants.

Effective February 13, 1963

Job Requirement

The job requires a wide knowledge of the production processes available in the shops - the ability to sight read loft templates, blueprints or sketches and to read inspection instruments.

Normal Duties

To investigate the reason for rejection of subcontracted incoming items such as parts, tools, subassemblies and assemblies, with a view to allocating the source of fault and recommend action to be taken on each item in regard to rectification or reclamation.

Effective February 13, 1963

Job Requirement

Experience in various production sections and have intimate knowledge of D.H. practices. Must be completely conversant with I.B.M. procedures and operations. Knowledge and understanding of material and parts identification and coding, specifications, treatments, substitutions and correct method of call up. Query Production Engineering re discrepancies on processing.

Experience in use and actioning of production breakdown books, coding books, production and spares processes and change sheets.

Detailed accuracy is very essential. Works under minimum direction and supervision and is able to familiarize and train clerks of lower grade with the job.

Normal Duties

Write up necessary information for I.B.M. to produce "Detail" cards and maintain same to latest processes for all parts and materials required for an aircraft type.

Issue and maintain current one-off Bill of Material.

Prepare purchase requisitions and supporting Bill of Material by specified deadline for production aircraft materials.

Prepare purchase requisitions and supporting Bill of Material by specified deadline for regular batch spares materials and revisions when required.

Prepare weekly Rush Spares Bill of Material and revisions when required.

Prepare special Bill of Material and advance provisionings.

Compile and supply information re materials and parts to various departments on request.

Effective February 13, 1963

CLERK-MASTERCODING

CODE 709

Job Requirement

Experience in various production sections and have intimate knowledge of D.H. practices. Must be completely conversant with I.B.M. procedures and operations. Knowledge and understanding of materials and parts identification, substitutions, Military and Federal specifications, and their alternatives. Have complete knowledge of material and parts coding procedure and be familiar with standard parts and all products bought or sold by D.H. Understanding of production and spares processing as related to the job. Detailed accuracy is very essential. Works under minimum direction and supervision.

Normal Duties

Originate code numbers for all raw materials, purchased and finished parts used on all aircraft types, their spares, and other relevant items.

Maintain an accurate "Master" file of codes for the production of all I.B.M. Bills of Materials and Purchase Requisitions.

May be required to interpret drawings as to Bills of Material.

Maintain a complete master set of coding books and issue all departments involved with a duplicate set plus supplementary listings.

Action and answer any material and part queries on processes and be able to obtain pertinent information from Engineering and procurement Department etc., to discharge duties.

Supply master cards and information on request to Costing, Procurement, I.B.M. etc., for special jobs.

Required to instruct in normal duties, clerks of lower grade.

Effective February 13, 1963

Job Requirement

Requires a comprehensive knowledge of engineering and factory operations and procedures and the Pricing Department's systems relevant to Marketing, Contracts, Engineering, Operations and Accounting and Information Systems Departments; must be a sight reader of blueprints. Works with minimum supervision.

Normal Duties

Prepares spares selling prices for submission to the Spares Department; investigates spare price queries and recommends appropriate course of action to be taken; prepares master schedule for Price Parts Catalogue computations; coordinates preparation and issuance of Price Parts Catalogues to the Spares Department and/or other applicable departments; prepares cost and revenue reports (actual cost vs. estimated costs); assigns and checks the work of juniors.

Performs other clearly related duties as assigned.

Effective May 1, 1969

CLERK - OPERATIONS CONTROL - INFORMATION SYSTEMS CODE 714

Job Requirement

Requires an academic background equivalent to Grade 13 and comprehensive knowledge of the Information Systems' departmental operations and procedures and basic knowledge of system/360 job control language and EDP operations. Works with minimum supervision.

Normal Duties

Lays out and maintains departmental progress charts and/or writes non-routine memoranda and reports such as Performance vs estimates or other like reports; performs the clerical work necessary to check and balance computer print-outs pertaining to the financial and accounting work processed in the department and maintains a payroll check register; records estimates as to the time and cost of new and amended data processing.

applications, etc. Updates and stores in a fireproof vault, designated original and/or duplicate tapes and information records such as job control listings, implementation flow-charts and other data pertinent to the Operations Control Area. Inserts new or revised technical and educational information received from suppliers in computer and educational manuals and/or removes redundant material from the same; maintains adequate employee records as to EDP program instruction courses.

Prepares and/or modifies system/360 control cards as requested by supervisor or in accordance with established procedures. Maintains Information System tape library; classifies and catalogues tapes by content and routing, and assigns codes in accordance with established procedures. Issues tapes as per scheduled requirements; maintains appropriate records of tapes received and issued; inspects returned tapes for wear or damage and stores according to classification and catalogue designation.

Performs other clearly related duties as assigned.

Effective October '22, 1970

ANALYST - SPARES ADMIN. DATA

CODE 716

Job Requirement

Must be familiar with and have a good understanding of the Customer Support Department's activities; requires a comprehensive knowledge of all administrative and financial aspects of the department; must have strong analytical abilities; requires accounting or related experience; must be familiar with regulations which govern the aerospace industry, such as ATA 200. etc.

Works under direction with minimum supervision.

Normal Duties

Prepares for senior and top management, monthly financial reports and special reports identifying the total Logistics Department's business activities, both interdepartmental and relative to customers. Upon receiving such an assignment from the Manager, Logistics Inventory Control & Technical Data, his designee and/or other management staff, the incumbent determines the type of data which is required and where it can be obtained; analyses obtained data and prepares a draft report; emphasizes the most important statements in the report by preparing and including graphical illustrations; reviews the draft report with the supervisor, and where necessary, amends report.

Assigns work to typists and other junior staff.
Develops and implements basic data gathering systems, some computerised, to streamline the process of obtaining information on a timely basis for periodic reports.

May be required to perform or assist in the performance of other duties related to the Logistics Department,

Effective September 4, 1981

TECHNICAL WRITER II

CODE 717

Job Requirement

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, must have a **minimum** of three years' experience as an aircraft or avionics maintenance technician or pilot or the equivalent.

Must have proven ability to effectively communicate in the English language and be able to thoroughly research and verify the types of data required in the aircraft manuals and/or service bulletins. This includes blueprint reading, data analysis skills, etc.

Normal Duties

This is an entry level Technical Writer.

Assists the senior level Technical Writer as instructed.

Will receive on-the-job training for future advancement to the higher levels of technical writing, while performing assigned duties required of a Technical Writer. These duties will progressively increase in complexity with time and experience. Will be given adequate supervision during the learning process.

Performs other related duties as assigned.

Effective December 16, 1985

TECHNICAL ILLUSTRATOR II

CODE 718

Job Requirement

Must be a graduate from a recognized Technical College or the equivalent; must have creative skills.

Works under supervision.

Normal Duties

This is an entry level Technical Illustrator.
Assists the senior level Technical Illustrators as instructed.
Assembles and mounts reproducible elements of artwork, type-matter, photographs, annotations negatives, etc., from prepared layouts; performs any necessary related work including trimming, splicing, cropping, retouching and opaquing; prepares charts, graphs, tables, diagrams, in pencil or ink as instructed. Operates job related equipment.
Performs other related duties as assigned.

Effective October 29, 1982

ANALYST FORECAST & PERFORMANCE I

CODE 720

Job Requirement

Must have a minimum Grade 12 education or equivalent plus a minimum of one year's experience in analytical and budgetary control work, requires a broad knowledge of the Company's accounting system, operations cost control and reporting systems as well as a general knowledge of the manufacturing environment; must be familiar with the learning curve theory and its application; must be capable of designing forms, charts and layouts.

Works with minimum direction and minimum supervision.

Normal Duties

Provides Management with reports pertaining to Development Production and other costs relevant to all aspects of aircraft production.

Prepares reports, statistics, charts, graphs, etc. pertaining to recurring and non-recurring costs of Company programs. Monitors actual costs against Company forecasts on an on-going basis; uses calculator, adding machine, drafting equipment and other related office equipment; assists higher classified employees; assigns and checks the work of juniors.

Performs other related duties as assigned.

Effective December 2, 1982

Job Requirement

Requires detailed knowledge of data collection equipment capabilities, operation and maintenance. including all D.H. systems having data collection involvement, ability to read eight (8) channel B.C.P. paper type and the ability to maintain documentation for data collection centre procedures. Must be capable of instructing, and assist in the training of junior operators.

Normal Duties

In addition to performing the duties described in job classification Operator - Data Collection Systems (5 11), monitors the data collection network within the de Havilland facilities ensuring that machines and all related equipment will be provided and maintained, including the directing of the transmission of data from the collection centre to the computing facility machine room. Assists the information systems department with the implementation of new systems with data collection involvement, including feasibility studies of proposed systems.

Responsible for the preparation of the hours worked for all hourly employees via the on-line D/C system, including the reconciliation of hours paid with labour distribution. Maintains inventory showing serial number and location of all operating and surplus Friden equipment.

Liaison with service personnel relevant to operation and preventative maintenance of equipment, including Company facilities department re: operation of wiring, stands, etc., for the operation of existing equipment, and the providing of new transmitting locations.

Responsible for correction of transmission anomalies caused by incorrect input, and badge requirements, including adjustments to labour and payroll. Participates with members of all other I.S.D. specialties on functional teams relevant to the development of new systems or to establishing and to maintaining special processing schedules.

Performs any required liaison between personnel using data entry facilities, i.e. Payroll Services, Personnel Department, Shop Supervision, concerning any changes to established procedures.

May direct the work of junior operators.

Performs other related duties as assigned.

Effective September 4, 1981

Job Requirement

Requires a thorough knowledge of Commercial Photography and Graphic Arts techniques.

Works under direction but with minimum supervision.

Normal Duties

Sets up and operates process camera and related equipment for the production of line negatives, half tone negatives and positives. Maintaining accurate register, balance of contrast correct density, and DOT structure. Performs negative **retouching**, stripping and masking operations as required for black and white reproductions. Maintains photographic equipment in a clean and working condition.

May set up and operate still cameras on routine black and white and colour assignments.

Assists seniors as required.

Effective March 21, 1983

CLERK - FACTORY DATA COLLECTION SYSTEM - SENIORCODE 723

Job Requirement

Requires a grade 12 education with a minimum of two year's computer data collection experience; must be fully conversant with all aspects of the DCAM Factory System, informational requirements, input formats and data applications for all Manufacturing users; requires operational knowledge of TSO and other related data entry equipment and techniques; must have sound organisational skills combined with good keyboard abilities; requires good communications skills with the ability to work under direction with minimum supervision.

Normal Duties

Responsible for gathering and processing information as instructed; conduct edits as required and identifies erroneous or suspect data inputs for recommended corrective action; assist in monitoring procedures related to all input activities with respect to the Factory Data Collection System; prepare reports and document activities and exceptions; provide resolutions to input and related queries from all users pertinent to transaction procedures and their impact; maintains and updates User Manuals, table files, reports and other relevant data; assists in the continuous training of personnel using the Factory Data Collection System (FDCS); provide information to FDSCS users as requested and assists with the ongoing review of the present system and implementation of enhancements.

Performs other related duties and tasks as assigned.

Effective April 11, 1988

COORDINATOR - MICROGRAPHICS

CODE 725

Job Requirement

Post secondary school training in Micrographics/Records Management combined with several years of related work experience; must have a comprehensive knowledge of micrographic applications and procedures including micrographic library indexing and filing systems etc.; must also possess an extensive knowledge of the company records management procedures and Canadian Micrographic standards related to conversion, archive storage and record retrievals as may be required for litigation purposes.

Normal Duties

In addition to performing the duties described in the classification Operator - Microfilm Equipment - Senior, (513), coordinate the receipt and scheduling of all records for micrographic conversion and archive storage; makes sure proper company procedures and Canadian Micrographics Standards are followed and that only approved records are accepted for conversion; provides guidance and assistance in the training of junior personnel; coordinates the scheduled requirements of other departments; maintains schedules to meet completion dates and monitors quality of all micrographic work to set standards; organize the shipment of microfilm and microfiche to off site vault for security purposes; maintain and supply statistical reports, information related to micrographic

departmental operations etc.; assigns and checks the work of juniors; performs other related duties as assigned.

Effective August 1, 1989

ASSISTANT - LABORATORY

CODE 727

Job Requirement

Requires graduation from a recognized technical college or equivalent with a two year Technician Certificate in chemical or metallurgical technology; or academic qualifications equivalent to Grade 13 level in chemistry, physics and mathematics plus at least one year's experience in an industrial laboratory. Works under normal supervision,

Normal Duties

Performs routine chemical and/or metallurgical tests and analysis of metallic and non-metallic materials including routine hardness tests, fatigue tests and analysis of electroplating baths, solvents, etchants, alloys and other like materials; operates any test machines, instruments or equipment in the laboratory; prepares routine reports; assists seniors as required.

Effective June 22, 1990

COORDINATOR - LOGISTICS LIAISON

CODE 729

Job Requirement

Requires a minimum grade 12 education combined with a comprehensive knowledge and several years experience relating to spares ordering and provisioning, logistics materiel supply, purchasing procedures, repair and overhaul procedures and the product support function; must possess good verbal and written communications skills with the ability to liaise effectively with customers, vendors, suppliers and all Boeing-DH personnel as required must possess good personal computer skills as well as the ability to use other related data entry informational tracking methods and techniques as required; must be able to work under diction with minimum supervision.

Normal Duties

Responsible for assisting the customer relative to the identification and coordination of spares supplier problems; liaises with materiel buyers and aircraft operators regarding complaints with respect to repair and overhaul, turnaround times, communications response, leadtime, provisioning data, expedites, etc.; receives complaints or queries from operators via phone, fax, telex, letter, etc., and relays to materiel requesting resolution; liaises with other various departments as necessary and communicates resolutions back to operators in a timely manner; document and maintain appropriate records, reports and files, etc.; provide information to assist product support negotiations; inform suppliers by maintaining up to date operator listings for new aircraft in service, etc.; develop and produce reports on supplier performance by soliciting responses, collecting and compiling operator data in computerized form; provide liaison assistance between the company and various subcontractors for out of production off-load programs as required; monitors inventory relative to product support agreements to ensure payback of parts to Boeing-DH in a timely manner; provide weekly **status** updates to management relative to supplier/ operator problems.

Performs other related duties and tasks as required.

Effective July 12, 1990

LIBRARIAN

CODE 730

Job Requirement

Requires a minimum grade 12 education with additional post secondary training in the principles of print and video library administration; must have a working knowledge of methods and systems used to classify and catalogue a wide range of publications, books, documents, video, audio visual materials, etc., combined with previous experience in the operation of an informational resources/library centre; require the ability to source and find information from a wide range of media; must possess excellent organizational and communication skills with the ability to relate effectively with all levels of personnel both within and outside the company; requires the ability to set up and operate all related audio visual equipment; must be familiar and know how to operate personal computers; must be able to work with minimum direction and supervision; and to effectively control all library services and standards.

Government security is necessary.

Normal Duties

As directed, operates and maintains the company's central library services, facilities, books, reports, etc. and all FAA and international information of aviation regulations; catalogue and maintain new material not included in STAR index or IA Abstracts; provides a timely service of information on work related items; provides support to line management in the form of information related to manufacturing techniques; produce a regular New Sheet of aircraft related information from magazines, reports, etc.; coordinate activities with external organizations regarding inter-library loans, book orders, subscriptions, deposit accounts, etc.; develop, maintain and administer a video library to include a master catalogue with cross reference, loan service, video critiques, listings and support; ensures requested or required equipment is properly scheduled and maintained monitors and records the utilization of self learning materials; maintains indexing records, and files/retrieves all materials; maintains and ensures that all storage/retrieval systems work effectively; makes recommendations for improvement in print and video library.

As directed, may assign and check the work of juniors; performs any other related duties and tasks as required.

Effective June 30, 1990

COORDINATOR - MARKETING COMMUNICATIONS CODE 731

Job Requirement

Requires a certificate or diploma in marketing/advertising and/or media communication or the equivalent combined with some previously related experience in an aircraft sales/marketing environment; must have a good knowledge of the company's products, market advertising objectives and related budgetary procedures; requires good organizational abilities combined with excellent oral and written communication skills; must possess a knowledge of protocol policies and procedures along with good interpersonal skills; requires the ability to meet deadlines and work with minimum supervision; must be prepared to travel when necessary.

Normal Duties

As directed, perform marketing duties necessary to coordinate advertising in support of specific campaigns; liaise with sales, public relations, market

planning and development, marketing support services and other departments to identify opportunities and make recommendations for advertising through paid media; conducts ongoing surveys within internal sales to assess product and service promotional cost effectiveness; organizes review meetings and coordinates the implementation of message development for exhibit designs; research, produce cost estimates, and prepare and maintain advertising publications data bases; performs various duties related to company participation in airshow chalets, events, seminars, conventions, banquets, and receptions in support of sales and other corporate activities.

As directed, provide guidance to internal/external suppliers, monitor and record financial expenditures, contracted budgets, etc. and coordinate the production of frontline company/customer marketing communication materials, programs and advertising requirements; performs various duties related to Government and/or Airline/VIP visits, trade shows and conventions, etc.; assist Sales, Public Relations, Customer Relations, Marketing and other departments in the development of agendas, invitations, exhibits, transportation and any other arrangements which may be required.

Performs other related duties and tasks as required.

Effective November 15, 1990

CLERK - CONFIGURATION CONTROL

CODE 732

Job Requirement

Requires a certificate or diploma in business administration or equivalent combined with a comprehensive knowledge of the Company's Quality Assurance Operations, relevant aircraft records and associated reference materials; must have the ability to sight read engineering drawings, associated documentation, etc. and the capacity to analyze Quality Assurance documents; requires a competent working knowledge of the mainframe and personal computer as well as PC program applications specifically related to Quality Assurance records area, must have a working knowledge of the routine of C.A.F., D.O.T., F.A.A. logbooks and inspection procedures as well as the ability to communicate well and work with minimum supervision.

Normal Duties

Responsible for the analysis, verification and maintenance of configuration records; initiate and perform audits of documentation to ensure accuracy; investigate anomalies and/or verify changes to aircraft configuration and report

discrepancies to appropriate departments: **investigate** and recommend any systems changes to improve the accuracy, efficiency and control of configuration record processes; monitor and maintain a schedule for timely collection of all aircraft build records and reports; develop reporting methods to measure aircraft delivery performance as well as the performance of the department suppliers; liaise with various departments (Customer Engineering, Manufacturing Engineering, Change Board, etc.) to ensure completeness and accuracy of all related documentation; analyzes data from various sources to produce reports and visual presentations; assign, coordinate and check the work of employees in lower classifications.

Performs other related duties and tasks as assigned.

Effective June 19,1991

TECHNICIAN II - MARKETING PRESENTATIONS CODE 733

Job Requirement

Requires a certificate or diploma in Arts with some additional post secondary training in design/graphic arts or the equivalent and a demonstrated ability in the use of graphic design and other related software programs; must have good organizational abilities combined with excellent verbal and written communication skills; requires the ability to meet deadlines and work with minimum supervision; must be prepared to travel when necessary.

Normal Duties

Creates *and* produces illustrations and other artwork required for Sales and Marketing reports, publications and presentations; using appropriate software compiles and formats information from various sources, ie. CAD drawings, blueprints, engineering drawings, sketches, photographs, analytical information etc. and lays out illustrations for the most effective presentation; ensures accuracy of all technical and graphic materials/presentations; liaise with internal and external sources with regard to the quoting, purchasing and production of reports and presentations; prepares and maintains standard disk library of all illustrations and presentations; produce standard and customized slide/overhead/video presentations for the Marketing and Sales departments and senior management; as directed provides guidance and training to other departments requiring similar presentation materials.

Performs other related duties and tasks as assigned.

Effective June 30, 1990

Job Requirement

Requires a post secondary Diploma/Certificate Business Administration or equivalent combined with a minimum two years experience in a computerized manufacturing environment; requires an indepth knowledge of the operations and functions of Methods, Production, Purchasing and Work and Material Planning combined with the ability to use a personal computer and relevant software; must have good organizational and administrative skills and the ability to work under minimum supervision.

Normal Duties

As directed performs a wide array of administrative duties within the Methods department such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations.

Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

WORK & MATERIAL PLANNER - II

CODE 736

Job Requirement

Requires a Post Secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. Requires good computer skills and the ability to use relevant software and have good organizational and administrative skills..

Normal Duties

Establishes and determines inventory and work in process levels in accordance with the Master Production Schedule taking into account lot sizing, order policies and dollar value analysis to minimize inventory investment;

determines the quantity and delivery schedule for each item maintaining inventory levels necessary to support production and spare parts requirements; establishes the effectivity of Engineering changes; action changes as they relate to W.M.P. responsibilities; issues purchasing requisitions and provides follow-up forecasts based on the Master Production Schedule; initiates necessary action to dispose of obsolete material and parts; conducts detailed investigations and studies to analyze day to day activities as they relate to Work and Material Planning; identifies deviations and coordinates alternative action when required; follows up on all production activities and performs other related tasks and duties as assigned. Provides guidance and direction to junior personnel engaged in related activities.

Effective June 28, 1997

ANALYST - SPARES INVENTORY CODE

CODE 738

Job Requirement

Requires one year experience in a computerized inventory management and distribution environment. Requires good computer skills, knowledge and experience in manual and computerized inventory systems and the ability to use relevant software. Must have good organizational and administrative skills. Works with a minimum of supervision.

Normal Duties

Establishes and determines spare part inventory levels to meet/anticipate customer requirements taking into account: order policies, lot sizes and dollar values analysis; determines quality and delivery schedules for each item; determines distribution center requirements and maintains inventory levels to support customer requirements; issues spare part requisitions and provides follow up activities; prepares and maintains complete records as to the current status of delinquent vendor and production items; arranges for, and records the movement of items through the various stages of manufacturing and/or stores, etc., requests improved delivery dates and provides the necessary follow-up where items have been completed or received; conveys all pertinent information regarding the supply of required parts and materials to the Sales section, and arranges for the transportation of priority items to the appropriate store areas.

Initiates stock counts; analyzes and corrects all inventory report errors or discrepancies; analyzes inventory records; maintains back-up files and prepares

summary and exception reports. Initiates action to repair and/or dispose of obsolete/unserviceable parts.

Assists in improving the existing inventory control systems and may be required to direct the work of junior personnel assist in their training.

Performs other related duties as assigned or required.

Effective June 28, 1997.

CUSTOMER SERVICE REPRESENTATIVE

CODE 739

Job Requirement

Requires a comprehensive knowledge of the Spares Department and related company procedures. Previous experience with aircraft parts, stores functions and the ability to read and interpret engineering drawings and technical manuals. Requires a general knowledge of the warranty section of the purchase agreement and aircraft operations to understand problems related to warranty matters and the repair and overhaul of unserviceable parts to allow for the settlement of customer claims. Should be familiar with various departments functions such as Pricing and Shipping to complete orders. Works with minimum supervision and direction.

Normal Duties

Responsible for specific customer accounts Process spare parts order types including quotes, mra's, credits and invoice memos. process customer account investigations, reconciliation's, initial provisioning and consignments Liaisons with various departments to supply customer order information, such as price, availability and status. Provide customer contact by phone/fax and answer queries or supply information **related** to spare parts order and warranty claims. Report and track customer account status including order status, backlog and warranty. Provide guidance to personnel in lower category. Provide other related duties as assigned.

Effective June 28, 1997

Job Requirement

Requires a University Degree in Commerce or three years relevant Buyer experience or attainment of level II Purchasing Management Program (P.M.A.C.). The position also requires good computer skills and the ability to use relevant software and have good organization and administrative skills.

Normal Duties:

Define and develop a strategy for optimizing Quality, Volume, Time, Place and Cost Parameters. Obtain internal information: budget and schedule; perform external market analysis; market, suppliers and delivery times, perform supplier research and development; determine and validate a strategy.

Manage request for proposal; prepare documents, issue documents, exchange information and receive proposal; Manage processing of proposals; obtain technical analysis from the relevant department and incorporate it with the buyer's commercial analysis; Select bids which respond to the strategy.

Negotiate the contract; prepare negotiation documents; validate negotiating mandate; negotiate with one or more suppliers; recommend an option or proceed with the purchase, pursuant to the pre-defined level of authority.

Document transactions, execute contracts and issue purchase orders in accordance with established policies and procedures.

Interact with external parties such as suppliers for purpose of; ensuring compliance with contract clauses; maintaining and developing present suppliers; seeking new sources of supply.

To post supplied information accurately to the Procurement Record and to insert balances.

To assess the status of balance of material and determine availability or non-availability for specific requirements.

To establish and record the quantities of material to be purchased supplying such basic information from the Procurement Record as may be required by the buyer to prepare the purchase order.

To reconcile stock quantities found in the plant with quantities reflected by the Procurement Record. To prepare and check documents recording procurement transactions as required by other departments for purposes of distribution of material or costs.

Perform other related tasks as assigned.

Effective: April 16, 1997

Job Requirement

Wide knowledge of the office procedures necessary to write up and put into operation routing and scheduling instructions. The ability and personality to obtain necessary information or assistance from Engineering, Sales or other senior departmental personnel. This classification is a normal progression from Production Clerk I.

Normal Duties

To process Sales Order requirements for "special" civil or military aircraft after personally requesting and obtaining engineering data or other data which is necessary for the successful completion of the job. Work may entail a check of Company stock and a request for purchasing action on short material or parts - issuance of necessary work order, routing or re-routing instructions - control work order numbers and make up shop and inspection lists covering special equipment.

May be required to work from advance engineering information or advance data from other sources.

In short, the job covers the requirement that, regardless of obstacles, a short "special" order is complete and ready for delivery when promised.

Effective February 13, 1963

Job Requirement

Requires a thorough knowledge of all phases of financial accounting and the related I.B.M. operations and procedures. Required to assign, check and coordinate the work of accounting clerks in lower categories. Must have had considerable experience as an Accounts Clerk I or equivalent. Works with minimum supervision from Section Head or senior supervisors.

Normal Duties

Responsible for organizing, directing and controlling all phases of an assigned section of financial accounting, investigates current accounting procedures and where warranted recommends revision to or new procedures; coordinates assigned Financial Accounting activities with other departments, divisions or outside agencies as required.

Effective April 23, 1966

CLERK - COST - SENIOR

CODE 806

Job Requirement

Requires a thorough knowledge of all phases of cost accounting and related systems and procedures. Required to assign, check and coordinate the work of cost accounting clerks in lower categories. Must have had considerable experience as a Cost Clerk I or equivalent. Works with minimum supervision from Section Head or senior supervisors.

Normal Duties

Responsible for organizing, directing and controlling all phases of work on assigned programs; investigates current cost accounting procedures and where warranted, recommends revision to or new procedures; coordinates assigned program activities with other departments, divisions or outside agencies as required.

Effective April 23, 1966

OPERATOR - COMPUTER CONSOLE & UNIT RECORD

CODE 808

Job Requirement

Requires a minimum of one year computer operating experience plus experience in the actual operation of a wide range of unit record equipment.

Normal Duties

Monitors and controls electronic computer by operating the central console and peripheral units. From prepared operation instructions, diagnostic codes, Schedule Load Boards, etc., determines equipment set up and run operation. Switches required auxiliary equipment into circuit. Actuates control switches on console panel and auxiliary equipment to start and operate the computer and equipment. Observes the operation of the computer and equipment and immediately reports machine failure to his supervisor.

Operates various unit record equipment and assists the Supervisor in planning and execution of major unit record routine changes. This is to include designing card forms, writing of routines and making up wiring diagrams.

May confer with technical personnel in the event errors require a change of instructions or sequence of operations and/or identification of machine failures.

Maintains required records.

Performs other related duties as assigned.

Effective July 1, 1967

COORDINATOR - PROCESS DATA COLLECTION CODE 809

Job Requirement

Requires a thorough knowledge of Production Control and related Data Collection procedures pertaining to Manufacturing, Production Control, Scheduling and Production Engineering Departments.

Normal Duties

checks, analyses, corrects and/or summarizes data obtained through the Progress Data Reporting System; prepares charts and detailed reports to illustrate current manufacturing trends in the various shops; in conjunction with Systems and Procedures Department personnel, initiates new or remedial systems relative to manufacturing and Data Collection; spot checks data transmitting procedures throughout the plant to ensure all personnel concerned with the movement of parts, materials, etc., are making the required transmissions; recommends rescheduling of split or initial orders to facilitate delivery dates.

As required, informs supervisors as to new or revised methods of transmitting information pertaining to the Progress function.

Performs any required liaison pertaining to Progress Data Collection between progress, inspection and manufacturing supervisors.

Performs other duties as assigned.

Effective August 16, 1967

Job Requirement

Requires a comprehensive knowledge of spares requirements for the various types of aircraft and support items manufactured by the Company including the spares requirements for vendor products used therein; sight reading of engineering drawings and the ability to negotiate with senior departmental personnel to obtain technical or other required information to meet customer specifications and/or spares requirements.

Normal Duties

Required to compile part provisioning breakdowns, long lead item lists, vendor lists, etc., to Analyze modifications, engineering orders etc. in order to ascertain their effect on spare parts interchangeability and/or replaceability etc.; to compile modification analysis sheets in accordance with the format used for transmitting data to various sales sections and/or as used in master Data Processing listings; to initiate internal correspondence in correct technical phraseology suitable for customer requirements; to evaluate spare parts with regard to expendability, reparability, rotability and maintenance or overhaul categories; to represent the Company at conferences with customers on matters of technical support and support data.

Effective February 1.5. 1969

CLERK - PAYROLL - SENIOR

CODE 814

Job Requirement

In addition to the duties of Clerk I - Payroll 606, this position will perform any other payroll related duties as assigned.

It is understood that there shall be only one (1) incumbent in this position at any time.

Effective June 18.1981

Job Requirement

Requires a thorough knowledge of the advertising field; must have a relevant formal education in an accredited Advertising course along with at least three (3) years media and production practical experience, including a thorough exposure to the operating methods of an advertising agency; must be familiar with various art techniques, layout, advertising trends and techniques; requires a good knowledge of the Company's products and marketing objectives.

Works with minimum supervision.

Normal Duties

Coordinates and plans worldwide media selection and advertising production including the monitoring of competitive products media strategies worldwide for the DHC Advertising Department.

Assists the Advertising Manager with the day-today operation of the Advertising Agency to maintain continuity of authorized schedule and quality of advertisements; as instructed, rearranges the media schedule to allow for changes in Marketing emphasis, product sales potential and to support specific sales drives in various geographical areas; assists the Advertising Manager to track national and international readership response; uses information obtained from the Survey to recommend advertisements having lower media response be upgraded; assists in the photographic requirements of advertising; coordinates with Sales staff, Marketing and Public Relations and maintenance, reduction and upgrading of the "High Lift" mailing list.

Performs other related duties as assigned.

Effective September 4, 1981

Job Requirement

Must be a graduate from a recognized Technical college or the equivalent. must have creative skills and be familiar with printing methods and techniques.

Works under supervision.

Normal Duties

In addition to performing the duties described for a Technical Illustrator I, Code 718, designs the style, lay-out and artwork required for production of Customer Support Manual title pages, printed covers, tab dividers, spine cards, etc.

Coordinates all printing of Customer Support Manuals including Service School Training Manuals published by D.H. Publications Department.

Inspects all reproducible manual material for legibility, quality and completeness to format standards.

Makes alterations, additions or improvements by touch-up to the master reproducible material used in the printing of Customer Support Manuals.

Sets up manuals to appropriate format specifications, including civil and military prior to submission for printing.

Responsible for the maintenance of all master reproducible material relating to Product Support Manuals, e.g. revision of contents on a regular basis ensuring material is current.

Acts as liaison for Publications Department with Printing Department, Manual distribution Centre, Micrographics Department, Aero Services and Tech. Publication, Writer Section Heads, ensuring required action for printing and delivery of manual as per schedule.

Maintains contact with numerous sub-contractors and acts as D.H. representative in matters relating to problem solving in printing that cannot be resolved within our printing facility.

Coordinates all the microfiche and microfilming of customer support manuals, working closely with Micrographics department and the sub-contractor.

Responsible for the inspection of printed copies verifying them for content and correct order ensuring specifications are adhered to.

Maintains record of status of all printing and microfiche programs, past, present and future.

Performs other related duties as assigned.

Effective June 27, 1985.

TOOL DESIGNER II

CODE 818

Job Requirement

Requires graduation from a recognized Technical College in Mechanical Engineering (Technologist Diploma) or equivalent with a related knowledge of

production procedures, techniques, tool making and their applications to the production of machined, sheet metal or composite parts and products; this is an entry level for Tool Designers.

Normal Duties

Under supervision, as an entry level Tool Design position, will assist the senior level tool designer as instructed; will receive on the job training for future advancement to the higher levels of tool design while performing the assigned duties of a tool designer; these duties will progressively increase in complexity with time and experience; will be given adequate supervision during this learning process.

Performs other related duties as assigned.

Effective June 23, 1990

COORDINATOR EXHIBITIONS

CODE 819

Job Requirement

Requires a certificate or diploma in Arts/Marketing or the equivalent combined with several years experience in an aircraft marketing and/or advertising environment; must possess good interpersonal communications and organizational skills; requires the ability to coordinate, develop and implement company participation in industry and customer related activities, able to meet deadlines and work with minimum supervision; must be prepared to travel when necessary.

Normal Duties

As directed, identifies and proposes company participation including cost estimates of air shows, trade conventions and exhibitions; performs those duties necessary to facilitate the set up and maintenance of company exhibits, material for air shows, trade conventions and exhibitions; liaise with marketing, sales, engineering, public relations, customer relations, international exhibition committee members, and customers relating to the promotional design and display of company products; coordinates arrangements, for aircraft static and flying displays, parking, security passes, insurance, and documentation necessary for customer aircraft demonstration; perform the administrative duties

necessary to ensure storage and security of exhibit materials, giveaway items, gifts and models. assist with inventory and distribution of all customer promotional items; as directed, provides guidance to other staff.

As directed, perform various duties related to government and/or Airline/VIP visits, trade show and conventions, etc., and personally attend to any other details in support of sales and customer activity; liaise with engineering, marketing and sales to ensure accurate display and design of company mockups are maintained for demonstrative purposes, other duties include the traffic, shipment and general maintenance of sales and marketing mockups; monitor assigned budgets as related to exhibit and promotional materials.

Performs all related duties and tasks as assigned.

Effective June 30, 1990

METHODS ANALYST II

CODE 820

Job Requirement

Requires a post secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent.

Requires a thorough understanding of several areas of manufacturing. Must be a sight reader of drawings.

Requires familiarity with aerospace **manufacturing** and industry practices and specifications. May require specialisation in functional disciplines of structural, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies).

Requires good organisational skills and the ability to set and prioritise jobs. Ability to work under minimum supervision.

Normal Duties

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's and technique sheets establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies.

Work with senior personnel in Analysing new and complex designs of major modifications, major assemblies, installations, sub assemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly.

Assist senior personnel in conceiving, conceptualizing and generating requests for all related tooling including masters, interchangeability/replaceability media and tool coordination requirements.

Assist in issuing instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Assist in recommending jig functions and hard point locations for tool coordination. Generate requests, parts list, assembly sequence and condition of supply information.

Liaise with all departments in order to resolve in - house and vendor technical problems and facilitate continuous improvement opportunities.

Work in design build teams and provide process capability and commit to produceability. Define and order hand tools and consumables.

Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigate purposes.

Working with Production, Engineering and Finance, the Methods Analyst will be responsible for providing recurring and non recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and **make/buy** requests.

provide guidance to junior personnel engaged in related activities.

Perform other related duties as required.

Refer to Attachment A. "Minutes of Settlement" for shared job duties.

Effective June 28, 1997

PROGRAMMER NUMERICAL CONTROL MACHINE II CODE 821

Job Requirement

Requires graduation from a recognized technical college or equivalent in mechanical/manufacturing engineering with a knowledge related to machine shop practice, numerical control machines, programming and systems; must have the ability to sight read **blueprints** and engineering drawings; this is an entry and training level for numerical control machine programmers.

Normal Duties

Under supervision, as an entry level numerical control machine programmer, will assist the senior level NC. programmers as instructed; will receive on the job training for future advancement to the highest levels of numerical control machine programming while performing the assigned duties of a N.C.

programmer; these duties will progressively increase in complexity with time and experience; will be given adequate supervision during this learning process.
Performs other related duties as assigned,

Effective June 23, 1990

METHODS CLERK - SENIOR

CODE 835

Job Requirement

Requires a post secondary Diploma/Certificate Business Administration or equivalent combined with several years experience in a computerized manufacturing environment; requires an indepth knowledge of the operations and functions of Methods, Production, Purchasing and Work and Material Planning combined with the ability to use a personal computer and relevant software; must have good organizational and administrative skills and the ability to work under minimum supervision.

Normal Duties

As directed performs a wide array of administrative duties within the Methods department such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations.
Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

TECHNICIAN - LOGBOOK - SENIOR

CODE 981

Job Requirement

Maintain and prepare all logbooks for aircraft and/or their accessories, including airframe, engines, propeller, radio, instruments, etc. and all other data pertaining to the logbooks. including Release Notes, C. of A., C. of R., etc. Must have a thorough understanding of requirements and procedures covering the receiving and release of aircraft including but not limited to D.O.T., C.A.F.,

U.S.A.F. regulations and documents. Works from supplied information under direction but with only general supervision of senior inspection.

Normal Duties

Compiling complete logbooks or like papers required for the receiving and/or release of new and overhauled aircraft and/or accessories. Check logbook information with Contracts, Sales, Engineering and the Service Departments. Keep a close check on the paperwork covering the incorporation of modifications and repair schemes and record in appropriate logbooks when necessary.

Effective February 13, 1963

PRESSMAN - OFFSET

CODE 903

Job Requirement

To set up, operate and adjust press, produce printed material, in black and colour as required.

Normal Duties

- (1) Set up and operate offset press, to produce printed material in black and in four colour process work such as manuals, forms and brochures.
- (2) Required to mix inks, varnishes and dryers in solution to suit paper stock, should be able to advise on selection of paper and inks, varnishes, etc. to secure the best final results on finished products.
- (3) Prepare chemical solutions to treat plates.
- (4) Must be able to make plates.
- (5) Make adjustments to machine in order to register sheet and adjust ink flow for proper colour depth.
- (6) Make running repairs as required and perform daily maintenance.
- (7) May be required to cut paper and keep record of jobs and amounts of paper printed or other operations common to the office.

Effective February 13, 1963

Job Requirement

Requires a thorough knowledge of System/360 Job Control language and a minimum of one year computer operating experience plus experience in the actual operation of unit record equipment. Required to carry jobs through to completion with minimum supervision and be conversant with all operations carried out in the Data Processing Operations Control Area.

Normal Duties

Schedules the loading of jobs on all equipment in the Data Processing Operations Room.

Prepares System/360 Control Cards.

Audits, checks and balances all data before release to the Data Processing Room.

Forecasts work loads in the Data Processing Room from known job requirements.

Responsible for the maintenance of all Unit Record Equipment instruction manuals.

Prepares necessary paperwork to process jobs through the Data Processing Operations Room.

Allocates disk storage areas.

May be required to train and direct the work of employees in subordinate classifications.

Performs other related duties as arranged.

Effective May 3, 1967

CAMERAMAN - COLOUR PROCESS CODE 910

Job Requirement

Requires a thorough knowledge of commercial photography and the photographic techniques and processes pertaining to the reproduction of colour copy. Works with minimum supervision.

Normal Duties

Sets up and operates process cameras and related equipment including enlargers, screens, filters and other items for the production of colour separation

negatives, screen negatives and positives, maintaining accurate register, balance of contrast, correct density and dot structure; performs negative retouching, stripping and masking operations and as required, produces offset printing plates used for full colour and/or black and white reproductions; maintains photographic equipment in a clean and working condition.

May perform similar operations in the reproduction of half tone and line work.

May set up and operate still cameras on routine black and white and colour assignments.

May assign and coordinate the work of juniors.

Effective February 15, 1969

PHOTOGRAPHER I

CODE 911

Job Requirement

Requires a thorough knowledge of current commercial and motion picture photography and related techniques. Works with minimum supervision.

Normal Duties

Selects and uses various types of still and motion picture cameras, film and related equipment to carry out varied photographic assignments in black and white and colour on the ground and in the air; determines proper focal length of lenses, shutter speed, lights, light positions, background, camera angles and filters to satisfactorily complete assignments; develops, retouches, spot tints and etches negatives and prints to facilitate clear presentation of film and/or pictures in proper sequence; prepares and photographs titles, special effects and mounts finished product; maintains photographic equipment in a clean and working condition. May assign and co-ordinate the work of juniors.

Effective February 15, 1969

QUALITY ASSURANCE TECHNICIAN

CODE 912

Job Requirement

Requires Grade 12 education and at least three years' experience with the application of Quality Assurance concepts as applicable to de Havilland Aircraft,

or satisfactory completion of a one year course at an Institute of Technology, Community College or equivalent in the theory of Quality techniques. Must be a sight reader of all drawings related to the classification; works in accordance with departmental practices and procedures and with minimum supervision.

Normal Duties

Performs Quality audits of manufacturing areas in accordance with provided characteristic check lists and reports on conditions; performs temperature uniformity surveys of thermal treating equipment in accordance with written procedures; reviews Material Review forms for recurring defects and tabulates findings; reviews purchase authorization documents and indicates Quality requirements in accordance with written procedures; reviews purchase orders for correct specification references and source approval status; arranges interchangeability demonstrations in accordance with schedule requirements; compiles reports and forms required by seniors; reviews technical publications and comments on findings.

Performs other clearly related duties as assigned.

Effective June 30, 1969

ANALYST - SPARES PRICING

CODE 914

Job Requirement

Requires a minimum academic background of a Grade 13 graduate with specialization in mathematics and a demonstrated analytical aptitude related to a computerised environment. Works with minimum supervision.

Normal Duties

Originates and implements any procedure, manually or by use of the computer facility, to expedite the pricing of spare parts; actions any requirement for the development of spares pricing Policies by use of established records, applicable statistical methods and/or as necessary use of the computer facility; evaluates cost Inputs from the Procurement and Estimating departments and as necessary, initiates corrective action with relevant department personnel or supervision; prepares annual price lists, checks computer reports against available cost documents, Operations estimates and vendor prices received from the Procurement Department; as required, revises the computer spares cost base: checks with appropriate Information Systems Department personnel to ensure

that the computer spares price list procedure is correct; prepares supplementary price lists; evaluates previous price list and as necessary, prepares revision to the same; prepares and maintains computerized cost records developed from Pricing Department, computer programs and manual pricing procedures for the several unique cost price lists; expedites all cost pricing requirements from other departments by direct contact with parties concerned and/or supervision; may assign and check the work of lower classifications.

Performs other clearly related duties as assigned.

Effective November 16, 1972

ESTIMATOR - PRICING AND FORECASTS I

CODE 915

Job Requirement

Requires an educational background equivalent to one year University instruction in mathematics and knowledge of the factory operations and procedures. Required to interpret and use Rand studies and similar literature; prepares forecasts and prices from data normally obtained in line departments. Works with minimum supervision as to working procedures.

Normal Duties

Subject to senior review as to application of procedures in the more complex cases and spot checking for accuracy; calculates package prices for aircraft, customer specials, options, avionics and product support proposals, excess early costs and/or costs below standard by batch and year; calculates cost and *revenue* estimates by batch; prepares cost, revenue and net investment studies for major programs and miscellaneous financial studies (uses discounted cash flow and other financial techniques); calculates progress payment schedules; prepares charts, tables and any required written reports pertaining to the assigned work.

Performs other clearly related duties as assigned.

Effective April 9, 1974

ILLUSTRATOR - SILK SCREEN

CODE 916

Job Requirement

Requires a comprehensive knowledge of the various methods and procedures required to reproduce illustrations, etc., by silk screen and related processes; the

ability to design, make and/or reproduce items such as insignia., aircraft identification markings, letterheads, posters, schematics, brochures, sales aids, to de Havilland and/or customer requirements, Works with minimum supervision.

Normal Duties

From supplied information, designs and performs the work necessary to prepare illustrations and other material for reproduction by silk screen and related processes; lays out approved silk screen jobs to provide for efficient use of materials and equipment; makes decals and/or reproductions of insignia, aircraft markings, letterheads, posters, charts, graphs, etc. in one or more colours; resolves problems of colour registration; assists employees from other departments with problems associated with the work; prepares and mixes required paints, solutions, etc. and matches colours; may assign and check the work of other personnel engaged in related operations; performs other clearly related duties.

Effective September 1, 1975

ESTIMATOR II - PRICING

CODE 917

Job Requirement

Requires an educational background equivalent to one year University instruction in mathematics.

Knowledge of factory operations and procedures.

Required to prepare forecasts and prices from data obtained from line departments.

Works under direction with minimum supervision.

Normal Duties

Subject to senior review as to application of procedures in the more complex cases and spot checking for accuracy.

Estimates and/or establishes prices based on sketches or drawings, referring to line departments for customer items, i.e.:

- customer specials, options, avionics, aircraft overhaul and repair;
- A/C details and components, including packaging crating, ferrying charges, development charges, pilot and ground personnel training;

- A/C modifications and any other customer items or service, including major spares not priced by regular spares price formula.
Prepares for review, customer contract rates and prices, including price lists for aircraft and related price routine requests based on line department inputs. Submits pricing for approval.
Performs other clearly related duties as assigned.

Effective March 1, 1979

TECHNICIAN I - MARKETING PRESENTATIONS CODE 919

Job Requirement

Requires a diploma in Arts/Marketing or equivalent combined with several years of demonstrated experience in the field of marketing design/graphic arts; must have a comprehensive knowledge of the Company's products combined with good interpersonal as well as verbal and written communications skills; requires the ability to use various computer software graphic or other design programs; must be creative and capable of producing all presentation materials necessary to support all Marketing and Sales requirements; requires good organizational skills with the ability to meet deadlines; must be prepared to travel when necessary.

Normal Duties

In addition to performing the duties described in the Technician II Marketing Presentations Code 733, directs, instructs, coordinates and monitors the production stages of standard and customized presentations ie. audio visual requirements, printed materials and promotional items for Marketing, Sales and other senior management; obtains materials, determines layout, and techniques to be used; assess the need for outside services and recommends and coordinates the work of outside companies; liaise with outside suppliers on production methods and pricing, compares sample materials and obtain quotations etc.: instructs and advises video crews and photographers; ensures that accurate and prompt documentation of technical information is incorporated into all presentation materials distributed worldwide; responsible for authorizing expenditures and obtaining approvals as related to presentation budgets; assists Management in the day to day operations of the departments presentation requirements; assigns, verifies and coordinates the work of other classifications.

Effective June 30, 1990

Job Requirement

Requires a post secondary degree/diploma in materials/purchasing or the equivalent, and at least five years work experience within a computerized inventory management and distribution environment. Apics certification would be considered an asset. Requires a general knowledge of the distribution of aerospace spare parts, good computer skills, the ability to use relevant software and a good knowledge of manual and computerized inventory systems. Strong organizational and administrative skills are required and the knowledge and ability to work with minimum supervision.

Normal Duties

In addition to performing the duties described in the Analyst - Spares Inventory Code 738.

Reviews technical information regarding the interchangeability, effectiveness and usage of parts to determine the impact on existing inventory holdings and **future** spare parts acquisition decisions; ensures that proposed engineering modifications are considered during the inventory acquisition process to minimize the cost of spare parts.

Measures the accuracy of past forecasts and adjusts the **future** forecast parameters to reflect such technical aspects as the reliability of the available information and usage data in order to improve the existing inventory control systems. May be required to direct the work of junior personnel and assist in their training. Performs other related duties as assigned or required.

Effective June 28, 1997

Job Requirement

Prepare production process standards Be acquainted with heat treatment, finishes, chemical treatment and inspectional aids. Be acquainted with government specifications and standards. Be capable of reading drawings.

Normal Duties

Investigate existing and new production techniques of a straight forward nature.

Establish best procedures after clearance with seniors.

Establish materials and equipment and sources of same for Ordering purposes.

Prepare simple sketches for clarification of instruction.

Carry out investigations into problems on simple production procedures.

Plan and write up process standards in correct sequence for clearance by seniors.

After clearance with seniors, recommend changes in production techniques to facilitate production.

Supply information and advise on projects assigned to Production Engineering and shop personnel.

Effective June 18, 1981

PROGRAMMER NUMERICAL CONTROL MACHINES I CODE 1005

Job Requirement

Requires a working knowledge of Manufacturing and Engineering routines related to machine shop practice; knowledge of Numerical Control machines and systems, their capabilities and limitations; must be a sight reader of blueprints and engineering drawings. Normally requires a minimum educational background equivalent to Grade 13 mathematics in trigonometry and analytical geometry. **Works** with minimum direction and supervision.

Normal Duties

Obtains machining requirements from Engineering, Planning, Tool Design, etc., drawings and/or outlines; as directed, generates the surface definition-of required mathematical framework surfaces to be machined; develops tool positions and paths considering limitations imposed by N/C and method of tooling; prepares layouts and drawings as necessary showing cutter path, writes, independently, programs for point-to-point **applications**; as directed writes **contouring programs using programming languages known in the N/C field**; analyses programs and manuscripts to check for completeness and errors; prepares program and tooling outlines for the purpose of machine **setups**; as

directed, makes revisions to pan programs and/or manuscripts and/or proves complete operations: may splice tapes and keypunch any required corrections.

Effective February 15, 1969

TECHNICAL WRITER I

CODE 1007

Job Requirements

Must be a graduate from a recognized Technical College or a similar training establishment; in addition requires broad Technical Writing experience in the aircraft or a related industry.

Must be thoroughly conversant with the latest commercial and military specifications as related to format, content, skill and reading level of user personnel.

Works with little supervision.

Normal Duties

Responsible for the production of Technical Manuals for the Company's customer.

Works independently in researching technical inputs required for publications; is fully responsible for the technical accuracy of the material prepared; analyses technical information obtained from blueprints, etc. and/or from discussions with design, engineering, production and other personnel; consolidates and verifies technical accuracy from other independent sources, e.g. by witnessing performance of procedures; develops procedures, writes material to be included in technical mantis (Flight, Operating, Maintenance, Repair, Overhaul and other related mantis), bulletins, etc.; considers such factors as safety, economy or operation, ease and rapidity of maintenance and servicing operations; provides illustrating data and advises Technical Illustrators as to the illustrations required, prepares rough sketches if required; checks completed illustrations for technical accuracy and adequacy; prepares layouts for technical manuals, etc. to specified format; proofreads text and layout of manuals; maintains continuing liaison with project, design, production and subcontractor personnel of errors and/or inconsistencies resulting from his researches.

Assists in maintenance task analyses.

Performs other related duties as directed.

Effective October 29, 1982

TECHNICAL ILLUSTRATOR I

CODE 1008

Job Requirement

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires broad Technical Illustrating experience; must be thoroughly conversant with the latest commercial and military specifications as related to format, content, skill level of user personnel; must have creative skills.

Works with little supervision.

Normal Duties

Creates and produces illustrations and other art work required for Technical Manuals.

Compiles information from blueprints, engineering drawings, sketches, photographs, models, components, assemblies and aircraft; prepares and inks pictorial presentations of electrical and electronic schematics, diagrams, components, systems and hydraulic, pneumatic, **structural**, mechanical components and systems for inclusion in technical manuals, bulletins, brochures, etc.; **utilizes** information usually supplied by technical writing **personnel** as to the type and number of illustrations required; lays out illustrations for the most effective presentations using appropriate line, perspective, cut-away, exploded or orthographic views of the subject; assembles technical text to art work; prepares art work in one or more colours for sales **and** promotional brochures, slides, etc.

Performs other related duties as assigned.

Effective October 29, 1982

TOOL DESIGNER I

CODE 1009

Job Requirement

Requires broad mechanical shop experience, or an apprenticeship as Tool and Die Maker or similar; in addition, requires MO (2) years of aircraft related tool design experience; must be capable of designing tools using established drawings office procedures, component catalogues, textbooks and other like information.

Ability to produce, on request, charts and reports of investigations.
assessment of tooling and general procedures.
Works with little supervision.

Normal Duties

Responsible for the design of tools, jigs, dies, masters, etc.

Analyses planning information, engineering drawings, lofting and other like data; makes all determinations and computations necessary to design and/or redesign various types of assembly jigs and fixtures for inter-changeability, plaster models, masters, cutting tools, dies machining jigs, fixtures and gauges; handling and test equipment; sub assembly jigs and fixtures used for making and assembling such items as front and rear spars, bulkheads, skin assemblies, etc., machine jigs and fixtures and dies such as drill jigs and joggle dies, pierce and blank dies, progressive dies, router forms, saw futures, etc., modifications to plant equipment; writes tool standard texts and tooling manual texts collecting all necessary data, analyzing information received (Eng. drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals, details all tools, callout of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; produces tool design lofts, determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to alleviate tooling problems; contacts Tool Room Supervision to follow-up design adherence and assure problem free tool build; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Department and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; calculators, etc.; responsible for maintenance of relevant design schedules and costs; submits designs for approval; may assign and check the work of subordinate classifications.

Performs other related duties as assigned.

Effective October 29, 1982

Job Requirement

Must be a graduate from a recognized Technical College or equivalent with a demonstrated ability to produce good quality production engineering/tool design illustrations and pictorial layouts of moderate complexity using the latest technology conversant with related layout presentation and reproduction techniques; must be able to work to instruction to produce manufacturing plan illustrations, bid package illustrations and other like applications, including publications; in addition, requires a minimum of 2 years production engineering/tool illustration experience with preferably 1 year in the aircraft industry.

Normal Duties

Creates and produces the most complex illustrations and other artwork in support of Production Engineering requirements; works from engineering and tool drawings as well as photographs, models, sample production parts and tools to produce pictorial presentation for all kinds of production engineering/tooling schematics, components, systems, structures, etc. to achieve depiction's for a variety of formal and informal documents. these may include Planning and Tooling manual, Production Process Standards documents, Manufacturing plans, Pictorial Processes, sub-contract bid packages and visual aids for a variety of purposes including presentations, posters and publications.

Produces pictorial layout using line, perspective, cut-away, exploded or orthographic views as appropriate to the subject and under the guidance of supervisor or senior illustrators. assembles and formats text to artwork.

May be required to use computer hardware or software packages in support of all or any of the above activities as well as in the preparation of charts.

Works from written and verbal instructions from supervision or senior illustrators and submits work for approval.

Performs other related duties as assigned.

Effective October 1, 1989

Job Requirement

Graduate from a Community College in a course leading to a diploma in Aviation Transport Management or equivalent, plus a minimum of three years experience in airline maintenance Quality Assurance. Must be familiar with computer maintenance system and Quality Assurance requirements as applicable to DHC aircraft. Ability to work with minimum supervision.

Normal Duties

To produce and maintain the information required for the forecasting and scheduling of aircraft maintenance, modifications, special inspections, Service Bulletins and Airworthiness Directives pertaining to, but not limited to, all de Havilland manufactured aircraft. Review maintenance procedures and schedules for development aircraft and update as necessary to ensure all airworthiness requirements are met. Review maintenance records of used and leased aircraft. Where necessary, implement maintenance programs to bring aircraft to a status where a regular program can be carried on by operators. Develop maintenance forecasts to ensure correct maintenance of aircraft while on demonstration tours or operating away from de Havilland. Enter data into a computer to establish trends for engine condition trend monitoring. Review E.C.T.M. graphs and schedule corrective action for non conforming engine parameters. Monitors lifed items and amendments to Tie Before Overhauls (T.B.O.'s). Recommends items for T.B.O. extensions based on service reliability.

Generate and issue all scheduled inspections for aircraft.

Keep records of maintenance activity on aircraft and installed components.

Perform other related duties as assigned.

Effective May 22, 1987

TECHNICIAN - LABORATORY - CHEMICAL

CODE 1014

Job Requirement

Requires an Ontario Institute of Technology Diploma or an Ordinary National Certificate or equivalent in chemistry plus a minimum of two years experience in an industrial laboratory or an Ontario Advanced Evening Class

Certificate in chemistry plus at least 3 years relevant laboratory experience
Works with minimum supervision.

Normal Duties

Required to schedule, assign, expedite and check chemical laboratory work to meet general requirements; conduct routine and non-routine tests and analysis; prepare all samples of test specimens relevant to the work; determine composition and properties of metallic or non-metallic materials; prepare clear and concise technical reports; assign and check the work of juniors.

Effective June 22, 1990

TECHNICIAN - LABORATORY - METALLURGICAL CODE 1015

Job Requirement

Requires an Ontario Institute of Technology Diploma or an Ordinary National Certificate or equivalent in metallurgy plus a minimum of at least two years relevant experience in an industrial laboratory or an Ontario Advanced Evening Class Certificate in metallurgy and at least 3 years relevant laboratory experience.

Normal Duties

Required to schedule, assign, expedite and check metallurgical laboratory work to meet general requirements; performs all types of mechanical testing and is responsible for preparation of metallurgical test specimens, set up of machines and calculation of results; conducts metallographic testing including microphotography and interpretation of microstructures; prepares clear, concise, technical and non-routine reports; assigns and checks the work of juniors.

Effective June 22, 1990

CLERK - MANUFACTURING AND PROJECT COSTS - SENIOR
CODE 1017

Job Requirement

Requires a post secondary diploma in Accounting/Business or equivalent combined with several years experience in an accounting environment; must

have a thorough knowledge of cost accounting principles including the use of standards, allocation of overhead rates, and program accounting as applicable to Aerospace and/or in Manufacturing industry; requires a thorough knowledge of cost reporting systems and be conversant with the requirements and procedures of related departments; must possess a general knowledge of a manufacturing environment combined with good personal computer skills and the ability to use relevant software; requires good organizational and administrative skills and the ability to work under minimum direction.

Normal Duties

As directed, develops and maintains computer models to determine standard costs for individual aircraft based on accumulated actual and estimated manufacturing costs; review and monitor gross margin for completed aircraft as compared to D.O.P. and identify variances to plans; reviews current actual costs to determine accuracy and reasonableness of projected estimates; records finished aircraft valuation; monitors work-in-process subledgers to determine that balances are accurate and reconciled and reports discrepancies to senior Management; prepare month end and year end cost schedules for preparation of financial statements; prepares and reconciles actual labour and material costs with functional departments; provide tax department with required calculations of production costs; may be required to assign, check and coordinate the work of accounting clerks in lower classifications. Performs other clearly related duties as assigned.

Effective April 9, 1991

METHODS ANALYST

CODE 1020

Job Requirement

Requires a post secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent.

This will be combined with a minimum of four years related experience in a computerized manufacturing environment. Requires a thorough understanding of several areas of manufacturing. Must be a sight reader of drawings and must be able to utilize CADAM and CATIA Technology.

Requires an understanding of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies).

Must be familiar with engineering, quality assurance, work and material planning and how they relate to methods activities. Requires good organizational skills and the ability to set and prioritize jobs.

Ability to work under minimum supervision.

Normal Duties

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's and technique sheets establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies.

Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive **manufacturing** bill of material for parts and assembly.

Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replaceability media and tool coordination requirements. Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination. Generate requests, parts list, assembly sequence and condition of supply information.

Liaise with all departments in order to resolve m-house and vendor technical problems and facilitate continuous improvement opportunities.

Develop manufacturing plans based on the product strategy, develop resource plans and program schedules at and below the rate item level.

Work with methods engineers to develop time/method studies as well as justify and implement capital acquisition plans. Work in design build teams and provide process capability and commit to produceability. Define and order hand tools and consumables.

Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and **tooling** for investigate purposes.

Working with Production, Engineering and Finance, the Methods Analyst will be responsible for providing recurring and non recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and make/buy requests.

May assign, coordinate and check the work of other methods analysts. Provide guidance to junior personnel engaged in related activities.

Perform other related duties as required.

Refer to Attachment A. "Minutes of Settlement" for shared job duties.

Effective June 28, 1997

WORK & MATERIAL PLANNER - I

CODE 1036

Job Requirement

Requires a post secondary Degree in Materials Management, Business Management, Operations Management or equivalent, and be actively enrolled in an 'Inventory Management Program (A.P.I.C.S./C.A.P.I.C.S.) or College Diploma and actively enrolled in an "Inventory Management Program" (A.P.I.C.S./C.A.P.I.C.S.) and A.P.I.C.S. certified in Inventory Management, Materials and Capacity Planning and Production Control; combined with three (3) years experience in a computerized manufacturing environment; must have a thorough understanding of M.R.P. II and its components and the ability to apply PERT and Critical Path Theory methodologies; requires a general knowledge of the Aerospace manufacturing environment combined with computer skills and the ability to use relevant software; must have good organizational and administrative skills and the ability to work under minimum supervision.

Normal Duties

In addition to duties of Work & Material Planner II - 736 also develops master production schedules in accordance with production plans and identifies deviations and coordinates corrective actions; develops detailed execution plans to support budget, production plan, and inventory and build policies; monitors budget, production plan and inventory and build policies; develops recovery plans; develops and maintain manpower plans for each work centre; establishes shop capacity and load plans; plans fabrication workload by machine/work centre based on capacity and schedule requirements; identifies offload requirements and execution plans to support; assesses the suitability of and provides W.M.P. commitments for proposed customer requests, program directives, planning directives and product modifications. Performs other related tasks and duties as assigned.

Effective June 28, 1997

WRITER - PRODUCTION PROCESS STANDARDS - SENIORCODE 1202

Job Requirement

Prepare production process standards and specifications. Have good working knowledge of chemical and heat treatments, finishes, materials and inspectional aids, and be capable of investigating problems connected with these processes. Be acquainted with and capable of interpreting government specifications and standards. The ability to read a variety of instructions, specifications and standards on specific subjects and sort out the pertinent data into one clear, concise instruction.

Normal Duties

Investigate existing and new production techniques, determining best procedure to be followed and may have to determine equipment required, is required to establish a method of carrying out procedure including requirements for inspection and quality control.

Determine and lay down all materials and equipment required for carrying out the process, also procurement sources for ordering purposes.

Prepare sketches for clarification of instruction.

Plan and write up a complete process standard in correct operational sequence.

Carry out investigations into problems on production procedures.

Recommend changes in production techniques to facilitate production.

Supply technical information and advice regarding materials, finishes, treatments and techniques to Production Engineering and shop personnel.

May assign, coordinate and check the work of others. Own work subject to spot check.

Effective June 18, 1981

PROGRAMMER NUMERICAL CONTROL MACHINE - SENIORCODE 1203

Job Requirement

Requires a comprehensive knowledge of manufacturing and Engineering routines related to the machining of tooling, parts and/or components on Numerical Control machines, and a thorough knowledge of Numerical Control

machines and Numerical Control machine systems, their capabilities and limitations. Must be a sight reader of drawings of the highest degree of complexity and have a broad background in analytical geometry and other mathematical surface development techniques required to generate continuous path machining in three (3) or more axis of motion. Works with minimum supervision.

Normal Duties

Works from Engineering or Tool Design drawings, loft data and/or related source material; produces planning and tool design outlines to determine machining requirements; prepares a complete mathematical framework of the work by writing equations for the surfaces to be machined; plans and develops detailed cutter paths, considering limitations imposed by N/C and method of tooling; utilizes knowledge of the applicable machine tool and control systems and proper coordination of speeds, feeds and types of cutters in order to obtain maximum efficiency and performance; prepares layouts and drawings as necessary to assist in coordinating the program requirements.

Determines the method or combination of methods of mathematical calculations (such as desk calculator, APT or other applicable computer programs) used to define the path of cutter centre lines; prepares work sheets for the purpose of loading necessary information such as mathematical definition of work to be processed, coordinates of centre direction change points, machine feeds, speeds, cutter selection, stops for cutter change, coolant on-off signals, etc. into the computer; analyses computer output to check for completeness or errors; prepares data transfer media for computing equipment and/or tape preparation, providing machine and control data; works with Engineering, Planning, Lofting, Tool Design, Manufacturing and other personnel to ensure that programs will comply with requirements and specifications; makes revisions in N/C programs as necessary. May keypunch any required corrections. May assign and check the work of juniors.

Performs clearly related duties as assigned.

When the Company sees the need to appoint an NC programmer Leader for a project team, it shall appoint a Programmer Code 1203. to such a position. For the duration of the appointment, the Programmer will receive a premium of \$35.00 per week.

Effective June 23, 1990

Job Requirement

Graduation from an Institute of Technology, Community College or equivalent in a course specializing in the theory and philosophy related to quality techniques applicable to the transportation industry plus three (3) years of proven experience in the Quality Assurance field as applicable to de Havilland Aircraft. Must be a sight reader of all drawings related to the classification. Works with minimum supervision.

Normal Duties

Analyses manufacturing departmental functions; compiles Quality audit check lists; performs initial audits; analyses Quality audits and initiates any required corrective action; surveys, **evaluates** and prepares report as to subcontractors and vendor Quality Systems; analyses existing quality techniques; develops and prepares drafts of **new or revised quality techniques and/or Quality Directives** and other like instructions; recognizes the need for and initiates corrective action for discrepancies in the quality of products manufactured at de Havilland and/or purchased; reviews product specifications and shop orders for correct references, compliance with special processing requirements and adequacy of inspection call outs; examines new product systems, components and assembly designs and as **necessary, plans** and writes up required inspection criteria for the production of quality products; reviews engineering drawings and specifications to ensure that all necessary quality requirements have been included and submits proposed changes to senior Quality and/or senior Engineering personnel; develops statistical charts as required; reviews Production Process Standards and Functional Test Procedures for correct inclusion of Quality Assurance requirements; May act as an authorized Quality Assurance representative on the Material Review Board. May assign and check the work of juniors.

Performs other clearly related duties as assigned.

Effective June 30, 1969

Job Requirement

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires five (5) years of Technical Writing experience in the aircraft or a related industry.

Must be thoroughly conversant with latest commercial and military specifications as related to format, content, skill and reading level of user personnel; must be able to produce Technical Writing work at the highest degree of complexity in his areas of specialisation.

Works with minimum supervision.

Normal Duties

Performs all the work described in the Job Description for Technical Writer II.

Develops and designs visual, audio-visual and hardware type training aids; performs maintenance task analysis on systems assigned by Section Head - Technical Writing which involves preparation of fully proceduralized trouble shooting aids by conducting failure mode and fault analysis, maintenance dependency charts, and maintenance and inspection job guidelines; works in close cooperation with Reliability and Maintainability Engineering from its initial stage through to follow-on-hands-on task analysis and finalization; prepares a Task Identification Matrix for assigned systems to ensure complete coverage and logical presentation; establishes Vendor Dam Requirements for the systems he is assigned to cover, keeps track of dam received making sure that requirements of EPS 1-3 and EPS 1-5 are met; advises Section Heads of any shortcomings in quality of completeness of Vendor Data; provides technical instruction on Company products and on-the-job training to technical writers in those additional responsibilities above.

May assign, coordinate and check work of others.

Performs other related duties as assigned.

Effective October 20, 1982

Job Requirements

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires five (5) years of Technical Illustrating experience including two (2) years in the aircraft industry; must be thoroughly conversant with latest commercial and military specifications as related to format, content and skill level of user personnel; must have creative skills; must be able to produce art work at the highest degree of complexity.

Work with minimum supervision.

Normal Duties

Performs all the work described in the Job Description for Technical Illustrator II.

Provides estimates of the man-hours **required** for illustration, art **work**, illustrative text, format and master layout, etc.; plans illustration and text layout with technical writing personnel; controls the flow of work through various stages of production, e.g. photographic, sizing, text requirements; produces full colour art **work** and/or black and white pictorial presentations of schematics, diagrams, components and systems for inclusion in technical manuals, bulletins, etc.; lays out illustrations for the most effective presentation using appropriate illustrative **views** of the subject.

Performs other related duties as assigned.

May assign, coordinate and check the work of others.

Effective October 29, 1982

TOOL DESIGNER - SENIOR

CODE 1210

Job Requirement

Requires broad mechanical shop experience or an apprenticeship as Tool and Die Maker or similar; in addition, requires five (5) years of aircraft related tool design experience; must be capable of producing Tool Design work independently to the highest degree of complexity using latest technology.

Required to produce on request, charts and reports of investigations, assessment of tooling and general procedures; must also be able to produce planning and tooling control documents.

Works with minimum supervision.

Normal Duties

Responsible for the design of the most complicated tools, jigs, dies, masters, etc.

Analyses planning information, engineering drawings, lofting and other like data; makes all determinations and computations necessary to design and/or re-design the most complicated types of: major assembly jigs, masters for interchangeability, jigs and fixtures, optical set-ups, major plaster models, special machines, cutting tools and dies, machining jigs and fixtures, gauges, handling and test equipment such as slings and other lifting equipment, dollies, cradles, stands and other like handling equipment, electrical, electronic and hydraulic test devices, pressure testing jigs, jigs and fixtures for parts and/or assemblies which are difficult to hold because of their size, contour and/or because of critical positions during machining operations; numerical control, milling, lathe and other jigs and fixtures used for locating and hold forgings, castings, extrusions or machined parts requiring multiple operations or non-standard operations on each tool, tooling for parts requiring coordination of a family of tools when the coordinated tolerances and/or compound angles must be held, combination and/or multiple action draw dies, inspection fixtures for intricate parts, etc.; details all tools, call-out of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to alleviate tooling problems; contacts Tool Room supervision to follow-up design adherence and assure problem-free tool build; writes tool standard texts and tooling manual texts, collecting all necessary data, analyzing information received (Engineering drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals; produces tool design lofts; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Departments and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; may assign and coordinate the work of others; responsible for maintenance of relevant design schedules and costs; submits Designs for approval.

Performs other related duties as assigned.

When the Company sees the need to appoint a Tool Design Leader for a project team, it shall appoint a Tool Designer Code 1210 to such a position. To be eligible for such appointment, an individual must have demonstrated ability in

conceptual Tool Design and Mastering. For the duration of the appointment, the Tool Designer will receive a premium of \$35.00 per week.

Effective June 23, 1990

ASSISTANT SALES PROMOTION

CODE 1212

Job Requirement

Requires a thorough knowledge of the advertising and sales promotion field; must have relevant formal education in an accredited Advertising or Art Course; in addition, must have a minimum of 4 years related practical experience; must have strong creative and organizational skills; requires a comprehensive knowledge of the Company products and Marketing objectives. Works with minimum direction and independently within objectives

Normal Duties

Assists the Advertising Manager in the day-today operation of DHC Sales Promotions.

Creates and produces all sales promotion material for the purpose of supporting the Company's Sales and Marketing efforts; reviews specific approaches with superior and/or senior staff in the department; obtains required technical data from Sales Engineering staff, Pilots, Product Managers and Sales Managers; analyses obtained data to create the most effective impression within the market, writes the text describing the product and coordinates with outside creative artists the overall lay-out and continuity of artwork, line drawings and text size; recommends colour coordination, overall size content and appearance of the material; combines the efforts of artists, photographers, printers and others to ensure timely and economic production of the material; reviews produced sales promotion material with Supervisor and Marketing and Sales Managements to ensure that it meets their requirements and to obtain suggestions for improvements and will be responsible for the sales promotion budget.

Assigns and verifies the work of others.

Performs other duties as assigned.

Effective date: September 4, 1981

Job Requirement

Requires an educational background equivalent to one (1) year of University instruction in mathematics; a thorough knowledge of all phases of pricing and cost estimating with a minimum of five (5) years' experience; a comprehensive knowledge of learning curve theory and applications; a thorough knowledge of factory operations and procedures. Must be a sight reader of drawings of the highest degree of complexity. Required to interpret and use Rand studies and similar literatures; prepares independent forecasts normally obtained from line departments. Works with minimum supervision and in the absence of seniors, is authorized to submit firm prices within the scope of the classification.

Normal Duties

Calculates package prices for aircraft, customer specials, options, avionics and product support proposals, excess early costs and/or costs below standard by batch and year; calculates cost and revenue estimates by batch; prepares cost, revenue and net investment studies for major programs; develops algebraic formulae for pricing up to and including ten (10) year forecasts; generates pricing for sub-contract and vendor suppliers; produces a Canadian content analysis; develops compound and simple interest formulae and calculates progress payment schedules, discounted cash flow for major programs and miscellaneous financial studies; prepares charts, tables and descriptive literature pertaining to work. Estimates and/or establishes prices based on verbal information, sketches or drawings, and when necessary, customer items such as aircraft overhaul and repair, aircraft details and components, packaging, crating, ferrying charges, development charges, pilot and ground personnel training, A/C modifications and any other customer item or service, not priced by regular spares price formulae; estimates manhour data for service and modification bulletins; reviews accuracy and completeness of customer contract rates and prices; prepares and maintains commercial price lists for aircraft and related options and avionics; prices routine requests based on the line department inputs as necessary, submits pricing for approval. Performs other clearly related duties as assigned.

Effective March 16, 1984

Job Requirement

Requires a thorough knowledge of all phases of Aeronautical and Development Engineering. Must be conversant with all aspects of aircraft design and all Engineering Supporting functions. Must have knowledge of shop practices particularly as it relates to engineering experimental activities and new material developments and processes. Must be a sight reader of drawings and capable of working from general concepts and abstracts. Works with minimum supervision.

Normal Duties

Compiles, coordinates and is responsible for the completeness and accuracy of all Engineering cost estimates and their attendant rationales prepared for proposals, funding, fiscal forecasts, comparative evaluations, quotation purposes, etc. and covering all cost elements on new projects, future projects, current projects, changes to and reassessment of existing projects; estimates the cost of material, direct charges, flying costs and labour and associated development costs required for the design of new aircraft, model changes, reconfigurations, modifications, special orders only, customer specials, investigations, research programs, ground test programs, flight test programs, mockups, model programs and assistance to other departments outside Engineering; prepares statistics, reports, analyses and cost forecasts covering all aspects of future and current aircraft programs; develops statistics, reports, analyses, etc. of company historical data for the purpose of assisting future estimating tasks; compiles data and prepares reports and analyses of Engineering performance against estimates of selected Engineering groups of specific programs; may work from drawings, sketches, company or industry wide historical data, sales proposals and technical proposals; must be able to define task requirements and be prepared to interface technical information between Engineering groups to ensure full condition of the department. May assign and coordinate the work of juniors.

Performs other duties as assigned.

Effective July 12, 1985

Job Requirement

Must be a graduate from a recognized Technical College or equivalent with a demonstrated ability to produce good quality production engineering/tool design illustrations to the highest degree of complexity using the latest technology conversant with related layout presentation and reproduction techniques; in addition, requires 5 years of production engineering/tool illustration experience with preferably 2 years in the aircraft industry.

Normal Duties

In addition to performing the listed duties described in classification Technical Illustrator II - Production Engineering (1010), creates and produces the most complex illustrations and other artwork in support of Production Engineering requirements.

Works from Engineering and Tool drawings as well as photographs, models, sample production parts and tools and written and verbal descriptions to achieve depictions for a variety of formal and informal documents. These may include Planning and Tooling manuals, Production Process Standards documents, Manufacturing Plans, Pictorial Processes, sub-contract bid packages and visual aids for a variety of purposes including presentations, posters and publications.

Uses creative skills to layout illustrations to the best advantage using line, perspective, cut-a-way, exploded or orthographic views as appropriate to the subject. Assembles and formats text to artwork.

May use computer hardware and graphics software packages in support of all or any of the above activities as well as in the preparation of charts.

Works from written and verbal instructions and may be required to check and co-ordinate the work of juniors. Submits work to supervision for approval.

Performs other related duties as assigned.

Effective October 1, 1989

METHODS ANALYST SENIOR

CODE 1220

Job Requirements

Requires a post secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent.

This will be combined with a minimum of seven years related experience in a computerized manufacturing environment. Requires a thorough knowledge of several areas of manufacturing. Must be a sight reader of drawings and **must** be fully proficient in the use of CADAM and CATIA Technology.

Requires an in-depth knowledge of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of **structural**, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies).

Must have a comprehensive understanding of engineering, quality assurance, work and material planning and how they relate to methods activities. Requires good organizational skills and the ability to set and prioritize jobs.

Ability to work under minimum supervision.

Normal Duties

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's, technique sheets and update references library text establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies.

Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly.

Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replaceability media and tool coordination requirements. Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination. Generate requests, parts list, assembly sequence and condition of supply information.

Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities.

Develop manufacturing plans based on the product strategy, assist **methods** engineers in developing the product manufacturing strategy based on the company strategy. Develop resource plans and program schedules at and below the rate item level.

Work with methods engineers to develop time/method studies as well as justify and implement capital acquisition plans. Assist in line balancing and shop floor layout, work in design build teams and provide process capability and commit to produceability. Define and order hand tools and consumables.

Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigative purposes.

Working with Production, Engineering and Finance, the Methods Analyst will be responsible for providing recurring and non recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and make/buy requests.

May assign, coordinate and check the work of other methods analysts. Provide guidance to junior personnel engaged in related activities.

Perform other related duties as required.

Refer to Attachment A, "Minutes of Settlement" for shared job duties.

Effective June 28, 1997

WORK AND MATERIAL **PLANNER - SENIOR**

CODE 1236

Job Requirement

Requires a post secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent, A.P.I.C.S. certification, (C.P.I.M.) and five (5) years experience in a computerized manufacturing environment. Must have a thorough understanding of M.R.P.II and its components and the ability to apply PERT and Critical Path Theory methodologies; requires a general knowledge of the Aerospace manufacturing environment combined with computer skills and the ability to use the relevant software; must have good organization, administrative and communication skills, the ability to effectively represent the department at meetings and the ability to work under minimum direction and supervision.

Normal Duties

In addition to duties of lower WMP classifications also establishes plant-wide manpower forecasts based on the strategic plan and the Master Production Schedule; builds "what if" plans from various hypothetical scenario requests from senior management; builds **production/manufacturing** plans; builds manpower and material budgets and forecasts for each program; assists management in determining inventory policies and build policies; oversees and coordinates Work & Material Planning actions and may assign, co-ordinate and check the work of Work & Material Planner I and II and lower classifications; could be asked to represent his/her supervisor at meetings.

Effective June 28, 1997

APPENDIX I

1. The purpose of this Appendix is to define technical classification, seniority rights and all matters relating to the Technical Group.

2. The provisions of the General Agreement shall apply to employees in the Technical Group classifications except as altered in this Appendix.

3. The Technical Group shall be comprised of employees in those classifications listed below:

1202 Writer - Production Process Standards - Senior
1203 Programmer Numerical Control Machine - Senior
1206 Quality Assurance Technician - Senior
1210 Tool Designer - Senior
12 13 Estimator - Pricing and Forecasts - Senior
12 15 Estimator - Engineering
1218 Illustrator - Technical - Production Engineering - Senior
1220 Methods Analyst Senior

1002 Writer - Production Process Standards I
1005 Programmer Numerical Control Machine I
1009 Tool Designer I
1010 Illustrator - Technical - Production Engineering I
1020 Methods Analyst I

4. Entry into the Technical Group shall be restricted to persons who:

- (a) Have completed Community College education in the field of specialization;
- (b) **Have six (6)** years' practical and general experience covering all phases of the field of specialization;
- (c) Have eight (8) years' general experience which is directly related to the field of specialization.

5. Technical Group Seniority

- I Employees in the Technical Group classifications at the date of this Agreement shall retain their seniority established at that date and continue to accrue seniority thereafter.
- II Employees entering a Technical Group classification after that date, shall have seniority in the Technical Group from date of entry.
- III There shall be no crossing between Technical Group classifications except through the job posting procedure.

6. Layoff

Notwithstanding the provisions of any other part of this Agreement, at the time of a layoff an employee in the Technical Group will elect one of the following options:

- (a) Layoff;
- (b) To displace a junior employee in a lower level within the Technical Group;
- (c) To displace a junior employee in a classification outside of the Technical Group, where the laid off employee had previous vested seniority. In such a case the laid off employee will take his seniority to the new classification.

Where an employee exercising displacement rights over another employee having less seniority, the employee having longer seniority must be capable and willing to perform in a satisfactory manner the work of such shorter seniority employee. Where a dispute arises as to the ability of the longer seniority employee to perform the work, he shall be allowed one (1) week (37 1/2 continuous working hours) under nod instruction in which to prove such capability. If the employee is unable to satisfactorily do the work of the displaced employee, he will be laid off and a displaced employee recalled in accordance with his seniority unless the Union is notified that no replacement is required.

7. Recall

When work is available in the Technical Group, employees who elected options (a) or (b) above will be recalled in inverse order of layoff. Employees who elected option (c) will return to the Technical Group only through the job posting procedure and shall have seniority in the Technical Group from this date of entry.

LETTERS OF INTENT

1. Re: Resident of Local 673

Should the President of C.A.W. Local 673 not be an employee of the Company or if he is on leave of absence from the Company, he will be permitted access to Company premises providing that each such entry is immediately registered with the Plant Personnel Manager.

2. Re: Chairperson of de Havilland Bargaining Committee

The Company will process a security clearance form for the Chairperson of the de Havilland Bargaining Committee so that he may have access to security restricted areas when it is necessary for him to do so.

It is understood that the Union may nominate another employee of de Havilland who is a member of the Bargaining Committee in the event that any difficulty is encountered in processing a security clearance for the Chairperson.

3. Re: New Technology

The parties agree that with the **introduction** of new techniques and technologies, it is important that advance planning be made to anticipate skills, needs and training required.

It is agreed that the workers affected by the introduction of new technologies should have every opportunity to apply themselves to the new skills and the new technology.

The Company will assume the cost of on-the-job training to afford Bargaining Unit employees (who have the basic knowledge and ability to be trained) the opportunity to keep current with new methods and new technology affecting their work and job security.

When the decision to introduce has been made, the Company will notify the Union in advance and in writing of any introduction of new techniques and technologies so as to give the affected Bargaining Unit employee (**who has the basic knowledge and ability to be trained**) the opportunity to become acquainted with the new skill needs so that he will be available to perform the work when needed.

Senior employees (who have the basic knowledge and ability to be trained) will be given preference under this intent. It is understood that no employee will be laid off out of seniority because he has not had the opportunity to become acquainted with the new skill needs so that **he will be** capable of performing the work.

4. Re: Committee of New Technology

There shall be established a committee of four, two from the Company and **two from** the Union to deal with the whole question of New Technology and the introduction of the new techniques through automated equipment.

The committee shall meet monthly, unless otherwise agreed to, during which meetings the members will exchange information on training schedules, identify employees who are to be trained and provide follow-up status reports on employees who have been trained since the previous meeting. It shall be the responsibility of the committee to investigate and examine all of the aspects concerned by the introduction of such equipment and its impact on the affected employees.

The committee shall make recommendations to the Company for implementation, concerning the use of affected employees, in the area of the training of those employees who can be used in such work as programming, tape preparation and for numerical control and other functions which could be allocated to such employees.

Any recommendations of the committee which are agreed to and implemented by the Company shall be incorporated into the next Collective Agreement.

The Union shall appoint two (2) members to the committee.

The Company members of the committee shall be one (1) representative from the Personnel and Industrial Relations Department and one (1) other as appointed.

5. Re: Signing Off Job

Should an employee be required to sign away his right to a Job Classification, or should an employee wish to sign away his right to a Job Classification, his Committee person or the Office Chairperson will be present when doing so.

6. Ret Procurement Department

The Company agrees to increase the number of Buyer's Assistants no. 700 through the normal job posting procedure.

The Company also assures the Union that non Union employees will not perform the work of Bargaining Unit employees, as a result of changes in the procurement system.

7. Re: Pregnant Employees Using Video Display Console

A pregnant employee who works at a Video Display Console and who requests to be removed from such duties, will be moved to other assignments within the classification, if such move is possible.

Should such a move not be possible, the employee may be reclassified to a job where she is able to perform the duties.

Such employee will be permitted to return to her original classifications upon completion of her maternity leave by displacing the junior employee in that classification.

Nothing in this Letter shall be construed as conferring a right to any such reassignment or reclassification.

8. Re: Subcontracting

The parties agree that prior to initiating any subcontracting of work normally performed by C.A.W. Local 673 which would result in a direct layoff of a Local 673 member, discussion with the Union will be held.

9. Re: Employee Personnel History File

An employee will be permitted to inspect his own Personnel History File once (1) per year under the following conditions:

An employee may inspect only his own file.

Such an inspection will be conducted on the employee's own time and by prior written application on a form provided by the Company.

The application will be submitted to the Personnel Records Department.

Notes may be made of the records, but no copies of the records shall be made.

The employee will not change, obliterate, mark, remove or add to the record.

A maximum of fifteen (15) minutes will be spent by an employee inspecting his Personnel History File.

10. S & A Maternity

The Company will pay an employee on an approved maternity leave an amount equivalent to the S & A weekly benefit for the period beginning on the eighth day of the leave until the end of the second week of such leave.

If an employee returns from an approved maternity leave and is laid off before she has been able to restore all of the weeks of UIC entitlement she used during such leave, the Company will pay such employee an amount equal to the

UIC maximum weekly benefit for each week during such layoff in which the employee does not receive UIC benefit for reason only that she has used up weeks of entitlement during the maternity leave and has not had an opportunity to restore them. The Company's obligation under this paragraph will not exceed fifteen (15) weeks. During such weeks, regular UIC premiums will be paid.

11. Weekend Workers

Notwithstanding the provisions in Schedules "A" and "C", the parties agree that the Company may employ "weekend workers" in AOG Support, Code 8 11, and in any other Jobs which are mutually agreed upon, under the following terms and conditions.

- (1) The weekend worker's regular work week shall be two twelve (12) hour shifts on Saturday and on Sunday.
- (2) Weekly pay shall be at straight time of thirty seven and one-half hours and shall be paid upon completion of the scheduled hours in the week, i.e. 24 hours. If the employee works fewer than 24 hours, his pay will be reduced on a pro-rata basis.
- (3) In the application of Schedule "C", one weekend off shall be the equivalent of one week's vacation. Weekend workers shall receive seven and one-half hours pay at straight time for each Plant Holiday, provided the criteria in Section 2.01 or 2.02 are satisfied.
- (4) An employee who has completed his probation will be permitted up to six (6) days paid sick leave in any calendar year, calculated at one-half of the weekly rate for each day of absence. All other paid sick leave provisions apply as per the Collective Agreement.
- (5) In all other cases of paid time off, or measurement of time frames in working days, the parties will meet to determine entitlement and application on a pro-rata basis, recognizing that, for weekend workers, two days, Saturday and Sunday, are the equivalent of one week or five (5) working days.
- (6) In cases of surplus or layoff, employees will have the right to exercise their seniority to move from a five-day per week position to weekend work, and vice-versa, within the same Job Classification. However such a move may be refused by the employee without interfering with any other bumping or recall rights under the Collective Agreement.

12. Job Classifications

During negotiations leading to the renewal of our current Collective Agreement, the amalgamation of classifications and reassignment of duties was discussed and certain changes were incorporated into the Collective Agreement.

In an effort to further improve these areas, the parties also agree to continue to analyze the current job classifications and consider a flowchart structure based on classifications and recommend appropriate changes for implementation during the agreement. The Committee will conduct its business in a manner consistent with the principles discussed during the negotiations.

13. **Suppliers/Partners/Customers Flexibility**

It is **essential** that our suppliers, partners and customers be able to perform necessary elements of their work at the Company's location in order to conform to and meet the requirements of their contract.

The Union agrees that the performance of such work by suppliers, partners and customers will not constitute a violation of the Collective Agreement.

The Union has expressed concern regarding the Company's suppliers/partners who have contracted local companies to **work at de Havilland**.

It is recognized that it is not the *most* desirable situation to have the supplier/partner contract a 3rd party to complete their work on schedule.

It is agreed that the Company will continue its current practice of working with the suppliers/partners to minimize the use of **3rd** party contractors.

In the event of layoff, the Company agrees to work with the supplier/partner in giving serious consideration to eliminate or minimize the use of 3rd party contractors.

14. **Amalgamations and Reclassifications**

The following will apply in conjunction with the amalgamation and reclassification proposals:

(1) **Training**

All affected employees will be trained to **meet the requirements** of their jobs

(2) **Recall Rights**

Recall rights are extended to **any combined** group or reclassified *job* for which you previously had recall rights to one or more of the fonder classifications.

Senior people on layoff with recall rights to a newly amalgamated job will remain on layoff and be recalled to available openings as required bringing their accumulated seniority to the group.

Employees upgraded will retain recall rights to classifications at higher grade levels.

(3) **Bumping Rights**

AU employees will retain their existing bumping rights under the Collective Agreement.

Bumping rights are extended to any combined group or reclassified job for which you previously had bumping rights to one or more of the former classifications, subject to Article 18.08 and 18.11.

The following additional bumping rights may be exercised on a one time basis, up to June 22, 2000:

- Those employees reclassified to a lower salary group will retain bumping rights held prior to the reclassification.
- Employees who had bumping rights to jobs which were reclassified to same or higher salary levels will retain those bumping rights held prior to the reclassifications.

(4) Salary Protection

All employees whose jobs are reclassified to a lower salary group on June 23, 1994 will have their rate of pay protected as long as they stay in the job.

The rate of pay (total of base salary and COLA) will not be reduced because of the reclassification on June 23, 1994.

Once the rate of pay of the new salary group has caught up, those employees will receive the rate of pay for the new salary group.

15. Amalgamations

Methods

The following current job classifications will be combined to create a *Methods Analyst Senior* position - Code 1220:

- Code 1201 Planner I Process
- Code 1209 Estimator - Cost Senior
- Code 1216 Technician Senior - Manufacturing Development
- Code 1217 Coordinator I - Technical - Change Board

The following current job classifications will be combined to create a *Methods Analyst I* position - Code 1020:

- Code 1001 Planner II Process
- Code 1006 Estimator II - Cost
- Code 1013 Coordinator II - Technical - Change Board

The following current job classification description will be re-written to create a *Methods Analyst II* position - Code 820:

- Code 802 Planner III Process

The following current job classifications will be combined to create a *Methods Clerk - Senior* position - Code 835:

Code 812 Coordinator - Sub Contract, Technical
Code 817 Analyst - Manufacturing Computer Data

The following current job classifications will be combined to create a Methods Clerk I position - Code 735:

code 710 Analyst -Modification Control
Code 728 Clerk - Planning Senior

The following current job classification description will be rewritten to create a Methods Clerk II position - Code 535:

Code 504 Clerk II - Planning

Material

The following job classifications will be combined to create a Work end Material Planner - Senior position - Code 1036:

Code 1011 Analyst - Forecast and Performance II
Code 1016 Master Scheduler
Code 1018 Material Planner
Code 1211 Analyst - Forecast and Performance Senior

The following job classifications will be combined to create a Work and Material Planner I position - Code 936:

Code 813 Coordinator - Change Control
Code 902 Clerk I - Scheduling

The following job classifications will be combined to create a Work and Material Planner II position - Code 736:

code 503 Clerk - Stock Audit
Code 601 Clerk I - Planning
Code 611 Clerk - Material Control
Code 613 Clerk II - Scheduling
Code 625 Clerk - Inventory Audit
Code 631 Clerk - Industrial Engineering
Code 705 Clerk - Scheduling (Intermediate)
*Code 715 Analyst - Inventory Control

* Only 715's currently in Materials will be amalgamated. 715's in Customer Support and Finance remain as is.

16. Amalgamations - Special Cases

- (A) Analyst Forecast and Performance Senior, Code 1211 is among the jobs being amalgamated into Work and Material Planner Senior, Code 1020.

Technical Coordinator I - Change Board, Code 1217 is among the jobs being amalgamated into Methods Analyst - Senior, Code 1220.

In view of the fact that many of the employees in Code 1217 were formerly employed in Code 1211, it is agreed that Special one time circumstances will apply in the implementation of the amalgamation of these jobs as provided in this Memorandum of Settlement.

At the time of the amalgamation, the five (5) employees currently employed in Code 1211 and the eight (8) currently employed in Code 1217 will both have an opportunity to move to eight (8) Methods Analyst - Senior positions or five (5) Work and Material Planner Senior positions, in accordance with their relative combined seniority.

Employees who, as a result of this, move to or from the Technical Group, will not have their seniority date affected.

- (B) Analyst - Inventory Control, Code 715, in the Material Department is among the jobs being amalgamated into Work and Material Planner II, Code 736.

There are also Analysts - Inventory Control, Code 715 in Finance and Customer Support which are not among the jobs being amalgamated.

In view of this situation, it is agreed that Special one time circumstances will apply in the implementation of the amalgamation of the Work and Material Planner II job.

At the time of the amalgamation, the seven (7) Code 715 employees currently employed in the Material Department, the eight (8) Code 715's currently working in Customer Support and the one (1) Code 715 currently working in Finance will all have an opportunity to move to seven (7) Work and Material Planner II positions or the current Code 715 positions in Customer Support and Finance, in accordance with their relative combined seniority.

17 Tool Design

The Company acknowledges that the combining employment of certain contract tool design personnel is a concern to the Union. This situation is

exacerbated by the Company's inability to attract qualified group 12 Tool Designers.

In an attempt to address this situation, the parties agrees that the following options will be available to the five existing Group 10 Tool Designers.

1. Training and when qualified, movement to a Group 12.
2. Remaining as a Group 10.
3. Alternate employment within the bargaining unit.

The Company also agrees to diligently search for replacements for the seven remaining contract Tool Designers with a view to replacing them as soon as possible. Further, it will approach each of these individuals with an offer of permanent employment at de Havilland Inc., as a Group 12 Tool Designer.

18 Lead Language

Applies to the following classifications

- Methods Analyst - Senior 1220
- Quality Assurance Technician - Senior - 1206
- Programmer Numerical Control Machine - Senior - 1203
- Tool Designer - Senior - 1210

When the Company identifies the need to appoint a Group 12 leader for a project team, it shall appoint an individual from the above stated classifications.

To be eligible for such appointment an individual must have demonstrated ability and performance in the required areas.

If an existing lead is removed or cannot fulfill lead responsibilities due to absence, the Company may appoint another lead if it chooses.

It is understood that an individual has the right to refuse further involvement at which time the Company may appoint another lead if it chooses.

Upon completion of the project, the Company will give two weeks notice in writing that the individual will revert back to his/her prior status without the premium.

It is understood that this notice period will not apply to temporary leads.

For the duration of the appointment, the lead will receive a premium of \$35.00 per week.

MINUTES OF SETTLEMENT

BETWEEN

de Havilland Inc.

("the Company")

AND

C.A.W. Local 673

("the Union")

WHEREAS the Union has filed a grievance alleging that the Company is performing Bargaining Unit work with respect to the Methods Analyst and the Methods Engineer, and

WHEREAS the Company and the Union are desirous of resolving this issue without resorting to arbitration.

It is therefore resolved that:

- 1) the grievance #673-94-177 and all other related grievances are hereby resolved, and
 - 2) the settlement is made without prejudice and precedent; and
 - 3) as further described in Appendix A, attached hereto and forming part of these Minutes of Settlement and
 - 4) the settlement forms part of the collective agreement and disputes may be brought to arbitration by either party.
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Normal Duties	Other Duties	820	1020	1220	ME	1005	1203	1009	1210
Develop product specs									
	prepare plan	x	x	x					
	maintain	x	x	x					
Develop fabrication plans									
	machining	x	x	x					
	processing	x	x	x					
	assembly	x	x	x					
	Prepare surface treatment processes	x	x	x					
	amend process sheets in shop as required	assist	x	x					
	Define Numerical Control Plans, nesting criteria and tooling (holding fixture) methodology					x	x		
	Write Numerical Control Programs					x	x		
Develop work books/assembly manuals									
	prepare plan	x	x	x					
	maintain	x	x	x					

Normal Duties	Other Duties	820	1020	1220	ME	1005	1203	1009	1210
	define work center layout			assist	x				
	define optimum work sequence			assist	x				
	prepare PVA	x	x	x					
	prepare Technique sheets	x	x	x					
	prepare functional test procedure	x	x	x	x				
	analyze new designs	x	x	x					
	detail parts	x	x	x					
	sub assemblies	x	x	x					
	assemblies	x	x	x					
	installations	x	x	x					
	major modifications	assist	assist	assist					
Develop Tooling									
	Conceive (tool performance specification)	assist	x	x					
	Generate requests (part list, assembly sequence, jig functions and hardpoint locations)	assist	x	x					
	identify masters	assist	x	x					
	I & R media	assist	x	x					
	Tool coordination	assist	x	x					

Normal Duties	820	1020	1220	ME	1005	1203	1009	1210
Other Duties								
Prepare tooling concepts	assist	x						
Perform tool design							x	
Liaise to resolve Technical Problems								
with production	x	x	x					
with procurement	x	x	x					
with engineering	x	x	x					
liaise re condition of supply	x	x	x					
liaise re produceability	x	x	x					
Apply standard times to process sheets and assembly manuals	x	x	x					
Develop Product specific Manufacturing Strategy			assist	x				
Develop the program mfg. schedule for 1st article								
Develop the product mfg strategy tied to the rothmanv strategy			x					

Normal Duties	820	1020	1220	ME	1005	1203	1009	1210
Other Duties Develop the manufacturing plans tied to the product strategy	x	x	x					
Perform resource planning to rate item level		x	x					
Prepare first article schedule based on program schedule for rate item or lower		x	x					
perform time studies and methods studies		x	x	x				
perform line balancing			assist	x				
define Shop Floor Layout for the plant			assist	x				
Develop the Company manufacturing strategy with respect to capability				x				

Normal Duties capacity and cost	820	1020	1220	ME	1005	1203	1009	1210
Other Duties apply standard manufacturing processes	x	x	x					
Justify and implement fabrication and assembly equipment tied to process changes and manufacturing strategies define and order hard tools and consumables			x	x				
Determine theoretical capacity for machine loading and efficiency				x				
Guide junior personnel	x	x	x					
Responsibilities								
Works under direction and supervision	x							
Capable - Works under supervision with little direction		x						

Normal Duties	Other Duties	820	1020	1220	ME	1005	1203	1009	1210
Authoritative - Works under little supervision and little direction	expected to guide jr. classification			x					

During negotiations, the Company and the Union extensively discussed the Union's concerns relating to functions performed by Financial Analysts.

The Company and the Union recognize that Financial Analysts are required throughout the Company's operations to manage the business. Financial Analysts are, therefore, excluded from the bargaining unit. The union, however, believed that certain Financial Analysts in the de Havilland Cost Accounting Department were engaged in bargaining unit work. The Company confirms that the following work will be done in the bargaining unit:

- Preparation of cost accounting executive summary reports
- Preparation of cost accounting contract analysis
- Preparation of cost accounting sales analysis
- Preparation of QCS charts (excluding detailed analysis)
- Preparation of VTS charts
- Preparation of rate item charts
- Stock audits year end in conjunction with external auditors
- Preparation of cost accounting reports summarizing cost collected in work orders for trade-in aircraft
- Photographic J.V.'s

The parties agree to delete Letter of Understanding #17. They will, however, jointly investigate whether any additional bargaining unit work is being performed by Financial Analysts. This investigation will not include the operations of BRAD. The investigation will be completed by October 31, 1997 and any work which is agreed properly belongs in the bargaining unit will be returned to the bargaining unit by December 3, 1997.

In view of this letter, the parties agree that all current grievances related to Financial Analysts, or any additional grievances related to Financial Analysts which are filed up to and including *December 31, 1997* will be considered resolved. In consideration of this, the Company will pay to the union a one time lump sum payment of \$5,000 effective December 31, 1997.

21 JOB CLASSIFICATIONS AND JOB DESCRIPTIONS

The parties agree that during the life of the 1997 collective agreement a committee composed of an equal number of representatives of the Company and the Union will review all job classifications with a view to determining which classifications have become redundant or obsolete. These classifications When be removed from the collective agreement at the time of its next renewal.

Further, the committee will examine the job descriptions for all classifications in the bargaining unit with a view to amending same, where appropriate, to reflect the current job requirements and duties.

During negotiations leading to the renewal of the 1997 collective agreement the parties discussed changes to the Work & Material Planner classifications. This will confirm the understandings reached as follows.

1. The classification "Work & Material Planner - I, Code 936" will be eliminated and deleted from the collective agreement. With the exception of two employees whom the parties have agreed will be reclassified to Code 1036, the incumbents in that job on June 22, 1997 will be reclassified as "Work & Material Planner - II, Code 736" following ratification. However, such incumbents will continue to receive the rate of pay for Salary Group 9 as long as they remain in the Code 736 job. Further they will retain their existing Code 936 bumping rights under the collective agreement.
 2. The Job Description for Work & Material Planner - II, Code 736 is amended as attached.
 3. The "Work & Material Planner - Senior, Code 1036" classification will be renamed "Work & Material Planner - I, Code 1036" and the Job Description for such classification is amended as attached.
 4. The parties agree to create a new classification called "Work & Material Planner - Senior, Code 1236" with a Job Description as attached. Those employees classified as WMP, Code 1036 on June 22, 1997 who were classified as Analyst Forecast and Performance Senior, Code 12 11 or Technical Coordinator - Change Board, Code 1217 on June 22, 1994 will be placed in the Work & Material - Senior, Code 1236 classification following ratification.
 5. AU employees employed on June 22, 1997 who do not have the post secondary education set out in the job descriptions for those positions or who are not A.P.I.C.S. certified will have an opportunity to be considered as having equivalent education or certification provided they satisfy the skill requirements set out in the agreed upon skill sets document. The skill sets document may be modified from time to time if required to meet the changing needs of the job. These modifications will not be inconsistent with the job descriptions in the collective agreement unless the parties mutually agree. The union will be consulted in advance of such modifications.
 6. Also, during the 1994 negotiations, the parties reached certain understandings with respect to Industrial Engineers in Materials, which understandings are reflected in Letter of Intent #15. As of June 22, 1997, two employees remain in the Industrial Engineer classification as contemplated in paragraph (4) of that Letter. This will confirm the understanding reached at the 1997 negotiations that, notwithstanding the terms of paragraph (4), these two positions will remain with no change in the job duties.
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LETTERS OF UNDERSTANDING

1. Re: Article 16.04

It is understood between the parties that any reference to service date on the Seniority List is for the purpose of calculating seniority and is no way connected with the calculation of vacation entitlement.

2. Re: Job Postings

In the selection of qualified applicants under job postings, the Company agrees to confine interview questions to the **actual** work to be performed. A listing of questions asked as above will be made available to the Union upon request after the interviews are completed.

3. Re: New Hires - Office

During negotiations leading to the renewal of the current Collective Agreement, the question of new hires into excluded jobs was discussed.

This will confirm the understanding reached as follows. At the end of each month, the Company will advise the Office Chairperson of the name of each person hired into an excluded office job during that month and shall stipulate the person's job title.

4. Re: Procurement **Department**

The parties agree that the entering of information to the purchasing system and maintaining of associated files using the electronic data processing equipment in the Procurement Department, will be the work of Local 673 personnel. This does not include access for the purpose of modifying, editing or changing any file or information without prior authorization.

5. Re: Contract Personnel

The Company agrees with the principle that employees in Local 673 classifications shall be full time employees. If after *exhausting* all possible *methods* to recruit full time employees, and vacancies still exist, the Company may engage other personnel on a contract basis while continuing to recruit.

It is understood that the Company will continue to train permanent employees in these classification when there is a shortage.

6. Re: Discipline

This letter deleted June 30, 1994

7. Re: Affirmative Action

The Company agrees to meet with the Union to establish an Affirmative Action Committee.

8. Re: Seven-Day Operation Computing Section

The Company agrees to study a different approach in the scheduling of a seven-day operation in the Computing Section, and any changes must be with the mutual agreement of the Union.

9. Re: Flex Time

The Company agrees to discuss with the Union the subject of "flex time" if there are situations in which management wants to install such a system. No "flex time system" will be implemented without Union agreement.

10. CAW Local 673 - Section 2.04 end Article XXII of Collective Agreement

This letter will confirm our understanding concerning Section 2.04 and Article XXII of our Collective Agreement.

Within thirty (30) working days of the date of this letter, the Union will submit to the Company a list of those jobs which the Union claims have been improperly excluded from the Bargaining Unit under Section 2.04 and those supervisors or employees who the Union claims are performing work in violation of Article XXII. The Union also may request information relevant to those identified jobs, supervisors or employees so that it may conclude its investigation of the claims. The Company will provide such relevant information and its position on each matter in question within thirty days of the receipt of the Union's request. Thereafter, the Union and the Company will meet as necessary and attempt to resolve any remaining disputes between them. Within thirty (30) days after receipt by the Union of the information and positions provided by the Company, the Union shall submit any unresolved claim to an adjudicator, as per attached letter of August 26, 1987, Mr. Vic Pathe, Assistant Deputy Minister of Labour re OLRB appointee.

Supplement to Letter of Understanding #10 - 1990

During negotiations leading to the renewal of the Collective Agreement, the parties discussed the ongoing problems with jobs the Union claims have been improperly excluded under Article 2.04 and non-bargaining unit persons doing bargaining unit work.

The Company and the Union will each appoint a person full time. with the authority to thoroughly investigate jointly all positions in dispute. These appointees will go from job to job and attempt to resolve the dispute between the Union and the Company.

If, after investigation, the committee finds that non-bargaining unit persons are performing bargaining unit work contrary to Article XXII, the work will be returned to the bargaining unit.

If, after investigation, the committee finds that a job has been improperly excluded from the bargaining unit the job will be added to an existing bargaining unit classification or a new position will be added to the bargaining unit and the title, description and rating will be determined in accordance with Schedule B, Article 4.

Persons performing the duties will become members of the bargaining unit and shall receive full credit for all past service for all purposes of the collective agreement, including seniority, with the one exception that if a person has previous seniority in the Local 112 unit, such seniority shall not be credited in the Local 673 unit.

If a person's salary exceeds the wage level decided upon, it will be maintained until that wage level surpasses such salary.

Should the Company and Union Representative not be able to come to an agreement on any matter, it will be referred to the CAW National Representative and the Vice President, Human Resources. In the Absence of an agreement either party may refer any dispute to the adjudicator appointed in March, 1990 under the Letter of Understanding #10.

11. Re: Orientation Program

As was discussed in negotiations, the Company plans to establish an orientation program for new employees and the Union will be given an opportunity to participate in this program.

12. Re: Maternity Leave

In recognition of the amendment to Schedule C, Article 3.09 concerning the impact of Maternity Leave on vacation pay, the parties agree to a retroactive adjustment in vacation pay. for all current employees who have been on approved maternity leave in the period since January 1, 1984.

Such adjustment will be determined using the principles set out in the amended Article 3.09 above but using the pay rates applicable to the years in question.

13. **Re: ISD Operations**

Notwithstanding any other provisions of the Collective Agreement, the Company and the Union agree to the following with regard to work assignment, hours of work, overtime and paid sick leave for employees employed in the following classifications:

Code 431 Clerk - Control & Dispatch - Information Systems
Code 808 Operator - Computer Console & Unit Record
Code 907 Clerk - Schedule - Data Processing Operations

- (1) The Company will conduct a training program with employees in Code 808 - Operator - Computer Console & Unit Record and Code 907 - Clerk - Schedule - Data Processing Operations for job familiarization purposes.
 - (2) Employees classified as above may be assigned duties in either classification as per the Collective Agreement.
 - (3) For employees classified as above and working a "special" work week the following shall apply:
 - (a) The "special" work week shall consist of four (4) consecutive midnight shifts. The "special" work day shall consist of seven and one-half (7 1/2) hours commencing at 11:45 p.m. as assigned by the Company. Seven (7) days' notice will be **given to the Office** Chairperson upon a change to the shift schedules.
 - (b) Weekly pay shall be at straight the rate of 37.5 hours of the weekly rate presently in the Collective Agreement and will be paid upon the completion of the scheduled hours in the week, i.e.: 30 hours.
Straight time hourly rate is calculated by dividing the nominal weekly rate of pay in the Collective Agreement by 37.5.
 - (c) Should an employee work fewer than his scheduled hours/days in a week, then his weekly pay shall be pro-rated on the basis of his scheduled hours per week, i.e. pay will be reduced by 1/4 of the weekly rate of each day absent.
 - (d) Should a plant holiday fall on an employee's regularly scheduled work day, regular straight time hourly rate for a period of 9.375 hours will be paid for the pay period. Should a plant holiday fall on an employee's regularly scheduled day off, regular straight time hours rate for a period of seven and one-half (7.5) hours will be paid at the end of the contract year. Total holiday pay will not be payable beyond 97.5 hours in a contract year unless eleven (11) or
-

- more holidays in a contract year fall on an employee's regular scheduled work day.
- (e) If an employee is required to work any of the scheduled plant holidays, he will receive pay at the rate of double time for each hour worked.
 - (f) Overtime of 1 1/2 times the calculated straight time hourly rate shall be paid for all hours worked on the first and second additional day scheduled during the week. Overtime of 2 times the calculated straight time hourly rate shall be paid for all hours worked on the third additional day scheduled during the week.
 - (g) An employee who has completed his probation will be permitted up to ten (10) days paid sick leave in any calendar year, calculated at 1/4 of the weekly rate for each day absent. All other paid sick leave provisions apply as per the Collective. Agreement.
- (4) Employees may be designated as "on call" for other than regularly scheduled overtime, on a voluntary basis.

14. Re: ISD Department

If the I.S.D. Department ceases operation during the life of **this agreement**, the Company agrees to retrain the affected employees, in conjunction with their seniority, to work in another classification within the bargaining unit. The Company and the Union will determine such move by mutual agreement.

15. Re: Industrial Engineers

During negotiations leading to the renewal of the 1994-97 Collective Agreement, the relationship between the work of employees in Industrial Engineer (IE) positions excluded from the bargaining unit and that work to be performed by bargaining unit employ- in two newly amalgamated jobs, namely Work and Material Planner (WMP) and Methods Analyst (MA) was discussed.

This will confirm the understandings reached as follows:

Industrial Engineers in Materials

- (1) There are currently eight (8) IE's employed in Materials.
 - (2) The WMPs will be trained over the life of the Collective Agreement to perform the work set out in their Job Description, including the work currently being performed by these IEs.
 - (3) Each of the eight (8) IEs may elect to move into the bargaining unit under the following **terms**:
-

- (a) The election must be made within sixty (60) days of ratification.
- (b) IEs so electing will, within thirty (30) days thereafter, be classified as WMP-Sr. and perform the required work of that job.
- (c) If such IE's salary exceeds the salary level for a WMP-SR., it will be maintained until that salary level surpasses his salary. (For these purposes "salary level" shall include any applicable COLA).
- (d) Such IEs shall receive full credit for all past service for all purposes of the Collective Agreement, including seniority, but excluding pension.
- (e) If such IE has less seniority than a current bargaining unit employee who has recall rights to the WMP-Sr. job, he will be entitled to remain in the WMP-Sr. job and may not be displaced by a senior employee with such recall rights. However, if an employee with greater seniority than the IE posts into or is recalled to the WMP-Sr. job, the IE, will no longer have special seniority protection vis-a-vis such senior employee.
- (4) IEs who do not make such election will remain in the IE classification until such time as the Company decides that the WMPs are fully trained to perform the required work, but in no event shall this extend beyond the term of this Collective Agreement.
- (5) Once it is determined that the WMPs are fully trained, the remaining IEs in Materials will be removed from that position and will be re-assigned elsewhere as IEs, moved to a different non-bargaining unit position or be surplus.
- (6) Since WMPs are being trained to perform work which is currently performed by non-bargaining unit personnel, it is recognized and understood that, during the period when WMP's are being trained and both WMPs and IEs are employed in Materials, their functions will overlap. It is specifically agreed that this sharing of duties will not constitute a violation of the Collective Agreement.
- (7) If, during the course of training, it develops that the WMPs are required to regularly perform duties which are not covered by the Job Description which the parties agreed to in negotiations, such Job Descriptions will be amended to reflect these additional regular duties.

Industrial Engineers in Methods

- (1) There are currently approximately thirty (30) IEs employed in Methods.
 - (2) The MAs will be trained over the life of the Collective Agreement to perform the work set out in their Job Description which includes work currently being performed by these IEs.
-

- (3) During the course of the Collective Agreement, the thirty (30) IEs in Methods will be reduced to twenty (20) and shall thereafter be referred to as Methods Engineers (ME). Three (3) of the IEs will be re-assigned to Facilities. The remaining seven (7) IEs will be declared surplus by the Company no later than April 1, 1997. Upon being so declared, each of these seven (7) IEs may elect to move into the bargaining unit under the following terms:
- (a) This election must be made within thirty (30) days of being declared surplus.
 - (b) IEs so electing will, within thirty (30) days thereafter, be classified as MA-Sr. and perform the required work of that job.
(See Letter of Understanding #16 for amendment)
 - (c) If such IE's salary exceeds the salary level for a MA-Sr. it will be maintained until that salary level surpasses his salary. (For these purposes "salary level" shall include any applicable COLA).
 - (d) Such IEs shall receive full credit for all past service for all purposes of the Collective Agreement, including seniority, but excluding pension.
 - (e) If such IE has less seniority than a current bargaining unit employee who has recall rights to the MA-Sr. job, he will be entitled to remain in the MA-Sr. job and may not be displaced by a senior employee with such recall rights. However, if an employee with greater seniority than the IE posts into or is recalled to the MA-Sr. job, the IE will no longer have special seniority protection vis-a-vis such senior employee.
(See Letter of Understanding #16 for amendment)
- (4) ME will remain a position excluded from the bargaining unit. Since MAs are being trained to perform work which is, in part, currently performed by non-bargaining unit personnel, it is recognized and understood that the functions of MAs and MEs will overlap. It is specifically agreed that this sharing of duties will not constitute a violation of the Collective Agreement.
- (5) If any of those seven IEs do not elect to move into the bargaining unit, they will be re-assigned elsewhere as IEs, moved to a different non-bargaining unit position or be surplus.
- (6) The current ratio comparing the number of active employees who will be amalgamated into the MA-Sr., MA-I and MA-II jobs to the number of IEs in Methods is 2:1. It is agreed that over the life of the Collective Agreement this ratio of the MA jobs to the ME jobs will be increased to 3: 1 without any limitation on the *absolute* numbers of employees in either position. This acknowledges the encompassing of non-bargaining unit work by the bargaining unit.
-

- (7) The parties recognize the mutual advantages of Methods Analysts being trained in the *job* requirements. To assist in that goal, the parties agree to the formation of a Joint Training Committee within the Methods Department. Such committee will consist of 2 members of Methods management and 2 representatives of the Methods Analysts, one of whom will be the technical zone committee person. The committee's role shall be to provide input into the establishment of the training schedules, standards, and the method of administering, monitoring and modifying the program as required.

16. Re: Industrial Engineers in Methods

Amendment to Letter of Understanding #15, dated February 2, 1995.

- (3b) Industrial Engineers so electing will, within thirty (30) days thereafter, be classified and paid in accordance with their level of qualification and experience within the Methods Analyst positions within the Technical Group.
- (3e) If such IE has less seniority than a current bargaining unit employee who has recall rights to the MA jobs, he will be entitled to remain in the MA jobs and may not be displaced by a senior employee with such recall rights. However, if an employee with greater seniority than the IE posts into or is recalled to the MA jobs, the IE will no longer have special seniority protection vis-a-vis such senior employee.

17. Re: Buyers

The parties made considerable progress toward defining the lines of demarcation between Bargaining Unit and Non-Bargaining Unit functions in the Procurement Department. The parties commit to continuing the dialogue in an effort to resolve this issue by September 30, 1994. Among the items to be considered is the question of amalgamation of Procurement Clerk with Assistant Buyer.

The parties recognize the advantages of one individual performing the entire function. Should the parties fail to reach a mutually satisfactory resolve by September 30, 1994, and if, as a result of any systems changes or amalgamations, there is further erosion of the Local 673 Bargaining Unit jobs in this area, those affected Bargaining Unit employees will be eligible for the special Voluntary Retirement Allowance.

The parties also agree to commit to tram for suitable available positions, on the basis of seniority, for those ineligible to retire.

18. General Matters

The parties also discussed problems related to the issue of newly created non-bargaining unit jobs encroaching on the bargaining unit and non-bargaining unit employees performing bargaining unit work.

In an attempt to eliminate problems in these areas, the Company commits that jobs will not be created for this purpose and, to assist the Union in monitoring this, the Company will strive to give titles to the newly created non-bargaining unit jobs which accurately reflect the work which is to be performed.

Further, the Company re-affirms its commitment to comply with Article XXII and ensure that, except as specified elsewhere in the Collective Agreement, Letters attached thereto or other mutually agreed upon understandings, non-bargaining unit employees do not perform work which would violate that Article.

Lastly, in view of the understandings reached herein, the parties agree to the deletion of Letter of Understanding #10 and its Supplement. All proceedings under those documents are hereby terminated.

MEMORANDUMS OF UNDERSTANDING

1. For the purpose of vacation and pension credits, those employees who went on strike as of June 23, 1987, shall not lose such service.

2. This will confirm the understanding reached by the parties, that at the time of payment of the 1982 vacation pay, a Special Vacation Allowance of two hundred dollars (\$200.00) will be payable to each employee actively employed in the Bargaining Unit at the date of ratification on September 1, 1978.

3. Scope and Recognition

During negotiations leading to the renewal of the 1981-84 Collective Agreement, the question of the application of the Collective Agreement to certain excluded job classifications was discussed.

This will confirm the understanding reached as follows:

- (a) The following job classifications will be covered by the Collective Agreement subject to the conditions set out in the sub-paragraphs below:
- (i) Logistics Liaison Officer
 - (ii) Teletype Operator
 - (iii) Technical Writer
 - (iv) Technical Illustrator
 - (v) Tool Designer
 - (vi) Advertising Officer
 - (vii) Sales Promotion Assistant
 - (viii) Data Collection Coordinator
 - (ix) Forecast & Performance Analyst
 - (x) Senior Cost Estimator
- (b) Permanent employees in any of the above classifications enumerated in sub-paragraph (a) may elect to remain excluded from the Union and from the application of the Collective Agreement. The election must be made within sixty (60) days of ratification. If the employee makes such election, the work which he performs shall remain excluded from the Bargaining Unit and the Collective Agreement shall have no application to such employee or his work. This exemption shall continue so long as the employee continues to be employed in his current job.
- (c) Persons currently employed in such enumerated job classifications who do not elect to be excluded and all employees hired into those job classifications after ratification shall become members of the Union in accordance with Article XX and their work shall be included in the Bargaining Unit.
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- (d) All persons becoming members of the Bargaining Unit hereunder shall receive full credit for all past service for all purposes of the Collective Agreement.
- (e) All persons becoming members of the Bargaining Unit hereunder shall be placed in a wage level by the Company subject to review under Schedule B, Article 4.
- (f) If the employee makes the election to be excluded from the Bargaining Unit and later decides to enter the Bargaining Unit he shall be free to do so.

4. Settlement Bonus

This memorandum deleted June 30, 1994.

LETTER OF UNDERSTANDING

Mr. R. White
Director for Canada
United Automobile, Aerospace
& Agricultural Implement Workers of
America (UAW)
205 Placer Court
Willowdale, Ontario

Dear Mr. O'Neil:

Re: UAW LOCAL 112/673 NON-CONTRIBUTORY PENSION PLANS

This letter will confirm our understanding covering the Pension Plans for UAW members in the event the Plans are terminated.

In the event the Pension Plans for *members* of UAW Locals 112 and/or Local 673 are terminated pensions earned to date of termination for Active Employees will be guaranteed by the Company.

In addition, this understanding will also extend to pensions in payment for Retirees, Suspended Plan members entitled to a pension, Surviving Spouse pension entitlements, and those former employees entitled to a Deferred Pension at retirement. It is further understood that should the pension fund be insufficient to provide for pensions earned to date of termination the Company will deposit into the Pension Plans sufficient funds to cover the cost of providing pension benefits for those entitled up to date of termination.

It is further understood that eligibility and amounts payable for early retirement shall be provided in the same manner as if the pension plan and the member's participation in the plan had not been terminated.

Yours truly,
The De Havilland Aircraft of Canada, Limited
L. Reid,
Director, Industrial Relations

LETTER OF UNDERSTANDING

June 28.1994

Mr. B. Hargrove,
President
C.A.W.

Dear Mr. Hargrove:

As we discussed, subject to a ratification by the membership by Sunday, July 3, 1994 and a continued cooperative relationship with the de Havilland workforce, it is our intention to have a final assembly line for the Global Express aircraft at Downsview. Under the same conditions, if it proves feasible from a business perspective to launch the Dash 8, Series 400, it is our intention to have a final assembly line for this aircraft at Downsview.

Yours sincerely,

Robert E. Brown,
President

1997

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1998

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