

AGREEMENT

Between

BOEING TORONTO, LTD.

and

**NATIONAL AUTOMOBILE, AEROSPACE,
TRANSPORTATION AND GENERAL WORKERS UNION OF CANADA
(CAW-TCA)**

and

T.O.P. LOCAL 673

EFFECTIVE DATE:30 OCTOBER 2004

EXPIRATION DATE:26 OCTOBER 2007

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COLLECTIVE AGREEMENT

BY AND BETWEEN

Boeing Toronto, Ltd., hereinafter referred to as the "Company"

- and -

The National Automobile, Aerospace, Transportation and
General Workers Union of Canada
(CAW Canada) through its T.O.P. Local 673,
hereinafter referred to as the "Union"

ARTICLE I - RECOGNITION

Section 1 - Scope And Recognition

100

(a) The Company recognizes the Union as the sole bargaining agent for the purpose of collective bargaining with respect to wages and other conditions of employment on behalf of all office and clerical employees of the Company in the offices at any of its facilities located within a fifty-mile radius of the Malton facility, save and except section heads and those above the rank of section heads, secretaries to department managers and above. The Bargaining Unit shall not include employees employed in a managerial capacity or personnel engaged in employee relations, security, financial management, business management or manpower planning.

101

(b) The fifty-mile radius is to define the limits of recognition for the union; it shall not be used to determine limitations on the assignment of union members to coordinate with customers or suppliers.

102

In view of the foregoing, the parties are agreed that all employees employed within the following classifications or occupations shall be excluded from the Bargaining Unit

103

Accountants

Buyers

Cashiers

Clerks assigned to the Confidential Payroll

Contracts Administrators

Design Draftspersons,

Senior Designers,

Senior Drawing Checkers and Engineers in the Engineering Sub-Division

Designers and Engineers in the Facilities Sub-Division

Executive Advisers

E.D.P. Control Clerks

E.D.P. Programmers

Employee Relations Personnel

Engineer Trainees	
Facilities Budget and Scheduling Co-Ordinators	
Financial Analysts	
Fiscal Auditors	
Forecast Analysts	
Forecast Chartists	
Graphic Artists	
Instructors (Full Time)	
Industrial Engineers	
Management System Analysts	
Procurement Termination Officers	
Public Relations Representatives	
Quality Assurance Auditors	
Resident Management Representatives	
Security Personnel	
Systems Procedures Analysts	
Teletypist	
Tool Project Engineers	
(b) In the event that any dispute arises between the Company and the Union with respect to the exclusion of a new classification from the Bargaining Unit as outlined in this Article, all such disputes shall be resolved through referral to an Arbitrator under the Grievance Procedure.	104
In resolving any dispute as to whether a new classification shall be included in the Bargaining Unit, the Arbitrator shall do so by comparing within the meaning of Section 1(a) the duties and responsibilities of all presently included and excluded classifications to those of the new classification.	105
Section 2 - Transfer of Operations	106
(a) Should the Company during the life of this Agreement decide to move from its existing locations, the Company agrees to negotiate with the Union at least sixty (60) days prior to such a move for the purpose of providing a Transfer of Operations Agreement to provide:	107
(i) protection of the seniority rights of existing employees;	108
(ii) the right of existing employees to transfer with the jobs they normally perform; and	109
(iii) extension of the Collective Bargaining Agreement to cover the new location.	110
(b) Any employee whose seniority is transferred to any such new plant pursuant to Section (2) (a) of this Article will be paid a relocation allowance, if eligible, under the terms and conditions of the Company relocation policy in place at time of transfer.	111

ARTICLE II - COMPANY-UNION RELATIONS

Section 1 - Purpose Of Agreement	200
The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Company and its employees and to provide a formal procedure for the prompt and equitable disposition of grievances, and to establish and maintain mutually satisfactory working conditions, hours of work, wages, and other conditions of employment for all employees who are subject to the provisions of this Agreement	201

Section 2 - Guides in the Adjustment of Differences. 202

- (a) Reservation of Management Rights: Within the framework of this Agreement, the Company reserves the right to hire, promote, transfer, demote and lay-off employees and to suspend, discharge or otherwise discipline employees for just cause subject to the right of any employee who is accruing seniority, to lodge a grievance in the manner and to the extent herein provided. 203

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. 204

- (b) Intimidation, Coercion and Discrimination: The Company and the Union agree that there will be no discrimination, intimidation, or coercion exercised or practised against any employee for any reason. 205

- (c) The Company and the CAW are committed to providing a harassment-free workplace. Harassment is defined as a "course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome", that denies individual dignity and respect on the basis of the grounds such as: gender, disability, race, colour, sexual orientation or other prohibited grounds, as stated in the provincial Human Rights Code. All employees are responsible for creating a harassment-free work environment. 206

Harassment may take many forms: verbal, physical or visual. It could consist of words or actions that result in humiliation or causes loss of self-esteem in relation to one of the prohibited grounds stated in the provincial Human Rights Code. It may involve a threat or an implied threat or be perceived as a condition of employment.

Harassment is not: the properly discharged duties of supervision, including the assignment of work, the assessment of discipline or any conduct that does not constitute "harassment" as defined above.

If an employee believes he/she has been harassed and/or discriminated against on the basis of any prohibited ground, the employee should take the following actions:

Request that the individual who is doing the harassing to stop the unwanted behaviour.

Inform the individual that is doing the harassing or is discriminating against you that the behaviour is unwanted and unwelcome.

Document the events, complete with times, dates, location, witnesses and details.

Report the incident to his/her Supervisor and Union representative.

It is understood that some victims of discrimination or harassment are reluctant to confront their harasser, or they may fear reprisals, lack of support from their work group, disbelief by their supervisor or others. In this event the employee should seek assistance by reporting the incident to any Union representative or Company official or Human Resources.

Prior to the receipt of the complaint the Union shall have the right to attempt to informally resolve co-worker complaints.

Upon receipt of the formal complaint, the Supervisor contacted will request permission from the employee to inform the Office Chairperson of the complaint. The Supervisor may also request permission from the employee to inform Human Resources. In the event the Union representative receives the formal complaint from the employee, the union representative will request permission to inform the employees Supervisor or Human Resources.

Once permission has been obtained, the Supervisor or his/her representative will interview the employee and advise the employee if the complaint can be resolved immediately or if the complaint should be formalized in writing. Properly completed copies of this complaint will be forwarded to the Human Resources Manager and the Office Chairperson.

A formal investigation of the complaint will then begin by the Human Resources Manager and the

Office Chairperson or their delegates. The investigation will include the interviewing of the alleged harasser, witnesses and other persons named in the complaint. The Human Resource Manager will consult with the Office Chairperson throughout this process.

At the conclusion of this investigation, the complaint, if unresolved, will be dealt with through the grievance procedure or the employee may file a complaint with the Ontario Human Rights Commission. All employees have the right to file a complaint with the provincial Human Rights Commission and seek redress under the Human Rights Code. The Code forbids reprisals or other actions against anyone who files a complaint. However, frivolous complaints will be treated as a form of harassment and dealt with accordingly.

Should the employee decide to file a complaint with the Human Rights Commission, the union agrees that any grievance filed on the same complaint will be withdrawn.

- (d) The Union recognizes that the Company is subject to Federal regulations in regard to security. 207
- (e) Federal Regulations: The Company and the Union agrees to fully observe any Federal regulations pertaining to employment on Government contracts. 208

ARTICLE III - STRIKES AND LOCKOUTS

Section 1 - No Lockout Or Strike 300

The Company and the Union agree to be bound by the provisions of The Ontario Labour Relations Act in respect of strikes and lockouts. 301

The Company and the Union agree that neither shall call, authorize, counsel, procure, support or encourage an unlawful strike or lockout. 302

ARTICLE IV - UNION REPRESENTATION

Section 1 - Union Representatives Recognized 400

- (a) Chairperson of the Bargaining Committee: The Company acknowledges the right of the Union to elect or otherwise appoint from the Local Union body a Chairperson of the Bargaining Committee. He/she will be on a full-time basis for the purpose of administering the Collective Agreement, and will be provided with an office containing desk, chair, unrestricted telephone and filing cabinet. The Chairperson of the Bargaining Committee will be allowed the use of a Company selected conference room if available, during periods authorized by the Manager of Labour Relations or his/her designee for the purpose of conferring with his/her committee. The Chairperson of the Bargaining Committee shall receive the rate of pay of Wage Group 9 or the regular weekly rate of the job classification he/she held immediately prior to his/her appointment, whichever is greater, and will be paid the equivalent of forty-nine and one-half (49 1/2) hours per week at straight time. **The Chairperson of the Bargaining Committee will be appointed as one (1) of the two (2) Union Health and Safety Instructor positions. The Chairperson of the Bargaining Committee will also be appointed to be the union representative described in Letter of Intent 34 Re: Joint Union/Management Committee.** 401 **2004**

- (b) Zone Committeepersons: The Company acknowledges the right of the Union to elect or otherwise appoint from the Local Union body, Zone Committeepersons based on the active Bargaining Unit population in accordance with the following table, each of whom shall be elected or otherwise appointed from the employees of the zone in which he/she works and which he/she is to represent. The Union will align its zones to reflect the Company's organizational structure. 402

NO. OF EMPLOYEES	NO. OF ZONE COMMITTEEPERSONS	
0 - 50	1	2004
51 - 100	2	
101 - 150	3	

151 to 200	4
201 to 250	5
251 to 300	6
etc.	etc.

Each March 1 and September 1 the number of Committeepersons shall be increased or decreased so as to conform with the above table.

- (c) Bargaining Committeepersons: In the event that there are less than four committeepersons prior to the expiration of the Collective Agreement, the company acknowledges the right of the Union to elect or otherwise appoint from its membership, a Bargaining Committee, composed of not more than four (4) members plus the Chairperson elected as in (a) above. The Company will recognize and bargain with the said Committee during formal collective bargaining. The Bargaining Committee, will not be recognized by the Company as representing the membership on any other matters arising from the administration or interpretation of the Collective Agreement. The President, or in his/her absence, the Vice President of the Local will be ex-officio members of the Committee, if not elected thereto. 403
2004

Section 2 - General Rules Pertaining to Union Representatives 404

- (a) General Duties and Responsibilities of Union Representatives: It is agreed that committeepersons as well as other employees have regular duties to perform in connection with their employment and that only such time as is reasonably necessary will be consumed by Committeepersons during working hours in order to investigate or process a grievance or grievances or otherwise attend to the business of administering the Agreement. 405

- (b) Duty of Representative to Secure Pass: Before leaving his/her regular employment duties to investigate or process a grievance or otherwise attend to the business of administering the Agreement within his/her zone of operation, the Zone Committeeperson must procure a pass from his/her Supervisor or the Supervisor's designee, indicating the nature of the business and the time anticipated as necessary to carry out the business. An alternative method of obtaining permission may be designated by the Company. The Company will pay for authorized time, during regular working hours spent on the settlement of employee grievances, but reserves the right to withhold payment for any period during which the Committeeperson is believed to have failed to conform to established and accepted practices or has taken an unreasonable period of time in dealing with a grievance or other matter for which a pass was provided. Any dispute arising from the above may be the subject of a grievance. 406

- (c) Duty of Representative on Entering Department other than own: On entering a department other than the one in which he/she is employed, the Chairperson of the Bargaining Committee or a Zone Committeeperson shall present his/her Union Business Pass for scrutiny by the Supervisor of the department entered, or to such substitute as the Supervisor may designate, and on return to his/her department shall immediately turn in his/her pass to his/her Supervisor or the designee thereof. 407

- (d) Right of Representative to Maintain Day Shift Assignment: Providing it does not affect the efficient operation of the plant, the Company will not require an Executive Officer or Committeeperson to work on any shift, the regular quitting time of which is later than 6:00 p.m. 408

- (e) The Company agrees to waive the provisions in Sub-sections (b) and (c) of this Section, requiring a Union Representative who is a member of the Bargaining Committee, to fill out a pass for Union Business, providing he/she: 409

- (i) uses only the time that is necessary to investigate or process a grievance or grievances or otherwise attend to the business of administering the Agreement, and 410

- (ii) verbally informs his/her Supervisor of his/her departure and return to his/her department. 411

Furthermore, the Company reserves the right not to waive and to reinforce the provisions of Sub-sections (b) and (c) should the Company feel that a Union Representative on the Bargaining Committee is spending too much time on Union Business. However, before the Company takes 412

such action, it will inform the Chairperson of the Bargaining Unit of its intended action, in an attempt to allow the Chairperson to rectify the problem.

Section 3 - Company Representatives 413

The Company will supply the Chairperson of the Bargaining Committee with a current list of persons with supervisory authority on a monthly basis. 414

Section 4 - Company-Union Meetings 415

The Union Bargaining Committee and the Company Labour Relations Committee shall meet within five (5) working days after receipt of a request by either party for such meeting, when there is business which requires their joint consideration. Such request for a meeting will be by letter or note from either party to the other party and will contain an agenda of the subjects for discussion. 416

Section 5 - Attendance of National Representatives 417

A National Representative or Representatives of the Union may be present and participate in any meetings of the Bargaining Committee or the Bargaining Committee and the Company. 418

Section 6 - Bulletin Boards 419

(a) The Company will provide bulletin boards at mutually agreed points for use of the Local Union in posting notices. 420

(b) 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 Labour Relations Department before posting. 421

Section 7 - Payment of Bargaining Committee 422

Members of the Bargaining Committee, including members of any subcommittee, will be compensated for the time spent during regular work hours in negotiating with the Company representatives for the renewal of the Collective Agreement except when a lawful or unlawful strike or lawful lockout is in effect. 423

The Company agrees to pay the Bargaining Committee for attending arbitration hearings. 424

Section 8 – Collective Bargaining 425

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Collective Bargaining sessions with the intent of renewing the Collective Agreement will be scheduled by the Company. Some or all of these sessions may be scheduled on site (BTL). It is understood that the Bargaining Committee will remain in each of their respective classifications, and perform the regular duties of those classifications, when not scheduled to be in collective bargaining sessions. 2004

ARTICLE V - UNION SECURITY

Section 1 500

The parties agree to the following Union Security provisions covering all employees: 501

(a) As a condition of employment, all present employees shall become and remain members of the Union. 502

(b) As a condition of employment, all new employees shall be required to join the Union upon commencement of employment, and shall remain members of the Union. 503

(c) As a condition of employment, all new employees will be required to complete an application for membership in the Local Union at the time of hiring. 504

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. Each employee shall sign a payroll deduction authorization. Such monies to be deducted from the employee's pay received on the third pay day of each month. The Company will not be liable for any action against it 505

by an employee, or his/her agent, which may arise from the necessary deductions made under this Article.

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 thirty seven and one half (37 1/2) 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. 506

The Company will deduct the monthly dues from the final pay of any employee covered by this Agreement and who ceases to be covered by this Agreement for any reason except death, providing such employee has completed the hours of work as stipulated in Article V, Section 1, Paragraph 506. It is agreed that where the dues for the final month have already been paid, either to T.O.P. Local 673 or to Local 1967, this provision will not apply. 507

The Company will report on employee's T-4 Statements the Union dues and related tax deductibles which are collected by the Company on behalf of the Union for the appropriate income tax year. 508

The Company agrees to continue the current practice of paying employees on Union leaves and recovering such costs from the Local Union by a monthly billing. 509

Any employee receiving, or having received Supplemental Unemployment Benefits, (or any equivalent type of layoff benefit) equal to or greater than fifty percent (50%) of his/her gross pay, for a thirty seven and one half (37 1/2) hour week, shall have one hour's pay deducted (straight time) per month. It will be the responsibility of the Union to notify the employee that such deductions will be made. Any dispute will be lodged with the Union by the employee and will not be subject to the Grievance Procedure. 510

ARTICLE VI - GRIEVANCE AND ARBITRATION PROCEDURE

Section 1 - Policy Grievance 600

The Chairperson of the Bargaining Committee may file a Policy Grievance at Step No. 2 of the Grievance Procedure. A Policy Grievance is defined as one which alleges a misinterpretation or violation of a provision of this Agreement and which could not otherwise be resolved at lower steps of the Grievance Procedure because of the nature or scope of the subject matter of the grievance. The matter may be referred by either party to Arbitration in the same way as the grievance of an employee. 601

Section 2 - Company-Employee Grievance 602

(a) (i) Matters Grievable: The Company may decline to consider a matter under the Grievance Procedure unless it has to do with application or interpretation of the terms of this Agreement. 603

(a) (ii) Time Within Which to File Grievances: 604

No matter shall be considered under the Grievance Procedure unless it is presented in writing within fifteen (15) working days after the occurrence of the events on which the grievance is based, with the exception of grievances relating to group insurance settlements, where the applicable time limit shall be sixty (60) working days from the date on which the matter complained of occurred.

Extension of Time Limit: 605

If the employee did not know and could not reasonably have known that grounds existed for a grievance within the above fifteen (15) day time limit, the grievance must be filed within fifteen (15) working days after the discovery of the circumstances resulting in the grievance.

(b) Procedure: Any complaint or cause of dissatisfaction arising out of 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 606

procedure:

- (l) Step 1: An employee having a grievance or a designated member of a group having a grievance shall, if he/she so desires, discuss the matter with his/her Zone Committeeperson, who may refer the grievance to the supervisor of the department. If at his/her hearing, the grievance of the employee is not settled to his/her satisfaction and/or the satisfaction of the Union, the complaint will be reduced in writing (in duplicate) on the Grievance Forms supplied by the Company and shall be signed by the employee and/or the Committeeperson. The supervisor of the department shall be given one copy of the form, and will be required to furnish his/her written answer to the Committeeperson within two (2) working days of its receipt by him/her. Any settlement of the grievance reached between the aggrieved employee or the Union and the Supervisor at Step 1 shall not establish a precedent for future cases and shall not be relied on by either party in the handling of any other matter. 607
- (2) Step 2: If the decision of the supervisor is not satisfactory to the employee concerned and/or the Union, the grievance may be passed to the Labour Relations Representative within three (3) working days of the supervisor's decision and the Labour Relations Representative shall place the grievance on the agenda for the next Office Union-Company meeting. During the interval, the Chairperson of the Bargaining Committee shall be permitted time to investigate the case. 608
- Management's decision on grievances shall be in writing and if not delivered at time of meeting, shall be delivered to the Chairperson of the Bargaining Committee not later than three (3) working days following the day on which the conference was held. 609
- (c) Assistance of Employees in Processing of Grievance: 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. 610
- (d) An employee with seniority who is to be suspended and/or discharged shall report immediately to the office of the Labour Relations Representative or his/her designee who will call the Zone Committeeperson, Chairperson of the Bargaining Committee and the employee's supervisor. The matter will be fully discussed and if the final decision of management is not satisfactory then a grievance may be filed within ten (10) working days. In such case, Step 2 shall be invoked within three (3) working days thereafter. Discharge cases then suspension cases in excess of five (5) days shall have priority throughout the grievance procedure unless otherwise agreed between the parties. 611
- (e) Pursuant to Paragraph 611 and Paragraph 1613, should an employee be interviewed with regard to a suspension or discharge, or should an employee receive a corrective interview on an off shift, the Company will meet it's obligation with respect to union representation by contacting the Office Chairperson or designee. 612

Section 3 - Arbitration

- (a) Procedure for Requesting Arbitration: 614
- (1) Request for submission to Arbitration: If arbitration is to be invoked, the request must be made in writing within five (5) working days after the decision of Management has been delivered as required under Section 2 of this Article, 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. 615
- (2) Selection of Arbitrator: 616
- (i) Permanent Arbitrator: When a permanent Arbitrator is agreed upon between the parties, all grievances selected to be arbitrated shall be heard by the permanent Arbitrator. In the event the services of the permanent Arbitrator should be terminated, or he/she is unavailable, the parties shall select, within thirty (30) days another permanent Arbitrator. Should the parties fail to do so within the thirty (30) day limit, the "Fishbowl Procedure" as outlined in (ii) below 617

will be followed.

- (ii) Fishbowl Procedure: The parties agree that an Arbitrator will be chosen from a panel of five (5) Arbitrators selected from a pre-established permanent "fishbowl list". Such list shall be established by the Manager, Labour Relations, or designee, and the Chairperson of the Bargaining Committee, or designee. 618
 - (a) Each party shall enter the names of ten (10) Arbitrators into a "fishbowl". The twenty (20) names of Arbitrators will be known as the "fishbowl list". Each party shall be permitted to amend, but not increase the number of names of Arbitrators on their respective list. 619
 - (b) The names of five (5) Arbitrators shall be drawn from the "fishbowl list". 620
 - (c) The parties shall attempt to agree on an Arbitrator from the panel drawn in (b) above. Should they fail to agree within one (1) working day after the establishment of the panel, they shall, on or before the second (2nd) day, each strike two (2) names of Arbitrators from such panel. 621
 - (d) The parties shall determine by lot the order of elimination and thereafter each party shall, in that order, alternately eliminate one name, until one remains. 622
 - (e) For all grievances proceeding to Arbitration under the Fishbowl Procedure, the selection process as outlined in (a) (b) (c) (d) shall be repeated. Should the Arbitrator selected during the first selection process be unable to hear the dispute within thirty (30) days, then the Arbitrator selected during the second selection process will be contacted immediately. 623
- (b) Rules governing Hearing and Award: 624
 - (1) Arbitration hearings will be held on the premises of the Company, unless either party wishes to hold them off Company premises in which case the cost of accommodation shall be borne by the party wishing to hold them off Company premises. 625
 - (2) Power of Arbitrator: 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. 626
 - (3) Payment of Employees Who Appear at Hearing: An employee appearing during working hours before an Arbitrator on the hearing of his/her appeal on a grievance shall be paid by the Company for such appearance up to the amount he/she would have earned during his/her regular working hours. The same condition shall apply to employees who may appear as witnesses relative to an arbitration case. 627
 - (4) Expenses and Award of Arbitrator: The decision of the Arbitrator shall be binding on both parties, and his/her expense shall be borne in equal shares by the Company and the Union. 628

ARTICLE VII - SENIORITY

Section 1 - Determination

- (a) Employees Hired into the Bargaining Unit: 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. 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/her job classification with effect from date of hiring. 701

- (b) Employees who Terminated from DeHavilland to Accept Immediate Employment with the Company: Former employees of DeHavilland Aircraft of Canada, Limited, who on December 1, 1965 terminated from DeHavilland to accept immediate employment with the Company shall be credited with the DeHavilland Aircraft of Canada, Limited, seniority they then possessed as defined in the Collective Agreement between the Union and DeHavilland executed on February 15, 1963. In addition, any of such former DeHavilland employees who had been employees of the Avro Aircraft Division of Hawker Siddeley (Canada) Ltd., were laid off from Avro on July 27, 1962 and accepted immediate employment from DeHavilland Aircraft of Canada, Limited, Aircraft Division, shall be credited with all seniority acquired at Avro which is not credited under the preceding sentence, provided, however, that the maximum seniority for such employees shall be December 1, 1945. 702
- (c) Transfers out of the Bargaining Unit: 703
- (l) Employees transferred out of the Bargaining Unit prior to December 1, 1971 shall accumulate seniority up to December 1, 1971. Employees transferred out of the Bargaining Unit after December 1, 1971 will retain seniority as accumulated up to the date of their transfer. 704
- Not more than three (3) such persons may be returned to the Bargaining Unit within a twelve (12) month period following December 1st of each year. If such an employee returns to the Bargaining Unit, the return shall be to his/her former job classification embracing comparable job duties to that which he/she held prior to his/her appointment outside the Bargaining Unit, providing such return does not result in the lay-off or bumping of an employee holding greater seniority. 705
- (2) An employee covered by this Agreement shall not be transferred to a position excluded from this Agreement unless he/she agrees to such transfer. 706
- (d) Seniority During Period of Lay-off: An employee on lay-off shall accumulate seniority up to the limit of seniority at time of lay-off. 707
- (e) Seniority During Leaves of Absence: During authorized Leave of Absence, an employee shall accumulate seniority. 708
- (f) (i) In event of a surplus to requirements in the Bargaining Unit and provided the employee has attained a minimum of twelve (12) months seniority and is a member of the Local Executive Board, he/she will be retained in his/her respective job classification. He/she will be given the opportunity for such retention for as long as he/she holds office and provided there is work available which he/she is qualified to perform. Should the Company be unable to retain such an employee in his/her respective job classification, he/she will be subject to the conditions of Sections 1 (d), 5, and 6 of this Article. 709
- (ii) In the event of a surplus to requirements in the Bargaining Unit, and provided the employee has attained a minimum of six (6) months seniority and is the Chairperson or a Zone Committeeperson, he/she will be retained in his/her respective job classification. He/she will be given the opportunity for such retention for as long as he/she holds office and provided there is work available which he/she is qualified to perform. Should the Company be unable to retain such an employee in his/her respective job classification, he/she will be subject to the conditions of Sections 1 (d), 5, and 6 of this Article. 710
- (g) A laid-off employee who has seniority and is rehired by the Company (excluding employees rehired through the Job Posting procedure) will serve a three (3) calendar months probationary period. On completion of his/her probationary period, his/her seniority will be vested in his/her new job. However, he/she will retain recall rights to all jobs he/she had recall to which are at a higher level than the job he/she was rehired to. Should the employee not successfully complete his/her probation, due to inability to perform the job he/she was rehired to, he/she will retain any recall rights he/she had immediately prior to rehire. Should the employee have refused recall to any job during the probationary period and been subsequently unsuccessful in completing probation, any recall rights lost due to such refusal will be reinstated, and he/she will be the first to be recalled for any subsequent vacancy in such job classification. 711

Section 2 - Temporary Assignments	712
(a) Temporary assignments for a period 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 filled in accordance with the established procedure for the filling of vacancies. By Agreement between the Company and the Union, temporary assignments may be reviewed for a second fifteen (15) days if a recall would be to the detriment of the recalled employee. An employee, so temporarily assigned, will not receive a wage adjustment unless his/her assignment or promotion exceeds one (1) working day, in which case his/her wage shall be adjusted retroactively to the date of the assignment or promotion. If and when such an employee is returned to his/her regular position, his/her wage shall be the rate he/she would be entitled to if he/she had remained in that position. In clarification of the above, the fifteen (15) working days period is with reference to the particular work requirement not the employee assigned.	713
(b) Should a temporary assignment of greater than one week's duration be required in a Job Classification to which an employee retains recall rights, wherever possible, the most senior employee on the active payroll with recall rights to such Job Classification will be temporarily assigned. Should a temporary assignment of greater than one week's duration be required in a Job Classification to which no employee on the active payroll retains recall rights, wherever possible, the most senior employee on the active payroll in the selected department and classification will be temporarily assigned. The Company may temporarily assign due to any absences resulting from vacation requirements or a Leave of Absence without regard to (a) and (b) above.	714
(c) It is agreed that on temporary assignments, the following will apply:	715
1. The Zone Committeeperson shall receive advance written notice of the temporary assignment before the assignments commence.	716
2. The employee temporarily assigned will receive the top rate of pay for the classification to which he/she was temporarily assigned.	717
3. It is further agreed that temporary assignment will not be used to circumvent the Recall Procedure.	718
Section 3 - Loss of Seniority	719
An employee shall lose his/her seniority rights and his/her employment will be deemed to have been terminated for any of the following reasons:	720
(a) An employee quits or is discharged and such discharge is not reversed through the Grievance Procedure.	721
(b) Failure to notify the Company within two (2) working days after the receipt of the Company's notice of recall by certified mail to the last address shown on the Company's Personnel Records of his/her intention to respond to recall and failure to return to work within seven (7) days, after issuance of the certified notice. If the employee is unable to report within the time limits and a satisfactory reason be given, the Company may, at its discretion, extend the seven (7) day limit. In the event of change in mailing address and/or name, an employee on layoff shall notify the Company's Personnel Department of such change. Such notification must be made in person or by certified mail. Notwithstanding the foregoing, a laid off employee will have the option of refusing his/her first recall opportunity, provided it is done within twenty-four (24) hours of notification. The employee will forfeit all recall rights to this position. Should the employee refuse the next subsequent recall, he/she will forfeit their seniority.	722

(c) An employee is absent from work for more than five (5) consecutive working days and has failed to notify the Company the reason for his/her absence within the five (5) day period. If extenuating circumstances prevent the employee from notifying the Company and such reasons are satisfactory to the Company, the employee's seniority will not be cancelled.	723
(d) Lay-off for a period in excess of accrued seniority at the date of lay-off.	724
(e) Absence from work because of illness or injury for a period in excess of accrued seniority at date of commencing absence.	725
(f) If the employee accepts a separation payment from the S.U.B. Plan.	726
Section 4 - Job Posting	727
(a) Job Posting: When a vacancy occurs within the Company, the Company will post notices on the bulletin boards. The notices will clearly identify the vacancy and the department, and any employee who has completed probation or any laid-off employee with recall rights may apply for the vacancy under the following conditions:	728
(l) The applicant must state his/her qualifications for the posted job and must place his/her application in one of the job posting boxes located throughout the plant, prior to the close of the second working day following posting of the notice.	729
(2) An applicant who is deemed to be unqualified for the job shall be advised in writing as to the specific lack of qualifications, and such employee shall not be permitted to re-apply for posted openings in the same job classification for a period of six (6) months following the original application for such job unless acquisition of the specific qualifications lacking is shown on the subsequent application. If an eligible applicant does not receive such written notice, he/she shall be permitted to re-apply for posted openings in the same job classification until such time that he/she is advised in writing as to the specific lack of qualifications. Should such applicant re-apply for such posted opening and subsequently be notified of his/her lack of specific qualifications, such notification will not prohibit the employee from being considered for that posted opening. A laid-off employee will not be permitted to grieve should he/she dispute his/her not being selected.	730
(3) An employee having bid for and been accepted for a vacancy shall not be eligible to be considered for a further job in the same or lower wage group by bidding for a job vacancy for a further period of three (3) months, unless employee in question has been declared unfit, on medical grounds, for the job in which he/she has been accepted and is obliged to return to his/her former position.	731
(4) Vacancies for posted positions not filled within forty-five (45) days will be re-posted. The Christmas and summer shutdown periods will not be included in such forty-five (45) days. Where a sub-contract employee, pursuant to Appendix "B", Letter of Intent #5, is performing the work of a classification in the bargaining unit, a vacancy for the classification shall remain posted.	732
(b) Basis for Selection: All selections shall be made on the basis of seniority and ability for the job required. When two or more employees have the ability to do the job required, then seniority will be the governing factor in making the selection.	733
(c) Seniority in Posted Job: An active or laid-off employee who is accepted through the Job Posting procedure shall retain seniority in the job from which he/she was moved for a period of twenty (20) days worked, after which his/her accumulated seniority shall be vested in the new job. However, he/she will retain recall rights to all jobs he/she had recall to which are at a higher level than the job he/she was promoted to.	734
If the successful applicant is not assigned to his/her new job classification within twenty (20) working days from the day he/she was notified of his/her acceptance, he/she will receive the applicable wage rate for his/her new job classification effective with the commencement of the pay period following the expiration of the twenty (20) working days and will be assigned to his/her new job classification no later than three (3) calendar months from the day he/she was notified of	735

his/her acceptance.

- (d) With respect to job-posting notices, it is agreed that the Company will provide the Office Chairperson with copies of all such notices. 736
- (e) With respect to advising any laid-off employee with recall rights of a posted vacancy, it is agreed that the Company will not be under any obligation other than to advise the employee of vacancies that are posted at the time that the employee makes the request. 737

Section 5 - Layoff and Recall Procedure 738

When it becomes necessary to reduce staff, probationary employees in the affected classification will be laid off first, thereafter employees with seniority will be declared surplus in inverse order of seniority (except as provided in Section 6 (a) and (c) of this Article) and under the following conditions: 739

- 1. The employee affected by the reduction in staff in the department will displace the junior employee in his/her classification. 740
- 2. The junior employee in the classification will then either: 741
 - (a) Be laid off if he/she has insufficient seniority to bump; 742
 - (b) Elect layoff if he/she so desires; 743
 - (c) Bump the employee with the least seniority in a classification in his/her own department at successively lower wage levels but must accept the first job which he/she is competent to perform. Where an employee is capable of performing more than one job at the same wage level, he/she must bump the least senior employee in the job(s) he/she is capable of performing. 744
- 3. When more than one employee is affected by a surplus to requirements as in (2) above, the most senior employee will exercise his/her rights first, thereafter the next most senior employee will exercise his/her rights in the same manner until the required reduction in staff has occurred. 745
- 4. An employee unable to bump into Wage Group 2 in his/her own department may bump, on a plant-wide basis into Job 212 General Office Clerk and thereafter Job 110 Mail Clerk. 746
- 5. It is agreed in all cases where, because of a reduction of staff, an employee bumps another employee with less seniority, the employee with the greater seniority must be capable of performing the work of the displaced employee in a satisfactory manner. Where a dispute arises as to the ability of the employee with the greater seniority to perform the work, he/she shall be allowed one week (37 1/2 continuous working hours) under normal instruction in which to prove such capability. 747

Prior to disputing the ability of the employee to do the work, the supervisor will review the employment file of the employee in order to determine his/her suitability to the bump. Should there still be doubts regarding the employee's ability to do the work, the supervisor will meet with the employee and his/her union representative regarding additional information that the employee may be able to provide and to explain the employee's apparent shortcomings. Should there still be a dispute, the supervisor will inform the employee and the union representative of the dispute.

"NORMAL INSTRUCTION" shall mean the usual, everyday advice and guidance from other employees in the job and/or supervision.

"SATISFACTORY MANNER" shall mean work of a similar quality and at least 75% of the quantity of work performed in similar amount of time by the employee being bumped.

In the event that the disputed employee's work is close to "satisfactory", the following will apply. Prior to the end of the evaluation period, the company will convene another meeting with the employee and the union representative requesting another week (37 1/2 continuous working hours) to further evaluate the bumping employee's ability to "satisfactorily" perform the work. The same criterion will apply to the second evaluation period as applied to the first.

- 6. An employee who as a result of staff reduction exercises his/her bumping rights, elects layoff or is laid off may elect recall to those classifications (at a lower wage level in his/her department) which he/she had previously held and/or any other job in his/her department where there is no dispute as 748

to his/her ability to perform such job. An employee will not be allowed recall rights to a classification he/she refused to bump into at time of staff reduction. (See departmental list for recall rights.)

7. An employee affected as in (2)(a) (b) (c) or (5) above will be granted recall rights to the job(s) from which he/she was laid off and/or elected recall to for a period equal to his/her accrued seniority. 749
8. An employee will not be recalled to job classifications, other than those from which he/she was laid off or to which he/she elected recall to at the time of staff reduction. 750
9. The most senior employee on recall to a job classification will be the first to be recalled. 751
10. Surplus to Requirements while on Leave of Absence: An employee who is affected by a surplus to requirements while on an Approved Leave of Absence, consistent with the seniority provisions of this Agreement, will be informed by certified mail of the surplus to requirements. 752
11. Notice of Staff Reduction: The Company will advise the Bargaining Committee of any intended staff reductions one (1) week before the staff reduction becomes effective or, alternatively will pay an employee laid off one (1) week's wages in lieu of such notice. The parties recognize that where there are provincial or federal government laws, regulations or statutes governing payment and notice of lay-off and these laws, statutes or regulations exceed the provisions of this Collective Agreement, the Company will apply the required notice and pay as provided by such law, regulation or statute. The Union will receive such required notice prior to its release. 753

This provision will not apply if a layoff is due to fire, flood, power failure, water failure, or other emergency condition beyond the control of the Company in which event wages will not be continued for a period in excess of two (2) days or the end of the work week, whichever is lesser. 754
12. When an employee has been given notice of layoff and during his/her period of notice he/she finds alternative employment, the Company will give full consideration to an application for leave of absence for the remainder of his/her notice period subject to workload requirements. 755

Section 6 - General

- (a) Retention out of Seniority Order: Except as provided in Section 6 (c), of this article, an employee may only be retained from lay-off out of seniority provided the employee displaced is not capable of satisfactorily performing the work available. 757
- (b) Seniority Lists: Within the first regular work week of January, April, July and October, the Company will supply each Committeeperson with a copy of a current list showing the employee number, name, job classification, service and seniority dates of each employee covered by this Agreement. 758
- (c) The Company will accept applications for Inverse Seniority Layoff from a member in the classification that has been identified as surplus to requirements. The application must be received in the Human Resources office no later than two (2) weeks following the announcement of surplus. When applications total more than the surplus, seniority will be the basis for selection. 759

ARTICLE VIII - LEAVES OF ABSENCE

Section 1 - Leaves of Absence without Pay, Basis for Granting

Leave of absence, without pay, will be granted to employees on the active payroll for the following reasons, but under no circumstances will a leave of absence be authorized to enable an employee to engage in another gainful occupation except as otherwise provided for in this Article. The Union will be supplied with a copy of each leave of absence issued by the Company. 801

1. Illness or Injury: During absence due to illness or injury which prevents working in excess of the paid time off provided for in Article XIII, up to the maximum of accrued seniority at date of commencing unpaid absence. The Company may require proof of the disabling condition. 802
2. Armed Forces Summer Camp: For attendance at summer camp of any of the Canadian Armed Forces. 803

3.	Union Business Leave: 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.	804
	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:	805
(a)	Leave for such officials will not extend beyond thirty (30) consecutive working days except by mutual consent.	806
(b)	Not more than five (5) employees from any one department will be granted such leave for the same period. The Company, at its discretion, may increase this number; it is understood, however, that not more than fifteen (15) employees will be absent at one time on such leave, and that applications for leave will be presented in writing as soon as possible - in any case not less than two (2) working days - in order that the Company may provide replacements, if necessary.	807
4.	Election or Appointment to Position with National Union: An employee who has served at least one (1) year with the Company and is elected or appointed to a full-time job with the National Union will be granted leave of absence for the duration of the appointment for a minimum period of three (3) months on written application from the President of the National Union. The Company will give consideration to applications for shorter leaves if production requirements permit. During such leave of absence, the employee may not be laid off.	808
5.	Personal Reasons: To an employee covered by this Agreement (retroactive when justified by circumstances) for good and sufficient reason.	809
	Emergency leave of absence requests shall be replied to within one (1) working day.	810
	The Company will respond to a request for a personal leave of absence within ten (10) working days.	811
6.	An employee elected to any full-time federal, provincial or municipal public office shall, upon written request, be granted a formal leave of absence for the period of his/her initial term of office. An extension of the leave of absence beyond this period may be granted by the Company upon written application by the employee. Upon expiration of such leave, the employee shall be entitled to exercise his/her seniority in his/her former job occupation in accordance with applicable contractual lay-off and displacement provisions.	812
7.	Maternity Leave:	813
(a)	Basic Policy: An employee who becomes pregnant may be permitted to continue in employment until a date recommended by her physician, subject to approval of the Company's Medical Advisor that continuation of the duties of her job is not injurious to her health or welfare.	814
(b)	Report to the Medical Department: As a safeguard to her health and to establish records necessary for approval of continued employment and her subsequent return to work after confinement, the employee must:	815
(i)	report her pregnancy to the Company's Medical Department no later than the beginning of the fourth month;	816
(ii)	submit to the Company's Medical Department, no later than the end of the fourth month, a written statement from her physician attesting to her good health and her probable date of confinement for delivery;	817
(c)	Leave of Absence or Termination: When it becomes necessary for an employee to discontinue her employment under this Section 1, 7(a), she may voluntarily terminate or, provided she has been employed in excess of three months by the Company, she may apply for and shall be granted a formal leave of absence for a period not to exceed seventeen (17) weeks after termination of pregnancy.	818
	The leave may begin no earlier than seventeen (17) weeks before the expected birth date. The maternity leave of an employee ends seventeen weeks (17) after the maternity leave began or earlier if the employee provides written notice.	819

<u>Parental Leave of Absence:</u> A Parental Leave will be granted, subject to the following:	820
(i) The employee has qualified for a Maternity Leave of Absence in the circumstances of a live birth, or an employee, not having given birth to a child, is the parent of a child.	821
(ii) The employee makes formal application for a Parental Leave of Absence at least two weeks prior to the date the leave is to begin.	822
(iii) Parental Leaves of Absence will begin:	823
(a) In the case of an employee who has taken a Maternity Leave of Absence, immediately following the Maternity Leave of Absence and will continue for a period not to exceed thirty-five (35) weeks or	
(b) In the case of an employee who is not entitled to take a Maternity Leave of Absence, no more than fifty-two (52) weeks after the child is born and will continue for a period not to exceed thirty-seven (37) weeks.	
<u>Adoption Leave of Absence:</u> An Adoption Leave of Absence will be granted, subject to the following:	824
(i) The employee makes formal application for an Adoption Leave of Absence at least two (2) weeks prior to the date the leave is to begin.	825
The leave must begin no more than thirty-seven (37) weeks after the child comes into custody, care and control of the employee for the first time.	
The Adoption Leave of Absence will end thirty-seven (37) weeks after it began or on an earlier day if the employee provides written notice.	
(d) Return to Work: An employee on leave under the provisions of this Section 1, 7(c), shall return to work subject to the approval of the Company's Medical Advisor, and in addition will submit a written statement from her physician confirming:	826
(i) that the condition of her health is good;	827
(ii) the date of termination of pregnancy;	828
(iii) the recommendation that she be permitted to resume employment.	829
(e) Extension of Leave: Any request for extension of leave for health reasons under this section shall be granted only by the Company's Medical Department. An employee requesting such extension must:	830
(i) submit to the Company a request for extension of leave prior to the expiration date of her current leave;	831
(ii) submit to the Company's Medical Department a written statement by her physician saying she is unable to resume employment.	832
(f) Should the Company's Medical Advisor refuse to allow the employee to return to work, and such refusal is in conflict with the findings of the employee's personal physician, the matter will be reviewed by the Company and the Union. Should the parties fail to resolve the matter, the parties will refer the employee to a physician mutually agreed upon whose decision with respect to whether the employee is or is not able to return to work, shall be final and binding upon the Union, the employee involved, and the Company. The expense of such examination shall be paid one-half by each party.	833

(g) The Company will post temporary vacancies for positions at Wage Group 6 or higher that are temporarily vacant because an employee has exercised her rights to Maternity Leave of Absence as described in this Section 1, Sub-section 7. The basis for selection for such temporary vacancy shall be pursuant to Article VII, Section 4(b). An employee who is accepted for such temporary vacancy shall not have her seniority vested in such job as outlined in Article VII, Section 4(d).	834
The Company reserves the right to hire temporary help for job classifications at Wage Group five (5) and below for purposes of ensuring continuity of operations where an employee is filling a temporary vacancy pursuant to the above or where an employee is on a Maternity Leave of Absence. No employee at Wage Group five (5) and below will be laid-off or declared surplus while the Company is utilizing such temporary help, unless such employee elects layoff, as per Article 7, section 5, 2(b). Further, such utilization of temporary help will not result in the failure to recall an employee in an affected classification at Wage Group five (5) and below. Such temporary help will not be members of the bargaining unit, however once a month the Union shall receive, from the Company, for each temporary help employee performing the duties of a Local 673 job classification, an amount equal to two (2) hours pay at the maximum rate of the classification.	835
Paternity Leave	836
An unpaid leave of absence of up to three (3) working days will be granted to an employee provided it is taken within two (2) weeks of the birth or adoption of his child. Where possible, the employee is obligated to provide his supervisor with reasonable advance notice.	837
Section 2 - Return Following Leave of Absence	835
An employee returning from authorized leave of absence, without pay, will be reinstated in the job from which he/she proceeded on leave of absence or, if this is not possible because of physical condition or job change, then he/she will be assigned to other work which he/she is competent to perform and which is consistent with his/her seniority.	836
ARTICLE IX - WAGES	
Section 1 - Classification of Employees	900
Each employee shall be classified in accordance with the job descriptions and titles set forth in Appendix "A" of this Agreement, or as may be added to such Appendix in accordance with Section 9 of this Article; and shall be paid the appropriate rate in accordance with the applicable wage scales set forth in Section 2 below.	901
Section 2 - Wage Scales	902
First Year	903
(a) Signing Bonus	904
Each affected employee will be paid a signing bonus in the amount of \$3,000.00 in the first pay period following ratification.	2004
The first Saturday following ratification, one dollar and three cents (\$1.03) COLA plus (\$.11) Traveller for each individual Affected Employee, will be folded into (made a part of) the Employee's Pure Base Rate, and will be paid retroactive to October 30, 2004.	2004
(b) Special Technical Adjustment	905
The first Saturday following ratification, all Affected Employees in Wage Groups 10 to 12 will receive an additional special technical adjustment of nine dollars and thirty-eight cents (\$9.38), and will be paid retroactive to October 30, 2004.	2004
(2) Second Year	
General Wage Increase	909

Effective **29 October 2005**, the Pure Base rate of each Affected Employee will be increased by **2%**. **2004**

(3) Third Year

General Wage Increase 910

Effective **28 October 2006**, the Pure Base Rate of each Affected employee will be increased by **2%** 911

rounded to the nearest whole cent.

2004

(a) Cost-of-Living Allowance (COLA/Traveller) Fold-in 912

2004

913

The first Saturday following ratification, one dollar and three cents (\$1.03) COLA **plus (\$0.11) Traveller** for each individual Affected Employee, will be folded into (made a part of) the Employee's Pure Base Rate, **and will be paid retroactive to October 30, 2004.** **2004**

The Wage Scales resulting from such applications will be as follows: 914

a) Pure Base Rate Ranges effective **30 October 2004:** 915

2004

WAGE GROUP	MINIMUM	MID	MAXIMUM	916
1	945.76	950.77	955.77	2004
2	945.76	950.77	955.77	
3	945.76	950.77	955.77	
4	950.98	956.64	962.30	
5	978.38	981.63	984.89	
6	991.85	999.67	1,007.49	
7	1,019.82	1,024.49	1,029.16	
8	1,037.50	1,045.67	1,053.84	
9	1,064.25	1,071.32	1,078.38	
10	1,154.02	1,164.95	1,175.87	
11	1,176.01	1,187.11	1,198.21	
12	1,215.39	1,227.99	1,240.60	

b) Pure Base Rate Ranges effective **29 October 2005:**

917

2004

1	964.68	969.79	974.89
2	964.68	969.79	974.89
3	964.68	969.79	974.89
4	970.00	975.77	981.55
5	997.95	1,001.26	1,004.59
6	1,011.69	1,019.66	1,027.64
7	1,040.22	1,044.98	1,049.74
8	1,058.25	1,066.58	1,074.92
9	1,085.54	1,092.75	1,099.95
10	1,177.10	1,188.25	1,199.39
11	1,199.53	1,210.85	1,222.17
12	1,239.70	1,252.55	1,265.41

b) Pure Base Rate Ranges effective **28 October 2006:**

918

2004

1	983.97	989.19	994.39
2	983.97	989.19	994.39
3	983.97	989.19	994.39
4	989.40	995.29	1,001.18
5	1,017.91	1,021.29	1,024.68
6	1,031.92	1,040.05	1,048.19
7	1,061.02	1,065.88	1,070.73
8	1,079.42	1,087.91	1,096.42
9	1,107.25	1,114.61	1,121.95
10	1,200.64	1,212.02	1,223.38
11	1,223.52	1,235.07	1,246.61
12	1,264.49	1,277.60	1,290.72

(i) "Affected Employee" as used in this wage section, during the initial year of the contract means an employee in the Bargaining Unit and in Active Service (i.e., not on lay-off or leave of absence) on the Saturday following the date of ratification. In all subsequent years of the contract, Affected Employee, as used in this wage section, means an Employee in the Bargaining Unit and in Active Service (i.e., not on layoff or on leave of absence) on the effective date of a change. Employees who are on leave of absence on an effective date will have wage changes, signing bonus and appropriate reclassifications applied if and when they return to work.

919

2004

(ii) "Pure Base Rate" is the hourly rate of pay excluding Cost-of-Living Adjustments, shift premium and other wage additives. ("Adjusted Base Rate" is pure Base Rate plus the applicable

920

amount of Cost-of-Living Adjustment.)

The Lead Hand position will be filled using the current job posting system as described in Article 7, Section 4 of the agreement. 921

An employee assigned in writing by the Company as a Lead Hand shall be paid a premium equal to either (\$0.60) per hour above his own current base rate or (\$0.60) per hour above the range maximum for the highest job classification normally led in his assigned work centre, whichever is the greater. It should be noted that this premium will not give the Lead Hand a greater right in terms of seniority. Other than to instruct, Technical Group Lead Hand's will not be required to work in other technical classifications. The Company shall have the sole right to define work centres and the highest classification in each work centre, as operating circumstances change. The Company shall provide the Union with a quarterly list by work centre indicating assigned Lead Hands.

Section 3 - Wage Rates of Employees 922

Subject to Section 5 below, a new employee, or a reclassified employee, shall be paid at least the minimum rate applicable to his/her job classification, or such higher rate within the range as the Company may deem equitable. 923

Section 4 - Automatic Progression 924

(a) Subject to Section 5 below, an employee will be increased from the Minimum Rate to the Mid Rate upon completion of three (3) months work and be further increased from Mid Rate to Job Rate upon completion of a further three (3) months work, it being understood that any absence totalling more than five (5) working days in the first three (3) month period or five (5) working days in the second three (3) month period shall cause a corresponding delay in the provisions of any increase. 925

(b) It is understood that the increase in rate shall be effective with the commencement of the pay period following the completion of the time or period noted. 926

Section 5 - New Hire Progression 927

(a) Employees hired or employees rehired without seniority shall be hired at a rate equal to eighty-five (85) percent of the Pure Base Rate Maximum of their Job Classification. Such employees shall receive an automatic increase to: 928

(i) ninety (90) percent of the Pure Base Rate Maximum of the Job Classification after completing 26 weeks of active work, 929

(ii) ninety-five (95) percent of the Pure Base Rate Maximum of the Job Classification after completing 52 weeks of active work, and 930

(iii) the Pure Base Rate Maximum of the Job Classification after completing 78 weeks of active work. 931

(b) For the purpose of New Hire Progression only, an employee will receive credit toward acquiring the Pure Base Rate Maximum of the Job Classification effective with the first day worked. Thereafter, such employee will receive credit for one week for each week during which the employee works. Credit will not be given for any week during which, for any reason, the employee does not work, except: 932

(i) in the case of the pay period in which a full week of the Christmas Holidays fall, provided the employee would otherwise have been scheduled to work, and 933

(ii) in the case of absence due to occupational disability compensable under Workers' Compensation. 934

(c) An employee who is laid off prior to having attained the Pure Base Rate Maximum of the Job Classification and who is re-employed within seventy-eight (78) weeks from the last day worked prior to layoff, shall receive a Pure Base Rate upon re-employment which has the same relative relationship to the Pure Base Rate Maximum of the Job Classification as had been attained prior to the layoff. 935

(d) The new hire progression will not be applicable to Wage Group 10, 11 and 12 classifications.	936		
Section 6 - Shift Premiums	947		
(a) Second Shift: Employees who are required to work on an afternoon shift (second shift) will receive a premium of one dollar (\$1.00) per hour in addition to the regular wage rate.	948		
(b) Third Shift: Employees who are required to work on a night shift (third shift) will receive a premium of one dollar (\$1.00) per hour in addition to the regular wage rate.	949		
Section 7 – Premiums	950		
An employee in the classification Photographer A or Photographer B shall receive a bonus for all time spent in flying required in the performance of aerophotography at the rate of ten dollars (\$10.00) 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. The Company will provide life insurance coverage in the amount of fifty thousand dollars (\$50,000.00) per employee during flights.	951		
Section 8 - Cost-of-living Adjustment	952		
Basis for Determination:	953		
Basis for Determination: The Cost-of-Living formula will be based on the Consumer Price Index 1992 = 100 as published monthly by Statistics Canada, using 124.967 = 0 cents as the base point.	954		
	2004		
In the event Statistics Canada ceases monthly publication of such Consumer Price Index in its present form, 1992 = 100, this section shall be of no further force and effect; and the Company and the Union shall enter into negotiations with respect to a substitute Cost-Of-Living index.	955		
The Cost-of-Living Adjustment movement up or down will be based on (1c) cent for each point zero seven four nine (0.0749) change in the three (3) month average of the CPI as published by Statistics Canada for the appropriate period.	956		
In determining the three (3) month average of the indexes for a specified period the computed average shall be rounded to the nearest 0.001 Index point - i.e. .0005 and greater rounded upward and less than .0005 downward.	957		
During the period of this Agreement, adjustments will be made in the amount of Cost-of-Living Adjustments in accordance with the following schedule:	958		
	959		
	Based on Three (3) Month Average (rounded to nearest 0.001) of the Statistics Canada Consumer Price Index for		
Adjustment	Effective Date of Adjustment:		
First	29 January 2005	Sept., Oct., Nov. 2004	2004
Second	30 April 2005	Dec. 2004, Jan., Feb. 2005	
Third	30 July 2005	March, April, May 2005	
Fourth	29 October 2005	June, July, August 2005	
Fifth	28 January 2006	Sept., Oct., Nov. 2005	
Sixth	29 April 2006	Dec. 2005, Jan., Feb. 2006	
Seventh	29 July 2006	March, April, May 2006	
Eighth	28 October 2006	June, July, August 2006	
Ninth	27 January 2007	Sept., Oct., Nov. 2006	
Tenth	28 April 2007	Dec. 2006, Jan., Feb. 2007	
Eleventh	28 July 2007	March, April, May 2007	

(and last)

The amount of Cost-of-Living Adjustment which shall be effective for any three month period as provided above shall be in accordance with the following table: 960

Three Month Average of 1992 Consumer Price Index	Amount of COLA Per Hour	Three Month Average of 1992 Consumer Price Index	Amount of COLA Per Hour	961 2004
124.967 or less	\$.00	125.567 – 125.641	\$.09	
124.968 – 125.042	.01	125.642 – 125.716	.10	
125.043 – 125.117	.02	125.717 – 125.791	.11	
125.118 – 125.192	.03	125.792 – 125.866	.12	
125.193 – 125.267	.04	125.867 – 125.941	.13	
125.268 – 125.342	.05	125.942 – 126.016	.14	
125.343 – 125.416	.06	126.017 – 126.091	.15	
125.417 – 125.491	.07	126.092 – 126.165	.16	
124.492 – 125.566	.08	126.166 – 126.240	.17	

etc., with one cent (1c) per hour adjustment for each **0.0749** change in the average Statistics Canada Consumer Price Index for the appropriate three (3) month period as indicated.

The amount of any paid Cost-of-Living Adjustment shall not be incorporated in the Pure Base Rate but shall be included when computing overtime, Company-Union recognized holiday and vacation pay. 962

On the dates specified in paragraph 953 above, the applicable amount of Cost-of-Living Adjustment will be added to the Pure Base Rate Minimums and Maximums as set forth in Section 2, to determine the new Adjusted Base Rate Minimums and Maximums. 963

Once any Cost-of-Living Adjustment has been implemented, no changes retroactive or otherwise, shall be made because of any revision which may later be made in the published figures of the Statistics Canada Consumer Price Index. 964

Section 9 - New and Revised Job Classifications

 965

(a) When a new job is introduced which is not covered by an existing classification, the Company agrees to submit to the Union within thirty (30) days an occupational summary of the job, and the grouping to which it has been assigned. If within fifteen (15) days following notification the Union has not placed an appeal in the manner described hereunder, the job classification and its grouping shall be deemed acceptable to the Union. 966

(b) In order to provide for appeal against a new job classification, or its group, the following procedure shall be used: 967

(i) The Union shall lodge the appeal in writing to the Manager of Labour Relations. 968

(ii) The appeal shall outline the reason or reasons for disputing the description and/or the job classification groupings. 969

(iii) A Committee of six (6) shall be appointed to review and decide the disposition of the appeal. The Committee shall comprise three (3) members of the Local Union and three (3) members of management . 970

(iv) The Committee shall meet within ten (10) working days following receipt by the Company of the appeal, at a mutually agreed time. 971

(v) Failing a satisfactory disposition of the appeal, either party may refer the matter to arbitration in the same manner as outlined in Article VI, Section I. 972

Section 10 - Paid Educational Leave (P.E.L.) 973

Effective 18 November 1989, the Company will accumulate two cents (2c) per compensated hour in a separate account to be to the National Union, CAW on a quarterly basis. The two cents (2c) will be paid from the general revenues of the Company. 974

Aerospace Paid Educational Leave (A.P.E.L.)

Effective 29 October, 2001, the Company will accumulate one cent (1c) per compensated hour in a separate account to be to the National Union, CAW on a quarterly basis. The one cent (1c) will be paid from the general revenues of the Company. 975

The purpose of this fund is to provide Paid Educational Leave for members of the Bargaining Unit selected by the Union to attend courses designed to improve their skills in labour management functions. 976

It is understood that selectees will be granted a Leave of Absence without pay for thirty (30) days (within a twelve month period starting with the first day of leave) of class time plus travel time when necessary. Said Leave of Absence may be intermittent over the twelve month period. Employees will continue to accrue benefits while on leave.

ARTICLE X - HEALTH AND WELFARE

Section 1 - Insurance Program 1000

The Insurance provisions in effect on **29 October 2004** shall continue in effect through 31 December **2004**. Effective 01 January **2005** the insurance changes agreed under the terms of the Boeing Toronto, Ltd. proposal dated **10 December 2004** shall become applicable and together with previous provisions shall form the Insurance Program which shall continue in effect during the term of this Agreement. See Appendix "I". 1001 **2004**

Section 2 - Pension Plan 1002

The non-contributory Pension Plan in effect on **29 October 2004** shall continue in effect through 31 December **2004**. Effective 1 January **2005** the pension changes agreed upon under the terms of the Boeing Toronto, Ltd. proposal dated **10 December 2004** shall become applicable and together with the previous provisions shall form the Pension Plan which shall continue in effect during the term of this Agreement. See Appendix "H". 1003 **2004**

Section 3 - Supplemental Unemployment Benefit Plan 1004

The Supplemental Unemployment Benefit Plan in effect on 27October 2001shall continue. See Appendix "J". 1005

Section 4 - Dental Plan 1006

The Dental Plan in effect on **28 October 2004** will continue in effect through 31 December **2004**. Effective 01 January **2005** the dental changes agreed upon under the terms of the Boeing Toronto, Ltd. proposal dated **10 December 2004** shall become applicable and together with the previous provisions shall form the Dental Plan which shall continue in effect during the term of this Agreement. See Appendix "K". 1007 **2004**

ARTICLE XI - HOLIDAYS

Section 1 - Enumeration of and Eligibility for Holidays with Pay 1100

No employee covered by this Agreement shall have his/her wages reduced by reason of observance of the following holidays, providing that the employee is not absent from work either on the work day immediately preceding or the work day immediately following the holiday. It is further provided that an employee will be paid for such a holiday if he/she can supply the Company with satisfactory reasons for his/her absence on either the work day before or the work day after the holiday, but absence on both days will disqualify the employee unless an authorized Personal Leave of Absence or Union Business 1101

Leave of Absence or vacation, has been granted for one (1) or both days then the qualifying days shall be deemed as the day before and/or the day after the leave of absence or vacation.

Holidays

The Holiday Schedule during the term of this Agreement will be as follows:

1102

2004

1103

2004- 2005

Christmas Shutdown	Friday	24 December 2004
	Monday	27 December 2004
	Tuesday	28 December 2004
	Wednesday	29 December 2004
	Thursday	30 December 2004
	Friday	31 December 2004
	New Year's Day	Monday
Good Friday	Friday	25 March 2005
Victoria Day	Monday	23 May 2005
Canada Day	Friday	01 July 2005
Simcoe Day	Monday	01 August 2005
Labour Day	Monday	05 September 2005
Thanksgiving Day	Monday	10 October 2005

2005 - 2006

110

Christmas Shutdown	Friday	23 December 2005
	Monday	26 December 2005
	Tuesday	27 December 2005
	Wednesday	28 December 2005
	Thursday	29 December 2005
	Friday	30 December 2005
New Year's Day	Monday	02 January 2006
Good Friday	Friday	14 April 2006
Victoria Day	Monday	22 May 2006
(For) Canada Day	Monday	03 July 2006
Simcoe Day	Monday	07 August 2006
Labour Day	Monday	04 September 2006
Thanksgiving Day	Monday	09 October 2006

2006- 2007

1105

Christmas Shutdown	Friday	22 December 2006
	Monday	25 December 2006
	Tuesday	26 December 2006
	Wednesday	27 December 2006
	Thursday	28 December 2006
	Friday	29 December 2006

New Year's Day	Monday	01 January 2007
Good Friday	Friday	06 April 2007
Victoria Day	Monday	21 May 2007
(For) Canada Day	Monday	02 July 2007
Simcoe Day	Monday	06 August 2007
Labour Day	Monday	03 September 2007
Thanksgiving Day	Monday	08 October 2007

Section 2 - Work on Holidays 1106

Such employees as may be required to work on any of the holidays enumerated above shall be remunerated at double time in addition to the compensation provided in Section 1 above. 1107

ARTICLE XII – VACATION BENEFITS

Section 1 - Annual Vacations with Pay 1200

(a) The Company shall ensure that all employees take their vacation. If an employee has not exhausted his/her vacation entitlement by the end of the vacation year, all remaining vacation entitlement shall be scheduled to commence on June 1st. Employees will be permitted to carry-over unused vacation entitlement up to an amount equal to their current yearly entitlement. 1201

The normal annual vacation period shall be the last two (2) weeks in July and the first (1st) week in August and the Company may close the plant for this purpose; however, the Company also reserves the right to stagger vacations in order to maintain continuous production or repair facilities. In either case all employees will be advised of their vacation schedule and will be notified of their approved vacation during the month of March. 1202

Should work load requirements for the vacation period change after April 1st, volunteers shall be requested from the affected classification with the most senior employees being given preference: 1203

(a) within the Department 1204

(b) within the Division 1205

(c) within the Component 1206

(b) Computation Date, Pay and Time Off: Employees on the payroll of the Company as of June 1 of the vacation year 2002 and of each succeeding year that this Agreement is in force shall receive vacation with pay as follows: 1207

(1) For those employees with less than one (1) full year of service, one week vacation with pay computed on the basis of 4% of their earnings received from the Company during the previous year June 1 to May 31. 1208

(2) For those employees with one (1) full year of service but less than four (4) years, two (2) weeks' vacation with pay equivalent to 4% of their earnings received from the Company during the previous year of June 1 to May 31. 1209

(3) For those employees with four (4) full years of service but less than twelve (12) years, three (3) weeks' vacation with pay equivalent to 6% of their earnings received from the Company during the previous year of June 1 to May 31. 1210

(4) For those employees with twelve (12) full years of service but less than twenty (20) years, four (4) weeks' vacation with pay equivalent to 8% of their earnings received from the Company during the previous year of June 1 to May 31. 1211

(5) For those employees with twenty (20) full years of service or more, five (5) weeks' vacation with pay equivalent to 10% of their earnings received from the Company during the previous year of June 1 to May 31. 1212

(c) General Provisions	1213
(l) "Service" Defined: "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/she later be re-employed, unless prohibited by any Provincial or Federal Statutes. However, employees who had been credited with prior service at the date of signing this Agreement shall not lose such service time accrued. With respect to employees who terminated their employment with DeHavilland on November 30, 1965, to accept immediate employment with the Company, "service" shall include DeHavilland "service" as determined by the Company from DeHavilland records. A list showing such determinations shall be posted. After a reasonable time for protest by the Union or the employee and for correction of errors, if any, such determinations as they appear on the list shall be final.	1214
(2) "Earnings" Defined: "Earnings" as designated above shall mean the total amount of wages, vacation pay, overtime payments or cost-of-living bonus paid by the Company in respect of continuous service during the calendar year ending May 31 plus the amount an employee would have earned on straight time, for standard working hours, during any time lost in excess of seven (7) days on account of (a) compensable injury due to occupational accident, or (b) illness or accident for which Group Insurance Benefits are paid, providing that in neither case shall the period exceed twenty-six (26) weeks.	1215
(3) Deductions from Vacation Pay: All deductions normally made from an employee's pay shall be deducted from the employee's vacation pay.	1216
Section 2 - Pro Rata Vacation Pay on Termination	1217
Vacation pay, in the case of a terminated employee, will be paid on a pro-rata basis for service from June 1 of the previous year.	1218
ARTICLE XIII - SICK LEAVE PAY	
Section 1 - Computation	1300
The Company shall provide each employee in the Bargaining Unit with six (6) days of paid sick leave per year. The twelve month period following September 15, 1977 and each like period thereafter shall constitute the sick leave year. Payment may be for full day absences or for half-shift periods irrespective of whether they are pre-lunch or post-lunch. Probationary employees shall not be entitled to such sick leave benefit until after they have completed their probationary period.	1301
Section 2 - Time of Payment	1302
Full or half shifts off which qualify for benefits hereunder shall be paid for at the time they are taken, as follows: pay for such days off shall be included in the paycheque which the employee receives on Thursday of the following week as his/her earnings for the week in which such absence occurred.	1303
Section 3 - Accrual of Unused Benefits	1304
Employees shall be permitted to accrue unused sick leave to a maximum of twenty-one (21) days.	1305
Section 4 - Limitation on Payment of Benefits	1306
Sick leave benefits shall not be paid while the employee is receiving Weekly Disability or Workers' Compensation Benefits.	1307
ARTICLE XIV - HOURS AND OVERTIME	
Section 1 - Work Week	1400
(a) The standard Work Week shall be five (5) consecutive shifts of seven and one-half (7 1/2) hours each from 8:30 a.m. to 4:45 p.m. from Monday through Friday, inclusive, with the following exceptions:	1401

- (i) Telephone Operators - 1402
 To ensure coverage of the switchboard from 7:30 a.m. until 5:30 p.m., Monday through Friday, three (3) Local 673 employees will have a Standard Work Week as follows:
 One (l) will operate from 7:30 a.m.-3:45 p.m. 1403
 One (l) will operate from 8:00 a.m.-4:15 p.m.
 One (l) will operate from 9:15 a.m -5:30 p.m.
- (ii) E.D.P. Computer Operator "A" - 1404
 One (l) E.D.P. Computer Operator "A" will have a Standard Work Week of five (5) shifts from 8:30 a.m.-4.45 p.m., Saturday through Wednesday.
- (iii) Maintenance Department - 1405
 To ensure coverage of the duties currently performed by the Facilities Record Clerk, one (l) Local 673 employee will have a Standard Work Week of 7:30 a.m. to 3:45 p.m., Monday to Friday.
- (b) The Company may make changes in the starting and stopping time of the shifts noted above, provided such changes do not result in such shift hours being moved up more than one-half (1/2) hour or being moved back more than one-half (1/2) hour. Any change of more than one-half (1/2) hour may only be made by mutual agreement of the Union and the Company. At least three (3) days' notice will be given to the Union by the Company of any change in the starting or stopping time of shifts. Where the Company desires to move the start and stop times of an employee's shift, by more than one-half (1/2) hour, or should an employee desire to move his/her start and stop times, it shall only be done by mutual agreement by the employee and his/her supervisor, having regard to the personal needs of the employee and the needs of the Company. **In the event that an issue arises affecting the operational efficiency of the plant or office, the Company will first attempt to get a mutual agreement from the employee affected. Failure to do this will result in the Company and the Union meeting in order to resolve the issue, taking into consideration the personal needs of the employee.** 1406
2004
- (c) The Company does not guarantee to provide work to any employee for any hour, day, or week. 1407
- (d) Whenever possible, an employee shall be given at least five (5) working days' notice prior to being assigned to a different shift. 1408
- (e) Whenever possible it is agreed employees who may be required to work off shifts will rotate on such shifts every two (2) weeks. Consideration will be given to those employees who may request to remain on off shifts for an extended period of time. 1409
- (f) Hours of off shifts will vary depending on circumstances, however, the Company will attempt to establish hours which are suitable to the employees affected, consistent with work requirements and relevant provisions of the Collective Agreement. 1410
- (g) Hours of Off Shifts: 1411
 The hours of off shifts are defined as follows:
 Second Shift: 4:00 p.m. - 12:00 a.m.
 Third Shift: 12:00 - 8:00 a.m
- The Company may by department make changes in the starting and stopping time of the above shifts, provided such changes do not result in such shift hours being moved up more than one-half (1/2) hour or being moved back more than one-half (1/2) hour. Any change of more than one-half (1/2) hour may only be made by mutual agreement of the Union and the Company. 1412
- At least three (3) days' notice will be given to the Union by the Company of any changes in the starting or stopping time of these shifts. 1413

Section 2 - Overtime Work		1414	
(a) Where there is a requirement for overtime work and the Company cannot obtain sufficient volunteers, the Union agrees to cooperate with the Company to provide sufficient workers to perform the overtime work.		1415	
(b) Overtime Equalization		1416	
(1) General:		1417	
Effective March 1, 1993 all employees will show as zero (0) hours of overtime worked and the following will apply.		1418	
Overtime equalization and distribution will be accomplished on a continuing basis over a period of six (6) months ending September 1 and March 1 of each year among employees in an equalization group. Overtime shall be equalized on the basis of fifteen (15) percent or forty-two (42) hours worked (whichever is greater), difference between the highest number of hours and the lowest number of hours recorded among employees in the equalization group. On September 1 and March 1, the beginning of the equalization period, all employees in an equalization group shall have their hours reduced to zero (0).		1419	
An employee who believes he/she has not been so equalized shall advise his/her supervisor by September 8 and March 8 of each year. Where an employee has been identified as not being so equalized as of September 1 and March 1 the Company shall then be allowed until October 8 and April 8, to bring such employee to within the above limit. Any hours charged to the employee to within the above limit will not be recorded on the new period's overtime equalization records. If an employee who had advised his/her supervisor is not so equalized on or before October 8 and April 8, he/she shall be paid the amount of hours so as to be equitable.		1420	
There will be no obligation on the part of the Company to equalize an employee who has been absent for the period of September 8 to October 8 or March 8 to April 8. However, when an employee is absent for part of that period the Company may extend the October 8 or April 8 dates by an amount equal to any absences of the employee since September 8 or March 8.		1421	
(2) Equalization Group:		1422	
Equalization groups shall include all persons in the classification and area of the organization with the noted exceptions. (The areas of the organization shall be finance, material, manufacturing control, engineering, production engineering, office services, quality assurance, facilities and security). Prior to the Company altering any existing overtime equalization group configuration or setting up a new equalization group, the Supervisor or designee for the department will attempt to obtain mutual agreement from the Zone Committeeperson. Equalization groups should be constituted on the principle of grouping employees in the classification in the department who usually perform the same work. Should agreement not be reached, a Company Representative and the Office Chairperson will consult in an effort to resolve the matter. Failure to resolve the matter at this level will result in the equalization group being defined as the group of employees in the same classification reporting to the same first line supervisor.		1423	
MATERIAL	919 Material Planner	Customs/Traffic General Purchasing Outside Production	1424
MANUFACTURING CONTROL	621 Prod Order Processor A	A.O. F.O.	
	817 Prod Order Control Clerk	A.O. F.O.	

	902 Scheduling Clerk A	Fabrication Assembly	
ENGINEERING			
PRODUCTION ENGINEERING	1203 ML Loftsperson A	Electronic Other	
	1204 Tool Designer A	Fabrication Assembly	
	1210 Tool Engineer	Stress Engineer Assy/Jig/Fix/Fab Small Tools	
QUALITY ASSURANCE	623 Inspection Record Clerk A	MD80 MD11	
	1209 Quality Assurance Officer	Fab Outlines Non-Conf Parts	
	In regard to Production Order Processor A, Job Code 621, Master Layout Loftsperson A, Job Code 1203, Machined Parts Planner A, Job Code 1217, Inspection Record Clerk A, Job Code 623, and Quality Assurance Officer, Job Code 1209, the Company agrees to equalize those classifications effective September 8, 1993.		1425
	Should any unpopulated job become populated, the Company reserves the right to designate the overtime to work groups, similar to the above. The foregoing will also apply to the introduction of any new job classifications.		1426
	(3) Recording:		1427
	All overtime in an equalization group offered to an employee shall be charged to the employee as if he/she had worked. Where an equalization group has been exhausted, and an employee performs overtime work outside of his/her equalization group, he/she shall be charged for such overtime hours in his/her regular equalization group, up to the highest hours existing on their overtime list. Where an employee is scheduled to work an overtime opportunity and does not report to work for such opportunity, the employee shall be charged double the hours he/she would have been charged had he/she worked the overtime opportunity, unless he/she provides a good and sufficient reason for the absence, to his/her supervisor.		1428
	If an employee is absent, he/she shall be credited with the average number of hours charged to the equalization group during the period of absence.		1429
	An employee who is under medical direction not to work overtime shall be considered absent for the purpose of this Section.		1430
	When an employee attains seniority or is reclassified, or is recalled, or is transferred (other than temporary assignments) to another equalization group, he/she shall be credited at the date of entry with the average overtime hours worked by employees in the equalization group. If an employee is absent for 30 calendar days or more, unless the absence is entirely due to vacation, the employee shall be credited as above.		1431
	Hours shown shall be recorded as paid hours (e.g. one (1) hour worked at time and one-half (1-1/2) will be recorded as one and one-half (1-1/2) hours).		1432
	The overtime distribution records will be maintained by the Supervisor and will be posted in the appropriate work areas.		1433
	Where the Company assigns employees to work which is required as part of an effort to bring work into the plant, or as an immediate result of bringing new work into the plant, the		1434

employees will be excluded from this procedure upon the Company providing to the Office Chairperson, their names and the nature of the work being performed. Upon his/her return to the regular work group he/she shall be credited for any overtime worked while so assigned, up to the highest hours existing on the overtime list.	
(c) Call-in Allowance: Any employee who has completed his/her shift and having clocked out is then asked to work or is called in, shall receive a minimum of four (4) hours pay at the applicable rate, except when such work precedes and forms a continuous period with his/her regularly scheduled working hours, in which case no minimum shall apply.	1435
Section 3 - Overtime Rates	1436
(a) Time and One-Half Pay	1437
(l) Daily Overtime: Any authorized work performed by an employee before his/her regular starting time or after his/her regular quitting time shall be considered as overtime and paid for at the rate of time and one-half (1 1/2).	1438
(2) Saturday Overtime: Any work performed on a Saturday shall be paid for at time and one-half (1 1/2).	1439
(b) Double Time Pay (Sunday): Any work performed on a Sunday shall be paid for at double (2) time.	1440
(c) Sixth or Seventh Workday: 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 the 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.	1441
Section 4 - Lunch Period	1442
The lunch period shall be three quarters (3/4) of an hour and the Company reserves the right to stagger such lunch periods to maintain efficient operations. The parties hereby agree that in cases where a supervisor and employee mutually agree to change the start and stop times and in doing so, modifies the lunch break from 45 minutes to 30 minutes, this may be done without the need for an individual Memorandum of Understanding, providing both the supervisor and employee agree to this change.	1443 2004
Section 5 - Rest Period	1444
A rest period of ten (10) minutes will be provided at a time set by the Company and Union as is mutually agreed.	1445
Section 6 - Wash-up Period	1446
A wash-up or clean-up period of five (5) minutes before the end of the work shift will be provided.	1447
Section 7 - Persistent Lateness or Absenteeism	1448
The Company's access control system requires all employees to punch in/out at the gates in order to gain entry or egress from Boeing Toronto, Ltd. premises.	1449
Employee's will be paid for time worked.	
Persistent lateness may be made the reason for disciplinary action.	
Section 8 - Jury and Witness Duty	1454
(l) Employees required to serve jury duty including Coroner's jury duty shall be paid the difference between their normal day's wages and the amount they receive for the time spent on jury duty.	1455
(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/she is working or residing, shall be paid the difference between his/her normal day's wages and the amount he/she receives as a witness. An employee is not entitled to pay under this provision in circumstances where the	1456

- employee:
- (a) is called as witness against the Company or its interests; or 1457
 - (b) is called as a witness on his/her own behalf in an action in which he/she is a party; or 1458
 - (c) voluntarily seeks to testify as a witness; or 1459
 - (d) is a witness in a case arising from or related to his/her outside employment or outside business activities. 1460

Section 9 - Bereavement Pay 1461

Three (3) days bereavement pay will be granted an employee who takes time off from his/her regular work week because of a death in his/her immediate family (spouse, mother, father, sister, brother, daughter, son, **stepchild**, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-parent of the employee or his/her spouse, step-brother, step-sister, grandmother, grandfather, spouse's grandmother and grandfather). **In addition, an employee will be granted bereavement leave for a stillborn child if the employee provides a certificate of fetal death which has been certified by the province of Ontario.** 1462

ARTICLE XV - HEALTH AND SAFETY

Section 1 - General: 1500

- (1) The Company recognizes its obligation to provide a safe and healthful working environment for employees. The Union recognizes its obligation to co-operate in maintaining and improving a safe and healthful working environment. The parties agree to use their best efforts jointly to achieve these objectives. 1501

Section 2 - Health and Safety Representation: 1502

- (1) A Joint Health and Safety Committee will be established, consisting of one (1) representative appointed by the Company and the Union Health and Safety Representative, **and 1 Alternate to the JHSC, appointed by the Union. In the event that the Health and Safety Representative is absent for one day or more, and where he has provided the Company representative responsible for health and safety with advance notification of his absence, he may be replaced by the alternate. This 1 day notice is not required in the event of a Health and Safety emergency. It is expected and understood that the Union Health and Safety Representative, or his alternate will respond to the emergency immediately.** 1503
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- (2) Union Health and Safety Representative: The Company will recognize one (1) Union Health and Safety Representative, to be chosen by the Union from the employees represented by Local 673. This representative will be entitled to leave his/her regular work, fifteen (15) hours per week, normally three (3) scheduled hours per day, in order to fulfill the specific health and safety functions as set out in this Collective Agreement and as set out by law. In the performance of his/her health and safety duties, the Union Health and Safety Representative shall report to the Manager responsible for Health and Safety. 1504

- (3) The Company will provide the Union Health and Safety Representative with a minimum of forty (40) hours of health and safety training per year which will be determined by the Union Health and Safety Representative in consultation with the Company. The Company will pay any reasonable tuition and lost straight time. The Joint Health and Safety Committee may recommend appropriate training programs or subjects. 1505

- (4) The Union Health and Safety Representative will be provided with a desk, chair, telephone and filing cabinet which shall be located in the Company's Health and Safety Department. The Union Health and Safety Representative will be provided with reasonable access to all C.C.O.H.S. computer disks the Company may have, and reasonable access to a personal computer. 1506

Section 3 - Health and Safety Training:	1507
(1) All new hires are to receive a minimum of two days of Health and Safety training.	1508
(2) The Chairperson of the Bargaining Committee and the Union Health and Safety Representative shall have input into training programs being developed involving Local 673 members. Before the Company implements a training program where no mutual agreement has been reached with the Chairperson of the Bargaining Committee and the Union Health and Safety Representative, it will be discussed with a representative of the National Union and the Office Chairperson.	1509 2004
The parties agree that Chairperson of the Bargaining Committee and the Union Health and Safety Representative and the alternate Health and Safety Representative shall be considered to be a person selected by the trade union pursuant to Section 23, Sub-section (4)(c) of the Ontario Occupational Health and Safety Act.	
In the event that the Chairperson of the Bargaining Committee and the Health and Safety Representative is absent for one day or more, and where he/she have provided the Company representative responsible for health and safety with advance notification of his/her absence, he/she may be replaced by the alternate.	
(3) The Chairperson of the Bargaining Committee will be responsible for instructing formal health and safety training programs to employees represented by the CAW. The Health and Safety Representative will act in this capacity only in those cases where the Chairperson of the Bargaining Committee is absent or in those cases approved by the Manager, Labour Relation. The Alternated Health and Safety Representative will act in this capacity only in those cases where the Chairperson of the Bargaining Committee and the Health and Safety Representative is absent or in those cases approved by the Manager, Labour Relation.	1510 2004
(4) The Company will provide the Bargaining Committee Chairperson, the Union Health and Safety Representative and the Alternate Health and safety Representative appointed above with an appropriate amount of training. The Joint Health and Safety Committee may recommend appropriate training programs or subjects. The Company will pay any reasonable tuition and lost straight time.	1511 2004
(5) These programs may be instructed jointly with an instructor appointed by the Company. Should an inadequate number of Union Health and Safety Instructors be available to perform the required training, the Company may utilize other instructors.	1512 2004
The Company representative responsible for training will schedule and coordinate the training.	1513 2004
(6) Should the Bargaining Committee Chairperson, Union Health and Safety Representative or the Union Alternate Health and Safety Representative relinquish his/her position because he/she, ceases employment with the Company, is promoted out of the Bargaining Unit, is elected to a full time Union position, or is removed by mutual agreement of the parties, the Union may appoint/elect a replacement Bargaining Committee Chairperson, Union Health and Safety Representative or the Union Alternate Health and Safety Representative pursuant to Sub-section (4).	1514 2004
Section 4 - Air Sampling and Noise Testing:	1515
A Health and Safety Representative will be advised of any air sampling and noise testing so as to provide him/her with the opportunity to be present. The Joint Health and Safety Committee will be advised of the results.	1516
Section 5 - Placement of Pregnant Employees with Limitations	1517
(1) If due to her pregnancy, the continuation of the duties of an employee's job is injurious to her health or welfare, the Company may employ her in other work within MDCAN which she can do, without regard to any provisions of this Collective Agreement, except that such employee may not	1518

displace an employee with greater seniority. The Office Chairperson shall receive

written notice prior to any temporary reclassification under this sub-section (1). At the conclusion of the employee's temporary reclassification, the employee will be returned to the job classification she held prior to the application of this sub-section.

In regard to the foregoing, the employee shall either:

- (i) be temporarily reclassified to a job classification within the Bargaining Unit, in which case she shall receive the rate of pay for the job classification that she is temporarily reclassified to; 1519
 - or
 - (ii) be temporarily reclassified to a position which is not covered by a Collective Agreement, in which case the provisions of this Collective Agreement will apply and the employee shall continue to receive her regular rate of pay. 1521
- (2) An employee under the Collective Agreement between the Company and the CAW Local 1967 who has a temporary medical limitation due to pregnancy, which prevents her from performing her normal work, may be employed in an entry level position under this Collective Agreement, providing there is no one on lay-off other than pursuant to Article VII, Sub-section 5(2)(b), subject to the following terms and conditions: 1522
- (a) Notwithstanding paragraph 701, she will be deemed to be a probationary employee, and shall not accumulate seniority, for the duration of the period during which she is employed under this section; and 1523
 - (b) the period of employment under this section will expire when her temporary medical limitation is rescinded, or after eight (8) months, whichever is less; and 1524
 - (c) the employee's last day worked prior to the expiration of the period of employment under this section, shall be deemed to be the date the employee returns to her job classification under the Collective Agreement between the Company and the CAW Local 1967 1525
 - (d) the employee will not be entitled to overtime, unless no other member of the bargaining unit desires and is available to work the overtime. 1526
 - (e) this will not result in the movement or displacement of any other employee in the bargaining unit. 1527
- In clarification of the above: 1528
- (a) the employee shall be paid at the pure base rate maximum, subject to the new hire progression, 1529
 - (b) they shall be members of Local 673, shall pay dues to Local 673, and be represented by Local 673. 1530

The foregoing will not be used to the detriment of any Local 673 employee as it pertains to their rights under this section. 1531

Section 6 – Medical Surveillance

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Employees working in the Lab and/or Loft Reproduction will be included in the Company isocyanate program. The purpose of the program is to monitor and protect the health of workers by:

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- (a) ensuring fitness for exposure to isocyanates**
- (b) evaluating isocyanate exposure**
- (c) enabling remedial action to be taken where necessary: and**
- (d) providing health and safety education**

ARTICLE XVI GENERAL PROVISIONS

Section 1 - Performance of Bargaining Unit work by excluded employees	1600
Employees excluded from the Bargaining Unit will not perform work normally performed by members of the Bargaining Unit, except for the specific reasons listed in (a) and (b) below:	1601
(a) instructing an employee or employees;	1602
(b) an emergency;	1603
providing the specific reasons (a) and (b) do not reduce the hours of work or pay of any Bargaining Unit member.	1604
Section 2 - Employment Information Furnished to Union	1605
The Company agrees to supply the Chairperson of the Bargaining Committee with copies of Company forms covering the employment, movement or release of persons covered by the Agreement.	1606
Section 3 - Union Elections	1607
The Company agrees that the Union may conduct the election of Local Officers, delegates to the Canadian Labour Congress, CAW Canadian Council and CAW Constitutional Convention on the Company premises and under the following conditions:	1608
(a) Elections must be set up and conducted on employee time.	1609
(b) Polling stations are to be set up at points indicated by the Company.	1610
(c) Electioneering signs or banners will not be permitted on Company property.	1611
Section 4 - Corrective Interview	1612
When a corrective interview is to be conducted the supervisor will notify the employee and his/her Union representative prior to the interview commencing. The representative will be present at the interview unless notified by the employee that he/she does not desire the presence of the representative. Should the interview result in a corrective notice being placed against the employee's record a copy of the notice will be given to the employee and his/her representative.	1613
If an employee does not receive a corrective notice for an elapsed period of one year, then any corrective notice issued prior to the one year elapsed period will not be used against him/her and will be handed over to the Office Chairperson. Expired notices will be removed from his/her file on a semi-annual basis or at the time that the employee requests the removal of such expired notice.	1614
Section 5 - Work Parties	1615
Employees required to work at locations other than the Malton plant, which necessitates their living away from home, shall be subject to the following conditions:	1616
(a) Method of travel and route shall be determined by the Company.	1617
(b) Cost of travel fares, to location and return, will be paid for by the Company. If an employee seeks to use an alternate means of transportation than that determined by the Company, and is permitted to do so, he/she will be compensated to the value of the Company-selected transportation.	1618
(c) Travel by means of personal automobile, either with or without passengers, will be the responsibility of the automobile owner.	1619
(d) 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 the method of travel is selected by the employee, and to a maximum of twelve (12) hours if the method of travel is determined by the Company.	1620

(e) An employee will be paid at his/her regular hourly rate for the standard hours of work each week, less any deductible lost time. Authorized overtime or shift work will be paid in accordance with the provisions of the Collective Agreement.	1621
(f) While on travel status, an employee will be paid a per diem allowance of ten dollars (\$10.00), or the amount provided by Corporate Policy, whichever is greater, plus reasonable actual cost of lodging.	1622
(g) An employee on a work party anywhere on the continent of North America will be afforded an opportunity to return home once each three (3) months for a reasonable period of time. Such time shall not be a paid vacation but rather a period in which he/she is afforded an opportunity to take a vacation to which he/she is otherwise entitled, or to take a leave of absence without pay, or to work in the plant.	1623
(h) All 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 indicated.	1624
Section 6 - Eye Protection	1625
(a) All employees must wear CSA-approved eye protection in areas as designated by the Company.	1626
(b) Effective January 1, 2002, if employees should require prescription safety glasses to comply with the above, the Company will contribute fifty dollars (\$50.00) to the cost of one (1) standard pair of prescription safety glasses with side shields.	1627
(c) Should prescription lenses or frames become worn or be accidentally broken during normal duties in the plant, the Company will bear the cost of repair or replacement.	1628
(d) The Company will contribute fifty dollars (\$50.00) to the cost of replacing prescription lenses through vision deterioration.	1629
(e) It shall be the responsibility of the employee to take care of his/her safety glasses.	1630
Section 7 - Appendices	1631
Attached hereto and forming part of this Agreement are the following supplements:	1632
Appendix "A" - Job Grouping List	1633
Sets forth the Bargaining Unit wage groups and the job classifications in each group.	1634
Appendix "B" - Letters of Intent	1635
Appendix "G" - Glossary of Words and Phrases	1636
Words and phrases used in this Agreement are given definition and meaning herein to clearly indicate the common and consistent interpretation to be placed on them by all persons using the words and terms.	1637
Appendix "H" - Pension Plan	1638
Sets forth the terms and conditions of pension benefits provided by the Company to Bargaining Unit employees.	1639
Appendix "I" - Insurance Program	1640
Sets forth the terms and conditions of group insurance benefits provided by the Company to Bargaining Unit employees.	1641
Appendix "J" - Supplemental Unemployment Benefits Plan	1642
Sets forth the terms and conditions of supplemental unemployment benefits provided by the Company to Bargaining Unit employees.	1643
Appendix "K" - Dental Plan	1644
Sets forth the terms and conditions of dental care benefits provided by the Company to Bargaining Unit employees.	1645

Appendix "L" - Technical Group	1646
Sets forth the job requirements for Wage Group 10, 11 and 12 classifications.	1647

ARTICLE XVII - DURATION

This Agreement shall become effective as of 30 October 2004 unless otherwise specifically provided as to certain provisions, and shall remain in effect through 26 October 2007 and from year to year thereafter, unless written notice to amend or terminate the Agreement is given by either party.	1700 2004
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Notice that amendments are required or that either party intends to terminate the Agreement may only be given during the period of not more than ninety (90) calendar days or not less than thirty (30) calendar days prior to the termination date.	1701
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If notice of amendment or of termination is given by either party, the other party agrees to meet for the purpose of negotiation and if complete agreement has not been reached by the expiration date, then either party at any time thereafter may terminate this Agreement, by giving seven (7) days' written advance notice to the other.	1702
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It is understood that during any negotiation following upon notice of termination or notice of amendment, either party may bring forward counter proposals arising out of or related to the original proposal.	1703
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Duly executed by the parties on 10 December 2004 .	2004
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FOR BOEING TORONTO, LTD.:

Steve Fisher
President

Joanne Armstrong
Director, Enterprise Services

Peter Iannone
Senior Manager, People Health Safety & Security

Wayne Barrett
Senior **Employee Relations Specialist**

FOR THE UNION:

Basil (Buzz) Hargrove
National President

Jim O'Neil
National Secretary-Treasurer

Peter Kennedy
National Assistant to the Secretary-Treasurer

Dawn Cartwright
National Representative

Jim Lake
President

Charles Asling
Chairperson

William Barton

Paul Avila

Steve Benetti

Joe Galena

**APPENDIX G
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 descriptions.

Bumping

The adjustment process by which an employee declared surplus in his/her job classification, because of work reduction, may assert his/her seniority rights to displace an employee with less seniority in a lower classification.

Demote

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

Discharge

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

Emergency

A condition that is unforeseen and/or is beyond the control of the Company that requires immediate action and where there is no qualified Bargaining Unit Personnel available to perform such emergency work.

Grievance

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

Lay-off

Termination of employment with the Company, because of work reduction, with certain rights of recall to work.

Lead Hand Definition - 2001

Lead on the part of any selected employee means to delegate as authorized, a portion of the allocated work to employees assigned to work with him and pass on sufficient information to enable those employees to accomplish their work in a manner that will result in economy, quality and efficiency.

Employees selected to perform Lead Hand responsibilities will:

- a) Perform work, usually the most difficult, of the classifications led.
- b) Demonstrate, and instruct employees in, work of the classifications led.
- c) Be responsible for furnishing and interpreting accurate required information to assigned employees and others associated with the work.
- d) Plan, prioritize, sequence, coordinate, check work, eliminate ordinary difficulties with assigned employees and communicate with support functions and others associated with the work.
- e) Individually and in groups, make detailed daily and overtime work allocations, including area housekeeping and management approved shift work allocations, as instructed by the supervisor, in conformance with the classifications being led, but will not make basic work assignments which affect the classification of employees.
- f) Normally lead, but not limited to, 10 assigned employees.

Employees selected to perform lead responsibilities shall be directly responsible for the quantity or quality of work package but shall not make, as a result of solicitation by the supervisor, recommendations concerning employment, release, transfer, upgrading or disciplinary action relative to other employees.

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/her work qualification 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 wage rate.

Section Head

One who directs the work efforts of, 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.

APPENDIX "A"
JOB GROUPING LIST

WAGE GROUP 1

110 Mail Clerk

WAGE GROUP 2

204 Key Punch Operator B

212 General Office Clerk

WAGE GROUP 3

307 Printing Stock Clerk

315 Clerk Typist A

317 Telephone Operator

319 Badge and Lock Control Clerk

320 EDP Equipment Operator B

WAGE GROUP 4

406 File Systems Clerk

412 Printing Clerk

415 Customs Clerk B

420 Statistical Clerk C

422 Production Order Processor B

423 Facilities Record Clerk

427 Key Punch Operator A

428 Terminal Computer Systems Operator

430 Material Record Clerk

431 Accounting Clerk

WAGE GROUP 5

512 Stenographer

515 Multilith Operator

516 Dispatcher

518 EDP Equipment Operator A

WAGE GROUP 6

601 Process Planning Clerk A (2001)

604 Cost Clerk B

605 Accounts Clerk B

606 Payroll Clerk A

608 Spare Parts Clerk A

621 Production Order Processor A

623 Inspection Records Clerk A

624 EDP Computer Operator B

WAGE GROUP 7

705 Scheduling Clerk B
708 Spares Analyst
714 Engineering Data Release Analyst
715 Statistical Clerk B
717 Material Control Clerk
718 Loft Template Printer A

WAGE GROUP 8

806 Cost Clerk A
817 Production Order Control Clerk
818 EDP Computer Operator A

WAGE GROUP 9

902 Scheduling Clerk A
909 Production Change Analyst
915 Statistical Clerk A
916 Junior Planner
917 Numerical Control Parts Programmer C
918 Quality Assurance Officer B
919 Material Planner/Vendor Scheduler
920 Master Layout Loftsperson C

WAGE GROUP 10

1005 Master Layout Loftsperson B
1006 Tool Designer B
1007 Facilities Design Draftsperson B
1008 Technical Illustrator A
1009 Procurement Cost/Price Analyst
1011 Modification Cost Evaluation Analyst
1014 Chemical Technician
1015 Metallurgical Technician
1016 Production Process Standards Writer B
1018 Radiographer
1019 Network Flowplan Analyst
1020 Quality Assurance Programmer B
1022 Photographer/Pressperson

WAGE GROUP 11

1103 Procurement Tool Co-Ordinator
1104 Procurement Sub-Contract Representative
1107 Chemical Technologist

- 1108 Metallurgical Technologist
- 1110 Engineering Drawings Checker
- 1113 Numerical Control Parts Programmer B

WAGE GROUP 12

- 1202 Production Process Standards Writer A
- 1203 Master Layout Loftsperson A
- 1204 Tool Designer A
- 1206 Tool Standards Writer
- 1209 Quality Assurance Officer
- 1210 Tool Engineer
- 1211 Numerical Control Parts Programmer A
- 1212 Cutting Tool Designer
- 1213 Facilities Architectural/Structural Design Draftsperson
- 1215 Facilities Material Handling and Plant Lay-Out Design Draftsperson
- 1216 Facilities Mechanical Design Draftsperson
- 1219 Facilities Electrical Design Draftsperson
- 1220 Facilities Electronic Design Draftsperson
- 1221 Senior Quality Assurance Programmer
- 1222 Quality Assurance Source Representative
- 1223 Senior Manufacturing Planner (2001)

MAIL CLERK

JOB CODE: 110

Job Requirement:

No previous experience required.

Works under normal direction and supervision.

Normal Duties:

Responsible for sorting and delivery of all incoming and inter-office mail. Determine proper classification and postage charges for outgoing mail.

KEYPUNCH OPERATOR B

JOB CODE: 204

Job Requirement:

Requires typing course and experience on key punching machine. Works under direction and with minimum supervision.

Normal Duties:

Reads accounting or statistical data from original reports, records, summaries, etc. and makes a record of this data on tabulating cards by punching a series of holes in the cards by means of a key operated punching machine.

May operate a machine known as a "verifier" which checks the accuracy of the original punchings.

May spend part time in operating primary equipment such as interpreter, collator, transfer post, etc. Principal time, however, is spent at punching cards. May perform miscellaneous part-time jobs about tabulating section such as filing cards, etc.

GENERAL OFFICE CLERK

JOB CODE: 212

Job Requirement:

Previous office experience necessary. Set up and operate blueprint reproduction and office machines. Works under normal direction and supervision.

Normal Duties:

Performs a combination of routine duties such as: sorting, filing, tabulate and post data in various record books and systems, maintain records and files, check calculations and send out bills. Assist in taking inventory. Set-up and operate blueprint reproduction and office machines incidental to the work as assigned. Receive order for prints and issue, file or distribute in accordance with Company procedure. Maintain adequate stock of printing paper, printing solutions and other office supplies.

PRINTING STOCK CLERK

JOB CODE: 307

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 re 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.

CLERK TYPIST A

JOB 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.

TELEPHONE OPERATOR

JOB CODE: 317

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 enquiries or designation of function only. Required to maintain records related to telephone usage.

BADGE AND LOCK CONTROL CLERK**JOB CODE: 319****Job Requirement:**

Works under normal direction and supervision.

Normal Duties:

Perform badge and lock control functions such as issuance of badges, locks and identification cards to employees or other authorized recipients.

Prepare and laminate badges and identification cards, maintain badge and lock control records and lock locations.

Handle routine business and inquiries, making necessary changes of badge detachables and buttons. May operate identification camera, laminating machines and other related equipment.

Perform miscellaneous clerical duties such as filing, posting, checking and copying.

EDP EQUIPMENT OPERATOR B**JOB CODE: 320****Job Requirement:**

Academic status of Junior Matriculation or equivalent, mechanically inclined, desirous of undergoing technical and systems training for operation of electronic data processing machines. No previous experience required. Works under direct instruction and supervision and must be able to develop good logic and concentration.

Normal Duties:

Performing any combination of the following mechanical or allied clerical functions:

Perform miscellaneous assignments such as stocking shelves, posting and maintaining records and schedules as required.

Booking and bursting of printed computer output reports.

Receive instruction and training on auxiliary EDP equipment such as sorter, interpreter, reproducer, collator and data collection equipment, also systems and procedures relating thereto.

FILE SYSTEM CLERK**JOB 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 index and supervise the work of assisting personnel.

Works with little direction and without supervision.

Normal Duties:

Reads information or identification of incoming documents such as deeds, specifications, maps, drawings, etc. Locates and removes material for use when requested and ensures its return to the files. May order new prints of blueprints, tracings or drawings when available supply becomes worn from use.

This classification does not cover the filing of copies of letters, memos, etc., which is ordinarily performed by secretaries, stenographers, typists or General Office Clerks.

PRINTING CLERK**JOB CODE: 412****Job Requirement:**

Experience in different phases of the printing department. Must operate a typewriter or varityper.

Normal Duties:

Plans lay out of matters to be duplicated or printed, including line material, sketches, etc. Apportions space and position of type or inserts according to the page size and job requirements. Must type material, including cutting of stencils. In charge of perpetual inventory of printing office materials, including blank stock, ink, printed forms (loose, padded and bound), stationery, etc. Required to file stationery requisitions.

CUSTOMS CLERK B**JOB CODE: 415****Job Requirement:**

A working knowledge of custom claims procedures, both import and export. Must have applicable license required to operate a motor vehicle.

Normal Duties:

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

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

General: Assist Customs and Traffic Clerk in preparing related entries and performing general duties in Customs Section.

STATISTICAL CLERK C**JOB CODE: 420****Job Requirement:**

Must have sufficient previous experience in statistical practices and methods to compile statistical reports, data and summaries 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, plottings, extensions and summaries including current trends for departmental statistics; maintains records of statistical data, computations, 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.

PRODUCTION ORDER PROCESSOR B**JOB CODE: 422****Job Requirement:**

Experience in Production Office or equivalent, must have thorough understanding of the functions of the department and its relationship to the shop. Processes orders under minimum direction and normal supervision. Reads and understands non-technical section of processes and simple forms. Is familiar with shop location and facilities.

Normal Duties:

Issue job cards and schedules under supervision. Operate systems transmitter to generate information to produce material cards. Check, correct and use tabulated information. Action changes in shop and office. Deal with simple non-technical shop queries and re-works. Issue shop production orders for batches, rejections and split orders.

Works with breakdowns to determine part requirements. Be able to understand, use and update machine produced records and extract simple information related to job function. Carry out limited duties of Production Order Processor A.

FACILITIES RECORD CLERK**JOB CODE: 423****Job Requirement:**

General knowledge of plant facilities, areas, locations and equipment.

Requires legible handwriting style and systematic method of making and filing records.

Required to issue, receive, post and consolidate records, equipment tags and affix tags to equipment.

Normal Duties:

To perform clerical duties in relation to the activities and responsibilities of the Facilities Department. Would prepare, issue, receive, post and maintain records in relation to planned maintenance, job planning, equipment inventory, work order control system.

Expedite work orders as required. Affix equipment number tags to equipment. 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 classifications.

KEYPUNCH OPERATOR A

JOB CODE: 427

Job Requirement:

Requires proven ability and experience in the set-up and operation of key punching machines, key tape and key-edit equipment. Must have an approved key punch course. Will be required to pass a prescribed Card Punch Aptitude test.

Work under normal instruction with limited supervision.

Normal Duties:

Maintain a key punching or key verifying speed of 10,000 key strokes per hour with not more than a 2 percent error factor, applied in continuous operation without facilities for visual checking or erasures, at machine room noise levels.

Ability to perform the duties of a Key Punch Operator B and to make up Drum Cards or enter control programs on key tape and key-edit equipment.

May be required to assist in work allocation and instruction of other key punch operators.

TERMINAL COMPUTER SYSTEMS OPERATOR

JOB CODE: 428

Job Requirement:

Set-up, input raw data and operate Terminal Computer System equipment to obtain quality copy of output data. Conversant with departmental systems to perform typing and clerical duties in relation to their activities and responsibilities.

Normal Duties:

Receive, interpret all relevant documents, exercise some independent judgement in the use of terminal message signals to select and enter data into the system, check for correctness and transfer information via terminal to computer.

As required, transmit signal messages to receive on terminal any information or documentation which is stored in computer.

Perform related clerical duties and use typewriter to perform department functions allied to the Terminal Computer System.

Work from supplied information under direction but with minimum supervision. Must accurately type and input into terminal 60 words per minute.

MATERIAL RECORD CLERK

JOB CODE: 430

Job Requirement:

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

Normal Duties:

Prepares and maintains up to date Bills of Material and component summaries. Records material requirements and relevant information on control cards; pre-allocates requirements; record purchase requisitions and orders; posts material receipts and disbursements on stock cards and extends 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.

ACCOUNTING CLERK**JOB CODE: 431****Job Requirement:**

Requires some accounting experience in a business office. Works under direction with normal supervision according to procedural and accounting guidelines established from time to time.

Normal Duties:

Process accounting transactions in connection with the phase of accounting operations to which the employee is assigned. Must be able to perform the following duties or functions when required:

- 1) Post and balance cash book, cash sales register, etc.;
- 2) Check invoice register;
- 3) Reconcile bank accounts;
- 4) Process vendors' invoices for payment;
- 5) Prepare sales invoices for customers;
- 6) Analyse and reconcile suppliers' statements.

STENOGRAPHER**JOB CODE: 512****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.

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.

MULTILITH OPERATOR**JOB CODE: 515****Job Requirement:**

Experience in the operation and adjustment of the 1250 or other equivalent Multilith Offset Presses but excluding Model 80. Works under direction but with a minimum of supervision.

Normal Duties:

Required to set-up, adjust and run the equipment in order to produce satisfactory copies in one or more colours, in register as required - graphs, notices, forms, etc., or work normal to the production of a Multilith Offset Press.

May also be required to make small plates necessary to the production of any Multilith job, must also be able to attach and operate numbering equipment peculiar to the Multilith Press, cut paper as required.

Also required to keep records of time and material necessary to complete any job.

DISPATCHER**JOB CODE: 516****Job Requirement:**

Requires a general knowledge of Company transportation and mobile maintenance equipment plus thorough knowledge of Company and Metropolitan Toronto areas and locations. Must exercise mature judgement 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 truck, cranes, etc.; dispatches requested equipment; advises truck drivers as to special instructions and location of additional pick-up points for materials, etc.; informs employees engaged in routine inter-departmental pick-up of materials and supplies, etc.; as to additional pick-up points; verifies authorization of request for Company cars; receives and informs maintenance supervisors of requests for non-routine maintenance services; maintains log of car and equipment movements.

EDP EQUIPMENT OPERATOR A**JOB CODE: 518****Job Requirement:**

The ability to set up and operate EDP equipment such as sorter, interpreter, reproducer, collator, data collection equipment and the DATA 100 computer terminal under the direction of a supervisor or an EDP Computer Operator and with the aid of operating procedures and standard wiring diagrams.

Normal Duties:

May be responsible for maintaining controls over certain sections of the work performed in the department such as accumulating, transmitting, etc., of data collection output, also punching, verifying, etc.

Receive instruction and training in operating the computer.

Determine elapsed time for necessary payroll data, editing resultant tabulated statements. Edit and correct labour printouts.

May do some related clerical work such as ordering department stationery supplies and dating, numbering or writing in headings on completed reports, etc.

May punch cards at times but only as an occasional job.

PROCESS PLANNING CLERK A**JOB CODE: 601****Job Requirement:**

Production Engineering office experience. Working knowledge of drawing office, production control and scheduling procedures. Ability to sight read aircraft drawings. Works under direction but with minimum of direct supervision.

Normal Duties:

Compile breakdown of aircraft drawings to details and assemblies by drawings. Establishment of change effectivities. Compile and maintain records pertaining to changing definition of product.

Analyze and check drawing office instructions for completeness and expedite procurement of missing data.

Check processing for completeness of required procedure data and coordination of effectivities with production control. Disposal of redundant parts. Prepare, record and dispatch engineering data to prime sub-contractors. Record and expedite work flow through Production Engineering.

COST CLERK B**JOB CODE: 604****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/she 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 Company owned outside inventories.

ACCOUNTS CLERK B

JOB 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/her own group to other groups in the department and also other departments when necessary.

PAYROLL CLERK A

JOB CODE: 606

Job Requirement:

Requires considerable experience in payroll work. Must possess tact and good judgement.

Works under direction but with little supervision.

Normal Duties:

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

SPARE PARTS CLERK A

JOB CODE: 608

Job Requirement:

Experience in a parts department and a knowledge of Company engineering practices. A background of field service is helpful.

Works under direction with only normal supervision.

Normal Duties:

From a knowledge of aircraft concerned, and the operational wastage of its parts, to compile a spares list for use of owners.

Is required to assist in the selection and ordering of catalogue illustration requirements or in the interviewing of customers. May be required to perform relevant duties or help in the instruction of junior personnel to complete work time.

PRODUCTION ORDER PROCESSOR A

JOB CODE: 621

Job Requirement:

Experience in Production Office or equivalent. Must have knowledge of manufacturing processes and issuance of orders as required by the manufacturing schedule. Must have knowledge of shop procedures to deal with non-technical queries concerning processes.

Be capable of extracting B.O.M.s/L.O.M.s from drawings.

Work without direction and with minimum supervision.

Normal Duties:

Record work load from Production Engineering, process through office procedure, handling the checking of processes with regard to change requirements and effectivity.

Be familiar with standard Production Engineering office forms and be capable of working from information on E.O.s, W.R.O.s, etc., with relation to effectivity, change requirements, etc., as used in the order processing function.

Be capable and responsible for making decisions on non-technical queries on processes and other format used with regard to the order processing function.

Process shop request for manufactured items not normally available in production. Responsible for the setting up and maintenance of control records and follow-up.

May direct the operations of Production Order Processor B.

Pre-load index boards for travel with major assemblies. Arrange and post necessary documents to applicable aircraft on shop floor.

Pick up and file completed paperwork.

Final check all paperwork prior to shipping of aircraft component and compile release book.

INSPECTION RECORDS CLERK A

JOB CODE: 623

Job Requirement:

A general knowledge of plant facilities and a thorough knowledge of inspection records procedures and standard practices.

Must have the initiative and ability to originate, compile and maintain records systems. Requires legible handwriting.

Work with direction and minimum supervision.

Responsible for the implementation, co-ordination and maintenance of BCAG FOD Plan and the metrics associated with FOD prevention.

Normal Duties:

Perform routine office work and operate various office machines. Maintain files of inspection records or other documents in any designated inspection area and/or central records control.

Initiate and maintain records systems.

Accurately compile and report final status of traceable historical records.

Initiate and maintain strict control of systems such as; Quality Assurance Acceptance Stamps.

Copy type or write Inspection reports.

Order, issue and control Quality Assurance supplies.

May be required to instruct other personnel in lower classifications.

Assist in developing and maintaining FOD metrics. Assist in BCAG mandatory FOD awareness training annually. Assist in introducing and sustaining Tool Control/Accountability. Introduce and sustain FOD walks,

sweeps and receivable inspections. Assist in the FOD Prevention communication strategies...Assist in the FOD recognition program. Assist in the training and delegating responsibilities to Area FOD reps. Lead Area FOD reps meetings.

EDP COMPUTER OPERATOR B

JOB CODE: 624

Job Requirement:

Be capable of performing the duties of an EDP Equipment Operator A.

Works with direction and minimum of supervision.

Normal Duties:

Must be familiar with and able to operate a computer under direction of a supervisor or a senior operator.

Under similar direction must be familiar with and be able to operate a calculator, sorter, collator, tabulator (printer), reproducer, interpreter and key punch machine.

Must be able to assist a supervisor or senior operator in data processing problems including creative machine wiring and job planning.

May be required to maintain control of various data processing applications on his/her job assignments, including assistance to personnel assigned to the execution of such work.

SCHEDULING CLERK B

JOB CODE: 705

Job Requirement:

Experience in various production departments, with experience in Planning and Scheduling.

Must possess:

Knowledge of manufacturing facilities, as shown by shop layouts and equipment.

Knowledge of the essentials of Planning and Scheduling systems.

Experience in the breakdown of parts and materials as applied to manufacturing.

A sound knowledge of electronic data processing procedures established for manufacturing control, and an aptitude for learning new systems.

Ability to explain clearly to personnel of a lower classification, the requirements of detail jobs requested from them.

Works with direction but with minimum of supervision.

Normal Duties:

To obtain, correlate, and prepare, from all sources, information for the breakdown of parts and materials. Produce special breakdowns.

To prepare and produce various schedules for production and spare parts on request, and within stipulated times.

Maintain related records.

Supply information to various departments and persons as required.

Explain detailed jobs to lower classification clerks. Assist Scheduling Clerk A under explicit direction and supervision, when required, in preparing material for reports, schedules and analysis.

SPARES ANALYST

JOB CODE: 708

Job Requirement:

Ability to sight read drawings.

Ability to represent the Spares Department in working with any military or commercial technical personnel (Canadian, U.S. or other) in the performance of his/her normal assignments, including Spares Provisioning Conferences.

Ability to negotiate with senior departmental personnel in the obtaining of technical or other information as may be needed to meet customer specifications and job requirements.

Works under direction but with minimum supervision.

Normal Duties:

Will be called upon to work from drawings or other data to: Compile parts provisioning breakdowns for use at Spares Provisioning Conferences and for any other department requiring same.

Compile data in accordance with Military and Federal specifications, including PPTC-ARM-1A for submission to U.S. Army.

Prepare Federal Item Descriptions in accordance with U.S. specifications, including MIL-D-26715A.

Analyze modifications in the light of their effect upon spares inventory, supply of spares to customers, the updating of all spares provisioning documentation and for Federal Item description.

Screen incoming spares sales with the object of supplying the customer with the correct spares as required.

ENGINEERING DATA RELEASE ANALYST

JOB CODE: 714

Job Requirement:

Grade 12 or equivalent.

Experience in an engineering data release activity and possess a wide knowledge of engineering documentation as well as its effect on associated functions.

Works with direction but under minimum supervision.

Normal Duties:

Collect, compile, appraise, present, document and release technical data through the engineering drawing release system, including such items as engineering drawings, lists of material, section lists, configuration lists and engineering change identification package lists. Determine information needed and develop methods and procedures for obtaining and compiling it from inside or outside sources.

Accumulate information required to determine proper release format, method of release, and assist in preparing internal operating procedures for Engineering Release Group on assigned programs.

Determine best method for release of data on new programs or specialized programs where the release system used may be of an unusual nature such as tests, mockups, or programs requiring special release techniques.

Recommend design of new forms and usage of equipment to facilitate data release and make special studies and reports on programs which will significantly change release methods or work load requirements.

Provide direction for lower classified hourly employees doing detail release work in solving unusual release problems. Assist other engineering personnel in proper method of data release on a particular project or programs.

May operate office machines such as adding machines, calculators.

STATISTICAL CLERK B

JOB CODE: 715

Job Requirement:

Must have knowledge of existing reporting systems, and be conversant with the requirements and procedures of Manufacturing Control.

Must be capable of designing forms, charts, layouts, and improving existing systems when required.

Able to work with minimum supervision.

Normal Duties:

Compile and correlate statistical data to portray past or current conditions and correlations. Determine efficiency and performance to form a basis for the preparation of various types of estimates, targets, etc.

Update statistical data and information and interpret statistical data or reports when required.

Verify authenticity, accuracy and completeness of data used.

Prepare statistical reports either graphically, arithmetically or by comparative description.

Uses calculator, adding machine, drafting equipment and other related office equipment in statistical work.

MATERIAL CONTROL CLERK

JOB CODE: 717

Job Requirement:

Experience in the plant sufficient to acquire thorough knowledge of materials used in aircraft and the ability to sight read blueprints and shop drawings.

Works with minimum direction and supervision.

May be required to familiarize junior staff.

Normal Duties:

To provide proper progression and flow of the materials assigned to his/her care. To anticipate and clear shortages through Procurement or any other agency affected. To maintain a record of minimum/maximum stocks by instituting necessary paper work - to requisition materials when required and to control necessary receipts, disbursements and invoice paper work.

LOFT TEMPLATE PRINTER A

JOB CODE: 718

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.

COST CLERK A

JOB 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 B or equivalent.

Work 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.

PRODUCTION ORDER CONTROL CLERK**JOB CODE: 817****Job Requirement:**

Must be familiar with manufacturing facilities, breakdown of parts, assemblies and/or materials, and have a thorough knowledge of existing systems, and be conversant with the duties of Production Order Processor A and B.

Must be capable of designing forms, charts, layouts, schedules and improving existing systems when required.

Works without direction, and with minimum supervision.

Normal Duties:

Co-ordinates, analyzes and ensures the releasing of all parts relative to production releases, changes, spares, rejects, etc.

Maintain a complete breakdown of parts, assemblies and/or materials.

Request stock checks on critical items to determine the status of material and parts prior to release of orders.

Take necessary action to ensure any special orders are completed in a timely manner.

Prepares reports, establishes and maintains records and charts where required.

Prepares coded data and/or other necessary instructions for EDP systems.

May be required to train and/or direct the work efforts of employees in lower classifications.

EDP COMPUTER OPERATOR A**JOB CODE: 818****Job Requirement:**

Course in Data Processing Operation or several years experience as a machine operator in an electronic data processing department.

Works under direction without supervision.

Normal Duties:

Must be able to operate a computer and be familiar with and responsible for the operation of various types of EDP equipment.

Be able to assist the supervisor in planning and executing major changes, including designing card forms, writing up routines and making up wiring diagrams.

Where machine trouble or operator errors cause delay, must be able to direct efforts of personnel to regain schedule with minimum of confusion and overtime.

Must be capable of servicing machines and making minor adjustments or replacements as necessary.

May direct the work of one or more assistants.

SCHEDULING CLERK A**JOB CODE: 902****Job Requirement:**

Experience in various production departments, with considerable experience in planning and scheduling essential. Must be familiar with all aspects of planning, including manufacturing facilities, planning and scheduling methods, breakdown of parts and materials.

Have a thorough understanding of existing systems and be conversant with jobs performed by Scheduling Clerk B and C classifications.

Must be capable of designing and implementing format of EDP for new requirements, co-ordinated within existing systems.

Must be capable of designing forms, charts, layouts and schedules to suit special requirements or job improvements. Knowledge of developing workforce requirements against projects.

Must be capable of carrying jobs through to completion with minimum of direction or supervision. Ability to train and direct employees in lower classifications.

Capable of reading and understanding drawings and E.O.s or other technical instructions.

Normal Duties:

Establish and interpret management instructions into shop and subcontract orders and schedule requirements for production or spares. Establishing of even shop loading by the use of available facilities and systems.

Prepare and provide job assignment cards to shop to meet schedule requirements with the object of controlling workforce. The provision of coded data and other necessary instructions for existing EDP systems and improvement and design of new systems when required.

Development and supply breakdown information on spares and shop manufacturing. Establishing special schedules, reports, graphs and complete records. Establishing and coding major assemblies, to determine locations and level of assembly and thus determine relevant priority.

Maintain master index and customer configuration requirements. Control issue of majors and kits to ensure correct kits and major installations for specific aircraft.

Assist in design and implementation of office systems to expedite paper flow through department. Provide information coded or otherwise to enable tabulating room to produce batch release to shop. Train and guide lower classification personnel. Work in close coordination with Manufacturing Control.

PRODUCTION CHANGE ANALYST

JOB CODE: 909

Job Requirement:

A knowledge of tooling and manufacturing practices, ability to sight read blue prints, work independently and with minimum supervision. Must be familiar with manufacturing facilities, breakdown of parts, assemblies and have a thorough knowledge of existing systems, and be conversant with the requirements and procedures of Engineering and Change Control.

Normal Duties:

Investigate proposed design and production changes, taking into consideration the problems of shop loading, material, planning, tooling and other facilities, etc., and determine position effectively to accomplish the change. Originate reports specifying plan of action to serve as controls for changes. Establish time schedules for completion of changes for all agencies involved such as; tooling, engineering, planning and manufacturing. Prepare and issue necessary work release orders. Follow up on projects and keep supervision informed of progress. Investigate and analyze problems causing delays and recommend corrective action when progress of change becomes critical. May issue and maintain active sales order lists of all authorized jobs in the plant.

STATISTICAL CLERK A

JOB CODE: 915

Job Requirement:

Must be familiar with manufacturing facilities, breakdown of parts, assemblies and have a thorough knowledge of existing reporting systems, and be conversant with the requirements and procedures of the related department.

Must be capable of designing forms, charts, layouts, schedules and improving existing systems when required.

First year university mathematics graduate or equivalent, or equivalent experience.

Able to work without direction and with minimum supervision.

Normal Duties:

Compile, analyze and correlate statistical data to portray past or current conditions and correlations. Determine efficiency and performance to form a basis for the preparation of various types of estimates, targets, etc.

Determine and devise the best method of presentation of statistical data and information and interpret statistical data or reports when required.

Verify authenticity, accuracy and completeness of data used in statistical analysis.

Prepare statistical reports either graphically, arithmetically or by comparative description.

Uses calculator, adding machine, drafting equipment and other related office equipment in statistical work.

May be required to train and/or direct the work efforts of statistical clerks or employees in lower classifications.

JUNIOR PLANNER

JOB CODE: 916

Job Requirement:

Machine shop, toolroom, or general engineering apprenticeship or equivalent experience and experience in a production engineering office. A basic knowledge of engineering and tooling drawings and associated documents. Capable of making simple, dimensioned sketches, including tool sketches and understanding and applying manufacturing processes.

Works under direction and supervision.

Normal Duties:

Perform planning write ups, changes and rewrites of a routine and simple nature such as detail parts and small sub assemblies, supplying standard operation times.

Analyze production and/or tooling problems of details, sub assemblies and simple assemblies. Plan and write up corrective action necessary to resolve such problems.

Works with planners of higher classification as a technical aide; expedite and follow up paperwork.

NUMERICAL CONTROL PARTS PROGRAMMER C

JOB CODE: 917

Job Requirement:

Minimum Grade 12 high school mathematics, some knowledge of trigonometry and analytical geometry, plus three (3) years Machine Shop/Tool Room experience.

Have a basic knowledge of engineering drawings.

Works under direction and supervision.

Normal Duties:

Prepares numerical control programs from engineering drawings to determine the best method for fabrication of simple aircraft components up to and including 3 axis machined parts.

Selects suitable speeds, feeds and cutting tools from standard manuals. Prepares set-up sheets and sketches of cutter path.

Monitors and analyzes N/C tape trials.

Prepares numerical control programs for 4 variable axis parts under the instruction of higher classified N/C Parts Programmers for the purpose of learning.

QUALITY ASSURANCE OFFICER B

JOB CODE: 918

Job Requirement:

A minimum of two (2) years relevant experience in a Quality Assurance, Manufacturing Engineering, Planning or Engineering activity, at least one (1) of which has been in the aerospace industry.

Works under direction and supervision.

Normal Duties:

Assist in the preparation of Quality Assurance processes, procedures and standards to determine inspection methods, techniques, facility needs and frequency of application of non-destructive, destructive, dimensional, functional and environmental studies.

Analyze the planning of detail parts and kits to ensure that all Engineering and Quality Assurance processes, procedures and standards are properly called out. Assist in the review and coordination to ensure that

Engineering Changes (specifications, E.O.'s, etc.) have been incorporated into assemblies and aircraft at proper effectivity.

Assist in the investigation to determine the cause of production or sub-contract quality problems and prepare and/or make recommendations for corrective action. Prepare necessary reports, review relative Purchase Orders for proper wording and act in liaison capacity with customers and inter-component divisions by answering queries and coordinating related internal activities.

Works with QA Officers of higher classification as a technical aide; gives technical direction to other employees working cooperatively on Quality Assurance problems.

Perform other related duties as required.

MATERIAL PLANNER/VENDOR SCHEDULER

JOB CODE: 919

Job Requirement:

2004

Must have completed courses in inventory management, production control, traffic and transportation and purchasing as offered by C.A.P.I.C./A.P.I.C.S. or equivalent education/ experience. Must be able to sight-read drawings. Minimum of two years experience in a computerized order generation environment.

Requires a thorough knowledge and experience of inventory control, purchasing, expediting, customs and traffic, stores management, receiving and shipping functions, inventory planning, scheduling, production control functions and aircraft parts and materials.

Ability to negotiate with senior departmental personnel in obtaining technical or other information as may be required to meet customer specifications and job requirements.

Ability to perform the normal duties, prepare status reports and vendor schedules/ letters and to communicate in a businesslike manner.

Works with minimal supervision and may be required to familiarize other staff within the classification.

Normal Duties:

Normal duties are performed under minimal supervision.

React to spares requirements as necessary.

Performs necessary analysis and maintenance of inventory and MRP-generated requirements files (and related reports), to ensure supply and inventory record accuracy. Performs maintenance of inventories within management guidelines and is responsible for maintaining material traceability. Responsible for the correct use by supplier/ subcontractor of BTL supplied material / tools and accountable for the return of all unused material and not needed tools.

Ensures that all Product Definition data are available at suppliers and that material and necessary tooling is available and shipped to suppliers in time to satisfy BTL production schedules. Responsible for raising requests for shipment in support of purchasing contracts. Responsible for ensuring that BTL tooling is tracked through the supply base.

Responsible for contacting suppliers/subcontractors/carriers to obtain/maintain timely deliveries as per MRP generated schedules, shortage listings and spares requirements. Plans receipt of orders to ensure a smooth flow of work into and through the plant.

Maintains computer and other files containing vendor schedules, vendor capacity plans, latest vendor commitment dates and customs and traffic data for Raw Materials/ Purchased Parts and Outside Production items. Monitors various prioritization reports to verify item delivery quantity and schedules. Advises buyer/supervisor of supplier inability to meet established delivery dates and takes necessary action to avert potential shortages, in conjunction with buyer/supervisor, as necessary.

Responsible for issuing and managing Authority to Ship (ATS) numbers and Vendor Request (VR) numbers. Arranges and tracks shipments to and from the BTL facility. Recommends correct method of handling and transport. Ensures that all traffic (Import/Export), has proper documentation prepared to satisfy customs regulations.

Responsible for reconciling non-monetary invoicing issues with Accounts Payable department and transferring overshoots from one purchase order line item to another. Is solely responsible for the maintenance of activity

related to receiving reports to include Requests For Receiving Reports, Offsite/ Drop Shipments and reconciling receipts against purchase order line items.

Coordinates with relevant departments, ensures prompt communication and promotes increased customer service.

MASTER LAYOUT LOFTSPERSON C

JOB CODE: 920

Job Requirement:

Requires Grade 12 or equivalent preferably in some technical course. Shop experience such as sheet metal or tool room an asset. Requires knowledge of trigonometry and analytic geometry plus a sound base in mathematics.

Normal Duties:

Will work under the direction of a senior Loftsperson to develop layouts for tooling purposes using appropriate lofting methods.

Develop section cuts from lines layouts from basic loft offsets.

Make layouts which require descriptive geometry and multiple projections, or triangulation and flat pattern layout of the developable surfaces.

Perform detailed layout, using engineering drawings and data, such as the addition of flanges, layout of hole patterns, lettering, etc.

MASTER LAYOUT LOFTSPERSON B

JOB CODE: 1005

Job Requirement:

Requires some knowledge of trigonometry and analytic geometry and broad knowledge and experience in the field of lofting utilizing descriptive geometry and drafting.

Requires the ability to read drawings.

Normal Duties:

Develop full-size and/or scale line layouts for tooling purposes using graphical lofting methods.

Develop section cuts from lines layouts, layout major spars, etc., from basic loft offsets.

Make layouts which require descriptive geometry and multiple projections, or triangulation and flat pattern layout of the developable surfaces.

Perform detailed layout, using engineering drawings and data, such as the addition of flanges, layout of hole patterns, lettering, etc.

TOOL DESIGNER B

JOB CODE: 1006

Job Requirement:

Requires 5 years of training and experience including 2 years of college Engineering or equivalent, and 3 years of experience in tool designing.

Must be fully familiar with Tool Room practices and procedures and must be capable of designing conventional tools and assisting in the design of complex tools.

Normal Duties:

Design tools and prepare tool drawings for tools such as drill jigs, turning fixtures, milling fixtures, assembly tools, handling equipment and special machining tools. Develop designs for such tools from Planning and Tool Engineering requirements. Prepare detail drawings for Fabrication of tools, standard and instruction sheets. Perform necessary calculation for dimensioning of the tool.

Design modifications on existing tools from information shown on modification outlines and as directed by Tool Designer A. Prepare working drawings as required.

FACILITIES DESIGN DRAFTSPERSON B**JOB CODE: 1007****Job Requirement:**

Requires Grade 12 technical high school or equivalent with emphasis on facilities engineering courses in Strength of Materials and Architectural Design. Five years experience in mechanical, electrical, structural or material handling and plant layout.

Normal Duties:

Design and prepare drawings for facilities requirements from information provided and carry out any further investigation of detail, measurement, selection of material on equipment items, or calculations as required to complete the drawing.

Prepare designs and drawings for routine, or less complex, or portions of complex facilities projects as assigned by carrying out any necessary survey of plant area and discussing requirements with user groups, developing a method or means of providing the facility required, carry out necessary calculations selecting standard equipment items to be used, preparing specifications, bill of material, and drawings as may be required.

For assigned projects, prepare detailed estimates, request price quotations from Procurement department and coordinate and monitor the work and progress of the subcontracting agency.

Assist senior personnel, usually on large or complex facilities projects by carrying out such support activities as making surveys, measurements, and investigations to determine user requirements, or preparing calculations, designs, estimates, bills of material and similar items for portions of the project.

TECHNICAL ILLUSTRATOR A**JOB CODE: 1008****Job Requirement:**

Requires Grade 12 or equivalent plus four to five years in technical or mechanical illustrating profession.

Required to sight read engineering and tooling drawings.

Normal Duties:

Draw and sketch sub assemblies, structural, unit and position breakdowns, functional installations, proposed parts, tools and handling equipment.

Prepare tooling illustrations portraying sequence of operations, tool requirements and concepts showing function and appearance of tool. Works from verbal and rough sketch information.

Prepare illustration of plant facilities from information received from tool engineering or plant engineering.

Prepare pictorial illustration showing proposed methods of handling and/or transporting of major assemblies of aircraft parts.

PROCUREMENT COST PRICE ANALYST**JOB CODE: 1009****Job Requirement:**

Requires a thorough knowledge of material costs and labour hour requirements pertaining to the functional elements of engineering, tooling, material, manufacturing and quality control.

Be familiar with the techniques and procedures used in the manufacture of aircraft components pertaining to time standards, production planning, fabrication and the use of improvement curves.

Requires the use of judgement and some knowledge of the optimum manufacturing capabilities and techniques available to the prospective suppliers pertaining to plant capability, labour market and required delivery rates.

Normal Duties:

Analyze and review supplier material costs and labour hour requirements to determine accuracy, validity and compatibility with other comparable industries. Independently recommend material costs and labour hours congruent with the considered bidders.

Assist in the preparation of improvement curves as required on major, complex or large quantity purchases or follow-on orders by recommending overlay factors and the rate of improvement applicable to the individual scope of effort.

Support Procurement personnel in verifying cost charges pertaining to material costs and labour hours resulting from engineering changes. Consider such factors as the reworking of completed or partially completed parts, increases or decreases in materials, labour hours, changes in fabrication techniques and fabrication or reworking of tooling.

Prepare brief reports explaining the rationale used in arriving at the labour hours and material costs.

MODIFICATION COST EVALUATION ANALYST

JOB CODE: 1011

Job Requirement:

Requires a thorough knowledge of Material Costs and Labour Hours pertaining to all Direct Cost elements. Be familiar with the techniques and procedures used in the manufacture of Aircraft Components pertaining to Time Standards, Change Control, Production Planning, Tooling, Fabrication, Assembly and the use of learning curves.

Normal Duties:

Analyze and estimate all costs generated by the introduction of Engineering Orders pertaining to Material Cost and Labour Hours. Evaluate cost of such factors as the re-working of completed or partially completed parts, increases or decreases in Materials, Labour Hours, Fabrication or re-working of tools, changes in Fabrication techniques and the overall effect on Tooling, Planning, Fabrication and Assembly due to the introduction of E.O.s.

Maintain records of the impact of E.O.s by all direct cost elements for non-recurring and recurring costs.

Works under minimum supervision and direction.

CHEMICAL TECHNICIAN

JOB CODE: 1014

Job Requirement:

Must have training and experience in chemistry to one of the following standards:

Diploma from an Ontario Institute of Technology or Ordinary National Certificate (U.K.) or equivalent with a minimum of two (2) years' relevant experience in an industrial chemical laboratory.

OR

A suitable course of part-time study in chemistry of a level equal to that of an Ontario Advanced Evening Class Certificate, 2nd level, with a minimum of three (3) years' relevant experience in an industrial chemistry laboratory.

Normal Duties:

Conduct routine and non-routine chemical tests on all types of materials and prepare samples for chemical analysis, using all types of equipment available.

Prepare clear and concise technical reports, including non-routine reports.

Required to work with guidance but with a minimum of supervision.

Instruct personnel of lower classifications.

METALLURGICAL TECHNICIAN

JOB CODE: 1015

Job Requirement:

Must have training and experience in metallurgy to one of the following standards:

Diploma from an Ontario Institute of Technology or Ordinary National Certificate (U.K.) or equivalent, with a minimum of two (2) years' relevant experience in an industrial metallurgical laboratory.

OR

A suitable course of part-time study in metallurgy of a level equal to that of an Ontario Advanced Evening Class Certificate, 2nd level, with a minimum of three (3) years' relevant experience in an industrial metallurgical laboratory.

Normal Duties:

Responsible for metallurgical testing of all types, including preparation of specimens, set up of machines, conducting of tests and calculation of results.

Conduct metallographic testing including specimen preparation and interpretation of micro structures. Also microphotography and produce photomicrographs and photomacrographs.

Calibrate instrumentation and equipment, manufacture thermocouples and operate potentiometers, voltmeters, ammeters and similar instruments.

Prepare clear, concise technical reports, including non-routine reports.

Work with guidance but with a minimum of supervision.

Instruct personnel of lower classification.

PRODUCTION PROCESS STANDARD WRITER B

JOB CODE: 1016

Job Requirement:

Prepare production process standards. Be acquainted with heat treatment, finishes, chemical treatments 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 straightforward 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 by seniors, recommend changes in production techniques to facilitate production.

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

RADIOGRAPHER

JOB CODE: 1018

Job Requirement:

Must be certified in accordance with Canadian Specifications Board Standard 48-GP-4 as a Senior Radiographer.

Normal Duties:

Will initiate Radiographic projects and establish correct techniques to ensure proper inspection of the material, parts and/or assemblies under examination.

Examine materials, parts and/or assemblies according to the prescribed Radiographic Techniques. Interpret radiographs and evaluate specimens in accordance with applicable acceptance standards.

Operate and maintain radiographic equipment: adjust as necessary. Prepare radiographic film processing solution, process and develop radiographic films.

Identify material, parts and/or assemblies and ensure that accurate radiographic records are maintained.

Accept and reject materials, parts or assemblies.

Works with guidance but with minimum of supervision.

NETWORK FLOWPLAN ANALYST

JOB CODE: 1019

Job Requirement:

Requires five years experience and training including a minimum of three years formal training in scheduling, planning, estimating or related activities.

Requires poise and tact to present problems and get a positive reaction toward problem solution.

Normal Duties:

Analyze documents such as Work Release Orders, test plans, Program schedules, Engineering Change Notice, etc., and perform coordination activities with personnel of various Company departments, customer representatives and sub-contractor personnel in order to properly identify program objectives and program interrelationships.

Develop network flow plans which include all activities and events to be completed. Contact representatives of participating departments to obtain initial and subsequent elapsed times estimates.

Evaluate major tasks in order to ascertain the most critical activities in relation to total program status. Analyze elapsed time estimates for validity and slack time, and network flow plans to assure proper sequencing of activities and events. Isolate and identify actual and potential problem areas. Recommend corrective action and changes in the sequence of activities, schedules, priorities or other appropriate remedial actions necessary to maintain schedule compliance.

Prepare periodic reports of schedule status, critical problem areas, and action taken or being considered to maintain schedule commitments. Update network flowplans periodically as required.

Make use of a working knowledge of EDP programs and methods of input to effectively coordinate with EDP personnel in adapting data to new and/or revised network flowplan applications.

QUALITY ASSURANCE PROGRAMMER B

JOB CODE: 1020

Job Requirement:

A minimum of two (2) years' experience in a Machine Shop environment or Engineering Activity in aerospace or related industry. Must be able to interpret aircraft and/or tooling drawings.

Minimum Grade 13 High School mathematics in trigonometry and analytical geometry or equivalent.

Works under direction and supervision.

Normal Duties:

Develop machine parts inspection programs from engineering data for use in Coordinate Measuring Machine (C.M.M.) or Quality Planning Instruction Sheets (Q.P.I.S.) for aircraft components.

Under direction, prepare and maintain numerical control tapes to be used on C.M.M. for tool inspection use, using the computer-aided Q.A. module or C.M.M. and ancillary equipment.

Update and maintain data-retrieve and I.B.M. files for Q.A. use.

Assists in corrective action investigation.

Perform other related duties as required.

PHOTOGRAPHER / PRESSPERSON A

JOB CODE: 1022

Job Requirement:

A thorough knowledge of current commercial, motion picture, graphics photography and other related techniques.

Must be fully conversant with printing equipment and procedures to set up and operate an offset press.

Must be able to work with minimal 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 or colour on the ground or in the air. Develops and prints film, slides and pictures for presentations. Arranges and photographs titles and special effects and mounts finished products.

Produces line and halftone photo mechanical transfers and lithographic negatives to size from finished art and photographs. Prepares and strips finished product for lithographic offset plate. Maintains negative, plate and slide files.

Sets up and operates an offset press to produce printed material in black or colour. Installs and operates imprinting/numbering inking unit and is fully conversant with procedures and techniques associated with perforating, slitting and scoring.

Advises on and mixes inks, varnishes and dryers in solution to suit paper stock. Makes plates and prepares appropriate solutions. Adjusts press in order to register sheet and regulate ink flow for proper colour depth.

Performs daily maintenance and running repairs to all related equipment as required.

May be required to cut paper, keep job related records and assign and coordinate the work of juniors.

PROCUREMENT TOOL CO-ORDINATOR**JOB CODE: 1103****Job Requirement:**

Requires Factory and Production office experience. Works with minimum direction and without supervision. Exercises independent judgement in gathering, analyzing and resolving tooling problems. Requires five years' experience in tool manufacture and two years of college engineering or equivalent plus one year experience in procurement, production engineering or related field.

Normal Duties:

Review all tooling cost estimates established between MDCAN buyers and sub-contractors. From specifications, estimate required tooling to produce part. Determine if invoice charge is reasonable and submit for final approval advice to accounting.

Visit vendors' shops and record stage of completion of tools to assure commitment dates are met and determine adequacy of tooling to produce part or parts to rate. When tool fabrication schedules are delayed, determine cause and assist vendors to eliminate delay by furnishing any additional engineering or tooling data required, expedite material shortages where possible. Give technical advice and guidance to subcontractor to correct tool fabrication errors.

Record all MDCAN furnished tooling in vendors' plants and provide identification tags or markings for such equipment. Conduct tool audits at vendors' plant and record location of all MDCAN furnished tooling and/or work in progress.

PROCUREMENT SUB-CONTRACT REPRESENTATIVE**JOB CODE: 1104****Job Requirement:**

Requires factory and production office experience, also experience in Procurement related to manufacturing and fabrication of parts and assemblies.

Required to read and interpret drawings.

Works with minimum direction and with minimum supervision.

Normal Duties:

Responsible for effective monitoring and expediting of assigned manufacturing programs at the Vendor's facilities.

May be required to represent the Company at assigned Vendors, obtaining information and co-ordinating this information with Purchasing personnel.

Keep Buyers and Purchasing Supervision informed on all significant problems arising at the assigned Vendor's facilities and convey all other pertinent information to them.

Assist in solving problems arising from interpretation and application of engineering and manufacturing specifications, changes, or deviations, procedures, practices and processes.

CHEMICAL TECHNOLOGIST

JOB CODE: 1107

Job Requirement:

Must have educational qualifications, training and experience as for a Chemical Technician.

Must have a minimum experience of five (5) years at a Chemical Technician level of responsibility and in addition, must have indicated a high level of initiative and resourcefulness.

Normal Duties:

Conduct all aspects of an assigned chemical testing program, from planning to reporting.

Assess the significance of all chemical test results and make suitable recommendations.

Required to work with guidance but with a minimum of supervision.

Instruct personnel of lower classifications.

METALLURGICAL TECHNOLOGIST

JOB CODE: 1108

Job Requirement:

Must have education qualifications, training and experience as for a Metallurgical Technician.

Must have a minimum experience of five (5) years at a Metallurgical Technician level of responsibility and in addition, must have indicated a high level of initiative and resourcefulness.

Normal Duties:

Conduct all aspects of an assigned metallurgical testing program from planning to reporting.

Assess the significance of all metallurgical test results and make suitable recommendations based thereon.

Work with guidance but with a minimum of supervision, and instruct personnel of lower classifications.

ENGINEERING DRAWINGS CHECKER

JOB CODE: 1110

Job Requirement:

Requires five (5) years of training and experience including two (2) years of College Engineering or equivalent, and three (3) years experience in an Engineering Drawing Office.

Must be fully conversant with established Engineering Drawing Office standards and specifications.

Normal Duties:

Check all new and revised detail, installation, assembly and procurement drawings, including attendant lists of materials and engineering orders, for functional completeness, clarity of data entered, freedom from interference between parts or assemblies, use of standard and commercial parts, and conformity to drawing standards and design specifications.

Examine designs from a practical standpoint for ease and cost of manufacture, ease of installation, accessibility, serviceability, etc.

Will compile and maintain Engineering Configuration charts.

Work with guidance but with minimum of supervision.

NUMERICAL CONTROL PARTS PROGRAMMER B**JOB CODE: 1113****Job Requirement:**

Requires five (5) years of Manufacturing Engineering Machine Shop experience including two (2) years of N/C programming.

Must have minimum of Grade 13 high school mathematics in trigonometry and analytical geometry.

Be familiar with aircraft engineering drawings, A.P.T. language, graphics, and other computer aided systems related to N/C programming.

Normal Duties:

Prepares numerical control programs to machine aircraft components up to and including 4 variable axis parts.

Prepares a complete mathematical framework of the part by writing equations as necessary of all machined surfaces. Plan and develop detailed cutter paths utilizing knowledge of the applicable machine tool and control system and proper co-ordination of speeds, feeds and types of cutters in order to maximize machine efficiency and performance.

Prepare layouts and drawings, as necessary to show tool and machine set-up and cutter paths.

Uses graphics system or writes A.P.T. work sheets for the purpose of loading all necessary information such as cutter direction change points, feeds, speeds, cutter information, stops, coolant on-off signals, etc. into the computer.

Analyze computer manuscripts to check for completeness and errors. Prepare data transfer media for computing equipment and/or tape preparation, splice tape or keypunch control cards when required to provide the required machine control media.

Make revisions to part programs, as necessary, due to drawing changes and/or to improve method of manufacture, also monitors and analyzes N/C tape trials.

Instructs Numerical Control Parts Programmers in lower classifications.

PRODUCTION PROCESS STANDARDS WRITER A**JOB CODE: 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, determine best procedure to be followed and may have to determine additional 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 and check work of juniors; own work subject to spot check.

MASTER LAYOUT LOFTSPERSON A**JOB CODE: 1203****Job Requirement:**

Requires senior matriculation or equivalent, with emphasis on descriptive and analytic geometry and trigonometry plus three to five years experience in drafting, flat pattern development, and layout of loft lines utilizing analytical methods.

Normal Duties:

Develop full-size and/or scale lines layouts for tooling purposes, using standard lofting practices and analytical approaches.

Develop and check loft calculations and mathematical equations defining various surfaces to be lofted utilizing a broad knowledge of algebra, trigonometry and analytic geometry.

TOOL DESIGNER A**JOB CODE: 1204****Job Requirement:**

Requires 8 years of training and experience including 3 years of College Engineering or equivalent, and 5 years of experience in tool designing.

Must be fully familiar with Tool Room practices and procedures.

Normal Duties:

Design conventional and non-conventionl complex tools including tooling masters, machine tools, test equipment, and special purpose machines from tooling requirement information received from Planning or Tool Engineering. Develop design for the required tools. Prepare or direct the preparation of detail drawings and perform all necessary calculations required for fabrication of tools.

Design modifications on existing complex tools from outline of modification requirements furnished by such sources as Engineering or Supervision. Prepare or direct the preparation of detail working drawings.

Advise on the development of a new part or assembly design and recommend changes to the design so as to facilitate the manufacturing processes utilizing existing tooling and equipment wherever possible.

TOOL STANDARDS WRITER**JOB CODE: 1206****Job Requirement:**

Requires 5 years' experience in writing Tool Standards and specifications. Have good working knowledge of heat treatments, finishes, materials, general tooling and shop equipment and be capable of investigating problems connected with these categories as it applies to tooling in the aerospace industry.

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 compile the pertinent data into clear, grammatical and concise instructions.

Normal Duties:

Investigate existing and new tooling techniques, determine best procedure to be followed and determine additional equipment if required. Is required to establish a method of carrying out tool procedure, including requirements for Inspection and Quality Control. Determine and lay down materials and equipment required for carrying out the standards, also procurement sources for ordering purposes.

Prepare drawings and sketches for clarification of instructions. Plan and write up a complete tool standard in correct operational sequence.

Carry out investigations into problems on tooling procedures.

Recommend changes in tooling techniques to facilitate same. Supply technical information and advice regarding materials, finishes, treatments and techniques as it applies to tooling standards.

Carry out duties with minimum of instruction and supervision.

QUALITY ASSURANCE OFFICER**JOB CODE: 1209****Job Requirement:**

A minimum of five (5) years' experience in Inspection, Manufacturing, Planning or engineering activity, at least two (2) of which have been in the aerospace industry.

Normal Duties:

Responsible for preparation of Quality Assurance processes, procedures and standards to determine inspection methods, techniques, facility needs and frequency of application of non-destructive, destructive, dimensional, functional and environmental studies.

Analyze the planning of detail parts, assemblies and kits to ensure that all Engineering and Quality Assurance processes, procedures and standards are properly called out. Review and co-ordinate to ensure that Engineering changes (specifications, E.O.'s, etc.) have been incorporated into assemblies and aircraft at proper effectivity.

Determine the cause of production or sub-contract quality problems and prepare and/or make recommendations for corrective action. Prepare necessary reports, review relative Purchase Orders for proper wording and act in a liaison capacity with customers and inter-component divisions by answering queries and co-ordinating related internal activities.

Give technical direction to lower classified employees working cooperatively on Quality Assurance problems.

Perform other related duties as required.

TOOL ENGINEER**JOB CODE: 1210****Job Requirement:**

Requires six (6) years of training and experience including three (3) years of college Engineering or equivalent and three (3) years of experience in tool design or equivalent.

Normal Duties:

Review and recommend changes on conventional and complex preliminary tool plans, prepared concurrently with the product design, for practicability and manufacturing and assembly sequence. Supply basic concepts of tooling information for components of the product.

As directed establish requirements for the design of special power machine tools and attachments, or prepare information and data for tool design to adapt an existing or obsolete standard machine tool into a universal use tool or to perform a specialized function. Coordinate, develop and conduct fabrication tests on standard structural parts.

When requested act as a functional consultant with related classifications on tooling problems in assigned field, such as recommending changes in engineering designs for simplification or improvement of a tool design, co-ordinating engineering standards and standard tooling, working with salvage on the disposition of tooling parts.

Originate and direct the design concepts of new tooling or tooling methods and related applications of original ideas to simplify existing methods, reduce design, manufacturing and operating time and costs or utilize new materials for tooling applications. In the performance of the above named duties, originate the necessary documents and reports, used to transmit and plan technical information to Tool Design, Planning and Tool Liaison within the Company's systems and procedures under the direction of senior personnel.

NUMERICAL CONTROL PARTS PROGRAMMER A**JOB CODE: 1211****Job Requirement:**

Requires five (5) years' experience including two (2) years of college mathematics in analytical geometry and mathematical surface development. Fundamental knowledge of Manufacturing Engineering practices related to the machining of aircraft components, thorough understanding of numerical control machines, their capabilities and limitations.

Must be thoroughly conversant with A.P.T. language, complex aircraft drawings, graphics and other computer aided systems related to N/C Programming.

Normal Duties:

Prepares numerical control programs to machine complex aircraft components including five (5) or more axis.

Prepares a complete mathematical framework of the part by writing equations as necessary of all machined surfaces. Plan and develop detailed cutter paths utilizing knowledge of the applicable machine tool and control system and proper co-ordination of speeds, feeds and types of cutters in order to maximize efficiency and performance.

Prepare layouts and drawings as necessary to show tool and machine set-up and cutter paths.

Uses graphics system or writes A.P.T. work sheets for the purpose of loading all necessary information, such as, cutter direction change points, feeds, speeds, cutter information, stops, coolant on-off signals, etc., into the computer.

Analyze computer manuscripts to check for completeness and errors. Prepare data transfer media for computing equipment and/or tape preparation, splice tape or keypunch control cards when required to provide the required machine control media.

Make revisions to part programs, as necessary, due to drawing changes and/or to improve method of manufacture, also monitors and analyzes N/C tape trials.

Instruct Numerical Control Parts Programmers in lower classifications.

CUTTING TOOL DESIGNER**JOB CODE: 1212****Job Requirement:**

Requires 8 years of training and experience including three (3) years of College Engineering or equivalent, and five (5) years of experience in cutting tool design.

Must be fully familiar with machine shop practices, equipment and specifications required in the design and manufacture of cutting tools.

Works with minimum direction and supervision.

Normal Duties:

Research, develop and design conventional and non-conventional cutting tools.

Prepare and/or modify drawings and sketches necessary in the fabrication of cutting tools.

Prepare supporting documentation of cutting tool application with ancillary tool set up, including feeds, speeds, and coolant requirements.

Screen and action requests for perishable cutting tools in accordance with Company procedure.

Make reports on cutting tools.

Guide and assist all personnel in the use, application and problem solving of cutting tools.

FACILITIES ARCHITECTURAL STRUCTURAL DESIGN DRAFTSPERSON**JOB CODE: 1213****Job Requirement:**

Requires Grade 12 and Technical College or equivalent with emphasis on Structural Design, Architectural drawing and Strength of Materials courses.

Seven years of related experience.

Normal Duties:

Investigate and solve architectural/structural problems, developing satisfactory solutions.

Design and prepare drawings for complex and less complex architectural/structural requirements from information provided and carry out any further investigation of detail measurement, selection of materials, equipment items or calculations as required to complete the drawings. When necessary coordinate with the Facilities Material Handling and Plant Lay-out Design Draftsperson to ensure the accurate plant lay-outs as they relate to architectural/structural requirements.

To assist in the accomplishment of all the above, carry out necessary survey of plant areas discussing requirements with user groups and developing methods of providing the design concepts required. Also carry out the calculations, selecting special items to be used, preparing specifications, bills of material and drawings as necessary.

As required, prepare detailed estimates, specifications and scope of work for procurement department functions, bid analysis on a technical and cost comparison basis, and recommend choice of contractor. Co-ordinate and monitor the work and progress of the sub-contracting agency.

FACILITIES MATERIAL HANDLING AND PLANT-LAYOUT DESIGN DRAFTSPERSON JOB CODE: 1215

Job Requirement:

Requires Grade 12 and Technical College or equivalent, with emphasis on Mechanical Facilities Engineering and Strength of Materials courses.

Seven years' experience in the Materials handling and plant lay-out aspects of Plant Engineering.

Normal Duties:

Investigate and solve material handling and plant lay-out problems, developing satisfactory solutions. Consult with Facilities Design Draftspersons of other classifications to ensure correct coordination of plant lay-out proposals. Design and prepare drawings for complex and less complex material handling and plant lay-out requirements from information provided and carry out any further investigation of detail measurement, selection of materials on equipment items or calculations as required to complete the drawings.

To assist in the accomplishment of the above, carry out necessary survey of plant areas, discussing requirements with user groups and developing methods of providing the equipment or lay-out required. Also carry out the calculations, selection of special equipment items to be used, preparing specifications, bills of material and drawings as necessary.

Investigate user space and equipment requirements, work flow processes and patterns, work volumes and other pertinent considerations with a view to developing an initial proposal for the plant facilities involved.

As required, prepare detailed estimates, specifications and scope of work for procurement department functions, bid analysis on a technical and cost comparison basis and recommend choice of contractor. Coordinate and monitor the work and progress of the sub-contracting agency.

FACILITIES MECHANICAL DESIGN DRAFTSPERSON JOB CODE: 1216

Job Requirement:

Requires Grade 12 and Technical College or equivalent, with emphasis on Mechanical Facilities Engineering and Strength of Material courses.

Seven years experience in Mechanical Plant Engineering.

Normal Duties:

Design and prepare drawings for complex and less complex mechanical design requirements from information provided and carry out any further investigation of detail measurement, selection of materials on equipment items, or calculations as required to complete the drawings.

When necessary co-ordinate with the Facilities Material Handling and Plant Lay-out Design Draftsperson to ensure accurate plant lay-outs as they relate to mechanical requirements.

To accomplish all of the above, carry out any necessary survey of plant areas, discussing requirements with user groups and developing methods of providing the designs of equipment required. Also carry out the calculations, selecting special equipment items to be used, preparing specifications, bills of material and drawings as necessary.

As required, prepare detailed estimates, specifications and scope of work for procurement department functions, bid analysis on a technical and cost comparison basis and recommend choice of contractor. Co-ordinate and monitor the work and progress of the sub-contracting agency.

FACILITIES ELECTRICAL DESIGN DRAFTSPERSON**JOB CODE: 1219****Job Requirement:**

Require Grade 12 and Technical College or equivalent, with emphasis on courses in Electrical Design.

Seven years of related experience.

Normal Duties:

Investigate and solve problems relating to the design of all electrical equipment and distribution systems required for building services, machines and processes throughout the facility, developing satisfactory solutions.

Design and prepare drawings for complex and less complex facilities electrical requirements from information provided and carry out any further investigation of detail measurement, selection of materials on equipment items, or calculations as required to complete the drawings. When necessary co-ordinate with other facilities design draftspersons to ensure the accurate plant layouts as they relate to electrical requirements.

To assist in the accomplishment of the above, carry out necessary survey of plant areas, discussing requirements with user groups, and developing methods of providing the facility required. Also carry out calculations, selecting special equipment items to be used, preparing specifications, bills of material and drawings as necessary.

As required, prepare detailed estimates, specifications and scope of work for procurement department functions, bid analysis on a technical and cost comparison basis and recommend choice of contractor. As directed co-ordinate and monitor the work and progress of the sub-contracting agency.

FACILITIES ELECTRONIC DESIGN DRAFTSPERSON**JOB CODE: 1220****Job Requirement:**

Requires Grade 12 and Technical College or equivalent, with emphasis in Electronic Design.

Seven years of related experience.

Must be conversant with Digital logic as applied to Numerical Control Machines and other related Electronic equipment, including the essential electrical interface.

Normal Duties:

Investigate and solve problems relating to the design of all electronic controls on machines and equipment throughout the facility, developing satisfactory solutions.

Design and prepare drawings for complex and less complex facilities electronic requirements from information provided and carry out any further investigation of detail measurement, selection of materials on equipment items, or calculations as required to complete the drawings. When necessary coordinate with other facilities design draftspersons to ensure the accurate plant layouts as they relate to electronic requirements.

To assist in the accomplishment of the above, carry out necessary survey of plant areas, discussing requirements with user groups, and developing methods of providing the facility required. Also carry out calculations, selecting special equipment items to be used, preparing specifications, bills of material and drawings as necessary.

As required, prepare detailed estimates, specifications and scope of work for procurement department functions, bid analysis on a technical and cost comparison basis and recommend choice of contractor. As directed coordinate and monitor the work and progress of the sub-contracting agency.

SENIOR QUALITY ASSURANCE PROGRAMMER**JOB CODE: 1221****Job Requirement:**

A minimum of five years experience in machine shop inspection/tooling inspection or engineering activity, at least two years of which were in the Aerospace Industry. Must be a sight reader of complex aircraft and/or tooling drawings. Must have three years of college mathematics including studies in matrices, vectors, and metrology. Must be proficient in "Analytic Geometry" and mathematical surface development. Must be proficient in the use of co-ordinate measuring machines (CMM) and two or more numerical control languages.

Normal Duties:

Analyse complex engineering drawings/specifications and changes to develop Machine Parts Inspection Plan Procedures. Prepare and maintain numerical control tapes used by Quality Assurance Personnel to check masters, tools, parts and components, and develop programs to establish co-ordinate inspection points for checking lofted contours and engineering dimensions, using the computer aided Quality Assurance Module or CMM and ancilliary equipment to prove tape. Access host computer data for construction of Quality Assurance Programs and verification of Manufacturing data. Carry out any assignment or corrective action investigation.

QUALITY ASSURANCE SOURCE REPRESENTATIVE**JOB CODE: 1222****Job Requirement:**

A minimum of four (4) years of experience in one or more of the following activities: inspection, manufacturing, planning or engineering, including at least two (2) years of inspection experience in the aerospace industry.

Normal Duties:

Responsible for ensuring that drawing and specifications requirements indicated on purchase orders are met by checking dimensional requirements, monitoring vendors' dimensional checks for first-off items, verifying rework as defined by the Material Review Board and following-up to eliminate any possible discrepancies or inaccuracies in future shipments.

Ensures that raw materials meet specifications by checking that MDCAN material is used where specified or that other incoming material to the vendor plant has had the proper checks to ensure that it meets specification requirements.

Performs surveillance of vendors' procedures, including pertinent process paper and other records to ensure that all quality checks are performed and that specifications are met. Performs sample checking of dimensions on manufactured items and makes periodic checks of assemblies as they progress through the vendors' manufacturing process.

Provides a liaison function between MDCAN and vendor and/or subcontractors by advising them about MDCAN requirements; Acts as an MDCAN problem-solving resourceperson for vendors by making recommendations for corrective action and/or improvements. Liaises with the MDCAN departments involved to assist in the implementation of their recommendations.

Spot checks parts and ensures that finish requirements are met. Checks Release Notes and all other documentation relative to shipment. Advises MDCAN supervision that all requirements have been met and requests approval to release vendor shipments to MDCAN.

SENIOR MANUFACTURING PLANNER**JOB CODE: 1223****Job Requirement:**

Apprenticeship in the engineering field, machine shop/toolroom or equivalent experience and five (5) years' experience in a production engineering office.

A thorough knowledge of engineering, tooling and lofted drawings and associated documents, and the ability to prepare job related graphs and fully dimensioned sketches, including tooling sketches and understanding and applying manufacturing processes.

Be fully conversant with all in-plant machinery related to the classification and have a knowledge of relevant machinery available on the market.

Ability to work with sub-contractors and personnel of other departments in efforts to resolve all job related problems.

Works with minimum direction and without supervision.

Normal Duties:

Determine and order the tooling and materials required to produce details, simple to complex machined parts (*), sub assemblies and assemblies other than machined parts. Plan and write up the manufacturing operations

required, using the best/most economical methods, supplying standard operation times to fabrication orders and following assignments through by ensuring that technical direction is given on all phases of the work.

Action changes to previously designed and processed products, including reworks.

Investigate manufacturing and tooling problems, making changes to fabrication orders, tool orders, raising tooling sketches, other planning documents to overcome delays and/or plan and write up corrective action necessary to resolve such problems.

When required give technical assistance to Junior Planners and instruct on the handling of routine paperwork and basic planning methods.

*Machined Parts - are those produced on machines or equipment commonly recognized in the industry as machine shop equipment for milling, turning boring, heavy duty router etc.

Analyze new products from complete design package through to detail parts and working in conjunction with master policy directives, programme planning and tooling activity of details, **machined parts** sub assemblies, assemblies and major assemblies.

Direct, coordinate the efforts of, and check the work of junior planners (job code 916).

Field of activity to embrace planning and tooling of details, machined parts sub assemblies, assemblies and major assemblies, and in conjunction with master policy directives, establish master coordination of tooling to ensure interchangeability of parts.

Follow through planning assignments, supplying technical direction to sub-contractors, manufacturing and tooling departments and in conjunction with personnel of these agencies make "on the spot" decisions.

Give guidance to junior planners (job code 916).

LABORATORY TECHNOLOGIST

JOB CODE 1224

Job Requirement:

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Must have minimum experience of five (5) years at a Metallurgical and/or Chemical Technician level of responsibility and qualification to one of the following standards:

Diploma from an Ontario Institute of Technology or Ordinary National Certificate (U.K.) or equivalent with a minimum of two (2) years' relevant experience in an industrial chemical and/or metallurgical laboratory.

OR

A suitable course of part-time study in chemistry and/or metalurgy of a level equal to that of an Ontario Advanced Evening Class Certificate, 2nd level, with a minimum of three (3) years' relevant experience in an industrial chemistry and/or metallurgical laboratory.

In addition, must have indicated a high level of initiative and resourcefulness.

Normal Duties:

Conduct all aspects of an assigned chemical and metallurgical testing program, from planning to reporting.

Assess the significance of all test results and make suitable recommendations.

Calibrate instrumentation and equipment, manufacture thermocouples and operate potentiometers, voltmeters, ammeters and similar instruments.

Prepare clear and concise technical reports, including non-routine reports.

Work with guidance but with a minimum of supervision, and instruct personnel of lower classifications.

APPENDIX "B"
LETTERS OF INTENT

I. Re: Arbitration Cases

The Union agrees that it will give the Company as much advance notice as possible of which grievance will be heard on a scheduled arbitration date, but in all cases, a minimum of two weeks' written notice will be given.

Both the Company and the Union agree to be prepared to present their arguments on two arbitration cases at the hearing, but in the event the first case is not over by 2:00 p.m., the second case will not be presented.

2. Re: Job Postings

With respect to job-posting notices, it is agreed that the Company will provide the Office Chairperson with copies of all such notices.

With respect to advising any laid-off employee with recall rights of a posted vacancy, it is agreed that the Company will not be under any obligation.

3. Re: Automatic Progression

An employee who is promoted to a higher job classification will receive the next highest rate of such classification above his/her current rate.

5. Re: Sub-Contract Employees (2001)

The Company and the Union agree that at certain times it may be impossible for the Company to hire sufficient technical employees into the Bargaining Unit.

After exhausting the job-posting procedure and subsequently advertising the vacant positions in the usual manner, should it be necessary for the Company to utilize non-employees to perform the work, then the Company will first notify the Union of the intent to use such people.

Additionally, any and all overtime required will first be offered to employees in the classification.

Effective November 26, 2001, and once a month thereafter, the Union shall receive, for each contractor performing the duties of a Local 673 job classification, an amount equal to two hours and twenty minutes (2.20) pay at the contractor's maximum rate or the maximum rate of the classification, whichever is greater.

12. Re: Union Newspapers

The Union will be permitted to distribute the following literature to its members on Company property:

"CONTACT" and
the CAW Newsletter

It is understood that such distribution will not take place on Company time.

13. Re: Article VII, Section 5, 5.

During the life of the current Collective Agreement, the parties agree to the following interpretation of Article VII, Section 5,5.:

- 1) Should a dispute arise as to the ability of an employee to perform the work of a job classification into which he/she has elected to bump, the employee will be allowed 37 1/2 hours in order to prove his/her ability in the lower classification.
- 2) If the employee insists that he/she can perform the work, then prior to moving into the job, he/she must indicate into which job he/she will then bump should it be subsequently found that the necessary ability is lacking. The purpose of the selection at this stage is to enable the Company to take the necessary precautions to ensure continuity of work.
- 3) Should the employee be found lacking in ability to perform the work of the classification into which he/she first bumps, he/she will be allowed one further bump with 37 1/2 hours in which to prove his/her ability in that classification.

- 4) In the event that the employee does not have the ability to perform the functions of the classification into which he/she elected the second bump, he/she will then be considered to have no further displacement rights and will be laid off.
- 5) Where the employee is found to be unqualified for the classification(s) into which he/she chose to bump, seniority shall not be vested in such jobs, nor shall the employee have recall rights to them.
- 6) The above interpretation shall not affect any other provisions of the Collective Agreement.

16. Re: Layoff, Bumping and Recall Charts

The Company and the union agree that for the duration of the current Collective Agreement the attached departmental chart (Attachment "A") will be used for the purpose of recall and bumping rights when an employee is laid off.

The parties further recognize that where the Company finds it necessary to relocate a job classification from one department to another, the intent of Attachment "A" will be honoured.

This Letter of Intent will not change the provisions of the Collective Agreement as outlined in Article VII, Section 5.

LOCAL 673
ATTACHMENT "A"

DEPARTMENT

	JOB NO.	JOB NAME
Finance		
	110	Mail Clerk
	204	Key Punch Operator B
	212	General Office Clerk
	315	Clerk Typist A
	320	EDP Equipment Operator B
	427	Keypunch Operator A
	428	Terminal Computer Systems Operator
	431	Accounting Clerk
	518	EDP Equipment Operator A
	604	Cost Clerk B
	605	Accounts Clerk B
	606	Payroll Clerk A
	624	EDP Computer Operator B
	806	Cost Clerk A
	818	EDP Computer Operator A
Material		
	110	Mail Clerk
	212	General Office Clerk
	307	Printing Stock Clerk
	315	Clerk Typist A
	415	Customs Clerk B
	420	Statistical Clerk C
	428	Terminal Computer Systems Operator
	430	Material Record Clerk
	512	Stenographer
	715	Statistical Clerk B
	717	Material Control Clerk
	915	Statistical Clerk A
	919	Material Planner/Vendor Scheduler
	1009	Procurement Cost/Price Analyst
	1103	Procurement Tool Co-ordinator
	1104	Procurement Sub Contract Representative

Manufacturing Control

110	Mail Clerk
212	General Office Clerk
315	Clerk Typist A
406	File Systems Clerk
420	Statistical Clerk C
422	Production Order Processor B
427	Keypunch Operator A
428	Terminal Computer Systems Operator
512	Stenographer
515	Multilith Operator
608	Spare Parts Clerk A
621	Production Order Processor A
705	Scheduling Clerk B
708	Spares Analyst
715	Statistical Clerk B
817	Production Order Control Clerk
902	Scheduling Clerk A
909	Production Change Analyst
915	Statistical Clerk A
1011	Modification Cost Evaluation Analyst
1019	Network Flowplan Analyst

Engineering

110	Mail Clerk
212	General Office Clerk
315	Clerk Typist A
406	File Systems Clerk
512	Stenographer
714	Engineering Data Release Analyst
909	Production Change Analyst
1014	Chemical Technician
1015	Metallurgical Technician
1016	Production Process Standards Writer B
1018	Radiographer
1107	Chemical Technologist
1108	Metallurgical Technologist
1110	Engineering Drawings Checker

	1202	Production Process Standards Writer A
Production Engineering		
	110	Mail Clerk
	212	General Office Clerk
	315	Clerk Typist A
	427	Keypunch Operator A
	512	Stenographer
	601	Process Planning Clerk A
	718	Loft Template Printer A
	916	Junior Planner
	917	Numerical Control Parts Programmer C
	920	Master Layout Loftsperson C
	1005	Master Layout Loftsperson B
	1006	Tool Designer B
	1008	Technical Illustrator A
	1113	Numerical Control Parts Programmer B
	1203	Master Layout Loftsperson A
	1204	Tool Designer A
	1206	Tool Standards Writer
	1210	Tool Engineer
	1211	Numerical Control Parts Programmer A
	1212	Cutting Tool Designer
	1223	Senior Manufacturing Planner
Office Services		
	110	Mail Clerk
	212	General Office Clerk
	317	Telephone Operator
	412	Printing Clerk
	1022	Photographer / Pressperson A
Quality Assurance		
	110	Mail Clerk
	212	General Office Clerk
	315	Clerk Typist A
	623	Inspection Record Clerk A
	918	Quality Assurance Officer B
	1020	Quality Assurance Programmer B
	1209	Quality Assurance Officer
	1221	Senior Quality Assurance Programmer

Facilities

110	Mail Clerk
212	General Office Clerk
315	Clerk Typist A
423	Facilities Record Clerk
516	Dispatcher
1006	Tool Designer B
1007	Facilities Design Draftsperson B
1019	Network Flowplan Analyst
1204	Tool Designer A
1210	Tool Engineer
1213	Facilities Architectural/Structural Design Draftsperson
1215	Facilities Material Handling and Plant Layout Design Draftsperson
1216	Facilities Mechanical Design Draftsperson
1219	Facilities Electrical Design Draftsperson
1220	Facilities Electronic Design Draftsperson

Security

110	Mail Clerk
212	General Office Clerk
319	Badge and Lock Control Clerk

17. Re: Skills Adjustment Committee

The Company and Union recognize that it is to their mutual benefit to ensure that the competitiveness of the organization is maintained through the continued improvement of existing methods, systems, and technologies, and the continued introduction of new machinery, equipment, materials, processes or methods. It is recognized that these improvements and innovations potentially could result in some employees becoming surplus, or in some employees being unable to continue to perform their job function because they have not acquired the necessary new skills. The Parties, recognizing that it is to our mutual benefit to attempt to avoid or minimize these negative impacts, agree to establish a joint Union/Management Committee comprised of three (3) representatives of the Union and three (3) representatives of the Company. One member from each party will be designated as a permanent appointee to such Committee.

The Committee will meet at least quarterly. The Committee is responsible for identifying any such potential negative impacts or other problems, developing solutions to such problems, and recommending solutions to the employer. The Company or the Union will notify the Committee, through the permanent appointees, of any such matters they foresee may require the Committee's attention.

Where the improvement or innovation necessitates that an employee acquire new abilities and knowledge in order to adapt, the Company will make a cost effective effort to train and retrain employees, as outlined below:

- (a) the Company will not declare an employee surplus out of seniority order within his/her classification, or reclassify an employee, because he/she does not have the new ability or knowledge, without first making such cost effective effort to train the employee, and
- (b) the Company will not declare any employee surplus where the reduction in manpower in the classification is solely a result of the implementation of an improvement or innovation, without first making a cost effective effort to retrain the employee in order to facilitate reclassifying him/her to a position that is consistent with the Company's needs and the employee's aptitudes and desires.

Should the anticipated innovation involve the introduction of any machinery, equipment, or materials, of a different nature than those previously used by the Company that are new to the Bargaining Unit and that will have an impact on Bargaining Unit employees, the Company will endeavour to provide the required notice at least six (6) months prior to any impact. Should the Company be unable to provide such notice, or otherwise fail to provide such notice, and a reduction in manpower occurs solely as the result of the implementation of such innovation, the Company agrees to the following for a six (6) month period from the notification:

- (a) the Company will not lay-off an employee as a result of such a reduction in manpower, other than pursuant to Article VII, Subsection 6(1)(c)(i); and
- (b) should the Company declare an employee surplus as a result of such a reduction in manpower, the employee's prior wage rate will be maintained for the remainder of such period.
- (c) should the Company reclassify an employee because he/she has not acquired the new abilities and knowledge necessary to adapt, the employee's prior wage rate will be maintained for the remainder of the six (6) month period.

18. Re: Facilities Design Draftsperson B - 1007

The Company and Union agree that for all purposes of the current Collective Agreement, October 28, 1995, should the need occur, the parties will meet in order to establish in the noted classification separate and distinct disciplines, i.e.:

- 1) Mechanical
- 2) Electrical/Electronic
- 3) Architectural/Structural
- 4) Material Handling and Plant Layout

19. Re: Increase in Secretarial Staff

It is recognized that the present secretarial staff complement will remain as at present. However, it is agreed and understood that an increase to salaried secretarial staff, when made, will be restricted to the Sub-Division Manager level and above.

20. Re: Certain Job Classifications

Item 1 - Deleted Classifications

- (a) Appendix I to this Letter of Intent #20 is a list of job classifications which have become redundant to the Company's current requirements and which the parties agree have been deleted from the Collective Agreement during the 1974 and 1995 contract negotiations. If, subsequent to the 1995 contract negotiations, a requirement should arise for any of the classifications appearing in the Appendix I, it is agreed that such classifications will be reinstated and assigned the same job description and wage level that was applicable at the time of deletion.
- (b) Appendix II to this Letter of Intent #20 is a list of job classifications which the parties agree have been deleted from the Collective Agreement during the 1974 and 2001 contract negotiations. The deletions are caused by the introduction of new job classifications which will replace those in Appendix II. The parties agree that the classifications referred to in Appendix II will not be re-introduced.

Item 2 - New and/or Amalgamated Classifications

Appendix III to this Letter of Intent #20 is a list of new and/or amalgamated classifications which the parties agree to implement effective June 2, 1975 and October 28, 2001.

Item 3 - Revised Classifications

Appendix IV to this Letter of Intent #20 is a list of job classifications, the contents of which the parties agree were revised during the 1974 contract negotiations to more precisely conform to current normal duties.

Item 4 - Recall Rights to Deleted Classifications

- (a) Should there be an employee on lay-off from, and with recall rights to, a job classification or classifications which, by agreement during the 1974 contract negotiations, have been deleted from the Collective Agreement, the parties agree to ensure that such employee or employees will not lose such recall rights by sole virtue of this Letter of Intent. Such employees will be placed on the recall list of a classification or classifications as agreed upon by the parties.
- (b) Where two (2) jobs (A and B) are combined to form a new amalgamated job (C), it may occur that an employee on lay-off from, and with recall rights to job (A) has greater seniority than an employee formerly employed in job (B) and now employed in the new amalgamated job (C). In such cases, it is agreed that such greater seniority employee will be recalled to job (C) only when a Company requirement arises for employees in job (C) and that none of the incumbents at the time of signing the 1974 Collective Agreement will be laid off solely as a result of the amalgamation.
- (c) The duration of the employee's period of recall as referred to in Items 4(a) and 4(b) will be for the same period as that held to the deleted job classifications.

Additionally, should such recall take place, the individual's name will immediately be added to the seniority list of the classification to which the employee was recalled.

- (d) Should a deleted classification be reintroduced an employee who had recall rights to that classification shall retain recall rights to such classification as defined in Article VII of the Collective Agreement.
- (e) Those employees on recall to the new amalgamated General Office Clerk - Job 212, will also be given the opportunity to elect recall to the new Mail Clerk - Job 110. Such recalled employees would commence in this classification at the job rate.

Should any affected employees decline this opportunity, it will not affect their recall rights to other classifications.

- (f) Incumbents in Job 110 - Mail Clerk will continue to receive pay at Wage Group 2 until such time as they leave Job 110.

Item 5 - Seniority

Each employee in the Bargaining Unit, who is on the payroll on the date of ratification and who is affected by Item 1(b) and/or Item 2, will be automatically reclassified to the new or amalgamated job classification which affects the employee's previous status and will assume such position on the seniority list of the new classification as is provided under the terms of the Collective Agreement.

Item 6 - Effectivity

The effective date of all the previously mentioned changes shall be June 2, 1975

APPENDIX I TO LETTER OF INTENT #20

DELETED CLASSIFICATIONS

205	Clerk Typist B
303	Calculating Machine Operator
305	Estimating Clerk
306	Bookkeeping Machine Operator
310	Reproduction Copy Machine Operator
311	Cost Clerk D
318	Timekeeper B
403	Spare Parts Clerk B
409	Disposal Clerk - G.F.A.E.
411	Payroll Clerk B
413	Cost Estimator B
416	Guillotine Operator
419	Assistant Compiler
424	Photographer C
426	Clerk Stenographer
429	Inspection Record Clerk B
504	Process Planning Clerk B
507	Loft Template Printer B
517	Material Coding Clerk B
609	Packaging Methods Clerk
613	Scheduling Clerk C
617	Control Clerk - G.F.A.E.
620	E.D.P. Scheduling Clerk
622	Offset Pressperson B
706	Compiler - Technical Parts Catalogue
716	Photographer B
719	Laboratory Assistant
805	Accounts Clerk A
813	Tool Design Draftsperson

814	Facilities Draftsperson
815	Technical Illustrator B
901	Logbook Technician

**APPENDIX II TO LETTER OF INTENT #20
DELETED CLASSIFICATIONS -
NOT FOR REINSTATEMENT**

201	General Duty Clerk	(replaced by 212)
209	Ozalid Machine Operator	(replaced by 212)
211	Blueprint Clerk	(replaced by 212)
301	Material Record Clerk B	(replaced by 430)
316	E.D.P. Operator D	(replaced by 320)
405	Inspection Record Clerk	(replaced by 429)
408	Material Record Clerk A	(replaced by 430)
502	Material Break Down Clerk	(replaced by 517)
503	Stock Audit Clerk	(no replacement)
509	Material Coding & Bulking, Clerk B	(replaced by 517)
510	E.D.P. Operator C	(replaced by 518)
511	Data Collection System Operator	(replaced by 518)
602	Engine Logbook Control Clerk	(replaced by 623)
619	E.D.P. Operator B	(replaced by 624)
704	Sub-Contract Salvage Clerk	(amalgamated with 1209)
707	Material Coding Bulking Clerk A	(replaced by 720)
709	Master Coding Clerk	(replaced by 720)
801	Specialties Production Order Clerk	(replaced by 817)
802	Process Planner B	(replaced by 916)
803	Cost Estimator A	(amalgamated with 1111 & 1112)
807	E.D.P. Operator A	(replaced by 818)
808	Release Planner	(replaced by 817)
907	Tool Liaison Planner B	(replaced by 916)
911	Pert Analyst	(replaced by 1019)
914	Radiographer	(replaced by 1018)
1001	Process Planner A	(replaced by 1111 & 1112)
1013	Procurement Expediter	(delete Letter of Intent #9)
1101	Tool Liaison Planner A	(replaced by 1111 & 1112)
1106	Facilities Material Handling Designer	(replaced by 1215)
1111	Machined Parts Planner B	(replaced by 1223)

1112	Structural Assembly Planner B	(replaced by 1223)
1201	Master Process Planner	(replaced by 1217 & 1218)
1205	Facilities Design Draftsman A	(replaced by 1213)
1207	Facilities Electrical & Electronic Engineer	(replaced by 1214)
1208	Facilities Mechanical Designer	(replaced by 1216)
1217	Machined Parts Planner A	(replaced by 1223)
1218	Structural Assembly Planner A	(replaced by 1223)

APPENDIX III TO LETTER OF INTENT #20
NEW AND/OR AMALGAMATED CLASSIFICATIONS

110	Mail Clerk	(new)
212	General Office Clerk	(replaces 201, 209, 211)
320	EDP Equipment Operator B	(replaces 316)
429	Inspection Record Clerk B	(replaces 405)
430	Material Record Clerk	(replaces 301,408)
517	Material Coding Clerk B	(replaces 502,509)
518	EDP Equipment Operator A	(replaces 510,511)
623	Inspection Records Clerk A	(replaces 602)
624	EDP Computer Operator B	(replaces 619)
720	Material Coding Clerk A	(replaces 707,709)
817	Production Order Control Clerk	(replaces 801,808)
818	EDP Computer Operator A	(replaces 807)
916	Junior Planner	(replaces 802,907)
1018	Radiographer	(replaces 914)
1019	Network Flowplan Analyst	(replaces 911)
1111	Machined Parts Planner B	(replaces 803, 1001, 1101)
1112	Structural/Assembly Planner B	(replaces 803, 1001, 1101)
1212	Cutting Tool Designer	(new)
1213	Facilities Achitectural/Structural Design Draftsman	(replaces 1205)
1214	Facilities Electrical/Electronic Design Draftsman	(replaces 1205, 1207)
1215	Facilities Material Handling and Plant-Layout Design Draftsman	(replaces 1106, 1205)
1216	Facilities Mechanical Design Draftsman	(replaces 1205, 1208)
1217	Machined Parts Planner A	(replaces 1201)
1218	Structural/Assembly Planner A	(replaces 1201)
1223	Senior Manufacturing Planner	(replaces 1111, 1112, 1217, 1218)

APPENDIX IV TO LETTER OF INTENT #20
REVISED JOB DESCRIPTIONS

719	Laboratory Assistant
815	Technical Illustrator B
1209	Quality Assurance Officer

22. Re: Tool Designers A (1204)

It is agreed that for the duration of the current Collective Agreement between the parties, employees who are classified as Tool Designers A (1204) and are assigned to the Facilities Engineering Department, will be required to perform the following as part of their normal duties:

As required, prepare detailed estimates, specifications and scope of work for procurement department functions, bid analysis on a technical and cost comparison basis and recommend

choice of contractor. Co-ordinate and monitor the work and progress of the sub-contracting agency.

23. Re: Rehire of Retirees

It is understood that should the Company rehire a retired employee, he/she would commence work as a new employee for the purpose of seniority and service in accordance with the provisions of the Collective Agreement. If he/she should again retire, his/her service with the Company after the date of re-employment shall be included in computing his/her total credited service as described in Article 4, Section 4 of the Pension Plan.

24. Re: Union Dues - Retirees

It is agreed by the Company that provisions will be made with the Trustee of the Company Pension Plan (CAW Local 673) to have union dues deducted from the monthly Pension Payments for those retirees who provide written authorization.

25. Re: Article VII, Section 5, Paragraph 753

The language of Article VII, Section 5, Paragraph 753 will remain unchanged and be accepted by both parties in its entirety. However, in practice, the Company agrees that it will not require employees to move to another classification nor bump for any reason, prior to the expiration of the one (1) week notice period outlined in the aforementioned paragraph.

26. Re: Pension Credits/Maternity Leave

The Company agrees that an employee on an authorized maternity leave will continue to accumulate pension credits during the period of such leave.

27. Re: Refusal to Work - Dispute Procedure

The provisions in the O.H. S.A. shall be followed when required in dealing with refusal to work situations.

Otherwise in situations where an employee has a safety concern, the following procedure shall apply:

An employee who believes that a condition has developed which presents a concern to his/her safety should promptly notify his/her Supervisor of such condition. The Supervisor shall determine, with reasonable expediency, whether such condition represents a significant threat to the safety of the employee or employees involved and, if required, initiate appropriate corrective measures.

If a satisfactory solution to the problem cannot be agreed upon, the employee may request, through his/her Supervisor, that an investigation be made jointly by the Union Safety Representative and the Management Safety Representative or his/her designated representative. Such investigation shall be conducted with reasonable expediency but not later than the regular workday following receipt by the Supervisor of such request.

28. Job Adjustments

Effective 18 October 1986 the following Job Classifications are upgraded and/or amalgamated as indicated:

- Timekeeper A, Job code 513, will be upgraded and amalgamated into Payroll Clerk A, Job Code 606.

Effective 28 October 2001 the following job classifications are upgraded and/or amalgamated as indicated:

- Machined Parts Planner B, Job Code 1111, Structural Assembly Planner B, Job Code 1112, Machined Parts Planner A, Job Code 1217 and Structural Assembly Planner A, Job Code 1218, will be upgraded and/or amalgamated into Senior Manufacturing Planner, Job Code 1223.

29. Rehires Without Seniority - Wage Treatment

The parties agree that, for the remainder of the existing Collective Agreement, should an employee be rehired without seniority to a Job Classification which he/she held with the Company within the previous five (5) years, the employee shall receive a Pure Base Rate upon re-employment which has

the same relative relationship to the Pure Base Rate Maximum of the Job Classification as had been previously attained.

30. Inspection Record Clerks

The parties agree to reclassify those employees presently classified as Inspection Record Clerk B, Job Code 429, to Inspection Records Clerk A, Job Code 623. The parties agree, pursuant to sub-sections 1(1), 1(5) and 14(3)(b) of the Pay Equity Act, that on the basis of historical incumbency, Inspection Record Clerk A, Job Code 623, is a male dominated job.

32. 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.

33. Graphic Artists

The Company and the Union agree that should any Local 673 employees be requested to perform work normally assigned to Graphic Artists they will be paid at least the rate of Group 8 for all hours spent performing this work. This agreement shall not imply that the work of a Graphic Artist will be included in a classification of the Bargaining Unit nor will it prejudice the position of the Company at any future date.

34. Re: Joint Union/Management Committee

A joint Union/Management Committee comprised of a union representative and the company Lean Representative will be convened upon execution of this agreement to oversee the agreements between the parties concerning the implementation of the Boeing Production System. The Boeing Production System is designed to reduce the cost of producing product, promote the involvement of employees and entrench continuous improvement in the daily operations of BTL. All of which is recognized by the parties as important to the competitive survival of BTL and the job security of the union's membership. Accordingly, the union and the company endorse the processes utilized by the BPS and encourage the participation of the represented employees of BTL.

The parties further agree to the following in relation to the use of Accelerated Improvement Workshops and Lean Manufacturing Activities and Lean Manufacturing Representatives:

- A.I.W.s and Lean Activities The company may assign bargaining unit employees to perform work assignments as required during A.I.W.s – pay shall be commensurate with such assignment. The company may not assign work, as described above, which includes requirements for certification or specialized training, or requires specific health and safety training or creates a safety hazard for the participants.

Lean Manufacturing Representative Each department, or office area shall have a designated Lean Manufacturing Representative who is a bargaining unit member. The designated employee shall be responsible for assisting with the coordination of the Boeing Production System, assisting with A.I.W. action items follow up and perform as a liaison between the area and the Company Lean Representative. Volunteers for the position of lean manufacturing representative will be solicited from the work areas. The company will choose from among the volunteers, consulting with the union prior to final appointment.

35. Employees resigning during period of Notice of Layoff.

An employee who, having received notice of layoff and possess insufficient seniority to bump another employee, provides the Company with at least two weeks notice in writing of his/her resignation, prior to the expiration of the notice period:

1. The employee shall be entitled to any severance that s/he would have been entitled to had s/he been laid off on the date his/her resignation is effective.

2. The employee shall be entitled to recall rights as if s/he was laid off on the day his/her resignation is effective.
3. For all purposes of the collective agreement, the employee's resignation shall be considered to be a layoff and s/he shall be entitled to all rights and benefits of a laid off employee, with the following exception:

If the employee has health care benefit coverage either through a spouse, or through another employer, the employee shall advise the Company of such, and shall not be entitled to any health care benefit coverage normally provided to laid off employees.

4. An employee who elects to receive any severance s/he is entitled to under 1. above, thereby relinquishes all seniority, recall rights, and all other employee rights and benefits, including those provided above.

36. Equal Benefit Status for Union Officials

When any active union official is displaced from his/her position in the union for any reason except termination for just cause, both parties agree to the following:

1. The ex-union official will be entitled to all benefits specified in the Inverse Seniority Lay Off M.O.U. signed between the parties on September 21, 2000, and/or all benefits specified in the Inverse Seniority Lay Off Window M.O.U. signed between the parties on July 13, 2001..
2. The ex-union official shall be eligible as long as there had been a declaration of surplus in the ex-union official's job classification or in another classification where the ex-union official had bumping rights to during the life of the Inverse Seniority Lay Off M.O.U. and the Inverse Seniority Lay Off Window M.O.U.

This Memorandum of Understanding will expire one week after the results of the next union elections scheduled for the end of October 2002, are made official.

This Memorandum of Understanding will apply to those elected union officials who are in office at the time of signing of the memorandum.

37. Subcontracting

As discussed at the recent contract negotiations, the parties recognize the mutual benefit of maintaining work within the Bargaining Unit by fully utilizing bargaining unit members to perform such work. Particular concern was expressed with respect to the Technical Group of employees.

In keeping with the above, the Company agrees to notify the Union at least sixty (60) days prior to the awarding of any contract for work that could be performed by Bargaining Unit members, either Active or on Lay-off. The notification will consist of the specific work being considered, the reasons why contracting is being considered, the length of the contract and the classifications and number of employees that may be affected, if any, by the contracting of such work. Union proposals will be analyzed and discussed by the parties prior to any movement of the work subject to such proposals. This language does not pertain to work that is considered to be subcontracted for the purposes of temporary diversion.

The parties agree to have regular discussions concerning subcontracting for any reason, on a monthly basis, or as otherwise may be agreed between the parties. Matters being considered for contracting will be fully discussed at such meetings, in order that the Company may make a sound business decision, including giving due consideration to the importance of our work force to the success of the organization.

37. Gainsharing

2004

During these negotiations, the parties discussed the possibility of using employee incentives in support of unit cost reduction activities and as a mechanism for full involvement of employees in the success of the Company.

The parties agree to jointly develop a mutually acceptable employee incentive program to achieve those objectives, subject to all applicable provincial/federal legislation.

In order to determine the performance factors that would be most appropriate for measuring improvements in the Company's operations, the parties agree to consider appropriate

performance targets including, but not limited to, quality and productivity improvements, and achievement of cost goals or delivery schedules, etc.

The Company and the CAW will share the annual cost improvements in agreed upon measures on a 50/50 basis. The information necessary to validate the goals and measurements will be provided to the Union.

The parties agree to meet and establish the appropriate unit cost reduction performance targets. The performance year period is from January to December and payout will occur no later than March of the following year.

The Boards of Directors of the Boeing Company and Boeing Toronto, Ltd. must, prior to implementation, approve the unit cost reduction sharing plan (Gainsharing).

38. Non-standard Work week 2004

During negotiations of the 2004 – 2007 Collective Agreement, the parties agreed to continue discussions on Non-standard Work Week hours that are not currently outlined in the Collective Agreement.

The Company and the Union will meet in order to best determine the operating parameters around the non-standard work weeks, and the best method to introduce the non-standard work weeks.

The Company will schedule these discussion meetings. It is understood that the introduction of non-standard workweeks is operationally driven, and may not be introduced until the Company reaches agreement with both local unions.

37. Voluntary Early Retirement 2004

This Letter of Intent is to acknowledge that during the recent negotiations the parties discussed the fact that during the term of the previous Collective Agreement the following Memorandums of Understanding were signed, in regard to the above, for the periods;

- September 1, 2004 – October 29, 2004
- March 1, 2004 – April 30, 2004
- January 23, 2004 – May 28, 2004
- June 1, 2003 – October 31, 2003
- March 20, 2002 – December 31, 2002

38. Excess Benefits 2004

1. Boeing Toronto, Ltd. (the "Company") and each of the Canadian Auto Workers Local 1673 and the Canadian Auto Workers Local 1967 (each the "Union") agree that, in the event that a member of the applicable McDonnell Douglas Canada Ltd. Non-Contributory Pension Plan for Hourly Employees (the "Plan") is eligible to receive a Special Early Retirement Benefit described in Section 3 of Article IV, of such Plan by virtue of having met the eligibility criteria set out in Schedule "C" thereto and commenced receiving a monthly Special Early Retirement Benefit (ie. the member does not elect to receive a commuted value) during the period from November 1, 1997 to October 27, 2001 (an "Eligible Pensioner"), and such benefit is reduced because of the application of Section 3(c) Article IV of the Plan, the Company will pay (for the entire period during which such pension is paid to the Eligible Pensioner and, if applicable, his or her surviving spouse) a compensatory monthly benefit which is the same as the amount of the reduction in the benefit paid to the Eligible Pensioner or the surviving spouse, as applicable from time to time, due to the application of Section 3(c) of Article IV of the Plan.
2. With respect to pensions which commenced payment to Eligible Pensioners prior to the date of this Memorandum of Understanding, a lump sum or other payment compensating for any reduction of such pensions paid after November 1, 1997 to the date of this agreement shall be made by the Company. The method of such payment will be agreed between the Company and the Union.

3. It is agreed that the Company is under no obligation to pre-fund these benefits nor, except as is agreed pursuant to paragraph 2 hereof; will such benefits be commutable or settled in a lump sum. In addition, except as specifically agreed by the parties in writing, the Company shall not be obliged to provide such compensatory payments (or any similar payments) in respect of any other benefits or pensions earned under the Plan in respect of any member of the Plan other than an Eligible Pensioner, as described herein, or his or her surviving spouse.

39. Security Language Agreement (SLA)

2004

- 1) The Security Language Agreement (SLA) that was originally signed on March 31, 2000 and modified on November 19, 2001, will be renewed for the life of the new collective agreement, which expires on October 26, 2007, and shall survive the expiry of the collective agreement until January 1, 2008
- 2) Notwithstanding the parties disagreement on whether the SLA is in or out of the collective agreement, the parties agree that any dispute pertaining to the administration, application, interpretation or alleged violation of the SLA is grievable, arbitrable, and enforceable, like a grievance under the collective agreement.
- 3) The parties agree that grievances 36-02, 57-02, 58-02 and 59-02 currently before Arbitrator Burkett are adjourned, sine die. The hearings of these grievances will not resume until the earlier of January 1, 2008 or an announcement by the company of notice under the SLA. This sine die adjournment is entirely without prejudice to the rights and interests of the union, the employees represented by the union and retirees, regarding any grievance that may be filed hereafter pertaining to the SLA or any other matter of any kind, including grievances 36-02, 57-02, 58-02 and 59-02. This sine die adjournment is also without precedence to any future matter.
- 4) The last two paragraphs of the SLA found under the heading "Note" are amended so that the date 01 January, 2007 is substituted with the date 01 January 2008.
- 5) (a) An additional \$4 per month per year of credited service increase in the retirement benefits will be provided under the registered pension plan prospectively from October 1, 2007 for any employee who retires with seniority on or after January 1, 2005. (Production and Clerical - \$50.00 to \$54.00 per month, Skilled Trades and Technical - \$52.00 to \$56.00 per month)
(b) If the Security Language Agreement is triggered prior to October 1, 2007, all payments pursuant to paragraph 5 of the supplement section (Pension) of the Security Language Agreement will cease effective October 1, 2007 and be replaced by the monthly increase payable in accordance with Paragraph 5 (a) above. If the Security Language Agreement is triggered on or after October 1, 2007, all payments pursuant to paragraph 5 of the supplement section (Pension) of the Security Language agreement for the period commencing October 1, 2007 shall not be paid, and the obligation for such payments shall be null and void.
(c) The increase in (a) above may trigger Past Service Pension Adjustments for certain members that retire between January 1, 2005 and October 1, 2007.
(d) The amendment to the registered pension plan text granting the \$4.00 increase would only occur once the 2004 – 2007 Collective Agreement has expired.

40. Share Value Program

2004

The Company and the Union agree that all eligible represented employees may participate in the Share Value Trust for the duration of this agreement. Participation of eligible employees shall be in accordance with the governing provisions of the Share Value Trust as set forth in the official Trust documents.

The parties agree that the Company's success depends upon the ability to return long-term value to the shareholders. The intent of this broad-based, results sharing approach is to help inform employees about what makes a business run and produces shareholder value, and to allow employees to share in the results of their efforts in increase shareholder value.

If there is any conflict between this Letter of Understanding and the official Trust documents, the official Trust documents will prevail in every case.

APPENDIX "L"
TECHNICAL GROUP

1. The following classifications comprise the Technical Group:

WAGE GROUP 10

1005	Master Layout Loftsperson B
1006	Tool Designer B
1007	Facilities Design Draftsperson B
1008	Technical Illustrator A
1009	Procurement Cost/Price Analyst
1011	Modification Cost Evaluation Analyst
1014	Chemical Technician
1015	Metallurgical Technician
1016	Production Process Standards Writer B
1018	Radiographer
1019	Network Flowplan Analyst
1020	Quality Assurance Programmer B
1022	Photographer / Pressperson A

WAGE GROUP 11

1103	Procurement Tool Co-Ordinator
1104	Procurement Sub-Contract Representative
1107	Chemical Technologist
1108	Metallurgical Technologist
1110	Engineering Drawings Checker
1113	Numerical Control Parts Programmer B

WAGE GROUP 12

1202	Production Process Standards Writer A
1203	Master Layout Loftsperson A
1204	Tool Designer A
1206	Tool Standards Writer
1209	Quality Assurance Officer
1210	Tool Engineer
1211	Numerical Control Parts Programmer A
1212	Cutting Tool Designer
1213	Facilities Architectural/Structural Design Draftsperson
1215	Facilities Material Handling and Plant Lay-Out Design Draftsperson
1216	Facilities Mechanical Design Draftsperson
1219	Facilities Electrical Design Draftsperson
1220	Facilities Electronic Design Draftsperson
1221	Senior Quality Assurance Programmer
1222	Quality Assurance Source Representative

being hired or accepted into the Technical Groups within fifteen (15) working days of hire or acceptance. If an employee requires an extra fifteen (15) days it would be granted only by mutual agreement between the Company and the Union.

3. Entry into the Technical Group does not exclude Office Personnel who, by mutual agreement, are in training programs agreed to by the parties.

**LETTERS AND STATEMENTS
EXCHANGED BETWEEN
THE UNION AND THE COMPANY**

For the information of all concerned, the following letters and statements exchanged between the Union and the Company are reproduced and appear hereafter.

These letters and statements do not form part of the Collective Agreement.

November 7, 1995

Bargaining Committee
National Automotive, Aerospace, Transportation
and General Workers Union of Canada,
CAW T.O.P. Local 673

Attention: Bill Barton, Office Chairperson

Dear Sir:

RE: ACCOMMODATION OF RELIGIOUS HOLIDAYS

This will confirm our discussions wherein the Company reiterated our commitment to accommodate any employees' requests to observe a religious holiday that does not coincide with a scheduled company holiday. Such may be taken as a vacation day or an unpaid absence.

Dennis McEntee
Manager, Labour Relations

INSURANCE PROGRAM

A. Effectivity

Unless noted otherwise, all Insurance Program changes will be effective **1 January 2005** (hereinafter in this Attachment 3, the “Effective Date”).

B. Eligibility

1. Employees and their eligible Dependents will be eligible for Insurance Program coverages on the Effective Date or on their first day of Active Service, whichever is later. This is applicable to New Hires, Re-Hires, Recalls and their eligible Dependents.
2. For all Employees in Active Service, and those on Local Union Business Leaves, the improved benefits will be implemented on the Effective Date.
3. For Employees on any other approved leave of absence, the improved benefits will be implemented on the date that the employee returns to Active Service.

C. Group Insurance Benefit Improvements

1. Basic Life Insurance (Company Paid)

The maximum Basic Life Insurance coverage amount will be increased from **\$30,000 to \$35,000.**

2. Accidental Death & Dismemberment Insurance

The accidental Death & Dismemberment Insurance (AD&D) Insurance will be increased to **one time** the Basic Life Insurance coverage.

3. Schedule of Benefits – Group Insurance (1)

The Schedule of Benefits reflecting these changes will be as follows:

	Accidental Death & Dismemberment Insurance	Total Basic Life & Accidental Death Insurance
Basic Life Insurance		
\$35,000	\$35,000	\$70,000

Survivor Income Insurance		Disability Insurance		
Monthly Transition Benefits (2)				
“A” “B” & “D” Survivors	Class “C” Survivor (s)	Monthly Bridge Benefit (3)	Weekly Accident & Sickness Benefit (52 Wks) (4) (6)	Monthly Extended Disability Benefit (5)
\$450	\$475	\$450	\$450	\$1,200

Life Insurance

In the event of layoff, the life insurance premium will be the rate in effect for active employees.

Section V - Health Care Benefit Improvements

1. PRESCRIPTION DRUG EXPENSE BENEFIT

Prescription Drug Plan

On the effective date, Section V, Sub-Section B, the following changes will be made:

Prescription Drug Expense Benefits shall be provided each time at the eligible employee’s option of either under a Green Shield Prescription Drug Plan contract (**with \$5.00 deductible applicable to each prescription and refill for active employees and \$.35 deductible for each prescription and refill for retirees**) or through a Warehouse Dispensing Facility (with **zero** deductible per prescription and refill). This benefit is provided to the extent the Employee, Retiree, surviving Spouse or their eligible Dependents are not entitled to prescription drugs or prescription drug benefits under any plan supported by government financing.

2. MAJOR MEDICAL BENEFIT

The Major Medical Benefit Plan will be amended, on the Effective Date, to include the following changes:

Chiropractor and Osteopath Expense Benefit

On the effective date, Section V, Sub-Section C, the following changes will be made:

The Company shall provide supplementary coverage for the Chiropractor and Osteopath Expense Benefit as follows:

Benefits

During the term of this Insurance Program, benefits will be provided for charges made by a provincially-licensed chiropractor and osteopath, up to **twenty dollars (\$20.00)** per visit to a maximum of ten (10) visits in a calendar year, for medical treatment of non-occupational bodily injury or disease after the payment of benefits payable by the Ontario Health Insurance Plan.

3. Vision Care – Maximum Allowance

On the Effective Date, Section V, Subsection E, 2. shall be amended as follows:

On the effective date, the Company will provide up to \$75.00 benefit every two years for an eye examination. This benefit is provided to the extent the Employee, Retiree, surviving Spouse or eligible Dependents are not entitled to vision exam benefits under any plan supported by government financing.

4. Section VII – Termination and Continuation of Coverages

On the effective date (Section b) Layoff or approved Leave of absence will be amended as follows:

Layoff

a) The Company will continue all Group Insurance Coverages (except Optional Life Insurance), Prescription Drug, Semi-private Hospital and Major Medical Benefits **including audio care and vision care for up to three full months of layoff.**

DENTAL PLAN

A. Effectivity

Coverage will be effective from the Effective Date of **January 1, 2005** for:

B. Eligibility

1. Employees and their eligible Dependents will be eligible for Dental Plan coverage on or after **January 1, 2005** or their first day of Active Service, whichever is later. This is applicable to New Hires, Re-Hires, Recalls and their eligible Dependents.
2. For all Employees in Active Service, and those on Local Union Business Leaves, the improved benefits will be implemented on **January 1, 2005**.
3. For Employees on any other approved leave of absence, the improved benefits will be implemented effective on the date that the Employee returns to Active Service.

C. Definitions

On the Effective Date, Section X – Sub-Section J Schedule of Fees, 1., 2., and 3. will be amended as follows:

SCHEDULE OF FEES - means:

1. for Dental Care rendered on or after **January 1, 2005**, and prior to **January 1, 2006**:
the **2004** Schedule of Fees for Dental Service provided by General Practitioners approved by The Board of Governors of the Ontario Dental Association, or the **2004** Schedule of Fees passed by the Board of Directors of the Denturist Society of Ontario.
2. for Dental Care rendered on or after **January 1, 2006** and prior to **January 1, 2007**:
the **2005** Schedule of Fees for Dental Service provided by General Practitioners approved by The Board of Governors of the Ontario Dental Association, or the **2005** Schedule of Fees passed by the Board of Directors of the Denturist Society of Ontario.
3. for Dental Care rendered on or after **January 1, 2007**:
the **2006** Schedule of Fees for Dental Service provided by General Practitioners approved by The Board of Governors of the Ontario Dental Association, or the **2006** Schedule of Fees passed by the Board of Directors of the Denturist Society of Ontario.

- F. Dependent - means the Spouse of the Subscriber while residing with the Subscriber and any of the Subscriber's unmarried children (including stepchildren, legally adopted children, and children in the custody of the Employee pursuant to a valid and existing custody agreement or court order), under **twenty-five (25)** years of age while residing with him in a normal parent-child relationship; (provided that the name of such Spouse or child shall have been shown or listed on the Subscriber's request for coverage or in a subsequent written notice to the Agency) and provided that the applicable premiums at the current rate have been paid for such Spouse or child. A child shall cease to be a Dependent at the end of the calendar month immediately following the earlier of the Dependent's marriage or attainment of the age of **twenty-five (25)** years.

Section V - Limitations

Section V, Sub-Section B will be amended to read as follows:

B Reimbursements for Orthodontic services rendered to Subscribers and Dependents under the age of nineteen (19) years shall be subject to a deduction of fifty (50%) percent and a lifetime maximum benefit of **one thousand six hundred (\$1,600.00)** dollars.

PENSION BENEFITS

A. Future Retirees & Survivors

1. Eligibility & Effective Dates

The Non-Contributory Pension Plan (Plan) will be improved as described below. With exceptions only as noted, these improvements will be applicable for Employees who retire, otherwise terminated employment with the Company or for those who become Survivors of a Retired Employee who retired on or after **1 January 2005**.

2. Basic Retirement Benefit Improvements

The basic Retirement Benefit will be improved for all years of Credited Service, for retirements with benefits payable on or after **1 January 2005**, as follows:

Local 1967 - Basic Benefit Per Month Per year of Credited Service

<u>From</u>	<u>To</u>
\$46.00	\$50.00 For Wage Groups 1 – 8 inclusive
\$48.00	\$52.00 For Wage Groups 9 – 12 inclusive

Local 673 - Basic Benefit Per Month Per year of Credited Service

<u>From</u>	<u>To</u>
\$46.00	\$50.00 For Wage Groups 1 – 9 inclusive
\$48.00	\$52.00 For Wage Groups 10 – 12 inclusive

3. Supplemental Pension Improvements

The supplemental pension, subject to the provisions of Article VIII, Section 1 a) (i), will remain the same for retirements with benefits payable on or after 1 January 2005 at \$18.00 per month per year of Credited Service.

B. General

1. All of the preceding changes are subject to required governmental approval.

COST-OF-LIVING ADJUSTMENTS

- 1) Basis for Determination: The Cost-of-Living formula will be based on the Consumer Price Index 1992 = 100 as published monthly by Statistics Canada, using **124.967 = 0 cents** as the base point.

In the event Statistics Canada ceases monthly publication of such Consumer Price Index in its present form, 1992 = 100, this section shall be of no further force and effect; and the Company and the Union shall enter into negotiations with respect to a substitute cost-of-living index.

The Cost-of-Living Adjustment movement up or down will be based on (1c) cent for each point zero seven four nine (0.0749) change in the three (3) month average of the CPI as published by Statistics Canada for the appropriate period.

In determining the three (3) month average of the indexes for a specified period, the computed average shall be rounded to the nearest 0.001 Index point – i.e. .0005 and greater rounded upward and less than .0005 downward.

- 2) During the period of this Agreement, adjustments will be made in the amount of Cost-of-Living Adjustments in accordance with the following schedule:

Adjustment	Effective Date of Adjustment	Based on Three (3) Month Average (rounded to nearest 0.001) of the Statistics Canada Consumer Price Index for:
First	29 January 2005	Sept., Oct., Nov. 2004
Second	30 April 2005	Dec. 2004, Jan., Feb. 2005
Third	30 July 2005	March, April, May 2005
Fourth	29 October 2005	June, July, August 2005
Fifth	28 January 2006	Sept., Oct., Nov. 2005
Sixth	29 April 2006	Dec. 2005, Jan., Feb. 2006
Seventh	29 July 2006	March, April, May 2006
Eighth	28 October 2006	June, July, August 2006
Ninth	27 January 2007	Sept., Oct., Nov. 2006
Tenth	28 April 2007	Dec. 2006, Jan., Feb. 2007
Eleventh (and last)	28 July 2007	March, April, May 2007

The amount of Cost-of-Living Adjustment which shall be effective for any three month period as provided above shall be in accordance with the following table:

Three Month Average of 1992 Consumer Price Index	Amount of COLA Per Hour	Three Month Average of 1992 Consumer Price Index	Amount of COLA Per Hour
124.967 or less	\$.00	125.567 – 125.641	\$.09
124.968 – 125.042	.01	125.642 – 125.716	.10
125.043 – 125.117	.02	125.717 – 125.791	.11
125.118 – 125.192	.03	125.792 – 125.866	.12
125.193 – 125.267	.04	125.867 – 125.941	.13
125.268 – 125.342	.05	125.942 – 126.016	.14
125.343 – 125.416	.06	126.017 – 126.091	.15
125.417 – 125.491	.07	126.092 – 126.165	.16
125.492 – 125.566	.08	126.166 – 126.240	.17