

COLLECTIVE AGREEMENT NO. 2

between

**NATIONAL AUTOMOBILE, AEROSPACE,
TRANSPORTATION AND GENERAL WORKERS
UNION OF CANADA**

and

VIA RAIL CANADA INC.

covering

ON-BOARD SERVICES EMPLOYEES

2001 – 2002 - 2003

INDEX

<u>ARTICLE NO.</u>		<u>PAGE</u>
Article 1	Definitions	1
Article 2	Recognition and Scope	3
Article 3	Deduction of Union Dues	4
Article 4	Hours of Service and Overtime	6
Article 5	Rates of Pay	17
Article 6	Lodging and Living Expenses	19
Article 7	Spare Board	20
Article 8	General Holidays	27
Article 9	Vacations	30
Article 10	Seniority Groupings	35
Article 11	Seniority Status and Lists	35
Article 12	Bulletining and Filling of Positions	38
Article 13	Staff Reduction, Displacement and Recall to Service	43
Article 14	Transfers	45
Article 15	Uniforms	46
Article 16	Training	47
Article 17	Leave of Absence and Free Transportation	48
Article 18	Reporting and Detention Time	50
Article 19	Attending Court	50
Article 20	Held for Investigation or Corporation Business	51
Article 21	Preservation of Rates	51
Article 22	Service Letters	51
Article 23	Composition and Adjustment of Crews	52
Article 24	Discipline and Grievance Procedure	52
Article 25	Final Settlement of Disputes	57
Article 26	Health and Welfare	57
Article 27	Bereavement Leave	58
Article 28	General	58
Article 29	Employment Security and Income Maintenance	61
Article 30	Jury Duty	62
Article 31	Pension Plan Wind Up	62
Article 32	Life Insurance Upon Retirement	62
Article 33	Dental Plan	63
Article 34	Extended Health Care Plan	63
Article 35	Paid Maternity Leave	63
Article 36	Duration of Collective Agreement	64

<u>APPENDICES</u>		<u>PAGE</u>
APPENDIX 1	Letter on Contracting Out	65
APPENDIX 2	Intentionally left blank by the parties	68
APPENDIX 3	Organizational Charts	69
APPENDIX 4	Letter on assigned employees operating from spare board	97
APPENDIX 5	Letter on protecting guarantee - bereavement leave	98
APPENDIX 6	Bilingualism	99
APPENDIX 7	Letter on rehabilitation of physically disabled employees	101
APPENDIX 8	Letter on protection of guarantee under Collective Agreement vs Special Agreement	103
APPENDIX 9	Duties and responsibilities	105
APPENDIX 10	Letter on unreduced pensions	114
APPENDIX 11	Letter on new jobs train crewing program - application of Special Agreement	115
APPENDIX 12	Wage Scale	118
APPENDIX 13	Letter on application of new pay structures	120
APPENDIX 14	Letter of understanding / Employees option re: pre-retirement vacation	122
APPENDIX 15	Letter of understanding re: vacation awarded as per Article 9.20	123
APPENDIX 16	Letter concerning availability of rooms at Corporation supplied lodging facilities	124
APPENDIX 17	Letter concerning availability of stationery supplies and pocket calculators for use by on-train employees	125

APPENDICES

PAGE

APPENDIX 18	Letter concerning employees who are declared to be unfit to perform their regular duties by reason of pregnancy	126
APPENDIX 19	Letter concerning recording of telephone calls from the O.T.S. offices	127
APPENDIX 20	Letter concerning the seeking of bids for a Long-Term Disability Plan for employees of Collective Agreements No. 1 and No. 2	128
APPENDIX 21	Safety, Health & Environment Agreement	130
APPENDIX 22	Memorandum of Agreement regarding averaging procedures for employees exclusively in Corridor service	153
APPENDIX 23	Letter regarding application of Article 4.2(c) for employees exclusively in Corridor service	157

ARTICLE 1 Definitions

1.1 For the purpose of this Agreement:

- (a) "Employee" - means a person holding seniority under the terms of this Agreement.
- (b) "Additional Layover" - means additional time off duty at home terminal over and above regular scheduled layover between trips as designated in "Operation of Run Statement".
- (c) "Operation of Run Statement - (ORS)" - means a statement covering assigned runs which will show:

Home and Distant Terminal

Frequency of Operation
Number of Crews
Additional Layover (if any)
Cycle of Operation
Effective Date
Reporting Time
Passenger Reception Time
Departure Time
Arrival Time
Release Time
Elapsed Time
Rest Hours Deductible
Net Hours Duty
Layover at Home and Distant Terminal

- (d) "Available Employee" - an employee who is either on standby or on the spare board or on layover at home terminal.
- (e) "Regularly Assigned" - an employee working on an assignment covered by an Operation of Run Statement obtained by established bulletin procedure or by displacement.
- (f) "Spare Employee" - an employee who does not hold an assignment by bulletin.
- (g) "Standby" - an employee required to perform terminal duties and be available to fill regular or extra assignments.

- (h) "Temporary Vacancy" - a vacancy in a position caused by the regularly assigned employee being absent from duty or temporarily assigned to other duties.
- (i) "Deadheading" - employees travelling in non-revenue service.
- (j) "Run" - a round trip covered by an Operation of Run Statement.
- (k) "Reporting Time" - the time an employee is required to report for duty.
- (l) "Mutually Arranged (or mutually agreed)" - an agreement between the proper officer of the Corporation and the proper officer of the Union.

"Locally Arranged" - an agreement between the local supervisory officer of the Corporation and the Local Chairperson of the Union.
- (m) "Work Day" - any part of a day in which service is performed.
- (n) "Cut-Off" - established time after which an employee may not book off as locally arranged.
- (o) "Release Time" - the time at which an employee is released from duty.
- (p) "Elapsed Time Enroute" - the total hours from reporting time to release time.
- (q) "Hearing" - a meeting called to review and evaluate the facts of a particular situation. Statements may or may not be taken.
- (r) "Investigation" - to gather all available relevant information pertaining to a particular situation.
- (s) The use of the masculine gender in this collective agreement includes the feminine and vice versa.
- (t) Emergency - includes Acts of God, derailments and other train service disruptions, last minute illness or injury to an employee, shortages or depletions of qualified employees after following the calling procedures found in Article 7, to satisfy and protect customer service need and demand.

ARTICLE 2

Recognition and Scope

- 2.1** The Corporation recognizes the National Automobile, Aerospace, Transportation and General Workers Union of Canada (CAW/TCA Canada) as the sole collective bargaining agent with respect to wages, hours of work and other working conditions for train service employees of On-Board Services, including corporate employees engaged in the preparation of food and beverages for service on trains, VIA Rail Canada Inc., in classifications listed in the wage scale set forth herein.
- 2.2** Should there be a "sale of business" within the context of the Canada Labour Code, the provisions of this collective agreement shall be binding upon any successor in the control of the Corporation. In the event there is a merger with another company in which the bargaining unit employees therein are represented by another union in such company, the representation rights and status quo of the Union shall be maintained until a final determination is made under the Canada Labour Code as to the proper representative of the combined group.
- 2.3** When the Corporation sells, leases, merges, amalgamates or transfers or agrees to sell, lease, merge, amalgamate or transfer its business or the operations thereof or any part of either of them, the Corporation or the purchaser, lessee or transferee or any of them will be a party to and be bound by the existing Collective Agreement/agreements or subsequent Collective Agreement/agreements entered into with the bargaining agent representing any employees affected by the sale, lease, merger, amalgamation, transfer or contract.

The Collective Agreement continues in force and is binding upon the parties to the aforementioned conditions.

ARTICLE 3
Deduction of Union Dues

- 3.1** The Corporation shall deduct a set percentage from wages due and payable to each employee coming within the scope of this Collective Agreement. The percentage shall be set by the Union and payable every pay period, subject to the conditions and exceptions set forth hereunder.
- 3.2** The amount to be deducted shall be equivalent to the uniform, regular dues payment of the Union and shall not include initiation fees or special assessments. The amount to be deducted shall not be changed during the term of the agreement excepting to conform with a change in the amount of regular dues of the Union in accordance with its constitutional provisions. The provisions of this Article shall be applicable to the Union on receipt by the Corporation of notice in writing from the Union of the percentage to deduct.
- 3.3** Employees filling positions of a supervisory or confidential nature not subject to all the rules of the agreement as may be mutually agreed between the designated officers of the Corporation and of the Union shall be excepted from dues deduction.
- 3.4** Membership in the Union signatory hereto shall be available to any employee eligible under the constitution of the Union on payment of the initiation or reinstatement fees uniformly required of all other such applicants by the local concerned. Membership shall not be denied for reasons of race, national origin, colour, religion or gender.
- 3.5** Deductions for new employees shall commence on the first pay period.
- 3.6** Employees filling positions in more than one wage agreement during a pay period will pay union dues under the wage agreement in which they are working on the day the dues are deducted.
- 3.7** Only payroll deductions now or hereafter required by law, deduction of monies due or owing the Corporation and pension deductions shall be made from wages prior to the deductions of dues.

- 3.8** The amounts of dues so deducted from wages accompanied by a statement of deductions from individuals shall be remitted by the Corporation to the officer or officers of the Union, as may be mutually agreed by the Corporation and the Union, not later than forty (40) calendar days following the pay period in which the deductions are made.
- 3.9** The Corporation shall not be responsible financially or otherwise, either to the Union or to any employee, for any failure to make deductions or for making improper or inaccurate deductions or remittances. However, in any instance in which an error occurs in the amount of any deduction of dues from an employee's wages, the Corporation shall adjust it directly with the employee. In the event of any mistake by the Corporation in the amount of its remittance to the Union, the Corporation shall adjust the amount in a subsequent remittance. The Corporation's liability for any and all amounts deducted pursuant to the provisions of this Article shall terminate at the time it remits the amounts payable to the designated officer or officers of the Union.
- 3.10** The question of what, if any, compensation shall be paid the Corporation by the Union in recognition of services performed under this Article shall be left in abeyance subject to reconsideration at the request of either party on fifteen (15) days' notice in writing.
- 3.11** In the event of any action at law against the parties hereto or either of them resulting from any deduction or deductions from payrolls made or to be made by the Corporation pursuant to Article 3.1, both parties shall cooperate fully in the defence of such action. Each party shall bear its own cost of such defence except that if at the request of the Union counsel fees are incurred these shall be borne by the Union. Save as aforesaid the Union shall indemnify and save harmless the Corporation from any losses, damages, cost, liability or expenses suffered or sustained by it as a result of any such deduction or deductions from payrolls.
- 3.12** The Corporation will pay monthly to the Union \$.06 per compensated hour for each employee in the bargaining unit to reimburse Union Representatives for time off the job in the performance of union duties on behalf of employees within bargaining units at VIA represented by the Union.

ARTICLE 4
Hours of Service and Overtime

4.1 The principle of the 40-hour week is recognized and an average of 160 hours in assigned service shall constitute a basic four-week period.

4.2 As the nature of the work performed in On-Board Services operations necessitates irregular distribution of employees, hours of work and days of assignment, the principle of averaging will be in accordance with the following formula:

(a) Regularly assigned employees shall be paid a basic salary for each two-week period.

Example:

	Hours Credited	Hours Paid
1st 4-week period	140	160
2nd 4-week period	<u>165</u>	<u>160</u>
	305	320
Guarantee	15	
	<u>320</u>	
Adjustment		Nil

(b) Hours worked for each consecutive 8-week period will be averaged to determine time worked in excess of the aggregate basic 320 hours and hours in excess of the aggregate shall be paid at time and one-half.

Example:

	Hours Credited	Hours Paid
1st 4-week period	150	160
2nd 4-week period	<u>190</u>	<u>160</u>
	340	320
Adjustment 20 hours @ 1 1/2		<u>30*</u>
		<u>350</u>

* Payable 1st pay period after the 8-week period involved.

- (c) Regularly assigned employees who do not complete their assignment for whatever reason (excluding vacation with pay) will be entitled to minimum hours as follows:

$$\frac{\text{No. of Days Worked (Including layover days)} \times 320}{\text{No. of Days in 8-week period}}$$

NOTE: Refer to June 28th, 2001 agreement pertaining to Corridor Service application.

- (d) Pay adjustments will be due and payable on the first pay period after the 8-week pay period involved.
- (e) Spare employees shall be paid for total hours worked in each pay period at pro rata hourly rates.
- (f) Hours worked by spare employees for each designated 8-week period will be totalled. Hours in excess of the total basic hours of 320 for the periods involved will be paid at time and one-half.

Examples:

1.

	Hours Credited	Hours Paid
1st 4-week period	190	190
2nd 4-week period	<u>150</u>	<u>150</u>
	340	340
Basic 8-week hours	320	

Adjustment 20 hours @ 1 1/2 = 30 straight time hours. Previously paid twenty (20) hours at straight time rates. Adjustment due ten (10) hours at straight time rates.

2.

	Hours Credited	Hours Paid
1st 4-week period	150	150
2nd 4-week period	<u>165</u>	<u>165</u>
	315	315
Basic 8-week hours	320	
Adjustment	Nil	

- 4.3** For the purpose of computing time worked by an employee during a four-week period, time shall be counted from 0001 hours on the first day of the period until midnight of the last day of the same period.
- 4.4** (a) Assigned employees will not be required to perform work on another assignment to make up their guarantee for the basic four-week period.
- (b) Assigned employees who are removed from their assignment to perform other service will be paid not less than the ORS hours of their assignment, if they have been prevented from taking out their regular assignment. In such case, all hours worked in excess of the trip missed on their assignment will be paid over and above their guarantee and included in the accumulation of hours under Article 4.2(b). If work is performed entirely during layover, except as referred to in Article 4.27, they shall be credited with actual time worked and such time will be paid over and above guarantee and included in the accumulation of hours under Article 4.2(b).
- 4.5** Assigned employees on a regular run who are held at their away-from-home terminal beyond the established layover period shall be credited with eight (8) hours for each 24-hour period, computed from expiration of their layover period, and actual time up to eight (8) hours for less than a 24-hour period. Time so credited will be applied against guarantee of the employees' assignments.
- 4.6** Assigned employees held out of service at a point enroute shall be credited with eight (8) hours for each 24-hour period or the actual time of up to eight (8) hours for less than a 24-hour period. Time so credited will be applied against guarantee of the employees' assignments.

- 4.7** Assigned employees held for service at their home terminal during layover shall be credited with eight (8) hours for each 24-hour period so held and actual time of up to eight (8) hours for less than a 24-hour period. If prevented from taking out their regular assignment, Article 4.4 will apply.
- 4.8** Employees may be used off their assignments in cases of emergency, temporary promoted positions or special assignments and they will be returned to their assignment as soon as practicable.
- 4.9** Employees laid off or displaced who choose to exercise their seniority rights or return after having exercised seniority rights will not be paid for deadheading but will be provided with free meals and sleeping accommodation.
- 4.10** Employees deadheading on a car or on a pass on railway business shall be credited with twelve (12) hours for each 24-hour period and actual time up to twelve (12) hours for less than a 24-hour period (time to be computed from reporting time to release time).
- 4.11** Spare employees will be governed by the ORS of a run for the period they are required to relieve regularly assigned employees.
- 4.12** Spare employees performing unassigned service will be paid on a minute basis with a minimum of four hours for each call for terminal duty, and a minimum of four hours for a one-way trip and 8 hours for a round trip.
- 4.13** Employees shall be allowed a minimum of 8 calendar days' layover at their home terminal for each designated four-week period.
- 4.14** Spare employees operated in extra service in one direction and returned deadhead to their home terminal will be compensated at the rate for the classification of the position worked on the going trip.
- 4.15** If spare employees are returned to their home terminal in service in a higher classification than the one worked on the going trip, they will be compensated at the rate of pay for the higher classification.

4.16 If spare employees are returned to their home terminal in service in a classification lower-rated than the one worked on the going trip they will be compensated at the rate of the classification worked on the going trip.

4.17 Rest will be given in continuous periods and will not be split. Time deductions for rest periods will be as follows:

(a) Cooks and Chefs - a maximum of eight (8) hours per night between 2200 hours and 0600 hours.

(b) Service Managers and Service Coordinators and Assistant Service Coordinators:

Overnight Runs

- Elapsed time 12 hours or less - no rest
- Elapsed time 12 - 24 hours - one night enroute - 5 hours rest
- Elapsed time 24 - 36 hours - one night enroute - 6 hours rest
- More than one night enroute - 6 hours rest per night enroute.

(c) All other employees - a maximum of eight (8) hours per sixteen (16) hours of duty.

(d) If an assigned employee is required to work any part of his rest period, such hours will be paid over and above his guarantee and included in the accumulation of hours under Article 4.2(b).

(e) Regular sleeping car space shall be assigned and protected for regular assignments only (not as a result of adding additional equipment) and to be designated to each crew member at the start of the trip by the service manager, where operated. If employee loses his rest as a result of crew space not provided, such hours will be paid over and above guarantee and included in the accumulation of hours under Article 4.2(b).

4.18 (a) Employees assigned to a special train (or sections thereof) or extra equipment attached to a regular train (or sections thereof) and employees used to augment regular crews shall be considered as employees assigned to a special movement.

(b) Employees assigned to special movements will be paid from the time required to report for duty until released from duty, with deductions made for rest periods in accordance with Article 4.17.

- (c) Employees assigned to special movements and held at a point enroute will be paid 8 hours for each 24-hour period so held or actual time of up to 8 hours for less than a 24-hour period, computed from expiration of 8 hours after arrival at such point or after completion of duties related to his assignment.
- (d) Employees assigned to special movements and held at the distant terminal will be paid held time as follows:
 - (i) Employees assigned to a special train (or sections thereof) will be paid 8 hours for each 24-hour period or actual time of up to 8 hours for less than a 24-hour period, computed from expiration of 8 hours after release from duty.
 - (ii) Employees assigned to extra equipment attached to a regular train (or sections thereof) and employees used to augment regular crews who are held beyond the regularly scheduled departure time of the first train returning to their home terminal following expiration of 8 hours after their release from duty will be paid 8 hours for each 24-hour period so held or actual time of up to 8 hours for less than a 24-hour period.

Time in such cases to start at the expiration of 8 hours after release from duty.

- 4.19** At turnaround or set-out points, time shall be computed as continuous where the interval of release from duty does not exceed two (2) hours.
- 4.20** Employees entitled to sleeping accommodation while deadheading on railway business and not provided with sleeping accommodation shall be credited with up to eight (8) hours over and above compensation in accordance with Article 4.10.

4.21 Employees required to remain in service on their assignments beyond the hours or days shown on the ORS due to late train arrivals at home or distant terminal, or if they are operated beyond the distant terminal of their run, deduction of rest shall be as shown on the ORS.

Example:

ORS

Delayed Operation

Ex home terminal

1st day

Ex home terminal

Arr distant terminal (R)

2nd day

Arr distant terminal (R)

Ex distant terminal (R)

3rd day

Ex distant terminal late (R)

Arr home terminal

4th day

Enroute (N.R.)

Layover

5th day

Enroute (N.R.)

Ex home terminal

6th day

Enroute (N.R.)

Arr distant terminal (R)

7th day

Enroute (R)

Ex distant terminal (R)

8th day

Arr home terminal (R)

(R) Rest deductible

(N.R.) No rest deductible

4.22 (a) Assigned employees who have not lost their position in sequence of operation due to late arrival at an away-from-home terminal, will be due out on their assignments on their normal departure day.

In the event such employees are held at an away-from-home terminal, payment will be in accordance with Articles 4.5 and 4.4(b), even though they are returned to their home terminal deadhead.

- (b) Assigned employees arriving at an away-from-home terminal after the established reporting time for the return movement of their assignment, as shown on the Operation of Run Statement, having been enroute for two (2) nights or more (i.e. between 2400 hours and 0700 hours) will not be required to return on their assignment unless there is a minimum period of eight (8) hours between arrival time inbound and actual train departure time for the return movement. If, under these circumstances, employees have been enroute for one (1) night only (i.e. between 2400 hours and 0700 hours), they will be returned on their assignment provided there is a minimum period of two (2) hours and thirty (30) minutes between arrival time inbound and actual train departure time for the return movement. These provisions will apply only when other qualified employees are available to protect the service.

4.23

- (a) Regularly assigned employees who have not lost their position in sequence of operation due to late arrival at their home terminal will be due out on their assignments on their normal departure day.
- (b) When the sequence of an operation is disrupted at the home terminal for whatever reason, such operation will be restored on a "first-in, first-out" basis and crews will continue in this sequence when normal operations are resumed.
- (c) When a regular assignment is temporarily suspended for whatever reason and is not abolished or cancelled as contemplated by Article 13.6, assigned employees will not be considered as held for service at their home terminal after expiration of their normal layover days.

They may thereafter be assigned to operate from the spare board in their assigned classification and such employees will be placed at the bottom of the spare board in order of seniority at 0001 hours of their normal departure day. Assigned employees so affected shall be protected by guarantee provided they do not refuse spare board assignment. If spare board assignment is refused, guarantee will be protected up to and including the last day worked. When regular operations are restored such employees will be returned to their assignment on a "first-in, first-out" basis.

4.24 Employees who do not complete their round trip assignments (except for personal or disciplinary reasons) and are returned to their home terminal ahead of time will be compensated for actual time worked, their guarantee will be protected and Article 4.23 will apply at the home terminal.

4.25 Assigned employees who complete their round trip assignments but are rerouted due to an emergency or service disruption will be compensated for actual time worked (not less than ORS), their guarantee will be protected and Articles 4.22 and 4.23 will apply.

4.26 (a) Employees holding regular assignments who are awarded other regular assignments by bulletin under Article 12.3 will be protected by guarantee until expiration of layover on the last trip of their previous assignments and guarantee will resume on the date they pick up their new assignments.

Employees will be permitted to pick up new assignments prior to the expiration of layover.

(b) Assigned employees who obtain other regular assignments by bulletin under Article 12.1 will be protected by guarantee as provided for under Article 4.26(d).

(c) In cases of displacement or abolishment, employees who exercise their seniority after displacement or abolishment, will be protected by guarantee as provided for under Article 4.26(d), and they displace any junior employee due out occupying the selected classification on the run of their choice.

(d) (1) The guarantee of employees will be protected who pick up their new assignment prior to the expiration of their previous layover if possible,

or -

(2) The guarantee of employees will be protected who pick up their new assignment on the same day of the expiration of their previous layover of their last trip of their previous assignment,

or -

(3) An employee unable to pick up any assignment in his existing classification prior to the expiration of his layover of his previous assignment or on the last day of his layover of his previous assignment, will have his guarantee protected up to three days (5.71 hours per day), commencing at 0001 hours of the day following the expiration of his previous layover.

In the application of the foregoing to displacements, an employee will be required to displace only within his existing classification unless he is the junior employee within that classification. In the application of the foregoing to displacement, job abolishment or reassignment, an employee may have rest after going off duty from his previous assignment:

- i) up to 48 hours following a trip on a transcontinental run, or
- ii) up to 24 hours, following a trip on another run.

NOTE: For the purpose of this provision, the following shall be considered transcontinental runs:

- Halifax-Montreal
- Montreal-Gaspé
- Montreal-Winnipeg
- Toronto-Winnipeg
- Winnipeg-Churchill
- Winnipeg-Vancouver

- (e) In exercising their seniority after displacement or abolishment, employees who are required to revert to the spare board, because of having insufficient seniority to hold any assignment, will be protected by guarantee to the expiration of their layover.
- (f) Assigned employees directed to undergo training or returning from vacation, either of which makes it impossible to fulfill their assignment, may upon completion of training or vacation, be required to operate from the spare board to equalize the number of ORS hours of the trip(s) missed.
- (g) Employees who have been awarded a position by bulletin or have

declared themselves for a position following abolishment of or displacement from their former position and are subsequently displaced before picking up the new position, will have guarantee protection from the date they would have picked up the new position had they not been displaced and guarantee will continue until expiration of layover of the first cycle of operation for that new position, provided they make themselves available for work from the spare board.

- (h) An employee going to the spare board to maintain guarantee protection pursuant to Articles 4.26(f) and (g), will be placed at the top of the spare board at 0001 hours of the day following completion of training or vacation, or of the day following the date he would have picked up the new position. When two or more employees go to the same spare board on the same date under these provisions, they will be placed at the top of the spare board in reverse seniority order.
- (i) Spare board employees obtaining an assignment by bulletin as provided for in Articles 12.1 and 12.3 will be protected by guarantee from the date they pick up their assignment. An employee will be continued on the spare board and subject to spare board work which will not prevent him from picking up his assignment.

In the event the Corporation requires the employee for work which prevents him from picking up his assignment, his guarantee will be protected from the date he was due out on his assignment.

- 4.27**
- (a) Regularly assigned employees notified or called to perform terminal work not continuous with, before or after, their regular assignment shall be paid for time worked at the rate of time and one-half with a minimum of four (4) hours at the rate of time and one-half for which four (4) hours' service may be required. Such time shall be paid over and above guarantee and shall not be included in the accumulation of hours under Article 4.2(b).

- (b) Regularly assigned employees required to perform work continuous with, before or after, their regular assignment shall be credited with actual time worked and such time will be applied against guarantee and included in the accumulation of hours under Article 4.2(b), except in instances where regularly assigned employees are required upon arrival to perform transfer work related to a car other than the one to which they will be assigned on their next departure from that terminal, they shall be paid for actual time worked at the rate of time and one-half and such time shall be paid over and above guarantee and shall not be included in the accumulation of hours under Article 4.2(b).
- (c) Overtime lists shall be updated weekly and posted on all bulletin boards with copy to the Chairperson.

**ARTICLE 5
Rates of Pay**

5.1 The classifications for positions and basic rates of pay shall be:

Classification	Jan. 1/2000 Weekly / Hourly		Classification	Jan. 1/2000 Weekly / Hourly
Service Manager (Transcontinental)	\$968.99 \$24.2248		Senior Service Attendant	\$677.30 \$16.9326
Service Manager (Corridor & Remote)	\$876.43 \$21.9108		Service Attendant	\$654.72 \$16.3681
Service Coordinator	\$812.75 \$20.3188		Chef	\$769.00 \$19.2250
Assistant Service Coordinator	\$752.55 \$18.8138		Cook	\$693.42 \$17.3355

5.2 Employees filling positions of Service Manager, Service Coordinator, Chef and Cook, having less than 79 weeks' compensated cumulative service with the Corporation will be paid as follows:

1st 26 weeks	-	10% less than the basic weekly rate
27-52 weeks	-	6% less than the basic weekly rate
53-78 weeks	-	3% less than the basic weekly rate
79 & thereafter	-	the full basic weekly rate

Employees filling positions as Assistant Service Coordinator, Senior Service Attendant and Service Attendant, having less than 131 weeks' compensated cumulative service with the Corporation will be paid as follows:

1st 26 weeks	-	20% less than the basic weekly rate
27- 52 weeks	-	17% less than the basic weekly rate
53- 78 weeks	-	14% less than the basic weekly rate
79-104 weeks	-	11% less than the basic weekly rate
105-130 weeks	-	8% less than the basic weekly rate
131 & thereafter	-	the full basic weekly rate

A maximum of 160 compensated service hours per four-week period will be allowed in computing advancing rates.

In the application of this Article 5.2, guarantee time will be included as compensated cumulative service.

5.3 Effective January 1, 2002, the duties of Service Attendant and the Senior Service Attendant positions will be merged to form one (1) classification within Collective Agreement No. 2. However, VIA will not be obliged to recall for service any employee hired as a Senior Service Attendant after January 1, 2002 to meet seasonal requirements until such employee has completed one year of cumulative compensated service.

Newly hired employees will be paid as per the Senior Service Attendant step rate. Effective January 1, 2002, employees presently paid at the Service Attendant rate of pay will be paid the appropriate Senior Service Attendant rate of pay, in accordance with their weeks of cumulative compensated service.

5.4 Newly hired employees will be paid the rate of \$10.00 per hour while in training.

ARTICLE 6
Lodging and Living Expenses

- 6.1** (a) On trains with meal service cars, meals without charge will be provided to employees during assigned meal hours. However, a meal allowance in lieu of meal may instead be paid to employees assigned to trains on which only one meal is served to employees.
- (b) Where there is no meal service car, a meal allowance will be provided to employees who are on duty between the following hours or any portion thereof:
- | | | |
|-----------|---|-----------|
| Breakfast | - | 0730-0830 |
| Luncheon | - | 1130-1230 |
| Dinner | - | 1730-1830 |
- 6.2** Allowance in lieu of free meals to employees covered by this Agreement will be \$5.18 for Breakfast, \$5.93 for Luncheon and \$7.76 for Dinner. In addition these amounts will be increased by CPI on January 1, 2002 and January 1, 2003.
- 6.3** Employees will be provided with lodging accommodation at away-from-home terminals and sleeping accommodation during rest periods enroute.
- 6.4** Employees deadheading on corporate business will be provided with sleeping accommodation enroute, and meals, in accordance with Articles 6.1 and 6.2 as applicable.
- 6.5** (a) Assigned employees arriving at distant or intermediate terminals and held beyond the ORS requirements will be provided with meals or meal allowance in lieu thereof at regular meal periods commencing from expiration of the ORS requirements.

(b) When the regular layover at distant terminals exceeds twenty-four (24) hours, or when employees arriving in extra service are held at the distant terminal in excess of twenty-four (24) hours after release from duty, meals or meal allowance in lieu thereof will be provided at regular meal periods commencing with expiration of the 24-hour period.

6.6 Employees assigned to special movements requiring stopovers enroute will be provided with meals or meal allowance in lieu thereof at regular meal periods commencing from time of arrival at such point, if meal service is not available.

6.7 Employees performing spare work in accordance with Article 7.2(vii) out of a home terminal where a spare board is not maintained will be provided with meals or a meal allowance in lieu thereof while at that point following expiration of eight (8) hours from the time of their first arrival there.

ARTICLE 7 Spare Board

7.1 Spare boards for employees covered by this Agreement will be maintained at Halifax, Montreal, Toronto, Winnipeg, Vancouver and other points as may be agreed upon and classification lists shall be set up in accordance with local requirements.

7.2 A spare board classification list will have a maximum of five classifications as agreed upon between the designated corporate officer and the Local Chairperson, and will list names of senior unassigned employees (to operate on the "first-in, first-out" principle) who will be required to protect the following services:

(i) Newly created temporary positions and temporary vacancies in regularly assigned positions considered to be of less than thirty (30) days' duration on a trip by trip basis.

- (ii) Standby or terminal duty (except as specified in Article 4.27). Standby employees required for road service after the cut-off time will be assigned in their spare board order.
- (iii) Relief for annual vacations, including additional layover continuous therewith.
- (iv) Additional monthly layover in assigned positions at home terminal (if such monthly layover has not been made part of an assignment).
- (v) Extra road service, including augmenting of crews.
- (vi) Such other work as agreed upon between the designated officer of the Corporation and the Local Chairperson.
- (vii) Spare work out of home terminals where spare boards are not maintained. Spare employees may be required to make a maximum of three (3) round trips out of such terminals and if held in excess of this number they shall be credited with eight (8) hours for each 24-hour period between each trip out of such home terminal in excess of three (3), and actual time up to eight (8) hours for less than a 24-hour period, such time shall be computed from expiration of eight (8) hours after release from duty. Employees will be advised, prior to leaving their home station, the expected number of round trips they will be required to make out of home terminals where spare boards are not maintained.

The number of employees on the spare board shall be regulated, as agreed upon between the Corporation and the Local Chairperson, in order to provide as closely as possible, the basic hours in a four-week period.

- 7.3** Employees who have elected to operate from the spare board, and who have been qualified to work in more than one position, will be required to declare in writing the specific positions in which they will be listed for spare board call.

7.4 Employees carried on the spare board will only be subject to call for the positions in which they are qualified to work and for which they have declared themselves to be available, on a "first-in, first-out" basis. In cases of emergency these employees will be called for positions in which they may be qualified, but for which they have not declared themselves available. Employees used in emergency situations shall have their names, positions used, the nature of the emergency, and hours indicated on the daily spare board list.

7.5 Employees who desire to operate in another classification on the spare board, providing they are qualified, may do so, on submission of written notice to the designated officer of the Corporation 48 hours prior to the first day of each four-week period.

7.6 (a) Spare employees at away-from-home terminals will be used on a one-way movement in the homeward direction in preference to the spare employees operating out of that terminal; "first-in, first-out" principle to apply, or seniority to govern if more than one employee arrives on the same train.

(b) Employees who request additional layover at away-from-home terminals may be granted same provided the Corporation is not put to additional expense. They will forfeit their rights to return in extra service ahead of other spare employees who arrive later.

If their services were required during the additional layover requested by them at away-from-home terminal they will be returned deadhead without pay when they report for duty.

7.7 (a) Hours of call shall be established in accordance with service requirements. The names of employees will not be dropped to the bottom of the spare board if they are not available for a call outside the call hours locally agreed upon.

(b) If employees cannot be contacted during call hours, their names will be placed at the bottom of the spare board as at midnight that day.

- (c) If employees refuse a call, their names will remain off the spare board, until the earliest time the employees who were assigned to the run would return, at which time their names will be placed at the bottom of the spare board in the order they would have arrived.
- (d) If employees refuse a call or cannot be contacted during call hours for standby or terminal duty only, their names will be placed at the bottom of the spare board as at midnight that day.

7.8

- (a) When a classification within a spare board is depleted to the extent that only names of employees who have accumulated 144 hours in their basic four-week period remain thereon, positions except for terminal duty and short trips will be filled, on a "first-in, first-out" basis, by qualified employees listed in other classifications of equal or lesser rate of pay who have accumulated less than 144 hours. If no such employee is available, the Corporation may fill the position with a qualified employee listed in another classification of a higher rate of pay who has accumulated less than 144 hours. The employee from the classification with the higher rate of pay filling the position will be compensated at the said higher rate of pay.
- (b) When all classifications on the spare board are depleted of qualified employees to the extent that only the names of employees who have accumulated 144 hours in their basic four-week period remain thereon, positions may be filled by qualified laid-off employees in seniority order. If qualified laid-off employees are not available, qualified employees who have accumulated 144 hours or more but less than 160 in their basic four-week period may be used. In such instances, employees with the lesser number of hours will be assigned. In the event there are two (2) or more employees with the same number of hours, the "first-in, first-out" principle will apply.

- (c) When a classification within a spare board is exhausted to the extent that no names of qualified employees are listed thereon positions will be filled on a "first-in, first-out" basis, by qualified spare board employees listed in other classifications of equal or lesser rate of pay who have accumulated less than 144 hours. In the event such employees are not available, positions may be filled by qualified laid-off employees in seniority order. If qualified laid-off employees are not available, qualified employees listed in other classifications who have accumulated 144 hours or more but less than 160 in their basic four-week period may be used.

In such instances, employees with the lesser number of hours will be assigned. In the event there are two (2) or more employees with the same number of hours, the "first-in, first-out" principle will apply.

- (d) When the entire spare board is exhausted of qualified employees, qualified laid-off employees will be called in seniority order. If qualified laid-off employees are not available, qualified employees on the outgoing crew will be promoted to fill such assignments (senior may, junior must). Employees so promoted will be compensated at the higher classification for the ORS hours of the trip in the direction(s) worked or actual hours worked, whichever is greater; the difference in earnings will be paid at straight time over and above the guarantee of the employee if any. Vacant positions resulting from the promotions will be filled in accordance with the normal calling procedures. If no employee on the outgoing crew is so promoted, the position will be filled in the following order:

- (1) Qualified assigned employees who have declared themselves, in writing, as available for work during layover, including additional layover, in seniority order providing the assignment can be completed during such layover days and the rate of pay for the classification required is equal to or higher than their assigned position.

- (2) Other qualified assigned employees on layover, including additional layover, in seniority order, providing the assignment can be completed during such layover days and the rate of pay for the classification required is equal to or higher than their assigned positions.

- (3) Qualified spare board employees whose names have been removed account having accumulated 160 hours in the basic

four-week period. In such instances, employees with the lesser number of hours will be assigned. In the event there are two or more employees with the same number of hours, the "first-in, first-out" principle will apply.

- 7.9** Spare employees arriving at home terminal will be assigned to the spare board in the order in which they arrive. If more than one (1) employee returns on the same day and hour, the order of their seniority will govern.
- 7.10** When more than one spare employee arrives on the same train they will be positioned on the spare board in the following order: first, deadheading employees (in seniority order) and second, employees in revenue service (in seniority order).
- 7.11**
- (a) Spare employees will be returned to the spare board in accordance with Articles 7.9 and 7.10 and will not be called until expiration of their rest period except in event of emergency.
 - (b) Spare employees, may, on signed request, have a layover period for rest (at home terminal) after revenue or deadhead service not exceeding in total the compensated hours for their last round trip in Transcontinental Service and twice the compensated hours in other than Transcontinental Service except in event of emergency.
 - (c) If a spare board employee books rest on arrival at the home terminal thereby causing the loss of a trip, his guarantee shall nonetheless be protected, provided that the spare board employee filling such trip was required to report for duty within ten hours from the time he booked rest (or fourteen hours from the time he booked rest if he had been on a trip for more than twenty-four hours).

Notwithstanding the above, spare board employees with a guarantee will be assigned 8 days off in a 28-day schedule.

- 7.12** When filling a temporary vacancy in a regular assignment, spare employees shall be governed by conditions of the appropriate Operation of Run Statement and they shall revert to the bottom of the spare board as per Articles 7.9 and 7.10.
- 7.13** Spare board lists will be posted each morning in the Reporting Office, showing names of all employees on the spare board, their incoming and outgoing trains and total hours to their credit as of midnight the previous day. Spare employees returning from leave of absence or vacation will be placed at the bottom of the spare board at the time they report for duty.
- 7.14** Regularly assigned employees will not be permitted to book off after the established "cut-off" time without the permission of the Corporation.
- 7.15** If regularly assigned employees are permitted to book off after the "cut-off" period, and the employee "first-out" cannot be contacted on short notice, employees on standby will be assigned in their order on the spare board and, if necessary, available spare board employees who have accumulated less than 144 hours in their basic four-week period may be assigned. Under such circumstances, the employees who could not be contacted will not lose their turn on the spare board.
- 7.16** The names of spare employees will be removed from the spare board after they have accumulated 160 hours in a basic four-week period. Such employees will not be eligible for duty except in accordance with Article 7.8(d) (3). Spare employees with less than 144 accumulated hours in a basic four-week period will not be restricted for duty. Spare employees in a classification of their choice who have accumulated 144 hours or more but less than 160 in a basic four-week period may be used on short trips or standby and as required in accordance with Articles 7.8(b) and 7.8(c).
- 7.17** Names restored to the spare board after being removed in accordance with this Article shall be placed at the bottom of the spare board as at midnight of the last day of the four-week period in order of their seniority.
- 7.18** If a request to have the assistance of a fellow employee at a hearing is made in accordance with Article 24.11 and such employee is assigned to the spare board, he will not lose his turn on the spare board.

ARTICLE 8
General Holidays

8.1 An employee who qualifies in accordance with Article 8.3 of this Agreement shall be granted a holiday with pay on each of the following general holidays. When a general holiday falls on an employee's rest day, such holiday shall not be moved to another normal working day.

Occasion	Atlantic	Quebec	Ontario	West
New Year's	✓	✓	✓	✓
Day after New Year's		✓	✓	✓
Good Friday	✓	✓	✓	✓
Easter Monday	✓			
Victoria Day	✓	✓	✓	✓
St. Jean Baptiste		✓		
Canada Day	✓	✓	✓	✓
Civic Holiday	✓	✓	✓	✓
Labour Day	✓	✓	✓	✓
Thanksgiving	✓	✓	✓	✓
Remembrance Day	✓		✓	✓
Christmas	✓	✓	✓	✓
Boxing Day	✓	✓	✓	✓

If, in any province or part thereof, a holiday is more generally recognized than any one of the holidays specified above, the signatories hereto will substitute such holiday therefor in that province or part thereof. If such signatories fail to agree that such holiday is more generally recognized, the dispute will be submitted to arbitration for final decision.

8.2 Such pay shall be separate and apart from the four-week guarantee and from hours earned during the four-week period in which the holiday occurs.

8.3 In order to qualify for pay for any one of the holidays specified in Article 8.1, an employee:

- (a) must have been in the service of the Corporation and available for duty for at least thirty (30) calendar days. This clause (a) does not apply to an employee who is required to work on a holiday;
- (b) must be available for duty on such holiday if it occurs on one of his work days excluding vacation days except that this does not apply in respect of an employee who is laid off or suffering from a bona fide injury, or who is hospitalized on the holiday, or who subsequently qualifies for weekly sickness benefits because of illness on such holiday; a regularly assigned employee who is required to work on such general holiday shall be given an advance notice of four calendar days, except for unforeseen exigencies of the service, in which case he will be notified not later than the completion of his shift or tour of duty immediately preceding such holiday that his services will be required. The holiday pay for employees in receipt of weekly sickness benefits is deemed to be included in the weekly sickness benefits.
- (c) must be entitled to wages for at least twelve (12) shifts or tours of duty during the thirty (30) calendar days immediately preceding the general holiday. The number of shifts or tours of duty worked during the thirty (30) calendar-day period shall, for the purpose of this Clause (c), be the number of hours on duty during that period exclusive of overtime divided by eight. This Clause (c) does not apply to an employee who is required to work on the holiday;

NOTE: Provided that an employee is available for work on the general holiday, absences from scheduled shifts or tours of duty because of bona fide injury, hospitalization, illness for which the employee qualified for weekly sickness benefits and authorized maternity leave will be included in determining the twelve (12) shifts or tours of duty referred to in this Clause (c).

(d) Employees in spare service shall not be governed by the provisions of Clauses (b) or (c) of this Article 8.3 but, in addition to meeting the requirements of Clause (a) thereof, must have been available for service on the holiday if required and, unless required to work on the holiday, must have been in service or available from the spare board for such service as may be required for at least twelve (12) calendar days during the thirty (30) calendar-day period immediately preceding the general holiday.

8.4 A qualified employee whose vacation period coincides with any of the general holidays specified in Article 8.1 shall receive an extra day's vacation with the pay to which the employee is entitled for that general holiday; for regular employees the first day of layover following the vacation period, and for spare employees the first day available but not required to work, shall be recognized as the holiday with pay.

8.5 (a) An assigned employee qualified under Article 8.3 and who is not required to work on a general holiday shall be paid eight (8) hours' pay at the straight time rate of his regular assignment.

(b) An unassigned or spare employee qualified under Article 8.3 and who is not required to work on a general holiday shall be paid eight (8) hours' pay at the straight time rate applicable to the position in which such employee worked his last tour of duty prior to the general holiday.

8.6 An employee who is required to work on a general holiday shall be paid, in addition to the pay provided in Article 8.5, at a rate equal to one and one-half times his regular rate for all hours worked between 2400 hours on the eve of the recognized general holiday and 2359 hours on the night of the recognized general holiday, both times inclusive.

ARTICLE 9

Vacations

9.1 An employee who, at the beginning of the calendar year, is not qualified for vacation under Article 9.2 hereof, shall be allowed one calendar day's vacation with pay for each eighteen (18) days worked during the preceding calendar year, with a maximum of fourteen (14) days' vacation under Article 9.2 hereof.

9.2 Subject to the provisions of Note 1 below, an employee who, at the beginning of the calendar year, has maintained a continuous employment relationship for at least three (3) years, shall have his vacation scheduled on the basis of one calendar day's vacation with pay for each 12 days worked during the preceding calendar year, with a maximum of 21 days' vacation; in subsequent years, he will continue vacation entitlement on the foregoing basis until qualifying for additional vacation under Article 9.3 hereof.

Note 1: An employee covered by Article 9.2 will be entitled to vacation on the basis outlined therein if on his fourth or subsequent anniversary date he is still employed by the Corporation. If such employee leaves the service for any reason prior to such anniversary dates the adjustment will be made at the time of leaving.

9.3 Subject to the provisions of Note 2 below, an employee who, at the beginning of the calendar year, has maintained a continuous employment relationship for at least 9 years, shall have his vacation scheduled on the basis of one calendar day's vacation with pay for each 9 days worked, during the preceding calendar year, with a maximum of 28 days' vacation; in subsequent years, he will continue vacation entitlement on the foregoing basis until qualifying for additional vacation under Article 9.4 hereof.

Note 2: An employee covered by Article 9.3 will be entitled to vacation on the basis outlined therein if on his tenth or subsequent anniversary date he is still employed by the Corporation. If such employee leaves the service for any reason prior to such anniversary dates the adjustment will be made at the time of leaving.

9.4 Subject to the provisions of Note 3 below, an employee who, at the beginning of the calendar year, has maintained a continuous employment relationship for at least 19 years, shall have his vacation scheduled on the basis of one calendar day's vacation with pay for each 7 days worked, during the

preceding calendar year, with a maximum of 35 days' vacation; in subsequent years, he will continue vacation entitlement on the foregoing basis until qualifying for additional vacation under Article 9.5 hereof.

Note 3: An employee covered by Article 9.4 will be entitled to vacation on the basis outlined therein if on his twentieth or subsequent anniversary date he is still employed by the Corporation. If such employee leaves the service for any reason prior to such anniversary dates, the adjustment will be made at the time of leaving.

9.5 Subject to the provisions of Note 4 below, an employee who, at the beginning of the calendar year, has maintained a continuous employment relationship for at least 26 years, shall have his vacation scheduled on the basis of one calendar day's vacation with pay for each 6 days worked, during the preceding calendar year, with a maximum of 42 days' vacation.

Note 4: An employee covered by Article 9.5 will be entitled to vacation on the basis outlined therein if on his twenty-seventh or subsequent anniversary date he is still employed by the Corporation. If such employee leaves the service for any reason prior to such anniversary dates the adjustment will be made at the time of leaving.

9.6 (a) Regularly assigned employees will commence vacation on the calendar day on which they would normally be due out on their assignment and will remain off duty for the number of days' vacation due in Articles 9.1, 9.2, 9.3, 9.4 and 9.5.

(b) Employees will be credited with hours for vacation as follows: 40 hours for each consecutive 7 calendar days of vacation and 5.71 hours per calendar day for periods of less than 7 days (i.e. 40 divided by 7 = 5.71).

9.7 A year's service is defined as 250 days of cumulative compensated service.

9.8 An employee who, while on annual vacation, becomes ill or is injured, shall have the right to terminate (temporarily) his vacation and be placed on weekly indemnity. An employee who is again fit for duty shall immediately so inform the corporate officer in charge and will continue his vacation if within his scheduled dates. If the remaining vacation falls outside the employee's scheduled dates, such vacation will be rescheduled as may be mutually agreed between the proper officer of the Corporation and the

authorized local Union representative.

- 9.9** An employee who, due to sickness or injury, is unable to take or complete his annual vacation in that year shall, at the option of that employee, have the right to have such vacation carried to the following year.
- 9.10** An employee who is entitled to vacation shall take same at the time scheduled. If, however, it becomes necessary for the Corporation to reschedule an employee's scheduled vacation dates, he shall be given at least 15 working days' advance notice of such rescheduling and will be paid at the rate of time and one-half his regular rate of wages for all work performed during the scheduled vacation period. The rescheduled vacation with pay to which he is entitled will be granted at a mutually agreed upon later date. This Clause 9.10 does not apply where rescheduling is a result of an employee exercising his seniority to a position covered by another vacation schedule.
- 9.11** Provided an employee renders compensated working service in any calendar year, time off duty, account bona fide illness, injury, authorized pregnancy leave, to attend committee meetings, called to court as a witness, or for uncompensated jury duty, not exceeding a total of 150 days in any calendar year, shall be included in the computation of service for vacation purposes.
- 9.12** Vacation days shall be exclusive of the general holidays specified in Article 8.

9.13 A spare employee's shall be granted vacation in accordance with this Article at the hourly rate of the classification of the trip immediately preceding the day he commences his vacation.

9.14 An employee terminating his employment for any reason at a time when an unused period of vacation with pay stands to his credit shall be allowed vacation calculated to the date of his leaving the service, as provided for in Articles 9.1, 9.2, 9.3, 9.4 and 9.5, and, if not granted, will be allowed pay in lieu thereof.

9.15 (a) In the event an employee is laid off, they may elect either;

(i) To receive payment in lieu of vacation for all outstanding vacation due to them at the beginning of the current calendar year, or;

(ii) To take the vacation at the time allotted to them pursuant to Article 9.19 or 9.20.

(b) If the employee is laid off at the time the vacation was scheduled, they shall receive payment in lieu of vacation for all outstanding vacation due to them.

(c) In the event there is a payment made in lieu of vacation, the number of days of vacation represented by the payment will be included in the computation of cumulative compensated service.

9.16 An employee who:

(a) leaves the service of his own accord, or

(b) is dismissed for cause and not reinstated in his former seniority standing within two years of date of such dismissal,

will if subsequently returned to the service, be required, to again qualify for vacation with pay as provided in Articles 9.1, 9.2, 9.3, 9.4 and 9.5.

- 9.17** An employee who has become entitled to a vacation with pay shall be granted such vacation within a twelve-month period immediately following the completion of a calendar year of employment in respect of which the employee became entitled to the vacation.
- 9.18** A list of the anticipated number of days' vacation entitlement for each employee shall be posted prior to January 1st of each year. Applications for annual vacation shall be filed prior to February 1st of each year.
- 9.19** Applications filed prior to February 1st, insofar as it is practicable to do so, will be allotted vacation during the summer season, in order of seniority of applicants. Unless otherwise authorised by the officer of the Corporation in charge, the vacation period may be split once at the employee's discretion, provided it does not cause the Corporation to incur any additional expense in the protection of guarantee or otherwise. If the employee does not elect to split his vacation, it shall be continuous. Applicants will be advised in February of dates allotted them, and unless otherwise locally arranged, employees must take their vacation at the time(s) allotted.
- 9.20** Unless otherwise locally arranged, employees who do not apply for vacation prior to February 1st, shall be required to take their vacation at a time to be prescribed by the Corporation.
- 9.21** The absence of employees on vacation with pay, as provided in this Agreement, will not be considered as a vacancy, temporary or otherwise, in applying the bulletin rules of the Agreement.
- 9.22** Time off on account of vacation under the terms of this Agreement will not be considered as time off account employee's own accord under any guarantee clauses and will not be considered as breaking such guarantee.

ARTICLE 10
Seniority Grouping

10.1 For the purpose of seniority, employees shall be grouped as follows:

VIA Atlantic
VIA Quebec
VIA Ontario
VIA West

ARTICLE 11
Seniority Status and Lists

11.1 Employees shall accumulate seniority from the date of last entry into the service on a position covered by this Agreement.

Employees will remain on the seniority list providing they have performed some actual work for the Corporation within twenty-four (24) months from the first day of compensated service and any period of twenty-four (24) consecutive months thereafter or are on authorized leave of absence (i.e. illness, injury, Union leave, WCB and others); otherwise, the employee will forfeit his seniority, his name will be removed from the seniority list and his employment with the Corporation will be terminated. The period of twenty-four (24) months will commence after the weekly layoff benefits terminate.

If the affected employee wishes to maintain his seniority they must so notify the Department Director, or his designate, in writing prior to the completion of the 24 month period. This period will be extended for a further 12 months. If no actual work is performed by the employee for the Corporation within the further 12 month period, the employee then will forfeit their seniority, their name will be removed from the seniority list and their employment with the Corporation will be terminated.

- 11.2** A seniority list will be posted in each of the respective seniority regions in January of each year and copies will be furnished to the designated National or Regional Representative of the Union and Local Chairperson concerned. Such list will show names, date from which seniority will accumulate, and position symbols designating qualifications.
- 11.3** Employees will be considered as on probation until they have completed eighty (80) days of actual work in the service of the Corporation. The employees may be removed for cause, which in the opinion of the Corporation renders the employee unsuitable for its service during such period or extended period. Probationary employees shall have access to the grievance procedure.
- 11.4** Protests in regard to seniority status must be submitted in writing within 60 calendar days from the date seniority lists are posted. When proof of error is presented by employees or their representative, such error will be corrected and when so corrected, the agreed upon seniority date shall be final. No change shall be made in the existing seniority status of employees unless concurred in by the designated National or Regional Representative of the Union. A supplemental bulletin will be issued by the Corporation and posted by June 30th of each year showing any corrections to the seniority list as provided for above.
- 11.5** When two or more employees commence work on the same day, the procedure for establishing their relative seniority shall be as follows:
- (a) The employee who commenced work at the earliest hour of the day shall be senior;
 - (b) When the employees commenced work at the same hour, the order in which employees were scheduled for the interview will determine the seniority order. The National or Regional representative shall, upon request, be furnished with the time and date of such interview. The information will be placed on the employees' file.
 - (c) All other things being equal they shall be placed on the seniority list as mutually agreed between the proper officer of the Corporation and the designated National or Regional Representative of the Union seniority list as provided for above.

- 11.6** (a) Effective June 14, 1995, an employee holding seniority under this Agreement and who is presently filling or who may in the future be promoted to an official or any position with the Corporation which is excepted from any provision of this or any Collective Agreement, will have his name continued on the seniority list of the group from which promoted at his home seniority terminal and will retain seniority rights and continue to accumulate seniority while so employed for a period of twelve (12) consecutive months. Thereafter, such employee will cease to accumulate any further seniority until he returns to a position within the bargaining unit. The Chairperson shall be advised, in writing, when employees are promoted to a permanent position or to a temporary position of more than 60 calendar days. The period of twelve consecutive months may be extended through a management-union accord.

NOTE: In the application of this paragraph, should an employee holding a non-scheduled, official or excepted position be set back to a position covered by this Collective Agreement for a period of less than three (3) months, such time will be considered as part of the twelve (12) consecutive months.

- (b) When an employee who has not forfeited his seniority under (a) above, is released from excepted employment, he will be placed on the spare board, and must be available for work from the spare board within 30 calendar days from the date of release from excepted employment, unless prevented by illness or other cause for which bona fide leave of absence has been granted. Failing to do so, he will forfeit his seniority under this Agreement.
- (c) Employees promoted to excepted positions for a period of less than 60 days will be allowed to return to their former positions within 10 calendar days from the date of release from excepted employment. The positions so vacated will be considered as temporary vacancies in accordance with Article 12.3.

- 11.7** Employees awarded in-charge positions as:
- (1) Service Coordinators who were qualified as Porters, will automatically acquire qualifications as Senior Service Attendants and Service Attendants.
 - (2) Chefs will automatically acquire qualifications as Cooks in any meal service car.
- 11.8** Employees while filling positions under this Agreement who accept positions covered by another wage agreement may continue to fill such positions for a continuous period up to 6 months without loss of seniority. Provided they can hold work on their own seniority region, such employees shall exercise their seniority at, or prior to, the expiration of such 6-month period, or forfeit their seniority rights under this Agreement.
- 11.9** Article 11.8 shall not apply to employees who, while holding seniority rights under another wage agreement, obtain employment and establish seniority under this Agreement. If such employees, while filling positions under this Agreement, exercise their seniority under the provisions of another wage agreement, their names will be dropped from the seniority list. Employees shall not be regarded as having exercised seniority rights when used for emergency service only.

ARTICLE 12

Bulletining and Filling of Positions

- 12.1** All employees will be given their choice of run on a General Bid which will be posted once per year. The General Bid will be the last Sunday in May unless otherwise agreed locally. During the open period of the General Bid, assigned employees will remain on their assignments until the effective date of the new assignments.

12.2 Bulletins showing effective date will be accompanied by Operation of Run Statements showing full particulars. They will be posted for 10 days in places accessible to all employees affected. Copies of all bulletins and Operation of Run Statements issued under this Article shall be furnished to the Local Chairperson and the designated National or Regional Representative of the Union if possible prior to posting.

12.3 (a) Vacancies in regularly assigned positions, temporary vacancies and newly-created positions any of which are known to be of 30 calendar days' duration or more, shall be bulletined on their respective seniority regions within 5 calendar days of the vacancy occurring except as provided for in Article 12.1.

(b) The Corporation may canvass spareboard employees up to the junior employee with M.O.E., in seniority order, to fill any vacancy known to be 28 days or more. Spareboard employees without M.O.E. may refuse the vacancy. In the event no senior employee with or without M.O.E. accepts the vacancy, the junior spareboard employee with M.O.E. will be forced to the vacancy. (Senior may, junior must).

Employees will be entitled to book rest before going to the assignment and will be entitled to the layover days of the Operation of Run Statement ("ORS") of the assignment occupied prior to returning to the spareboard.

Spareboard employees will be required to protect vacancies up to the rate of pay protected by their M.O.E.

12.4 Bulletins shall be posted on each seniority district affected within 5 calendar days (exclusive of Saturdays, Sundays and general holidays) from the date the duration of the vacancy is known. They shall show the effective date and be posted for 10 calendar days in places accessible to all employees affected.

Operation of Run Statements for the bulletined vacancies will also be posted. Copies of all bulletins and Operation of Run Statements issued under this Article shall be furnished to the Local Chairperson and the designated National or Regional Representative the Union if possible prior to posting.

12.5 Applications for positions must be submitted in writing to the designated officer of the Corporation within 10 days from the date a bulletin is posted. Applications will not be accepted from the employees creating the vacancies.

12.6 (a) Assignments will be made by the Corporation based on seniority,

training, fitness and ability and those selected will be required to undergo practical tests, write any rules and/or examinations required unless previously qualified in the position. Names of employees assigned to positions will be posted within 5 days, exclusive of Saturdays, Sundays and general holidays, giving reference to dates and numbers of original bulletins.

- (b) Prior to departure of each train, all regularly assigned employees will be given the opportunity by classification to select their activity card in seniority order, then spare board employees will select, also in seniority order if more than one. Activity would be for a round trip unless otherwise locally agreed.

12.7 Employees awarded positions by bulletin shall be required to take up their assignment within 10 calendar days of posting of the award. Employees failing to take up their assignments without just cause shall forfeit their seniority under this Agreement and the runs shall be rebulletined.

12.8 If insufficient or no bids are received for vacancies, the Corporation will fill the assignments as follows:

- (a) Junior qualified employees from the spare board will be assigned, or
- (b) In the event there are no qualified employees on the spare board the senior qualified laid-off employees will be assigned in accordance with Article 13.13; or
- (c) In the event there are no qualified employees on the spare board or laid off, the junior qualified assigned employees will be placed on the assignments provided an increase in rate is involved and only until other more junior employees have been trained.

12.9 When runs are rebulletined as provided for in Article 12.1, the run or runs affected will be declared vacant from the home terminal on the effective date of assignment to be specified in the bulletin.

12.10 When it is necessary to change an Operation of Run Statement between the general bids prescribed in Article 12.1 to the extent of an increase or decrease of 8 hours or more in a basic four-week period, the Local Chairperson concerned will be advised of the particulars and the assignment shall be declared vacant effective with the date of the changed conditions and the run shall be rebulletined.

- 12.11** During the period bulletins are posted as provided for in Article 12.3, vacancies will be filled from the spare board until the successful applicants take up their assignment.
- 12.12** Regularly assigned employees assigned to temporary vacancies shall at the expiration of such temporary employment be returned to their former regularly assigned positions.
- 12.13** Assigned employees resuming work after time lost for disciplinary reasons will resume their place in the assignment unless their assignment has been discontinued in which case they will revert to the spare board, until they can obtain an assignment by bulletin.
- 12.14** Employees who accept promotion and fail to qualify will be returned to their former position and employees so displaced will be permitted to exercise their seniority.
- 12.15** (a) Employees returning after leave of absence shall resume their former positions, or may apply in writing within 5 calendar days thereafter to exercise their seniority, if qualified, to any positions bulletined during such absence. Employees thereby displaced shall be permitted to exercise their seniority within 5 calendar days of the date of displacement to any positions they are qualified to fill.

(b) Employees returning after vacation shall resume their former positions or may apply in writing prior to the date on which they are due out on their former position or returned to the spare board, to exercise their seniority, if qualified, to any positions bulletined during such absence, including layover days preceding the vacation period. Such regularly assigned employees shall be protected by guarantee providing they take up their new assignment within the first cycle of operation of the run of their choice commencing from the date of selection.

12.16 When the headquarters of a run are changed within a seniority region the run will be declared vacant and rebulletined to show the effective date of the new operation. Employees assigned to the run will not be permitted to exercise their seniority until completion of their last trip in the assignment as provided for in Articles 13.3 and 13.4, and during the interval between termination of the previous assignment and posting the awards for the new assignment the run will be considered as a temporary position to be filled from the spare board.

12.17 Employees whose positions are rebulletined in advance due to changes in working conditions in accordance with Article 12.10 will not be permitted to displace junior employees awarded positions which were bulletined during the time their run was rebulletined.

12.18 An employee who is removed from his regular assignment, or is restricted from working a particular classification on the spareboard as a result of a disciplinary measure, will be required to operate from the spareboard in another classification for the first 24 months of service after the discipline was assessed, but will be permitted to apply for any work in another classification.

Upon completion of the said 24-month period, the employee may apply for any work in accordance with his seniority.

ARTICLE 13
Staff Reduction, Displacement
and Recall to Service

- 13.1** When staffs are reduced, senior employees with sufficient ability to perform the work will be retained. During the period of staff reduction and/or layoffs, new employees will not be hired until after all available qualified laid-off employees are recalled.
- 13.2** In instances of staff reduction 14 calendar days' advance notice will be given to regularly assigned employees whose positions are to be abolished, except in the event of a strike or a work stoppage by employees in the railway industry, in which case a shorter notice may be given.
- 13.3** Regularly assigned employees whose positions are abolished or who are displaced may exercise their seniority up to cut-off time displacing junior employees from any regular assignment or elect to operate on the spare board providing they have the required qualifications.
- 13.4** Employees who exercise their seniority as provided in Article 13.3 shall submit their choice in writing within 5 calendar days of the date of displacement, and must commence work on the position of their choice within 10 calendar days of that date unless prevented by a bona fide illness or other cause for which leave of absence has been granted and failing to do so will forfeit their seniority.
- Employees who fail to make their choice within 5 calendar days will, provided they have sufficient seniority, be required to operate from the spare board.
- 13.5** Displaced employees having the required qualifications and seniority to obtain a position who fail to commence work on the position of their choice within 10 calendar days shall forfeit their rights under this Agreement.
- 13.6** Assigned employees whose assignments are cancelled due to disrupted train service may exercise their seniority as provided for in Article 13.3 and their guarantee will be protected in accordance with Article 4.26(c).
- 13.7** When disrupted train service is restored, the cancelled assignment will be rebulletined.
- 13.8** Assigned employees who are displaced as a result of Article 13.6 will be permitted to exercise their seniority as provided for in Article 13.3.

- 13.9** The time limits set forth in Article 13.4 apply to employees on leave of absence at time of displacement from the date they report for duty.
- 13.10** Employees demoted from their regular position for disciplinary reasons will not be permitted to displace regularly assigned employees. Their names will be placed on the spare board (seniority permitting) and they will be permitted to apply for vacancies within their seniority region subject to qualification restrictions.
- 13.11** Employees enroute on the effective date a run is abolished will be returned to their home terminal utilized to best service advantage with least possible delay and they will be compensated equal to the hours they would have earned for the return trip.
- 13.12** To be eligible for recall, laid-off employees must keep their supervisory officer and the Local Chairperson informed of their current address.
- 13.13** When staff is increased or when vacancies occur within a seniority region, laid-off employees shall, if qualified, be recalled to service in order of seniority.
- 13.14** If the Corporation is unable to notify employees of a vacancy by telephone or messenger, they will be advised by registered mail with a copy of such notice to the Local Chairperson.
- 13.15** Laid-off employees who are employed elsewhere at the time of recall will not be required to report for service provided:
- (a) It is definitely known that the duration of the work is for less than 60 days.
 - (b) Other laid-off employees in the same occupational classification are available.
 - (c) During the period October 1 to June 1 laid-off employees who are employed elsewhere will be recalled as required in reverse seniority order if no other laid-off employees are available, and if they fail to report they will forfeit their seniority.
- 13.16** Laid-off employees recalled under the terms of this Article, who fail to report for duty or to give reasons satisfactory to the Corporation for not doing so within 10 days from the date of the delivery of notification at their last known

address, shall forfeit their seniority rights, their name shall be removed from the seniority list and their employment will be terminated.

ARTICLE 14

Transfers

- 14.1** When the Corporation transfers the headquarters of a run from one seniority region to another, the employees of the seniority region from which the run is transferred will be given the opportunity of transferring to the seniority region to which the run is transferred.
- 14.2** Positions shall be bulletined for 20 days on the seniority region from which the run is being transferred and the senior qualified applicants will be awarded the positions. Successful applicants will be transferred with their full seniority and their names will be removed from the seniority list of the region from which transferred, and will hold the run so transferred for a six-month period or less if the run is discontinued prior to that time. Thereafter the transferred run will be bulletined on the region to which it has been transferred and will be open for bid to all employees on that region.
- 14.3** If the run is discontinued prior to the six-month period, the transferred employees will be returned to their former seniority region.
- 14.4** If insufficient applications are received from the seniority region from which the run is transferred, the remaining vacancies will be bulletined and filled from the seniority region to which the run has been transferred.
- 14.5** The Corporation will give as much advance notice as possible when transfers of this nature are to be made.
- 14.6** In the application of this article, all employees affected will be protected under the Employment Security and Income Maintenance Agreement or Special Agreement.

ARTICLE 15

Uniforms

- 15.1** Effective January 1, 1999, all employees governed by Collective Agreement No. 2 who are required to wear a uniform, will receive their uniforms without

charge. Such employees who leave the service of the Corporation will return all items of their uniform.

- 15.2** All employees wearing the new design uniform will receive a personal grooming allowance of \$16.00 per month and in addition, a uniform cleaning and maintenance allowance of \$16.00 per month. Chefs and Cooks will receive a personal grooming allowance of \$16.00.
- 15.3** Employees required to wear protective clothing (such as rubber gloves, aprons) will receive such clothing without cost to the employees. Such protective clothing will be maintained by the Corporation.
- 15.4** An employee who is required by the Corporation to wear safety footwear and was in service at the beginning of the calendar year, has rendered active service during the year, and holds an employment relationship, will be entitled to a safety footwear allowance of \$75 payable in the second pay period of September each year. When an employee purchases new safety footwear, he must report to his immediate supervisor with the footwear indicating that such footwear is in compliance with the Canada Occupational Safety & Health Regulations (C.S.A. approved).
- 15.5** All employees leaving the Corporation are requested to remove all VIA logos, crests, and buttons from their uniforms and return the VIA identification to their Manager. This condition applies to all uniform items, both cost sharing and free issue articles. New, unused articles of the uniform must be returned to VIA.

ARTICLE 16

Training

- 16.1** A training bulletin will be posted for a 15-day period in January of each year inviting applications from employees desiring to qualify for positions covered by this Agreement. Selections from applicants will be based on seniority among the applicants who meet the bona fide occupational requirements of the position, and those selected will be required to undergo practical tests, write any rules and/or examinations required.
- 16.2**
- (a) Assigned employees directed to undergo training or attend briefing sessions during layover days shall be paid for actual hours spent in training at the pro rata rate of their assigned classification with a minimum of four hours in each 24-hour period. Such time shall be paid over and above guarantee and shall be included in the accumulation of hours under Article 4.2(b).
 - (b) Assigned employees directed to undergo training which makes it impossible to fulfill their assignment will be credited with actual hours spent in training but not less than the ORS hours of their assignment. Such time will be paid at the rate of their assigned classification and will be applied against guarantee and included in the accumulation of hours under Article 4.2(b).
 - (c) Spare employees directed to undergo terminal training will be paid for actual hours spent in training with a minimum of 4 hours in each 24-hour period. Spare employees directed to make training trips will be paid the actual hours of the O.R.S. Such time shall be paid at the rate of the last classification worked and shall be included in the accumulation of hours under Article 4.2(f).
 - (d) Employees who volunteer for training at the terminal or to make training trips will not be compensated.

- 16.3** Upon successful completion of necessary formal training, employees will be obligated to bid on any assignment for which they were trained for one (1) year of cumulative compensated service. If trained for more than one position prior to achieving one (1) year of cumulative compensated service, they must bid on the assignments for which they were trained in descending order of qualifications.
- 16.4** Whenever an employee is expressly required to provide training on the job for one or more employees during his shift, he will be paid a premium of \$10.00 per day.

ARTICLE 17
Leave of Absence and Free Transportation

- 17.1** Employees elected or appointed as full-time salaried National or Regional representatives paid by the Union shall, upon request, be granted leave of absence without pay and shall continue to accumulate seniority while so engaged.
- 17.2** Employees shall be granted free transportation, in accordance with Corporate regulations, and leave of absence without pay to attend general meetings of the Union upon request of the Local Chairperson or the designated National or Regional Representative of the Union.
- 17.3** Employees elected or appointed to serve on Union committees for investigation, consideration and adjustment of grievances shall, upon request, be granted free transportation in accordance with Corporate regulations and necessary leave of absence without pay.
- 17.4** Employees shall, upon request, be granted free transportation within their region in accordance with Corporate regulations and leave of absence without pay to attend Union meetings. Such leave of absence will not exceed two calendar days and will not interfere with the Corporation's business nor put the Corporation to additional expense.

17.5 Employees, at the discretion of the Corporation, may be granted a personal leave of absence without pay of up to four months, permission to be obtained in writing. The leave of absence may be extended by application in writing to the proper officer of the Corporation in ample time to receive permission or return to duty at the expiration of such leave.

Unless such extension of leave of absence is granted, or the employee provides a bona fide reason explaining why such return is prevented, a registered letter will be sent to the employee instructing him to report for an investigation in connection with the unauthorized leave of absence. If within a period of 30 calendar days from the date of the letter he fails to report for duty and investigation, he shall forfeit his seniority, his name shall be removed from the seniority list and his employment shall be terminated.

17.6 Leave of absence for educational purposes may be granted to employees in accordance with the Corporation's regulations. The designated National or Regional Representative of the Union will be informed when such leaves are granted. Such employees who return to the service between school terms, or prior to terminating the educational course for which leave of absence has been granted, will not be permitted to exercise their seniority.

17.7 Leave of absence shall not be granted for the purpose of engaging in work outside Corporation service, except in cases involving sickness, or when made the subject of mutual agreement between the proper officer of the Corporation and the designated National or Regional Representative of the Union.

17.8 The names of employees on authorized leave of absence shall be continued on the seniority list of the region in which they have established seniority rights.

17.9 Employees on leave of absence for union business as provided under Article 17 for periods of less than a calendar month will contribute to the pension fund on the basis of constructive earnings as provided in VIA Rail Canada Inc. By-Law No. 20 effective March 1, 1982.

ARTICLE 18
Reporting and Detention Time

- 18.1** The reporting time of employees shall be set sufficiently in advance of the train departure time to enable them to do the necessary preparatory work. Reporting time will be set at the discretion of the Corporation and will be the subject of discussion between the Local Chairperson and the designated officer of the Corporation.
- 18.2** Reasonable detention time shall be allowed in which to remit the Corporation's revenue. The length of time will be set at the discretion of the Corporation and will be the subject of discussion between the Local Chairperson and the designated officer of the Corporation.
- 18.3** In the event that a dispute arises over the amount of time allotted for the preparation or putting away of cars at terminals, a joint investigation shall be conducted to review the work required, and, if necessary, a test will be made to determine the proper time allowances.

ARTICLE 19
Attending Court

- 19.1** Employees who lose time by reason of being required to attend court or coroner's inquest, or to appear as witnesses, in cases in which the Corporation is involved will be paid for time so lost. If no time is lost, they will be paid for actual time held with a minimum of 4 hours at the hourly pro rata rate. Necessary actual expenses while away from home terminal will be allowed when supported by receipts.
- 19.2** Any fee or mileage payable to the employee shall be assigned to the Corporation.
- 19.3** Employees on the spare list, called to attend court, will not lose their position on the spare list.

ARTICLE 20
Held for Investigation or Corporation Business

- 20.1** When employees are held for Corporation investigation and no responsibility is attached to them in connection with the matter under investigation (i.e., not subject to discipline) or on Corporation business on the order of the proper officer of the Corporation they will, if required to lose time by reason thereof, be paid for time lost. If no time is lost they will be credited from the time required to report until actually released with a minimum of four hours. Necessary actual expenses will be allowed when supported by receipts.

ARTICLE 21
Preservation of Rates

- 21.1** Employees temporarily assigned to higher-rated positions shall receive the higher rate while occupying such positions. A temporary assignment to a higher-rated position contemplates the fulfillment of the duties and responsibilities of the position during the time occupied. Assisting higher-rated employees due to a temporary increase in the volume of work or for training purposes does not constitute a temporary assignment to a higher-rated position. A regularly assigned employee temporarily assigned to a lower-rated position shall not have his rate reduced.

ARTICLE 22
Service Letters

- 22.1** Persons entering the service of the Corporation will within 30 days from the date of employment have returned to them all service cards and letters of recommendation which had been taken up for inspection by the Corporation, except those addressed to or issued by the Corporation.
- 22.2** An employee who is dismissed, or leaves the service of his own accord after giving due notice, will, upon request, be given the usual letter of reference and will be paid as soon as possible.

ARTICLE 23
Composition and Adjustment of Crews

- 23.1** The duties and responsibilities of the new classifications are described in the attached Appendix 10. Employees will be assigned in sufficient numbers to protect the service objectives and accomplish the work requirements defined by the Corporation. In many cases, employees will be assigned by position and train, rather than by position, train and car. In such cases, employees will be assigned to specific tasks and/or areas of work at reporting times, based on predetermined work schedules. The work schedules will specify the duties and work location(s) of each employee for each one-way trip; however, Service Managers and Service Coordinators will have the authority to alter the duties/work locations of subordinate positions to respond to changing service demands.
- 23.2** Minimum crew consist will be in accordance with the organizational charts in the attached Appendix 3. The foregoing shall not prevent changes in crew complements brought about by fluctuation of traffic in which case Article 13.2 shall apply.
- 23.3** No reductions of a permanent nature from the minimum shown in Appendix 3 shall be made without giving at least three months' advance notice to the designated National or Regional Representative of the Union pursuant to Article J of the Special Agreement and/or Article 8 of the Employment Security and Income Maintenance Agreement before implementing such change.

ARTICLE 24
Discipline and Grievance Procedure

- 24.1** Discipline will be administered under the merit and demerit system. Merit marks issued will reduce proportionately the number of demerit marks in an employee's record at the time of issuance.
- 24.2** Employees will not be held out of service for minor offences. Minor offences are defined as offences not involving suspension or dismissal.
- 24.3** Reports submitted by employees will be used for the assistance of Corporate officers in determining and evaluating the facts of a particular situation.
- 24.4** Employees required to submit a written report will be advised of the reasons

for the request and they will be allowed up to 48 hours to submit each report.

- 24.5** Employees charged with allegedly having committed a major offence will be granted a fair and impartial hearing by the proper officer of the Corporation.
- 24.6** Employees, other than probationary employees, will not be suspended or discharged without a hearing.
- 24.7** Hearings in connection with major offences will be held as quickly as possible. The purpose of such hearings will be to establish and determine the actual facts upon which action may be taken as considered necessary by the Corporation.
- 24.8** Employees may be held out of service up to 5 days or one cycle of operation, whichever is greater, pending a hearing. Employees held out of service pending a hearing will be given at least 48 hours' written notice of the charges against them (Saturdays, Sundays and general holidays excluded).
- NOTE:** All evidence will be made available to the designated National or Regional Representative of the Union at the Corporation's office and in advance of the hearing, if he so desires. If the designated National or Regional Representative so wishes, the Local Chairperson may accompany him. The names and addresses of complainants or other witnesses may be withheld if considered necessary by the Corporation.
- 24.9** When charges of a major offence have been made against an employee, the Corporation if requested to do so by the designated National or Regional Representative of the Union will, if possible, arrange for a joint confidential interview of the complainant or other witnesses (after the hearing) by the designated National or Regional Representative of the Union in company with a proper officer of the Corporation.
- 24.10** Employees will be allowed to provide material witnesses or their written evidence, and their statements may be written into the record of the hearing.
- 24.11** Employees, if they so desire, may have the assistance of one or two fellow employees, or Local Chairperson or authorized committee person at a hearing.
- 24.12** A proper officer of the Corporation, on the ground when an incident occurs, may carry out an immediate investigation and take such action as may be deemed necessary by the circumstances.

- 24.13** Employees or their Local Chairperson or authorized committee person may request a deferment up to and including 72 hours from the original date set for the hearing.
- 24.14** When a request for deferment is made by employees or their representative, and employees fail to appear within 24 hours from the agreed date of deferment, unless prevented by bona fide illness or just cause, they will be considered as having resigned without notice and their names will be dropped from the seniority list.
- 24.15** Dates and times set out in this Article may be changed due to a bona fide illness or other reason as may be mutually agreed upon.
- 24.16** Should employees who have been held out of service desire to defer their hearing of alleged charges against them until they may have the assistance of a particular employee at the hearing, and they are exonerated of the charges, they will not be paid for the additional time held out of service due to the delay caused by their request.
- 24.17** Employees who have been called for a hearing will be furnished with copies of any statement taken at the hearing.
- 24.18** Decisions following hearings will be rendered within 10 calendar days (Saturdays, Sundays and general holidays excluded) from the date of hearing and employees may be held out of service pending a decision.
- 24.19** If the decision is considered unjust, an appeal may be made in writing within 21 calendar days in accordance with Article 24.21. Such appeal will set forth the grounds upon which it is made.
- 24.20** Should assigned employees be exonerated, they will be paid at their regular rate of pay for any service hours lost, less any amount earned in other employment. Spare employees, if exonerated, will be compensated for 5.71 hours per calendar day during the period they were removed from the spare board, with a maximum of 40 hours in a 7-day period at the rate of the last classification in which they operated, less any amount earned in other employment. When exonerated, a spare employee who has lost his turn will have his name placed at the top of the spare board; if he has not lost his turn he will resume the position he previously held on the spare board. If away from home, employees will, on the production of receipts, be reimbursed reasonable expenses for travelling to and from the hearing. Regularly assigned employees attending hearings while on layover or additional

layover and are exonerated, shall be paid for time spent at the hearing at the rate of time and one-half. Such time shall not be applied towards guarantee and not included in the accumulation of hours under Article 4.2(b).

GRIEVANCE PROCEDURE

24.21 Any complaint raised by employees concerning the interpretation, application or alleged violation of this Agreement or that they have been unjustly dealt with shall be handled in the following manner:

Step 1

Within 21 calendar days from cause of grievance or complaint employees and/or the Local Chairperson (or his designate) must present the grievance or complaint in writing to the immediate supervisor who will give a decision as soon as possible but in any case within 21 calendar days of receipt of grievance.

Step 2

Within 28 calendar days of receiving decision under Step 1, the Local Chairperson (or his designate) may appeal the decision in writing to the Regional Director, Customer Services and Transportation who will render a decision within 28 calendar days of receiving appeal. The appeal will include a written statement of the grievance and where it concerns the interpretation or alleged violation of the Collective Agreement, the statement will identify the Article and paragraph involved.

Step 3

Within 60 calendar days of receiving decision under Step 2, the designated National or Regional Representative of the Union may appeal the decision in writing to the Department Director, Labour Relations and Human Resources Services who will render a decision within 60 calendar days of receiving appeal.

24.22 The settlement of a dispute will not under any circumstances involve retroactive pay beyond a period of 60 calendar days prior to the date that such grievance was submitted at Step 1 of the Grievance Procedure.

24.23 Where any grievance is not progressed by the Union within the prescribed time limits, the grievance will be considered to have been dropped. When the appropriate officer of the Corporation fails to render a decision with respect to a claim for unpaid wages within the prescribed time limits, the claim will be paid, but this will not constitute an interpretation of the Collective Agreement. Where a decision with respect to a grievance other than one based on a claim for unpaid wages is not rendered by the appropriate officer of the Corporation within the prescribed time limits, it will be processed to the next step in the Grievance Procedure.

24.24 The time limits provided in this Grievance Procedure may be extended by agreement between the Corporation officer and the Union representative at any step.

ARTICLE 25
Final Settlement of Disputes

- 25.1** Provision is made in the following manner for the final and binding settlement, without stoppage of work, of differences or disputes, including personal grievances, which arise concerning the application or interpretation of this Agreement governing rates of pay and working conditions, which cannot otherwise be disposed of between officers of the Corporation and the Union.
- 25.2** A grievance concerning the interpretation or alleged violation of this Agreement or an appeal by an employee that he has been unjustly disciplined or discharged and which is not settled at Step 3, may be referred by either party to the Canadian Railway Office of Arbitration for final and binding settlement without stoppage of work in accordance with the regulations of that office.
- 25.3** The request for arbitration must be made in writing within 45 calendar days following the decision rendered at the last step of the Grievance Procedure, by filing notice thereof with the Canadian Railway Office of Arbitration and on the same date by transmission of a copy of such filed notice to the other party.
- 25.4** The time limits as provided in this Article may be extended by mutual agreement.

ARTICLE 26
Health and Welfare

- 26.1** Health and Welfare benefits will be provided in accordance with the amendments as set forth in the Memorandum of Agreement dated June 29, 2001.

ARTICLE 27
Bereavement Leave

27.1 Provided an employee has not less than three (3) months' cumulative compensated service, he will be granted bereavement leave without loss of regular pay as follows:

- (a) five (5) consecutive days, upon the death of the employee's parents, child (including still-born child) or spouse;
- (b) three (3) consecutive days, upon the death of his brother, sister, step-child, step-parent, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or any relatives permanently residing in the employee's household or with whom the employee resides.

It is the intent of this Article to provide for the granting of leave from work on the occasion of a death as aforesaid and for the payment of his regular wages for that period to the employee to whom leave is granted. (See Appendix 5.)

NOTE: In the application of this Article "employee's spouse" means the person who is legally married to the employee and who is residing with or supported by the employee, provided that, if there is no legally married spouse, it means the person that qualified as a spouse under the definition of that word in Section 2(1) of the Canadian Human Rights Benefits Regulations, as long as such person is residing with the employee.

ARTICLE 28
General

28.1 Employees who do not handle Corporate revenue who resign or are discharged will be paid off within 72 hours (Saturdays, Sundays and general holidays excepted), providing all corporate property is turned in.

28.2 Employees handling Corporate revenue will be paid after Audit Office clearance is received and other Corporate property is turned in.

28.3 Employees transferred by the Corporation due to a change of home terminal will receive free transportation for themselves, dependent members of their family and the cost of a truck rental, gasoline, and insurance in line with the

Corporation's regulations.

- 28.4** Employees exercising seniority rights to a position which necessitates a change of residence will receive free transportation for themselves, dependent members of their family, and the cost of a truck rental, gasoline and insurance, in accordance with the Corporation's regulations. Such free transportation under these circumstances will not be allowed more than once in a 12-month period. A free billing order to cover transportation of furniture and effects must be applied for and issued before shipment is arranged by employees.
- 28.5**
- (a) Service Attendants required to clean cars at layover points during off-duty periods where regular car cleaning facilities are not available will be allowed a minimum 1 hour for each car cleaned.
 - (b) Employees on intercity trains who are required to clean cars enroute and at major stations during regular on-duty periods will be allowed a minimum of 15 minutes, over and above the guarantee and included in the accumulation of hours under Article 4.2(b) or 4.2(f) as the case may be, for each car cleaned, in addition to regular pay for the trip. Employees will not be held on duty after arrival at their home or distant terminal, to do such cleaning. For the purpose of this section, intercity trains shall mean all trains operating within the Quebec-Windsor corridor.
 - (c) When there is more than one employee on the car, the designated officer of the Corporation will assign the employee to perform this work.
- 28.6**
- (a) When an employee is short paid seventy-six dollars (\$76.00) or more, on request of the employee, a voucher will be issued equal to the outstanding amount within 72 hours following the scheduled pay day, excluding Saturdays, Sundays and statutory holidays.
 - (b) In the event the employee received payment for eighty (80) hours within the pay period, the voucher for the outstanding amount will be issued in the following pay period.
 - (c) The sum specified in paragraph (a) herein will be adjusted to reflect future general wage increases.
- 28.7** Where an automobile mileage allowance is paid, such allowance shall be 30 cents per kilometre.

- 28.8** Upon reasonable advance request to his immediate supervisor, an employee shall be allowed to view his personal file in the presence of the supervisor and may request the removal of irrelevant medical information from it. The Chairperson or authorized committee person may also be present if the employee so wishes.
- 28.9** An employee prevented from completing a shift due to a bona fide injury sustained while on duty will be paid for his full shift at straight time rates of pay, unless the employee receives Worker's Compensation benefits for the day of the injury in which case the employee will be paid the difference between such compensation and payment for his full shift.
- 28.10** Employees will be provided with free transportation privileges in accordance with the Corporation's policy. Employees on laid-off status and eligible dependants will be granted pass privileges in accordance with the Corporation's regulations, for the period that they remain employees of the Corporation.
- 28.11** The Union and the Corporation agree that harassment of any type, whether it be sexual or not, is unacceptable behaviour and will not be tolerated in the workplace. They further acknowledge the existence of a corporate policy on harassment of any type and agree to cooperate to implement and enforce same. The Corporation and the Union shall provide training courses dealing with harassment on the job.
- 28.12** The corporation will undertake the responsibility and cost of the printing of the Collective Agreement, the Supplemental Agreement and the Special Agreement as may be required from time to time and within 90 days of signing any of the above agreements. A copy of all the above-mentioned agreements will be supplied to all employees including a copy of the Agreement and sub-agreements on diskette to one designated representative of the Union.
- 28.13** Upon request from the Union, the Corporation will provide one (1) designated Representative of the Union in September of each year with a list of employees governed by this Agreement, which shall include the employees' home address and telephone number. The authorized Union Representative must make this request in writing.

ARTICLE 29
Employment Security and Income Maintenance

29.1 The provisions of the Supplemental Agreement governing Employment Security and Income Maintenance, effective June 1, 1998 and amendments thereto will apply to employees covered by this agreement.

29.2 Whenever the Corporation is contemplating a closure of any shop, facility, installation or office where employees who are subject to this Agreement are employed and which is currently in operation, the Corporation must give the Union at least 90 days written notice of its intent. In addition, the Corporation must meet with the Union within five days of receiving a written request from the Union for the meeting, to consult about:

- a) possible alternatives to the closure;
- b) plans for the future of the affected employees.

Should the Corporation fail to consult with the Union in the above manner, its written notice shall be deemed void and the closure shall be unable to take place.

ARTICLE 30

Jury Duty

- 30.1** An employee who is summoned for jury duty and is required to lose time from his assignment as a result thereof, shall be paid for actual time lost with a maximum of one basic day's pay at the straight time rate of his position for each day lost, less the amount allowed him for jury duty for each such day excluding allowances paid by the court for meals, lodging or transportation, subject to the following requirements and limitations:
- (a) An employee must furnish the Corporation with a statement from the court of jury allowances paid and the days on which jury duty was performed.
 - (b) The number of working days for which jury duty pay shall be paid is limited to a maximum of 90 days in any calendar year.
 - (c) No jury duty pay will be allowed for any day for which the employee is entitled to vacation or general holiday pay. An employee who has been allotted his vacation dates will not be required to change his vacation because he is called for jury duty.

ARTICLE 31

Pension Plan Wind Up

- 31.1** In the event that the employee's pension plan is wound up, the pension fund shall be used for the sole purpose of providing benefits to Plan members and survivors. In the event that the Revenue Canada maximum pensions are reached for all Plan members, any surplus then remaining in the pension fund shall revert to the Corporation.

ARTICLE 32

Life Insurance Upon Retirement

- 32.1** An employee who retires from the service of the Corporation subsequent to August 1, 2001, will, provided he is 55 years of age or over and has not less than 10 years' cumulative compensated service, be entitled to the sum of \$8,000.00 payable to his estate upon his death.

ARTICLE 33
Dental Plan

- 33.1** Dental Plan Benefits will be provided in accordance with the terms set forth in the Memorandum of Agreement dated June 29, 2001.

ARTICLE 34
Extended Health Care Plan

- 34.1** Extended Health Care benefits will be provided in accordance with the amendments as set forth in the Memorandum of Agreement dated June 29, 2001.

ARTICLE 35
Paid Maternity Leave

- 35.1** During her maternity leave, an employee is entitled to maternity leave payments in an amount equal to 80% of her weekly base pay up to a maximum of 20 weeks. If during that period the employee is entitled to receive any benefits, like Employment Insurance maternity benefits, the amount of such benefits will reduce the amount to be paid by the Corporation.
- 35.2** In case of health risk during pregnancy, the Corporation must provide an appropriate alternative job within Agreement No. 1. If this is not possible, preventative leave with no loss in wages or benefits will be provided to the employee.
- 35.3** In finding such alternative appropriate work, the Corporation will not displace any employee with two or more years of service.
- 35.4** An employee who is the biological parent of a new born child or an employee who commences legal proceedings to adopt a child and the child comes under his or her care will be entitled to a leave of absence without pay in accordance with the terms and conditions of the Canada Labour Code Part III.

- 35.5** The maternity leave and parental leave combined cannot exceed 52 weeks. Such leave of absence shall not affect the employee's seniority. Employees must buy back their pension for that year.
- 35.6** On the occasion of the birth of a male employee's child, they shall be granted one day's leave with full pay.

**ARTICLE 36
Duration of Collective Agreement**

- 36.1** This Collective Agreement is in full settlement of all issues raised by either party on or subsequent to September 1, 2000. It is effective August 1, 2001 and supersedes all previous agreements, rulings or interpretations which are in conflict therewith. It will remain in effect until December 31, 2003, and thereafter, until revised or superseded. Three months notice shall be given by either party of its desire to revise or supersede this Agreement and may be served at any time subsequent to August 31, 2003.

Signed at Montreal, Quebec, this day of 2001.

FOR THE UNION:

FOR THE CORPORATION:

**For Rick Johnston
President, National Council 4000
CAW/TCA Canada**

**Bannon E. Woods
Director, Labour Relations**

APPENDIX 1

May 14, 1987

Our File: 25-8315-1

Mr. T. McGrath
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. McGrath:

This has reference to the award of the Arbitrator, the Honourable Emmet M. Hall, dated December 9, 1974, concerning the contracting out of work.

In accordance with the provisions as set out on Page 49 of the above-mentioned award, it is agreed that work presently and normally performed by employees represented by the Brotherhood, will not be contracted out except:

- (1) when technical or managerial skills are not available from within the Railway; or
- (2) where sufficient employees, qualified to perform the work, are not available from the active or laid-off employees; or
- (3) when essential equipment or facilities are not available and cannot be made available from Railway-owned property at the time and place required; or
- (4) where the nature or volume of work is such that it does not justify the capital or operating expenditure involved; or

- (5) the required time of completion of the work cannot be met with the skills, personnel or equipment available on the property; or
- (6) where the nature or volume of the work is such that undesirable fluctuations in employment would automatically result.

The conditions set forth above will not apply in emergencies, to items normally obtained from manufacturers or suppliers, nor to the performance of warranty work.

It is further agreed that at a mutually convenient time at the beginning of each year and, in any event, no later than January 31 of each year, representatives of the Brotherhood will meet with the designated officers to discuss the Corporation's plans with respect to contracting out of work for that year. In the event Brotherhood representatives are unavailable for such meetings, such unavailability will not delay implementation of Corporation plans with respect to contracting out of work for that year.

In addition, the Corporation will advise the Brotherhood representatives involved in writing, as far in advance as is practicable, of its intention to contract out work which would have a material and adverse effect on employees. Except in case of emergency, such notice will be no less than 30 days.

Such advice will contain a description of the work to be contracted out; the anticipated duration; the reasons for contracting out and, if possible, the date the contract is to commence. If the Brotherhood Regional Vice-President, or equivalent, requests a meeting to discuss matters relating to the contracting out of work specified in the above notice, the appropriate Corporation representative will promptly meet with him for that purpose.

Should a Regional Vice-President, or equivalent, request information respecting contracting out which has not been covered by a notice of intent, it will be supplied to him promptly. If he requests a meeting to discuss such contracting out, it will be arranged at a mutually acceptable time and place.

Where the Brotherhood contends that the Corporation has contracted out work contrary to the foregoing, the Brotherhood may progress a grievance by using the grievance procedure which would apply if this were a grievance under the Collective Agreement. Such grievance shall commence at the second step, the Brotherhood officer submitting the facts on which the Brotherhood relies to support its contention. Any such grievance must be submitted within 30 days from the alleged non-compliance.

Yours truly,

A.D. Andrew
Director, Labour Relations

APPENDIX 2

Intentionally left blank by the parties

APPENDIX 3

This Appendix contains organizational charts for many of the major trains operated by VIA. It gives examples of the crewing levels under the new concept of crew consists to be introduced in June 1986. The crewing of trains not specifically included will be consistent with similar trains operated at similar times of the day as these levels.

The crewing of trains operated jointly with Amtrak will continue to be governed by contracts between the two corporations.

ORGANIZATIONAL CHART FOR

Train #: 1/9 From: Montreal/Toronto To: Winnipeg

Off Peak

Train #: 2/10 From: Winnipeg To: Toronto/Montreal

Car Consist			Crew Consist	
Baggage/Coach	(MTL)	SUD	Service Manager	(MTL) SUD
Baggage	(TOR)	WPG	Service Manager	(TOR) WPG
Café Coach	(TOR)	WPG	Senior Service Attendant	(TOR) WPG
Coach	(MTL)	WPG		
Skyline	(MTL)	WPG	Service Coordinator	(MTL) WPG
			Chef	(MTL) SUD
			Service Attendant	(MTL) SUD
Sleeper	(MTL)	WPG		
			Service Attendant*	(MTL) WPG
Sleeper	(TOR)	WPG		
Diner	(TOR)	WPG	Service Coordinator	(TOR) WPG
			Asst. Service Coordinator	(TOR) WPG
			Chef	(TOR) WPG
			Service Attendant	(TOR) WPG
Sleeper	(TOR)	WPG	Service Attendant**	(TOR) WPG
Sleeper Lounge	(TOR)	WPG	Senior Service Attendant	(TOR) WPG

NOTES:

- 1) Service Attendant* - Assists in Diner, MTL-SUD
 - Takes over Toronto Sleeper ahead of Diner, SUD-WPG

- 2) Service Attendant** - Operates both Toronto Sleepers, TOR-SUD

- 3) Service Coordinator (Skyline) provides Bar/Snack Service, SUD-WPG.

ORGANIZATIONAL CHART FOR

Train #: 1/9 From: MTL-TOR-(SUDBURY) To: Winnipeg
 Peak
 Train #: 2/10 From: Winnipeg (SUDBURY) To: MTL-TOR

Car Consist			Crew Consist	
Baggage/Coach	(MTL)	Sudbury	Service Manager	(MTL) (SUD)
Baggage	(TOR)	Winnipeg	Service Manager	(TOR) WPG
Coaches (2)	(TOR)	Winnipeg		
Café Coach Lounge	(TOR)	Sudbury	Senior Service Attendant	(SUD)
Café Coach	(MTL)	Winnipeg	Senior Service Attendant	WPG
Skyline	(MTL)	Winnipeg	Service Coordinator	(WPG)
			Chef	(SUD)
			Service Attendant	(SUD)
			Service Attendant	(SUD)
Sleeper	(TOR)	Winnipeg	Service Attendant	(WPG)
Sleeper	(TOR)	Winnipeg		
Sleeper	(TOR)	Winnipeg	Service Attendant	(WPG)
Sleeper	(TOR)	Winnipeg		
Diner	(TOR)	Winnipeg	Service Coordinator	(WPG)
			Chef	
			Asst. Service Coordinator	(WPG)
			Service Attendant	(WPG)
Service Attendant	(WPG)			
Sleeper	(MTL)	Winnipeg	Service Attendant	(WPG)
Sleeper	(MTL)	Winnipeg		
Sleeper	(TOR)	Winnipeg	Service Attendant*	(WPG)
Sleeper Lounge	(TOR)	Winnipeg	Senior Service Attendant	(WPG)

NOTE:

- 1) Service Attendant* - to assist in Diner if required

ORGANIZATIONAL CHART FOR

Train #: 1 From: Winnipeg To: Vancouver
 Off Peak (April 1, 1986)
 Train #: 2 From: Vancouver To: Winnipeg

Car Consist			Crew Consist		
Baggage	(WPG)	VAN	Service Manager	(WPG)	VAN
Café Coach	(WPG)	VAN	Senior Service Attendant	(WPG)	VAN
Coach	(WPG)	VAN			
Skyline	(WPG)	VAN	Senior Service Attendant	(WPG)	VAN
Sleeper	(WPG)	VAN	Service Attendant	(WPG)	VAN
Sleeper	(WPG)	VAN			
Diner	(WPG)	VAN	Service Coordinator	(WPG)	VAN
			Ass't Service Coordinator	(WPG)	VAN
			Chef	(WPG)	VAN
			Service Attendant	(WPG)	VAN
			Service Attendant	(WPG)	VAN
			Service Attendant*	(CLG)	VAN
Sleeper	(WPG)	VAN	Service Attendant**	(WPG)	VAN
Sleeper*	(CLG)	VAN			
Crew Sleeper	(CLG)	VAN			
Sleeper Lounge	(WPG)	VAN	Senior Service Attendant	(WPG)	VAN

NOTES:

- 1) Service Attendant* - Prepares Sleeper* for service at CLG
- 2) Service Attendant** - Assists in diner, WPG-CLG, if required

ORGANIZATIONAL CHART FOR

Train #: 1 From: Winnipeg To: Vancouver
 Peak

Train #: 2 From: Vancouver To: Winnipeg (PEAK)

Car Consist		Crew Consist
Baggage	Vancouver	Service Manager
Coaches (2)	Vancouver	
Café Coach	Vancouver	Senior Service Attendant
Skyline	Vancouver	Senior Service Attendant Service Coordinator Chef Service Attendant Service Attendant (CLG)
Sleeper	Vancouver	Service Attendant
Sleeper	Vancouver	
Sleeper	Vancouver	Service Attendant
Sleeper	Vancouver	
Diner	Vancouver	Service Coordinator Chef Asst. Service Coordinator Service Attendant Service Attendant Service Attendant (CLG) Service Attendant (CLG)
Sleeper	Vancouver	Service Attendant
Sleeper	Vancouver	
Sleeper	Vancouver	Service Attendant*
Sleeper (CLG)	Vancouver	Service Attendant
Sleeper (CLG)	Vancouver	
Sleeper Lounge	Vancouver	Senior Service Attendant

NOTE:

- 1) Service Attendant* - to assist in Diner if required

ORGANIZATIONAL CHART FOR

Train #: 3 From: Winnipeg To: Vancouver

 Off Peak

Train #: 4 From: Vancouver To: Winnipeg

Car Consist		Crew Consist
Baggage	Vancouver	Service Manager
Café Coach	Vancouver	Senior Service Attendant
Dayniter		
Skyline	Vancouver	Senior Service Attendant Service Coordinator Chef Asst. Service Coordinator
Sleeper	Vancouver	Service Attendant
Sleeper	Vancouver	

ORGANIZATIONAL CHART FOR

Train #: 3 From: Winnipeg To: Vancouver
 Peak
 Train #: 4 From: Vancouver To: Winnipeg

Car Consist		Crew Consist
Baggage	Vancouver	Service Manager
Café Coach	Vancouver	Senior Service Attendant
Dayniter		
Skyline	Vancouver	Senior Service Attendant
Sleeper		Service Attendant
Sleeper		
Diner	Vancouver	Service Coordinator Chef Asst. Service Coordinator Service Attendant Service Attendant
Sleeper	Vancouver	Service Attendant
Sleeper	Vancouver	

ORGANIZATIONAL CHART FOR

Train #: 5 From: Edmonton To: Jasper-Prince Rupert
 Off Peak

Train #: 6 From: Prince Rupert-Jasper To: Edmonton

Car Consist		Crew Consist
Baggage Sleeper (crew)	Pr. Rupert	
Dayniter	Pr. Rupert	
Café Lounge	Pr. Rupert	Service Coordinator Chef Service Attendant
Sleeper	Pr. Rupert	Service Attendant*

NOTE : *Assists in meal service when required.

ORGANIZATIONAL CHART FOR

Train #: 5 From: Edmonton To: Jasper-Prince Rupert
 Peak

Train #: 6 From: Prince Rupert-Jasper To: Edmonton

Car Consist		Crew Consist
Baggage Sleeper (crew)	Pr. Rupert	
Dayniter	Pr. Rupert	
Dayniter	Pr. Rupert	
Café Lounge	Pr. Rupert	Senior Service Attendant Service Coordinator Chef Service Attendant
Sleeper	Pr. Rupert	Service Attendant
Sleeper	Pr. Rupert	

ORGANIZATIONAL CHART FOR

Train #: 8, 106, 108/148 From: Winnipeg/Sioux Lookout To: Capreol
All Year

Train #: 7, 107/149 From: Capreol, Sioux Lookout To: Winnipeg

Car Consist		Crew Consist
Baggage Sleeper	Capreol	Senior Service Attendant
Café Coach		

NOTES :

- 1) Senior Service Attendant Job 1 performs duties in both the Baggage Sleeper and Café Coach. Occupancy of baggage sleeper low. Senior Service Attendant can handle both cars.
- 2) Trains #108 and #107 employee released at Sioux Lookout.
- 3) Train #8, 107 and 7 – When coach added between Hornepayne and Capreol, there will not be an augmentation of crew.
- 4) Trains #108 and 107 – 6 coaches and 1 baggage car added (Trains #148 and 149)
- 5) At present there is no augmentation.
- 6) Train #148-149 Winnipeg-Sioux Lookout.
- 7) If augmentation is required – a Service Attendant will be assigned to assist.

ORGANIZATIONAL CHART FOR

Train #: 11 From: Halifax To: Montreal
 Off Peak
 Train #: 12 From: Montreal To: Halifax

Car Consist	Crew Consist
Baggage	Service Manager
Coach	
Café Coach Lounge	Senior Service Attendant
Dayniter	Service Attendant
Sleeper	
Diner	Service Coordinator Chef Assistant Service Coordinator Service Attendant
Sleeper	Service Attendant*
Sleeper Lounge	Senior Service Attendant

NOTE : 1) Service Attendant* - to assist in Diner when required.

ORGANIZATIONAL CHART FOR

Train #: 11 From: Halifax To: Montreal
 Peak
 Train #: 12 From: Montreal To: Halifax

Car Consist	Crew Consist
Baggage Coach Coach	Service Manager
Café Lounge	Senior Service Attendant Senior Service Attendant
Dayniter Sleeper	Service Attendant
Sleeper	Service Attendant*
Diner	Service Coordinator Chef Assistant Service Coordinator Service Attendant Service Attendant
Sleeper Sleeper	Service Attendant
Sleeper Lounge	Senior Service Attendant

NOTE :

- 1) Service Attendant* assists with meal service in Dining Car.

ORGANIZATIONAL CHART FOR

Train #: 15-17
Off Peak

From: Moncton-Gaspé To: Montreal

Train #: 14-16

From: Montreal To: Gaspé-Moncton

Car Consist		Crew Consist
Baggage Sleeper	MCTN	Service Manager (MCTN)
Baggage	GSPÉ	
Sleeper	GSPÉ	Service Attendant*
Dayniter	GSPÉ	
Café Lounge	GSPÉ	Senior Service Attendant Service Coordinator Chef
Coach	GSPÉ	Senior Service Attendant
Coach	MCTN	
Café Coach	MCTN	
Dayniter	MCTN	Service Attendant
Sleeper	MCTN	
Diner	MCTN	Service Coordinator Assistant Service Coordinator Chef Service Attendant
Sleeper Lounge	MCTN	Senior Service Attendant

NOTE :

- 1) Service Attendant* to assist in Café Lounge when required.

ORGANIZATIONAL CHART FOR

Train #: 15-17 From: Moncton-Gaspé To: Montreal
 Peak

Train #: 14-16 From: Montreal To: Gaspé-Moncton

Car Consist		Crew Consist
Baggage	MCTN	Service Manager (MCTN)
Baggage Sleeper	GSPÉ	
Sleeper	GSPÉ	Service Attendant
Dayniter	GSPÉ	
Café Lounge	GSPÉ	Senior Service Attendant Service Coordinator Chef Service Attendant
Coach	GSPÉ	Senior Service Attendant
Coach	MCTN	
Café Coach	MCTN	
Dayniter	MCTN	Service Attendant
Sleeper	MCTN	
Sleeper	MCTN	Service Attendant*
Diner	MCTN	Service Coordinator Chef
		Assistant Service Coordinator Service Attendant
Sleeper Lounge	MCTN	Senior Service Attendant

NOTE :

- 1) Service Attendant* assists with Meal Service Moncton Dining Car.

ORGANIZATIONAL CHART FOR

Train #: 40 From: Toronto To: Ottawa
 All Year
Train #: 41 From: Ottawa To: Toronto

Car Consist	Crew Consist
L.R.C.	
Club	Senior Service Attendant
Coach	Service Attendant
Coach	

ORGANIZATIONAL CHART FOR

Train #: 43 From: Ottawa To: Toronto
 All Year
Train #: 44 From: Toronto To: Ottawa

Car Consist	Crew Consist
Coach	
Café Coach	Senior Service Attendant
Coach (ex. Tues./Wed.)	

ORGANIZATIONAL CHART FOR

Train #: 55 From: Montreal To: Toronto
 All Year
Train #: 56 From: Toronto To: Montreal

Car Consist	Crew Consist
Coach (Sun.)	
Café Coach (Fri., Sun.)	Senior Service Attendant
Coach	
Café Coach	Senior Service Attendant
Baggage	

NOTE: Any cart assistance will be provided by a Service Attendant.

ORGANIZATIONAL CHART FOR

Train #: 45 From: Ottawa To: Toronto
 All Year
Train #: 46 From: Toronto To: Ottawa

Car Consist	Crew Consist
L.R.C.	
Club Deluxe	Senior Service Attendant Service Attendant*
Coach	Senior Service Attendant
Coach	Senior Service Attendant
Coach (Thurs., Fri., Sun.)	Senior Service Attendant
Coach (Sun.)	Senior Service Attendant

*** May be required to assist other Senior Service Attendants.**

ORGANIZATIONAL CHART FOR

Train #: 59/49-58/48 From: Mtl.-Ott.-Brockville To: Toronto
 All Year

Train #: 59/58-49/48 From: Tor.-Brockville-Ott. To: Montreal

Car Consist			Crew Consist
Sleeper	(OTT)	Toronto	Senior Service Attendant
Coach	(OTT)	Toronto	
Coach	(MTL)	Toronto	
Coach	(MTL)	Toronto	
Café Bar Lounge	(MTL)	Toronto	Senior Service Attendant
Dayniter (over NHE Club)	(MTL)	Toronto	
Sleeper	(MTL)	Toronto	Senior Service Attendant
Sleeper	(MTL) except Sat.	Toronto	
Sleeper	(MTL) Sun.	Toronto	

NOTES :

- 1) Dayniter (overnight Club) employee not assigned.
- 2) SSS #2 to assist SSA #3 entraining, detraining, handling baggage.
- 3) Problem station for entraining, detraining and handling baggage, Dorval, Guildwood.
- 4) If second sleeper is added to #49-48 - no augmentation
 If fourth sleeper is added to #59-58 - no augmentation
 If fifth sleeper is added to #59-58 - a Service Attendant added

ORGANIZATIONAL CHART FOR

Train #: 61 From: Montreal To: Toronto
 All Year
Train #: 60 From: Toronto To: Montreal

Car Consist	Crew Consist
L.R.C.	
Club	Senior Service Attendant
Coach	Senior Service Attendant
Coach	Senior Service Attendant
Coach (Fri., Sat.)	Senior Service Attendant

ORGANIZATIONAL CHART FOR

Train #: 63 From: Montreal To: Toronto
 All Year
 Train #: 62 From: Toronto To: Montreal

Car Consist	Crew Consist
L.R.C.	
Club	Senior Service Attendant
Coach	Senior Service Attendant
Coach	Senior Service Attendant
Coach	Senior Service Attendant
Coach	Senior Service Attendant
Club Deluxe	Senior Service Attendant Service Attendant*

NOTE : May be required to assist other Senior Service Attendants.

ORGANIZATIONAL CHART FOR

Train #: 71 From: Toronto To: Windsor
 All Year
Train #: 70 From: Windsor To: Toronto

Car Consist	Crew Consist
Club	Senior Service Attendant
Coach	
Café Coach	Senior Service Attendant
Coach	
Café Coach	Senior Service Attendant
Coach	
Coach	

ORGANIZATIONAL CHART FOR

Train #: 77 From: Toronto To: Windsor
 All Year
 Train #: 78 From: Windsor To: Toronto

Car Consist	Crew Consist
Baggage	
Club	Senior Service Attendant
Coach Café Coach Coach	Senior Service Attendant Service Attendant
Café Coach (Thurs., Fri., Sun.) Coach (Thurs., Fri., Sun.) Coach (Thurs., Fri., Sun.)	Senior Service Attendant Service Attendant

ORGANIZATIONAL CHART FOR

Train #: 93 From: Winnipeg To: Churchill
 Off Peak
 Train #: 92 From: Churchill To: Winnipeg

Car Consist		Crew Consist
Baggage	CCHL	
Dayniter	CCHL	
Dayniter (The Pas)	CCHL	
Café Lounge CCHL		Service Coordinator Chef Service Attendant
Sleeper*	CCHL	Service Attendant*

NOTES :

- 1) #93 ex Winnipeg – Sun., Tues., Thurs.
 #92 ex Churchill – Tues., Thurs., Sat.

- 2) * Service Attendant assists in Meal Service Car.

- 3) If coach added – A Senior Service Attendant in bar added if required.

- 4) If sleeper added - A Service Attendant in Meal Service Car added if required.

ORGANIZATIONAL CHART FOR

Train #: 93 From: Winnipeg To: Churchill
 Peak
 Train #: 92 From: Churchill To: Winnipeg

Car Consist		Crew Consist
Baggage	CCHL	
Dayniter	CCHL	
Dayniter	CCHL	
Café Lounge	CCHL	Senior Service Attendant Service Coordinator Chef Service Attendant
Sleeper	CCHL	Service Attendant*
Sleeper	CCHL	

NOTES :

- 1) #93 ex Winnipeg – Sun., Tues., Thurs.
 #92 ex Churchill – Tues., Thurs., Sat.

ORGANIZATIONAL CHART FOR

Train #: 129 From: Toronto-Cochrane To: Kapuskasing
All Year

Train #: 128 From: Kapuskasing To: Cochrane-Toronto

Car Consist		Crew Consist
Baggage	Cochrane	
Coaches	Cochrane	
Café Coach Lounge	Kapuskasing	Senior Service Attendant
Sleeper	Kapuskasing	Senior Service Attendant*

NOTES :

- *1) If sleeper is added – Senior Service Attendant* performs duties in both sleepers
- 2) If two (2) sleepers are added – Service Attendant added to handle service.

ORGANIZATIONAL CHART FOR

Train #: 133 From: Montreal To: Chicoutimi
All Year

Train #: 132 From: Chicoutimi To: Montreal

Car Consist		Crew Consist
Baggage	Chicoutimi	
Café Coach	Chicoutimi	Senior Service Attendant
Coach	Chicoutimi	
Coach (Friday only)	Chicoutimi	

NOTE :

- D. Augmentation same principal as conventional corridor train.
(i.e. 4th car added will be a Café Coach. Senior Service Attendant will be assigned.)

ORGANIZATIONAL CHART FOR

Train #: 135 From: Montreal To: Senneterre/Cochrane
All Year

Train #: 134 From: Cochrane/Senneterre To: Montreal

Car Consist		Crew Consist
Baggage	Senneterre	
Baggage/Coach	Cochrane	
Coach	Senneterre	
Café Coach Lounge	Senneterre	Senior Service Attendant
Coach #141-142	Senneterre	
Sleeper	Senneterre	Senior Service Attendant

NOTE :

- 1) Trains #135-134 If 2nd coach added no augmentation in personnel.
 If 3rd coach is added, it will be a café coach with a Senior Service Attendant.
- 2) Trains #141-142 If 3rd coach added, it will be a café coach with Senior Service Attendant.
- 3) If a sleeper is added, no augmentation.
- 4) If two (2) sleepers are added, augment with Service Attendant (SLPRS)

APPENDIX 4

March 6, 1986

Our File: 25-8315-1-2

Mr. T.N. Stol
Acting National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. Stol:

Article 4.26(g) of the Memorandum of Agreement renewing Collective Agreement No. 2 states that assigned employees, upon completion of training or vacation, "may" be required to operate from the spare board to equalize hours for protection of the guarantee.

It is our understanding that, when an assigned employee operates from the spare board in these circumstances, the employee will not be called for a spare trip which would prevent him/her from taking his/her regular assignment.

If you concur with this understanding, would you please so indicate by signing below.

Yours truly,

(signed A. Gagné)

A. Gagné
Director, Labour Relations

I Concur:

(signed T.N. Stol)

T.N. Stol

c.c. G. Boudreau
A. Cerilli
G. Côté
A. Craig
R. Stevens
R. Arnold

APPENDIX 5

March 6, 1986

Our File: 25-8315-1-2

Mr. T.N. Stol
Acting National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. Stol:

During negotiation of the renewal of Collective Agreement No. 2 you had expressed a desire to have Bereavement Leave for regularly assigned employees to be taken without disruption of their guarantee. You were assured that the Corporation would reestablish the practice of giving employees three days' Bereavement Leave and protecting their guarantee, effective March 6, 1986.

Yours truly,

(signed A. Gagné)

A. Gagné

Director, Labour Relations

AG/pg

APPENDIX 6 BILINGUALISM

A national approach will be utilized for identifying and providing the bilingual requirements of the Corporation in order to serve the travelling public. Representatives of the Union and the Corporation will meet to discuss the bilingual requirements for the System before any changes are implemented.

Both parties recognize that there are already many employees with bilingual skills. Where bilingual employees are already available in the positions required, and are prepared to serve in a bilingual capacity, formal designation would be unnecessary. Accordingly, attention will be focused on identifying specific positions only when the status quo has failed to fulfill the needs.

If the Union disagrees with the designation of any specific position to satisfy the needs of the travelling public or to comply with the Official Languages Act, a grievance may be commenced at Step 3 of the Grievance Procedure within 60 days of receiving the Corporation's decision to designate said position. If the grievance is not regulated at Step 3, the matter may be referred to arbitration in an expedited manner.

A language training bulletin will be posted twice per year for a 15-day period, inviting applications from employees desiring to qualify in the bilingual requirements for positions covered by this Agreement. Unilingual employees will be given language training in seniority order, or as mutually arranged. Employees having completed the home study language training will be compensated 40 hours pay at the classification rate of pay last worked immediately prior to commencing training for each module completed.

Employees who would prefer to study the second language at community colleges or local educational institutions, shall, with prior approval of the Corporation, receive full reimbursement for tuition fees, and required learning materials, upon presentation of proof of successful completion of the course.

After a position has been designated bilingual, efforts to staff it with a bilingual employee will be made if and when the regularly assigned position becomes vacant. Bilingual employees who are working on other positions will not be forced to fill bilingual positions, unless it is necessary to staff a customer contact position with a bilingual employee to comply with the Official Languages Act.

In any event, no employees will be compelled to accept work outside their home stations or terminals, or off their regularly assigned train solely because of bilingualism.

Unilingual employees will not be laid-off or forced to take the spare board solely because they are not bilingual. If in the case of a reduction of staff, a unilingual employee would otherwise have been laid-off solely because he is not bilingual, he would in that case be permitted to displace a junior employee from a designated bilingual position. A unilingual employee who by reason only of not being bilingual, is unable to hold a position at his existing rate of pay, will be assured maintenance of earnings, until he is trained for a bilingual position.

If at the time of the staff reduction (for whatever reason) a unilingual employee is unable to hold a position at his existing rate of pay, solely because he is not bilingual, and is required to take a lower-rated position, he will be assured maintenance of earnings at his existing rate of pay, until he is trained for a bilingual position. If he is subsequently able to hold a position at least equal to the level of his maintenance of earnings, the maintenance of earnings will thereupon be eliminated. However, if he subsequently again is compelled to take a lower-rated position, solely because he is not bilingual, he will again be assured maintenance of earnings, and so on, until he is trained for a bilingual position.

Unilingual employees who are holding designated jobs on the date this agreement comes into effect, who are presently rated at the "C" level in the second language, and whose test results indicate that they could achieve bilingual status with a minimum exposure to immersion training, will be offered such training, with salary protection for up to four (4) weeks salary at their basic rate of pay, if the employee requests it.

APPENDIX 7
CANADIAN NATIONAL RAILWAY COMPANY
CP RAIL

MONTREAL, QUEBEC
March 5, 1982

Mr. J.D. Hunter
Chairman,
Associated Non-Operating
Railway Unions
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

(To be signed with
Individual Bargaining Unit)

Dear Mr. Hunter:

This has reference to discussions during current contract negotiations with respect to the railways' proposal regarding the desirability of undertaking special arrangements for an employee who becomes physically disabled during the course of his employment and is unable to perform the regular duties of his assigned position and is unable to exercise his seniority on a position which he is capable of performing.

This letter will confirm our understanding that, in such circumstances, the proper officer of the Company and the General Chairman of the Union concerned will meet to see if arrangements can be made to provide employment to the employee concerned within the bargaining unit. The parties may by mutual agreement, place a disabled employee on a position that his qualifications and ability allow him to perform, notwithstanding that it may be necessary to displace an able bodied employee in the bargaining unit so as to provide suitable employment. The permanently assigned employee so displaced will be allowed to exercise seniority onto a position within the bargaining unit that he is qualified for and has the ability to perform.

A disabled employee placed on a position shall not be displaced by an able-bodied employee so long as he remains on that position except when a senior employee is otherwise unable to hold a position within his seniority group.

Should the disabled employee subsequently recuperate, he shall be subject to displacement, in which case such employee will exercise seniority rights. When a senior able bodied employee believes that the provisions of this letter will result in undue hardship, the General Chairman may discuss the circumstances with the Company.

The above understanding is to provide guidelines for assisting disabled employees to continue to be employed.

If you are in accord with the above, would you please so indicate below.

Yours truly,

(Signed W.H. Morin)
Vice-President
Labour Relations
Canadian National Railway
Company

(Signed R. Colosimo)
Vice-President
Industrial Relations,
CP Rail

I CONCUR:

(Signed J. Hunter)
Chairman
Associated Non-Operating
Railway Unions

APPENDIX 8

May 1, 1986

Our File: 25-8315-1-2

Mr. T. McGrath
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. McGrath:

With the introduction of the OBS Train Crewing Program effective June 13, 1986, there will be changes in the guarantee provisions. At the same time, employees adversely affected by the implementation of the OBS Train Crewing Program will have the benefits of the Special Agreement. In the light of the foregoing, there may be a contradiction between an employee's desire to protect his guarantee under the new Collective Agreement, and his obligation to protect his Maintenance of Earnings under the Special Agreement.

1. Where there is an employee decision to be made, he should give first priority to protecting his Maintenance of Earnings under the special Agreement.
2. An employee is required to change assignments because of the Train Crewing Program or future "Article J" or "Article 8" changes, and has the choice between immediately taking a new assignment in a lower classification thereby protecting his guarantee under the Collective Agreement, or taking a new assignment in his regular classification which may only begin some time after expiry of the layover of his previous assignment.
3. If he acted to protect his guarantee under the Collective Agreement by taking a lower-rated position, he would lose his Maintenance of Earnings under the Special Agreement.

4. If he acted to protect his Maintenance of Earnings he may lose a part of his guarantee for that 8-week averaging period, but his minimum of 320 hours at regular pay would be protected by virtue of Maintenance of Earnings.
5. In most, if not all cases, it would appear to be to the employee's advantage to act in a manner that ensures protection of his Maintenance of Earnings.

I trust that the foregoing resolves this question to your satisfaction.

Yours truly,

(Signed A. Gagné)

A. Gagné

Director, Labour Relations

AG/pg

APPENDIX 9

Duties & Responsibilities

Service Manager

- Reports to Service & Sales Supervisor for briefing (service changes, transportation advices, revenue targets, employee work records, etc.) and participates in assignment of crew to specific areas of work and/or tasks in accordance with predetermined guidelines (activity cards).
- Briefs Service Coordinators and Senior Service Attendants as to their reporting times re their own work requirements (activity cards) and those of their subordinates. Briefing will also cover such items as service changes, transportation advices and revenue targets.
- At major terminals, receives sleeping car passengers at reception desk.
- Entrains and detrains in sleeping cars and dayneters as and when required.
- Collects transportation and sells cash fares in sleeping cars and dayneters as and when required and turns same over to Service Coordinators (when operated) to include with his/her remittance.
- At originating terminals, checks all cars to ensure they have been properly serviced, set-up, all major systems are functioning and employees are ready to receive passengers and takes appropriate action as warranted.
- Supervises entraining and detraining enroute.
- At regular intervals, observes all employees in the performance of their duties to ensure service standards are maintained and takes appropriate action as warranted (incl. positive reinforcement).
- At regular intervals, patrols train (incl. coaches) and obtains passenger reaction to services offered taking immediate action, if warranted, and/or passes this information along to management for further handling (i.e. service discrepancies, employee performance, product offerings).

- Alters individual employees activity cards, when necessary, to conform with unexpected fluctuations in service demands, justifying these changes in writing to Services & Sales Supervisor.
- Coordinates the dissemination of information re train delays, time changes, etc. to employees and passengers.
- Collaborates with Train Conductor re second stops, unscheduled stops, unusual incidents impacting of safer operation of train, etc.
- Collaborates with Service Coordinator to ensure service to passengers available in both “Official Languages”.
- Provides on-the-job guidance and counselling to newly appointed Service Coordinators and Senior Service Attendants.
- Participates in the revenue and expense budget process (preparation and analysis) for trains operated under their jurisdiction.
- Prepares and/or collects employee performance reports at end of each trip, ensuring individual employees receive appropriate feedback.
- Resolves, to the best of his/her ability, all matters related to customer complaints and/or potential complaints as well as employee – customer and/or employee – employee differences.
- At end of trip, provides Service & Sales Supervisor with a detailed written account (log) of his/her assessment of the trip.
- Other related duties as assigned by Service & Sales Supervisor.

Service Coordinator

- Reports to Service Manager (where operated) or Service & Sales Supervisor for briefing re service changes, transportation advices, revenue targets, subordinate employees' work records and assignment of individual activity cards for Assistant Service Coordinator and Service Attendants.
- Briefs Assistant Service Coordinator, Chef and Service Attendants at their reporting times re their own work requirements (activity cards). Briefing will also cover relevant information pertaining to service changes, transportation advices and revenue targets.
- Collects transportation and sells cash fares in sleeping cards and dayneters as and when required.
- Entrains and detrains in sleeping cars and dayneters as and when required.
- Directs the requisitioning of refreshment, food and equipment supplies for meal service and sleeping cars.

Supervises the loading, unloading and rotation of supplies in meal service cars.

- Directs the activities of Assistant Service Coordinator and Service Attendants in meal service (dining room, pantry and kitchen), dayneters and sleeping cars.
- Alters individual employees' activity cards, when necessary, to meet unexpected fluctuations in service demands, justifying these changes to the Service Manager.
- Directs and coordinates meal sitting for meal service cars.
- Provides meal and refreshment service in meal service cars on an as required basis.
- Collaborates with Service Manager to ensure service to passengers in both "Official Languages".

- Provides on-the-job guidance and counselling to newly appointed Assistant Service Coordinators and Service Attendants.
- Prepares performance reports at end of each trip for each employee under his/her jurisdiction, ensuring employees receive appropriate feedback.
- Collects and remits all company revenues derived from meal service and sleeping car operations.
- At regular intervals, checks performance of subordinate positions to ensure service standards are maintained and takes appropriate action as warranted (incl. positive reinforcement).
- Collaborates with Service Manager in the resolution of complaints and/or potential complaints emanating from meal service or sleeping cars.
- At end of trip, provide Service Manager (where operated) or Service & Sales Supervisor with a verbal and/or written account of his/her assessment of services provided under his/her jurisdiction.
- Other related duties as assigned by Service Manager or Service & Sales Supervisor.

Assistant Service Coordinator

- Reports to Service Coordinator for briefing re service changes, transportation advices, revenue targets and work assignments (activity cards).
- At major terminals, assists Service Manager with reception of sleeping car passengers at reception desk and collects transportation for turnover to Service Coordinator.
- Collects transportation and sells cash fares in sleeping cars and dayneters as and when required.
- Entrains and detrains in sleeping cars and dayneters as and when required.
- Assists with the loading and unloading of supplies in meal service cars.

- Canvasses and takes reservations for meal sittings for meal service cars as directed by Service Coordinator.
- Makes all bilingual announcements re train delays, time changes and meal sittings throughout train.
- Assists Service Manager and Service Coordinator with provision of service to passengers in both “Official Languages”.
- Administers first-aid and/or oxygen, when required, to passengers or employees.
- Prepares requisitions for refreshment, food and equipment supplies for meal service and sleeping cars.
- Assists with reception of passengers and service of meals and refreshments in meal service cars.
- Assists in pantry of meal service cars, as and when required.
- Assists in sleeping cars with preparation of reserved accommodation space for daytime and night occupancy.
- Patrols sleeping cars and dayneters when Service Attendants on rest periods.
- Provides snack and/or refreshment service in relief of Senior Service Attendants during their meal and/or regular rest periods.
- Assumes duties of Service Coordinator in meal service cars when the latter is required in other areas of the train.
- Other related duties as assigned by Service Coordinator.

Senior Service Attendant

- Reports to Service Manager (where operated) or Service & Sales Supervisor for briefing re service changes, transportation advices, revenue targets and work assignments (activity cards).
- Entrains and detrains in sleeping car, sleeper lounge, dayniter, club and club deluxe cars.
- Collects transportation and sells cash fares in sleeping car, sleeper lounge, club and club deluxe cars.
- Provides take-out and sit down snack service and/or refreshment service in snack, lounge, sleeper lounge, club and LRC coach cars.
- Provides full meal and refreshment service in club deluxe cars.
- Collects and remits company revenue for sleeping car, sleeper lounge, snack, lounge, club, club deluxe and LRC coach cars.
- Directs the activities of Service Attendants when operated as second person in Club Deluxe cars or supplementary cart service provided from snack car.

Requisitions all food, refreshment and equipment supplies for cars in which he/she operates.

- Loads, stores, rotates and unloads all supplies for cars in which he/she operates.
- Maintains cars and/or work areas for which responsible in a clean and tidy condition.
- Provides service in sleeping car, sleeper lounge, snack, lounge, club, club deluxe and LRC coach cars in accordance with prescribed company standards.
- Prepares sleeping car reserved accommodation space for daytime and/or night occupancy.
- Other related duties as assigned by Service Manager or Service & Sales Supervisor.

Service Attendant

- Reports to Service Coordinator or Senior Service Attendant for briefing re service changes, transportation advices, revenue targets and work assignments (activity cards).
- Entrains and detrains in sleeping, daynitters and club deluxe cars.
- Collects transportation in sleeping cars and daynitters and turns same over to Service Coordinator.
- Receives, seats, takes orders and provides full meal and refreshment service to passengers in meal service and club deluxe cars.
- Sets up dining areas of meal service cars in accordance with company standards.
- Washes and sanitizes dishes, cutlery, glasses in pantry of meal service cars.
- Requisitions, stores and strips linen for cars in which he/she is operated.
- Maintains cars and/or individual work areas in which he/she in operated in clean and tidy condition.
- Prepares vegetables and coffee in kitchen area of meal service cars.
- Prepares salads, sundaes in pantry area of meal service cars.
- Provides snack and refreshment service from a cart when used to supplement service from a conventional snack car; collects revenue derived from sale of items available from cart and turns same over to Senior Service Attendant.
- Prepares sleeping car reserved accommodation space for daytime and/or night occupancy.
- Patrols sleeping cars and daynitters when other Service Attendants on regular rest periods to protect service requirements.

- Assists with requisitioning of all food, refreshment and equipment supplies for cars designated by Service Coordinator or Senior Service Attendant.
- Assists with loading, storing, rotating and unloading of supplies for cars designated by Service Coordinator or Senior Service Attendant.
- Provides service in sleeping cars, meal service, dayniter, coach and club deluxe cars in accordance with prescribed company standards.
- Other related duties as assigned by Service Coordinator or Senior Service Attendant.

Chef

- Reports to Service Coordinator for briefing (service changes, transportation advices, and work assignments [activity cards]) for self and Cook, when operated.
- Briefs Cooks at their reporting time re their work assignment (activity card) and service changes.
- Supervises all personnel working in kitchen area of meal service cars.
- Directs all aspects of food preparation in meal service cars.
- Washes all main entrée platters when operated alone in kitchen.
- Maintains kitchen area of meal service cars in clean and tidy condition.
- Supervises the requisitioning, storing, rotating and unloading of supplies for kitchen area of meal service cars.
- Prepares, portions and plates all food emanating from the kitchen of meal service cars.
- Provides on-the-job guidance and counselling to newly appointed Cooks.
- Other related duties as assigned by Service Coordinator.

Cook

- Reports to Chef or Service Coordinator for briefing re work assignment (activity card) and service changes.
- Assists with requisitioning, storing, rotating and unloading of supplies for kitchen area of meal service cars.
- Washes all main entrée platters.
- Assists Service Attendants with washing and sanitizing of cutlery, glasses, dishes.
- Assists with preparation, plating and garnishing of all food emanating from kitchen area of meal service cars.
- Assists with maintenance of kitchen area in meal service cars in clean and tidy condition.
- Other related duties as assigned by Chef or Service Coordinator.

Note: When operated without Chef, assumes direct responsibility for all activities in kitchen area of meal service cars

APPENDIX 10

March 6, 1986

Our File: 25-8315-1-2

Mr. T.N. Stol
Acting National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. Stol:

This refers to the recently concluded agreement covering On-Board Services employees (Collective Agreement No. 2).

Although the question of pensions does not form part of any collective agreement, this will confirm the assurance we have given you that, effective March 1, 1986, employees covered by Collective Agreement No. 2 who retire between the ages of 55 and 60 will be entitled to an unreduced pension in accordance with the VIA Pension Plan for Employees in Schedule Positions.

If you are in agreement with the foregoing would you please so indicate by signing below.

Yours truly,

(Signed A. Gagné)
A. Gagné
Director, Labour Relations

I agree:

(Signed T.N. Stol)
T.N. Stol

c.c. G. Boudreau
A. Cerilli
G. Côté
A. Craig
R. Stevens
R. Arnold

APPENDIX 11

May 1, 1986

Our File: 25-8315-1-2

Mr. T. McGrath
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. McGrath:

During our many discussions on the introduction of the new O.B.S. Train Crewing Program, concern was frequently expressed by you and your negotiating committee about the application of Special Agreement benefits to this change.

The question arises because the change will be introduced at a time when we are going from an off-peak level of operation to a peak level of operation. Consequently, although the Program results in a reduction of jobs, the reduction will not be felt at the time of introduction. It will really only be felt several months later, when we go from the peak season to the off-peak level of operations.

You sought assurance that, although the Program will be introduced in June, we would be cognizant of the adverse effects which will be felt in the fall. Our discussions on April 17 led to the following conclusions:

1. According to our present information on equipment planned for long-haul trains this coming fall, there will be 111 fewer regular assignments than would have been the case without the Program. By Region, they are:

VIA Atlantic	29
VIA Quebec	12
VIA Ontario	25
VIA West	45
Total	<u>111</u>

Based on today's information, up to 111 employees would be able to elect early retirement and the Separation Plan of the Special Agreement. When staff reductions are made in the fall, qualified employees age 55 to 60 as well as those 60 and over would be permitted to take Separation in accordance with the Special Agreement. Although staff reductions will not be made until the fall, qualified employees age 60 or over would be permitted to elect the Separation Plan in June.

However, for each employee who takes Separation in June, the total figure of 111 would be reduced. For example, in VIA Quebec there could be a total of 12 Separations. Suppose 2 employees elected Separation in June. This would mean that maximum number in VIA Quebec permitted to take Separation in the fall would be 10.

2. Maintenance of Earnings will have to be based on the rate of the position held as a regular assignment on June 12, 1986. However, if an individual does not establish entitlement to Maintenance of Earnings at the introduction of the Program on June 13, he may still establish entitlement in the fall of 1986. Accordingly, an employee who is compelled to take a regular assignment on June 12, will be able to have Maintenance of Earnings in keeping with the Special Agreement.

3. You also raised a caution with regard to the new Employment Security provisions. Although there will be the normal seasonal reductions in employment in the coming fall, we have already mentioned that there will also be a loss of 111 jobs attributable to the O.B.S. Train Crewing Program. Accordingly, the lay-off of the senior 111 of the employees in the fall of 1986 can only be done if it would not result in an employee having 4 or more years of service laid off as a result, in keeping with the Employment Security provisions.
4. The figure of 111 mentioned in items 1) and 3) above is based on the best information we have today. It will be further reviewed in the fall of 1986.

I trust the foregoing accurately reflects our discussions.

Yours truly,

(Signed A. Gagné)

A. Gagné

Director, Labour Relations

**APPENDIX 12
WAGE SCALE**

Classification		2001		2002		2003	
Level	Months	Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
Service Manager (Transcon)	0-6 mths	\$893.60	\$22.34	\$915.60	\$22.89	\$937.20	\$23.43
	7-12 mths	\$933.60	\$23.34	\$956.00	\$23.90	\$978.80	\$24.47
	13-18 mths	\$963.20	\$24.08	\$986.80	\$24.67	\$1,010.00	\$25.25
	19 & over	\$993.20	\$24.83	\$1,017.20	\$25.43	\$1,041.20	\$26.03
Service Manager (Corridor)	0-6 mths	\$810.40	\$20.26	\$832.00	\$20.80	\$853.60	\$21.34
	7-12 mths	\$846.40	\$21.16	\$868.80	\$21.72	\$891.60	\$22.29
	13-18 mths	\$873.60	\$21.84	\$896.80	\$22.42	\$920.00	\$23.00
	19 & over	\$900.40	\$22.51	\$924.40	\$23.11	\$948.40	\$23.71
Service Manager (Remote)	0-6 mths	\$810.40	\$20.26	\$832.00	\$20.80	\$853.60	\$21.34
	7-12 mths	\$846.40	\$21.16	\$868.80	\$21.72	\$891.60	\$22.29
	13-18 mths	\$873.60	\$21.84	\$896.80	\$22.42	\$920.00	\$23.00
	19 & over	\$900.40	\$22.51	\$924.40	\$23.11	\$948.40	\$23.71
Service Coordinator	0-6 mths	\$753.20	\$18.83	\$774.80	\$19.37	\$796.40	\$19.91
	7-12 mths	\$786.40	\$19.66	\$809.20	\$20.23	\$831.60	\$20.79
	13-18 mths	\$811.60	\$20.29	\$834.80	\$20.87	\$858.40	\$21.46
	19 & over	\$836.80	\$20.92	\$860.80	\$21.52	\$884.80	\$22.12
Assistant Service Coordinator	0-6 mths	\$621.20	\$15.53	\$640.40	\$16.01	\$659.60	\$16.49
	7-12 mths	\$644.40	\$16.11	\$664.40	\$16.61	\$684.40	\$17.11
	13-18 mths	\$668.00	\$16.70	\$688.40	\$17.21	\$708.80	\$17.72
	19-24 mths	\$691.20	\$17.28	\$712.40	\$17.81	\$733.60	\$18.34

	25-30 mths	\$714.40	\$17.86	\$736.40	\$18.41	\$758.40	\$18.96
	31 & over	\$776.40	\$19.41	\$800.40	\$20.01	\$824.40	\$20.61
Senior Service Attendant	0-6 mths	\$561.20	\$14.03	\$580.00	\$14.50	\$599.20	\$14.98
	7-12 mths	\$582.00	\$14.55	\$602.00	\$15.05	\$622.00	\$15.55
	13-18 mths	\$603.20	\$15.08	\$623.60	\$15.59	\$644.40	\$16.11
	19-24 mths	\$624.00	\$15.60	\$645.60	\$16.14	\$666.80	\$16.67
	25-30 mths	\$645.20	\$16.13	\$667.20	\$16.68	\$689.20	\$17.23
	31 & over	\$701.20	\$17.53	\$725.20	\$18.13	\$749.20	\$18.73
Service Attendant	0-6 mths	\$542.80	\$13.57	\$562.40	\$14.06		
	7-12 mths	\$563.20	\$14.08	\$583.20	\$14.58		
	13-18 mths	\$583.60	\$14.59	\$604.40	\$15.11		
	19-24 mths	\$604.00	\$15.10	\$625.60	\$15.64		
	25-30 mths	\$624.40	\$15.61	\$646.40	\$16.16		
	31 & over	\$678.80	\$16.97	\$702.80	\$17.57		
Chef	0-6 mths	\$713.60	\$17.84	\$735.60	\$18.39	\$757.20	\$18.93
	7-12 mths	\$745.60	\$18.64	\$768.00	\$19.20	\$790.80	\$19.77
	13-18 mths	\$769.20	\$19.23	\$792.80	\$19.82	\$816.00	\$20.40
	19 & over	\$793.20	\$19.83	\$817.20	\$20.43	\$841.20	\$21.03
Cook	0-6 mths	\$645.60	\$16.14	\$667.60	\$16.69	\$689.20	\$17.23
	7-12 mths	\$674.40	\$16.86	\$697.20	\$17.43	\$719.60	\$17.99
	13-18 mths	\$696.00	\$17.40	\$719.20	\$17.98	\$742.80	\$18.57
	19 & over	\$717.60	\$17.94	\$741.60	\$18.54	\$765.60	\$19.14

APPENDIX 13

July 30, 1987

Our File: 25-8315-1

Mr. T. McGrath
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. McGrath:

This refers to our discussion on July 30 about the application of the new pay structures in both Collective Agreement No. 1 and No. 2.

The settlement documents contain a "Note 1" indicating:

- If an employee is currently entitled to a rate of pay higher than his service/experience would entitle him to receive under the new.

The settlement documents also contain a "Note 2" which provides:

- Notwithstanding Note 1 above, employees who established seniority before January 1, 1987 will be entitled to step rate increases up to and including July 9, 1987 under former pay structures.

This will confirm our understanding that the words "currently entitled" in Note 1 are intended to mean the date of July 9, 1987. Given this common understanding, if an employee in Agreement No. 2 had at least 18 months' service on July 9, 1987, he would thereafter be entitled to the full rate of pay for a given classification to which he may be subsequently assigned even though the new wage structure reflected in Article 5.2 may indicate that he would have to have 79 weeks of service before being entitled to the full job rate.

Similarly, a clerical employee in Collective Agreement No. 1 who had 36 weeks' service on July 9, 1987 would thereafter be qualified for the full rate of pay of the clerical classification to which he may be subsequently assigned even though the new wage structure indicates that clerical employees must have at least 157 weeks' service to qualify for the job rate.

If the foregoing clearly reflects our understanding, would you please so indicate by signing below.

Yours truly,

(Signed A.D. Andrew)
A.D. Andrew
Director, Labour Relations

I concur:

(Signed T. McGrath)
T. McGrath

c.c. Messrs A. Cerilli
G. Côté
A. Craig
G. Murray
T. Stol

APPENDIX 14

April 20, 1989

Mr. T. McGrath
National Vice-President,
Canadian Brotherhood of Railway
Transport and General Workers
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. McGrath:

This will confirm our understanding pursuant to the Memorandum of Settlement signed April 20, 1989, that upon normal retirement, employees will be given an option to continue working until the last day prior to their retirement. They may receive a lump sum in lieu of pre-retirement vacation, which will not be included in earnings for the purpose of calculating pensionable earnings for the VIA Pension Plan for scheduled employees.

If the foregoing clearly reflects our understanding, would you please so indicate by signing below.

Yours truly,

(Signed A.D. Andrew)
A.D. Andrew
Director, Labour Relations

I concur:

(Signed T. McGrath)
T. McGrath

APPENDIX 15

April 20, 1989

Mr. T. McGrath
National Vice-President,
Canadian Brotherhood of Railway
Transport and General Workers
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. McGrath:

This will confirm our understanding with respect to employees who may be unable to apply for vacation prior to February 1st, as specified in Article 9.20 due to bonafide illness or authorized leave of absence.

It is understood that the Corporation will make available a space for one such employee to be added to each vacation period established by the Corporation. Such space will be made available in seniority order should more than one employee return to work on the same date.

If the foregoing clearly reflects our understanding, would you please so indicate by signing below.

Yours truly,

(Signed A.D. Andrew)

A.D. Andrew

Director, Labour Relations

I concur:

(Signed T. McGrath)

T. McGrath

APPENDIX 16

May 21, 1992

Mr. T.N. Stol
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. Stol:

During the negotiations for the renewal of Collective Agreement No. 2, the Brotherhood raised its concerns regarding problems experienced by employees who had to wait for their rooms to become available at Corporation-supplied lodging facilities, especially Maritime crews arriving at Montreal. There were also concerns raised concerning broken televisions and inadequate air conditioning.

This letter will confirm our understanding that the Corporation will follow-up on all specific complaints received from employees with regards to their lodging facilities and that the Corporation will take appropriate action to ensure that the lodging contracts are respected by the suppliers.

As a result of this commitment, the Brotherhood agreed to withdraw its demands concerning the above.

If this reflects our understanding, would you please indicate your concurrence by signing below.

Yours truly,

(signed C.C. Muggeridge)

C.C. Muggeridge
Department Director,
Labour Relations

I agree:

(signed T.N. Stol)

T.N. Stol
National Vice-President

APPENDIX 17

May 21, 1992

Mr. T.N. Stol
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. Stol:

During the negotiations for the renewal of Collective Agreement No. 2, the Brotherhood raised its concerns regarding the availability of stationery supplies and pocket calculators for use by On-Train Services employees, on-board.

This letter will confirm the Corporation's commitment to ensure that those stationery supplies required will be made available to employees at their reporting office. If employees handling revenues desire pocket calculators, same will be provided, however, the employee may be required to sign to acknowledge receipt of the calculator and agree to accept responsibility for its care and safe keeping.

As a result of this commitment, the Brotherhood agreed to withdraw its demand concerning the above.

If this reflects our understanding, would you please indicate your concurrence by signing below.

Yours truly,

(signed C.C. Muggeridge)
C.C. Muggeridge
Department Director,
Labour Relations

I agree:

(signed T.N. Stol)
T.N. Stol
National Vice-President

APPENDIX 18

May 21, 1992

Mr. T.N. Stol
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. Stol:

This will confirm our understanding concerning employees of Collective Agreement No. 2 who are declared to be medically unfit to perform their regular duties for the duration of their pregnancy, by reason of pregnancy.

The Corporation agrees to permit these employees to claim unfilled vacancies in Collective Agreement No. 1 for which they are qualified or qualifiable within a short period of time. The Corporation agrees to consider these employees for training to claim said unfilled vacancies, provided that said training can be provided without unreasonable additional expenses to the Corporation.

The proper officer of the Corporation and the Local Chairperson of Collective Agreement No. 1 and Collective Agreement No. 2 may enter in a local agreement should an employee desire to exercise the above noted option.

The employees so permitted to claim work in the other Agreement shall be paid the appropriate rate, as specified in Collective Agreement No. 1. Their seniority while working If the foregoing reflects our understanding, would you kindly so indicate by signing below.

Yours truly,

(signed C.C. Muggeridge)

C.C. Muggeridge
Department Director, Labour Relations

I agree:

(signed T.N. Stol)

T.N. Stol
National Vice-President

APPENDIX 19

May 21, 1992

Mr. T.N. Stol
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

SUBJECT: Recording of telephone calls from O.T.S. office

Dear Mr. Stol:

This will confirm our agreement that the Corporation will record all calls made from its O.T.S. offices to employees and that tapes of those calls will be retained for a period of one year.

Yours truly,

(signed C.C. Muggeridge)
C.C. Muggeridge
Department Director,
Labour Relations

I agree:

(signed T.N. Stol)
T.N. Stol
National Vice-President CBRT & GW

APPENDIX 20

May 21, 1992

Mr. T.N. Stol
National Vice-President
C.B.R.T. & G.W.
2300 Carling Avenue
Ottawa, Ontario
K2B 7G1

Dear Mr. Stol:

This will confirm our understanding with respect to Long Term Disability insurance for the employees of Collective Agreements No. 1 and No. 2.

It is agreed that the Corporation and the Union, on behalf of the employees, will seek bids during the closed period to provide the following:

- (a) Benefits will be payable after employee has exhausted UIC and weekly indemnity benefits and is still unfit to return to work.
- (b) Such an L.T.D. plan shall be purchased with up to 1% of total payroll.

It is understood that the employees, through payroll deductions, will bear all costs associated with the LTD plan and such costs will be paid by the employees. It is understood that the plan will apply to both bargaining units and participation will be mandatory for all members of both bargaining units. The Corporation will be responsible to ensure that claim forms are available to the employees, at their place of work. The Corporation will not be responsible for any claim. Any dispute concerning a claim or an employee's eligibility for these benefits will be strictly between the employee and/or his bargaining agent and the benefit carrier, and the Corporation will not be liable for any dispute or claim pertaining to this benefit whatsoever.

Yours truly,

(signed C.C. Muggeridge)

C.C. Muggeridge

Department Director, Labour Relations

I agree:

(signed T.N. Stol)

T.N. Stol

National Vice-President

APPENDIX 21

VIA RAIL CANADA INC.
and
C.A.W. National Council 4000
C.A.W. Local 100

Safety, Health and Environment

National Joint Committee

1. The Corporation and the Union are committed to creating and maintaining a safe and healthy place to work. To promote this objective, a National Joint Committee on Safety and Health will be established consisting of five (5) representatives of the C.A.W. and five (5) representatives of the Corporation. The meetings shall be facilitated by the Corporation's Senior Advisor, Safety and Health.
2. The mandate of the National Joint Committee on Safety and Health shall be as follows:
 - a) Meet twice a year or more often as mutually agreed. A summary listing of the items discussed at the meeting, including a written response, will be provided.
 - b) Before the Corporation finalizes Safety and Health policies, the Union members of the Committee will be given an opportunity to have input and make recommendations.
 - c) To recommend appropriate training program for the members of the Safety and Health Committees and Safety and Health Representatives. The National Joint Committee on Safety and Health may consider such training or instruction programs as it deems necessary.

- d) Review problems concerning serious or unusual situations relating to the safety and health of employees covered under the Collective Agreement as identified on behalf of C.A.W.-Canada by the System Health and Safety Legislative Representatives and/or the Corporation and take necessary steps to eliminate or minimize these problems.
- e) Review and analyze statistical safety and health data for all workplaces, of employees covered by the Collective Agreements and recommend appropriate action.
- f) The Committee members shall participate in a spirit of cooperation and to the betterment of the safety and health of the employees in the workplace, and take all reasonable measures within their powers to reach agreement on items before them. Where agreement has been reached on items before the Committee, they shall be implemented within an agreed upon time.
- g) The Corporation will pay all costs associated with the setting up of the National Joint Committee on Safety and Health and continuing costs associated with the functions of such committee, including but not limited to lost wages and expenses of employees of the Corporation on the Committee.

Corporation Duties

3. The Corporation shall institute and maintain all necessary precautions to ensure every worker a safe and healthy workplace and to protect the environment. The Corporation shall comply in a timely manner with the Canada Labour Code, Part II, its regulations, codes of practice, and guidelines and all relevant environmental laws, regulations, codes of practice and guidelines as they impact on Safety and Health. All standards established under these laws are a minimum acceptable practice to be improved upon by agreement of the Joint Safety and Health and Environment Committee, which shall be known throughout the following articles as the "Committee".

Joint Safety, Health and Environment Committee

4. (a) The Corporation and the union agree to maintain the established Joint Safety and Health Committees in accordance with the Canada Labour Code, Part II, its regulations, codes of practice and guidelines and environmental laws, regulations, codes of practice and guidelines.
- (b) Two co-chairpersons shall be selected from the members of the Committee. One of the co-chairpersons shall be a Union member chosen by the union members. The other co-chairperson shall be a Corporation member.
- (c) Union committee members shall be given sufficient time to address Safety, Health and environmental issues that impact on safety and health.
- (d) During all absences of the union co-chairperson the Corporation shall recognize an alternate co-chairperson designated by the union.
- (e) The Committee shall assist in creating a safe and healthy place in which to work and one which does not harm the environment as it relates to Safety and Health, shall recommend actions which will improve the effectiveness of the health, safety and environmental program, and shall promote compliance with appropriate laws, regulations, codes of practice and guidelines. The Corporation shall endeavor to comply with the recommendations of the Committee.
- (f) Without limiting the generality of the foregoing, the Committee shall:
 - (i) Determine that the required inspections have been carried out at least once a month. Such inspections shall be made at intervals that will prevent the development of unsafe working conditions or conditions that harm the environment.

- (ii)** Participate in the evaluation of all potential new equipment purchases or changes to the workplace including work processes and practices for potential hazards and recommend alternative purchases processes or practices if they deem them appropriate.
- (iii)** Participate in the preparation of job safety analyses, if required, in conjunction with the workers concerned. The Corporation will not use breach of the Job Safety analyses as grounds for discipline.
- (iv)** Participate in accident and incident investigations. A Union committee member shall be involved.
- (v)** Recommend measures required to attain compliance with appropriate laws which will correct hazardous conditions or conditions which may harm the environment as it relates to Safety and Health.
- (vi)** A union committee member or union safety representative shall have the right to participate in safety and health inspections and work refusals.
- (vii)** Solicit and consider recommendations from the workforce with respect to Safety Health and Environmental matters as it relates to Safety and Health and recommend implementation where warranted.
- (viii)** Hold regular meetings at least once a month or more frequently if mutually agreed by the union and the Corporation co-chairpersons for the review of:
 - 1.** reports of current accidents, industrial diseases, and environmental accidents and incidents as they relate to Safety and Health, their causes and means of prevention;

2. remedial action taken or required by the reports of investigations or inspections;
 3. any other matters pertinent to safety, health and the environment.
- (ix) Regular meetings shall be conducted during the day shift or another day shift as soon as possible thereafter if unable to finish all the business before the committee that day.
- (x) Record the proceedings of the Committee and forward the minutes (which shall be signed by the co-chairpersons after their accuracy has been determined) to the Corporation who shall make exact duplicates promptly available to all Committee members, post them on the bulletin boards and forward copies to the local Safety and Health Committee for distribution.
- (xi) Have full access to all government and employer reports relating to the Safety, Health and Environment of the employees represented by the committee.
- (g) Time spent by members of the Committee in the course of their duties shall be considered as time worked and shall be paid at the rate of pay they receive in their classification. This shall include all time spent out of the workplace on Safety, Health and Environmental matters as they relate to safety and health.
- (h) The union committee members shall have 1 hour to meet prior to the regular monthly meeting to ensure that the meeting is conducted efficiently.

Union Safety and Health and Environment Committee

5. The union co-chairperson shall be provided access, where available, to an office with filing cabinets, a desk, chairs, a telephone, a photocopy machine, computer with CD player, and a fax machine. The National Joint Committee on Safety and Health shall review the issues of access or subscriptions to the Canadian Centre for Occupational Safety and Health as well as access to the Corporation's Lotus Notes system.

Dangerous Circumstances

6.
 - (a) The Corporation agrees that members of the Committee shall have the right to investigate dangerous circumstances at the workplace at any time. "Dangerous circumstances" are considered to be any breach of the Canada Labour Code, Part II or the regulations thereto or situations that pose a danger to the employee(s) and are not the normal conditions of employment.
 - (b) If the committee member determines that there is a dangerous circumstance as set out above, he or she must meet with the appropriate Supervisor to endeavor to reach agreement on appropriate action to be taken.
 - (c) The Committee member and the Supervisor must both agree to halt the work, the use of any part of the workplace or the use of any equipment, machine, device, article or thing.

Right to Refuse

7.
 - (a) The Corporation shall ensure that all employees are informed about their right to refuse hazardous work which may harm them, or another employee, under the Canada Labour Code Part II and that signs are posted in the workplace advising them of this right.

- (b) If a worker exercises his or her right to refuse he or she shall notify the supervisor and a Union member of the Committee. The employee will be removed from the alleged dangerous situation and can be assigned to other work. The employee shall participate fully in the investigation of the hazard.
- (c) Prior to assigning the work to another employee, the supervisor and the Committee member will explain the nature of the work and the reason for the work refusal, as well as the individual employees' rights under the Canada Labour Code Part II.

No Disciplinary Action

- 8. (a) No employee shall be dismissed, suspended, laid off, threatened or intimidated for exercising their rights under the Canada Labour Code, Part II, its regulations, standards and codes of practice and environmental laws as they relate to Safety and Health, regulations or codes of practice.
- (b) No employee shall be dismissed, suspended, laid off, threatened or intimidated for refusing to work on a job or in any workplace or to operate any equipment where he/she believes that it would be unsafe to himself/herself, their fetus, or another employee or the environment as it applies to Safety and Health.
- (c) For the employee who refuses work under Article 8, there shall be no financial penalty, loss of pay, seniority or benefits during the period of refusal.

Whistleblower Protection

- 9. (a) It is the responsibility of the Corporation and its employees to notify the appropriate authorities and the Corporation (if applicable) if there is a release of a hazardous substance to the air, land or water systems.
- (b) No employee shall be dismissed, suspended, laid off, threatened or intimidated, for performing this duty.

Education and Training

10. (a) No employee shall be required or allowed to work on any job or operate any piece of equipment until he/she has received proper training and instruction.
- (b) The Corporation shall provide each employee with appropriate training as recommended by the local Safety and Health Committee. Additionally, Safety and Health Committee members and Safety and Health Representatives shall be provided specific training for Safety and Health in a course to be developed in co-operation with the Union.
- (c) All members of the Joint Safety and Health Committee will receive the training set out in Article 10(b) during the duration of the present Collective Agreement.
- (d) The Corporation will pay employees receiving training in accordance with the terms of the applicable Collective Agreement.

Accident and Incident Investigations

11. (a) Every injury or near-miss which had the potential to cause serious personal injury or death must be investigated. As well, incidents involving releases of hazardous substances to the air, land or water systems must be investigated.
- (b) A union committee member and the appropriate supervisor shall investigate the accident or incident.
- (c) The Corporation shall immediately notify the Committee and HRDC (Labour Canada) or Transport Canada (whichever is applicable) of all critical or serious injuries.
- (d) The Corporation shall immediately notify the committee and Environment Canada of all incidents involving a release of harmful substances to the air, land or water systems.

- (e) Accident and Incident Investigation Reports shall contain:
- (i) the place, date and time of the accident or incident;
 - (ii) the names and job titles of persons injured, where applicable. Names shall be omitted from published reports;
 - (iii) the names of witnesses;
 - (iv) a brief description of the accident or incident including the amount of the release to the air, land or water systems, if applicable;
 - (v) a statement of the sequence of events which preceded the accident or incident;
 - (vi) the identification of any conditions or procedures which contributed in any manner to the accident or incident;
 - (vii) recommended corrective actions to prevent similar occurrences;
 - (viii) the names of the persons who investigated the accident and;
 - (ix) the date of review by the local Safety and Health Committee.

Disclosure of Information

12. (a) The Corporation shall notify all workers exposed to a particular toxic substance or safety hazard of the dangers they face, possible symptoms, necessary medical tests and treatment, and plans to eliminate the hazard.

- (b) The Corporation shall provide the Committee with written information (MSDS) which identifies all the biological agents, compounds, substances, by-products and physical hazards associated with the work environment. This information (MSDS) shall include but not be limited to the chemical breakdown of trade name descriptions, relevant information on potential hazards, results of testing to determine levels of contamination, maximum allowable levels, precautions to be taken, symptoms, medical treatment and antidotes.
- (c) The Corporation shall provide as much notice as possible to the Committee of all new substances and processes to be introduced, by their chemical and trade names, noting potentially harmful effects, their maximum allowable levels, and what kinds of precautions will be taken prior to their introduction.

Monitoring

13. (a) Where there is a likelihood that the safety or health of an employee in the work place is or may be endangered by exposure to a hazardous substance, the Corporation shall, without delay;
- (i) appoint a qualified person to carry out an investigation in that regard, and
 - (ii) for the purposes of providing for the participation of the Safety and Health Committee or Safety and Health Representative, if either exists, in the investigation, notify either the Committee or representative of the proposed investigation, the name of the qualified person appointed to carry out that investigation and provide for the opportunity to be present at the commencement of the investigation.
- (b) The Corporation shall promptly supply the results of any monitoring it conducts or arranges and the results of any monitoring by any government agency to the Committee and shall post the results in a conspicuous location.

Toxic Substances and Waste Reduction

14. The Corporation shall, in consultation with the Committee:
- (a) Ensure to the greatest extent possible the use of substances in work processes which will eliminate or minimize harm to the employees and to the environment
 - (b) Evaluate all substances used or produced in the workplace to determine if a less hazardous substance can be substituted. Where a substance is in compliance with the applicable laws or regulations but a less hazardous substitute is available, as effective and is the same or comparable value, use it in place of the first substance
 - (c) Endeavor to work with suppliers to have them develop less hazardous effective substances.
 - (d) Where suitable less hazardous replacements cannot be found, proper protective equipment shall be provided and shielding will be arranged.
 - (e) All substances that cannot be substituted shall be evaluated and handled in the following manner in order of preference with the preferred method to be recommended by the Committee:
 - (i) reused;
 - (ii) recycled;
 - (iii) disposed of in a manner to eliminate or minimize harm to the environment;
 - (iv) stored in an environmentally sound manner according to established regulations or guidelines.

Right to Accompany Inspectors

15. (a) A Union committee member shall be allowed to accompany government inspectors (Safety, Health and Environment) on an inspection tour.
- (b) The Corporation shall give a copy of the reports or any other written documents received from the inspector to the committee.
- (c) The Corporation shall give a copy of any replies to such reports or documents to the relevant Committee.

Access to the Workplace

16. (a) The System Safety and Health Legislative Representative, Local 100 and the designated equivalent representative of National Council 4000 and those individuals they may need to assist them, shall be provided access to the workplace to attend meetings of the Committees and act as a resource person for the Committee members. The said representatives will provide as much notice as possible to the appropriate Supervisor of their planned attendance at the workplace.

Confidentiality of Health Information

17. The parties to this agreement recognize the importance of confidentiality of medical information and of access by employees to their own health information.

Ventilation

18. (a) The Corporation shall ensure that adequate local exhaust ventilation systems are installed and maintained on all sources of hazardous airborne contaminants in conformity with the Canada Labour Code Part II and regulations thereto.
- (b) The Corporation shall ensure that adequate general ventilation systems are installed and maintained in accordance with the Canada Labour Code Part II and regulations thereto.
- (c) The Corporation shall endeavor to ensure that airborne contaminants are not released into the environment.

Noise Abatement

19. The Corporation shall ensure compliance with the requirements of the Canada Labour Code Part II and the regulations thereto regarding Levels of Sound in the workplace.

Vibration

20. The Corporation shall ensure compliance with the requirements of the Canada Labour Code, Part II and the regulations thereto regarding Vibration in the workplace.

Heat and Cold Stress

21. The issue of heat and cold stress is to be reviewed by the local Safety and Health Committees to achieve compliance with the Canada Labour Code Part II and the regulations thereto.

Ergonomics

22. The National Joint Committee on Safety and Health shall review the issue of Ergonomics and endeavor to establish an over all policy for the Corporation.

Visual Display Terminals

23. The National Joint Committee on Safety and Health shall review the issue of Visual Display Terminals and endeavor to establish an over all policy for the Corporation.

Protective Clothing and Equipment

24. (a) Employees whose work requires them to wear protective devices shall be provided with all necessary tools, equipment and protective clothing required, including, but not limited to:
- (i) eye protective devices;
 - (ii) specialized protective clothing required by the Corporation for a specific operation;
- (b) The Corporation shall provide all employees whose work requires it with personal work coveralls, at no cost to the employees.
- (c) Safety footwear allowance of \$60.00 per year.

Lockout and Blue Flag Program

25. (a) The parties recognize the need for a lockout and blue flag procedure. This rule is in addition to and in conjunction with Appendix I of Collective Agreement #3.
- (b) The lockout procedures and training shall be monitored and reviewed by the National Joint Committee on Safety and Health.
- (c) Employees who may be at risk because they are required to set up or to repair or maintain machinery, equipment or systems (including train yard inspection and rip or shop track repair) where lockout is required, shall receive lockout training.
- (d) The Corporation shall provide employees with sufficient numbers of personal locks to ensure that all equipment and machinery is locked out before equipment is inspected, maintained or repaired.
- (e) All lockout training shall be completed within six (6) months of the

effective date of the Agreement.

Confined Space Entry

26. (a) Confined space means an enclosed or partially enclosed space that:
- (i) is not designed or intended for human occupancy except for the purpose of performing work;
 - (ii) has restricted means of access and egress; and,
 - (iii) may become hazardous to an employee entering it due to its design, construction, location or atmosphere, the materials or substance in it, or any other condition relating to it.
- (b) An assessment of physical and chemical hazards of confined spaces in the workplace shall be carried out every 3 years unless otherwise provided. It will also specify what tests are to be carried out to determine if there are physical or chemical hazards present when work is to be carried out.
- (c) With the assessment report and in consultation with the Local Safety and Health Committee, the Corporation will establish procedures for those entering confined spaces and where practicable, establish an entry permit system.
- (d) Prior to entering a confined space, a qualified person will test for unacceptable levels of chemicals, gasses, liquids or free flowing solids according to the assessment.
- (e) Where the tests indicate unacceptable levels of chemicals, gasses, liquids or free flowing solids or it is determined that acceptable levels cannot be maintained for the entire time a person is in the confined space, entry can only be made after;
- (i) the confined space is properly ventilated to acceptable levels, or;
 - (ii) where airborne hazardous substances or chemical agents will be present or the atmosphere will be oxygen deficient or enriched, the person is provided with and is wearing proper respiratory equipment, or;

- (iii) where there is unacceptable levels of explosive or flammable substances, a qualified person maintains fire watch with specified emergency equipment, whichever is applicable in the circumstances.
- (f) In addition, when a person enters a confined space in the circumstances set out above, they will be attached to an appropriate safety harness attached to a lifeline securely anchored outside the confined space and the lifeline will be attended by another person stationed outside the confined space, in communication with the person inside and equipped to effect a rescue if required.
- (g) The provisions of the Canada Labour Code Part II and the regulations, particularly Part XI dealing with Confined Spaces, shall provide the minimum standard.

Hand Protection

27. The Local Safety and Health Committees shall review their premises to ensure compliance with the Canada Labour Code Part II and the regulations thereto.

First Aid Attendants

28. (a) There shall be qualified first aid attendants holding a St. John Standard certificate present on all shifts and in each workplace. The first aid attendants will be members of the bargaining unit or management. Details of the workers to be designated as first aid attendant shall be jointly agreed upon by the Corporation and the appropriate C.A.W. Local at each workplace.
- (b) The employer shall pay for the fees, textbooks and lost time of all first aid attendants who successfully complete a first aid course.
- (c) The Corporation shall provide in each workplace, or in close vicinity thereof, a private first aid station/room supplied with those supplies and equipment recommended by the Committee.
- (d) At the time of the injury, the first aid attendant shall accompany injured employees transported off the property for medical attention by means other than ambulance when it is deemed to be necessary.

- (e) The shift and workplace first aid attendant shall be granted adequate time to properly attend to workers injured at his/her workplace.
- (f) Designated first aid attendants shall be provided with hard hats of a color that will distinguish their position from all others in the workplace. However, if a unique color is not available, the hat will be conspicuously identified and shall be uniform across the system.
- (g) Employees will be given annual refresher courses in first aid and CPR techniques.

Safety Talk Program

- 29. (a) Each workplace will establish a Safety Talk program.
- (b) The Committee at each workplace will participate in the development and delivery of Safety Talk programs.
- (c) The effectiveness of the Safety Talk programs will be reviewed and monitored by the National Safety and Health Committee.

System Health & Safety Legislative Representative Local 100 & National Council 4000

- 30. (a)** The System Safety and Health Legislative Representative shall work with the Corporation Safety and Health representatives to solve problems as required with the most serious problems given priority to ensure immediate resolution.
- (b)** The System Safety and Health Legislative Representatives for Local 100 and National Council 4000 shall be recognized by the Corporation as the duly authorized representatives for their respective Local and National Council on Safety, Health and Environment issues.
- (c)** The Corporation shall recognize that the System Safety and Health Legislative Representatives' rights include, but are not limited to the following;
- (i)** meet with local Committees on a regular basis;
 - (ii)** review the activities of local Committees;
 - (iii)** review and recommend changes to existing workplace programs;
 - (iv)** ensure compliance with all Legislative and Regulatory requirements;
 - (v)** establish communication/liaison with workplace union and Management representatives and government enforcement agencies;
 - (vi)** assist local Committees in the investigation of fatalities and critical injuries;
 - (vii)** assist local Committees in the development and delivery of training programs;
 - (viii)** review all orders, directions and governmental enforcement reports relating to Safety and Health;
 - (ix)** handle all complaints, appeals and issues filed under the Canada Labour code, Part II Section 133, on behalf of their respective members;

- (x) represent their respective members on railway operational Safety and Health matters.

National Day of Mourning

- 31. The Local Committees on Safety and Health will determine an appropriate manner to commemorate ,on April 28th each year, all Canadian workers killed or injured on the job.

Employment of Disabled Persons

- 32. The Corporation recognizes its' obligation to accommodate disabled persons under the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Code, the Collective Agreements and all other applicable legislation and regulations thereto.

Non-Smoking Policy

- 33. The Corporation will renew its commitment to its non-smoking policy which protects the rights of non-smokers, promote awareness of the effects of smoking and second hand smoke and provide assistance to those employees who wish to stop smoking.

Dispute Resolution

34. (a) Any complaint or grievance, concerning the interpretation, application or alleged violation of this Agreement shall be dealt with as described below.

(i) STEP 1

The employee may present the complaint or grievance to his or her immediate supervisor for adjustment. If not adjusted, the employee may notify the Local Chairperson or designate, within ten (10) calendar days from the date of the alleged complaint or grievance.

The Local Chairperson or designate, within twenty (20) calendar days from the cause of the grievance, may present the grievance in writing to the Manager or equivalent representative of the Corporation, who will give a decision in writing within ten (10) calendar days of receipt of the grievance.

(ii) STEP 2

Within Twenty (20) calendar days of receiving the decision under Step 1, the Local Chairperson Council 4000 or the Vice-President Local 100 as applicable, or their designates, may appeal in writing to the Director or authorized representative. A decision will be rendered within twenty (20) calendar days of receiving appeal under Step 2.

(iii) STEP 3

Within twenty (20) calendar days of receiving the decision under Step 2, the Regional Representative Council 4000 or Local President Local 100 as applicable, or their designates, of the Union may appeal in writing to the Director of Labour Relations of the Corporation or authorized representative by requesting a joint conference to be held within forty (40) calendar days, identifying the article or articles involved, to review the facts of the grievance. The Corporation may convene the joint conference or advise in writing that it does not agree that a joint conference is necessary. A written decision will be rendered within twenty (20) calendar days of the date of the joint conference or the correspondence. Failing satisfactory settlement the grievance may then be referred to arbitration as set out in this Agreement.

- (b) The time limits as provided in Article 34, may be extended by agreement between the respective parties at any step of the grievance procedure.
- (c) All conferences between line officers and the Local chairperson or designate will be held by appointment and concluded during regular working hours without loss of earnings to the Local chairperson or designate concerned.
- (d) If any of the aforementioned union representatives should consider that a provision of this agreement has been violated, he or she may initiate a grievance within twenty (20) calendar days from the cause of the grievance at Step 1 of the dispute resolution procedure or at Step 2 if mutually agreed.

Final Disposition of Grievances

- 35. (a) A grievance concerning the interpretation or alleged violation of this Agreement, which is not settled through the grievance procedure, may be referred by either the Union or the Corporation herein defined as “the parties”, to a single arbitrator or to a mediation/arbitration process for final and binding settlement without stoppage of work.
- (b) Both the Corporation and the union must agree that a mediation/arbitration process is appropriate for the resolution of the grievance, failing such mutual agreement, the grievance will proceed to a single arbitrator for final and binding settlement as set out hereafter.

- (c) The party requesting arbitration must so notify the other party in writing within forty (40) calendar days following the date the decision was rendered at the last step of the grievance procedure.
- (d) Within forty (40) calendar days of the date of receipt of a request for arbitration, the parties shall endeavor to agree on the name of the Arbitrator. If agreement is reached within forty (40) calendar days, the dispute must be docketed with that Arbitrator within twenty (20) calendar days of said agreement. If agreement is not reached, the party requesting arbitration may then request the Minister of Labour to appoint an Arbitrator and advise the other party accordingly. Such request to the Minister of Labour must be made not later than twenty (20) calendar days following the forty (40) day period referred to in this paragraph.
- (e) A Joint Statement of Issue and Facts of the dispute and reference to the specific provision or provisions of the Agreement allegedly violated, shall be jointly submitted to the Arbitrator in advance of the date of the hearing. In the event the parties cannot agree upon such Joint Statement of Issue and Facts, each party shall submit a separate statement to the Arbitrator in advance of the date of the hearing and shall at the same time give a copy of such statement to the other party.
- (f) The hearing shall be held by the Arbitrator in the respective region where the grievance originated, unless otherwise mutually agreed, or unless the Arbitrator deems it advisable because of special circumstances to hold the hearing elsewhere.
- (g) At the hearing before the Arbitrator, argument may be given orally or in writing, and each party may call such witnesses as it deems necessary.
- (h) Disputes arising out of modifications or additions to this Agreement, are specifically excluded from the jurisdiction of the Arbitrator, and the decision of the Arbitrator shall not in any case add to, subtract from, modify, rescind or disregard any provision of this Agreement.
- (i) The Arbitrator's decision shall be rendered, in writing, together with written reasons therefor, to the parties concerned within thirty (30) calendar days following the conclusion of the hearing unless this time is extended with the concurrence of the parties of the dispute.
- (j) Each party shall respectively bear any expenses each has incurred in the presentation of the case to the Arbitrator but any general or common expenses, including the remuneration and expenses of the Arbitrator,

shall be divided equally.

- (k)** The time limits in Article 35 may be extended by mutual agreement between the parties.

Dated of Montreal this 22nd day of February 1999.

For the Corporation:

(signed Marc Tessier)
Marc Tessier
Director, Safety, Health and Environment

(signed Bannon E. Woods)
Bannon E. Woods
Director, Human Relations
and Labour Relations

(signed Edward J. Houlihan)
Edward J. Houlihan
Senior Manager, Labour Relations

For the Union:

(signed Bill Coolen)
Bill Coolen
for Rick Johnston
President,
CAW National 4000

(signed Bob Bourrier)
Bob Bourrier
for John Moore-Gough
President, CAW Local 100

(signed Tom Wood)
Tom Wood
CAW National Representative

(signed George Botic)
George Botic
CAW National
Representative
Health and Safety

APPENDIX 22

MEMORANDUM OF AGREEMENT

Between: VIA Rail Canada Inc.
(hereinafter referred to as the "Corporation")

and

The National Automobile, Aerospace,
Transportation and General Workers
Union of Canada
Council 4000
(hereinafter referred to as the "Union")

WHEREAS the parties have agreed to change the averaging procedures for employees exclusively between Quebec City and Windsor ("Corridor Service").

THEREFORE, in order to change the averaging procedures from an 8 week/320 hour average to a 4 week/160 hour average for employees exclusively in Corridor Service, the parties agree as follows:

1. Article 4 is hereby amended by replacing Articles 4.2, 4.3 and 4.4:

4.2 As the nature of the work performed in On-Board Services operations necessitates irregular distribution of employees, hours of work and days of assignment, the principle of averaging will be in accordance with the following formula:

- (a) Regularly assigned employees shall be paid a basic salary for each two-week period.

Example:

	Hours Credited	Hours Paid
1st 2-week period	70	80
2nd 2-week period	85	80
	155	160
Guarantee	5	
	160	
Adjustment		Nil

- (b) Hours worked for each consecutive 4-week period will be averaged to determine time worked in excess of the aggregate basic 160 hours and hours in excess of the aggregate shall be paid at time and one-half.

Example:

	Hours Credited	Hours Paid
1st 2-week period	75	80
2nd 2-week period	95	80
	170	160
Adjustment 10 hours @ 1 1/2		15*
		175

* Payable 1st pay period after the 4-week period involved.

- (c) Regularly assigned employees who do not complete an assignment for whatever reason (excluding vacation with pay) shall have their guarantee reduced by an amount equal to the ORS hours of the trip, not including layover.
- (d) Pay adjustments will be due and payable on the first pay period after the 4-week pay period involved.

- (e) Spare employees shall be paid for total hours worked in each pay period at pro rata hourly rates.
- (f) Hours worked by spare employees for each designated 4-week period will be totalled. Hours in excess of the total basic hours of 160 for the periods involved will be paid at time and one-half.

Examples:

1.

	Hours Credited	Hours Paid
1st 2-week period	95	95
2nd 2-week period	75	75
	170	170
 Basic 4-week hours	 160	
		170

Adjustment 10 hours @ 1 1/2 = 15 straight time hours. Previously paid ten (10) hours at straight time rates. Adjustment due five (5) hours at straight time rates.

2.

	Hours Credited	Hours Paid
1st 2-week period	75	75
2nd 2-week period	82	82
	157	157
 Basic 4-week hours	 160	
 Adjustment	 Nil	

- 4.3 For the purpose of computing time worked by an employee during a two-week period, time shall be counted from 0001 hours on the first day of the period until midnight of the last day of the same period.
- 4.4 (a) Assigned employees will not be required to perform work on another assignment to make up their guarantee for the basic four-week period.
- (b) Assigned employees who are removed from their assignment to perform other service will be paid not less than the ORS hours of their assignment, if they have been prevented from taking out their regular assignment. In such case, all hours worked in excess of the trip missed on their assignment will be paid over and above their guarantee and included in the accumulation of hours under Article 4.2(b). If work is performed entirely during layover, except as referred to in Article 4.27, they shall be credited with actual time worked and such time will be paid over and above guarantee and included in the accumulation of hours under Article 4.2(b).
2. The changes to the averaging procedure for Corridor Service will be implemented on August 31st, 2001.

Signed at Montreal, this 29th day of June 2001.

FOR THE CORPORATION

FOR THE UNION

(signed by Edward J. Houlihan)

(signed by W. Coolen)

APPENDIX 23

201 Ash Avenue
Montreal, Quebec
H3K 3K2

201, avenue Ash
Montréal (Québec)
H3K 3K2

Labour Relations
Operations

Relations du Travail
Exploitation

June 29, 2001

Mr. Doug Olshewski
National Representative
CAW/TCA Canada

Dear Sir:

In the Memorandum of Agreement regarding averaging for Corridor Service dated June 29, 2001, Article 4.2(c) has been amended.

In the application of this Article it is understood that if an employee completes part of an assignment, their guarantee will only be reduced by an amount equal to the portion of the ORS hours of the trip missed, not including layover.

Yours truly,

(signed by Bannon E. Woods)
Bannon E. Woods
Director, Labour Relations

**BENEFITS
FOR EMPLOYEES COVERED BY
COLLECTIVE AGREEMENT # 2**

Regulated by the National Union for Canadian Automobile, Aerospace, Transportation and General Workers

This booklet summarizes benefits for unionized employees. Although it does not form an integral part of the Collective Agreement, it does provide a general overview of the benefits you enjoy as a VIA Rail Canada employee.

Foreword

Although this booklet does not form an integral part of the Collective Agreement, it does provide a general overview of the benefits you enjoy as a VIA Rail Canada employee. This booklet summarizes benefits for unionized employees. The official benefits documents and insurance policies govern the operation of these benefits and will prevail in the event of any differences. Please read this booklet carefully. Should you have questions regarding your employee benefits, please contact either your immediate supervisor or Human Resources.

This booklet has been worded to make allowance for both the feminine and the masculine genders.

Rev. 2001

EXTENDED HEALTH

AND

VISION CARE PLAN

Table of Contents

Section	Page
Eligibility	1
Summary of Benefits	2
Extended Health Care	2
Eligible Expenses	3
Vision Care	5
Expenses not Covered	6
General Exclusions	7
Coordination of Benefits	7
Termination of Coverage	8
Maternity, Child Care and Worker's Compensation	9
Reinstatement of Coverage	9
How to File a Claim	9
Claims Offices of Great-West Life Assurance Company	11
Direct Payments	12
Claims Disputes	12

Eligibility

New employees and their dependants are covered on the first day of the calendar month following completion of six (6) months of compensated service.

Employees having accumulated 126 days of eight-hour full-time or part-time shifts will be considered to have completed six (6) months of compensated service.

For all other employees, days worked and/or available for service will be counted as days of compensated service.

Employees having substantiated eligibility for benefits under the Plan must continue to accumulate compensated service each month to maintain such eligibility for benefits, except as noted on Page 8 where eligibility is extended for specified leaves of absence.

Employees becoming eligible for benefits are not subject to enrolment procedures of any kind.

For the purposes of this Plan, dependants are deemed to be:

The spouse and children of eligible employees, who are Canadian residents, excluding any employee covered under this Plan:

1. The Spouse of an Eligible Employee;

- spouse: the person legally married to the employee, or in the absence of such person, the common law spouse who, for the purposes of the Plan, is the person who has been living permanently with the employee for at least one year and who is publicly represented as the employee's common-law spouse.

2. The children of an employee or his/her spouse, or a child of the employee's unmarried child if such unmarried child is living with the employee on a permanent basis including step-children or adopted children who:

- are entirely dependent and unemployed;
- are under the age of twenty-one (21), or under the age of twenty-five (25) (26 for a child of a person residing in Quebec) and registered as a full-time college or university student; or,
- are of any age but are handicapped.

Handicapped children are understood to be children who are not self-sufficient owing to a physical or mental disability.

Excludes any person who is covered under this Plan as an Eligible Employee.

Employees agree to provide, upon request by the employer or the Plan Manager, supporting documents attesting that the persons identified as their spouse and children each satisfy the aforementioned conditions.

Summary of Benefits Extended Health Care

The Plan basically provides for coverage of semi-private hospital accommodation expenses and major medical care, including drugs, for employees and their dependants. Coverage includes the following:

- a) Hospital Benefits (in the province of residence)
100% of eligible expenses reimbursed up to but not exceeding the average cost of a semi-private hospital ward for an unlimited number of days.

b) Major Medical Benefits

Deductible: \$25 per family per calendar year

Percentage insured: 80% reimbursement

Lifetime maximum:

\$41,000 effective August 1, 2001 per individual

\$42,000 effective January 1, 2002 per individual

\$43,000 effective January 1, 2003 per individual

Eligible Expenses

Eligible expenses under the Major Medical Benefits Plan are as follows:

- Drugs, oral contraceptives, serums and injectibles available only by prescription when prescribed by a physician or dentist, and dispensed by a pharmacist, physician or dentist. Supplies of a non-prescription nature required as a result of a colostomy and/or for the treatment of cystic fibrosis, diabetes and Parkinson's disease are also eligible.
- Hospital charges incurred for emergency treatment outside Canada or the employee's province of residence, including room and board and special hospital charges for 180 days. Coverage includes charges for a semi-private hospital ward over and above the amount paid by the employee's provincial government health insurance plan.
- Professional services of a physician, where permitted by law. Covered expenses are generally restricted to emergency treatment outside the claimant's province of residence and are limited to reasonable and customary charges for the area in which the treatment is rendered.

The expenses listed hereunder must be prescribed by a physician:

- Professional services of a licensed physiotherapist when medically required.
- Cost of treatment by chiropractors, osteopaths, podiatrists or speech therapists. Reimbursement is limited to 80% of expenses billed, subject to a maximum of \$20 per visit and an overall maximum of \$400 per family per calendar year for all such health care professionals combined.
- When medically required, the professional services of a Registered Nurse (RN) or, when unavailable, a Registered Nursing Assistant (RNA). Coverage is provided when the claimant or dependant is not confined to a hospital and in cases where in-hospital nursing care expenses are not covered by the applicable provincial health insurance plan. Any such nurse or attendant must not be a close relative of the patient.
- Diagnostic procedures, radiology, blood transfusions and oxygen, including the equipment necessary for the administration thereof.
- Laboratory analyses performed by commercial laboratories.
- Purchase of trusses, braces, crutches, other appliances, artificial limbs and eyes; up to a maximum of \$50 per year per person for elastic support stockings; and orthopaedic shoes up to a maximum of one pair per person per benefit year.
- Reasonable and customary charges for mammary prostheses up to \$200 per person in any benefit year.
- Reasonable and customary charges for hearing aids up to a maximum of \$400 per family per two-year period.
- Rental or purchase (at insurance company's option) of a wheelchair, hospital bed or iron lung.

- Ambulance service to and from a local hospital as well as inter-hospital transfers not covered by the applicable provincial health insurance plan. This includes emergency transportation of a claimant by air ambulance, or any other vehicle normally used for public transportation, to the nearest hospital where the required treatment can be provided.
- Dental treatment required as a direct result of accidental injury to natural teeth, provided that treatment is rendered within six (6) months of the date of the accident.
- Charges for confinement to a rest home in the person's province of residence when ordered by a physician, provided that such confinement is preceded by at least five (5) consecutive days of hospital confinement, commences within fourteen (14) days of termination of hospital confinement and is scheduled primarily for the purposes of rehabilitation, not for custodial care. These charges are subject to the provisions relating to co-insurance, lifetime maximum and deductible set out in the Plan. The maximum amount payable is \$20.00 per day for each period of disability for a maximum of 120 days of confinement.

Vision Care

- Vision Care benefits are subject to the provisions relating to co-insurance, lifetime maximum and deductible set out in the body of the Extended Health and Vision Care Plan.
- The Plan covers the cost of the purchase of contact lenses or other lenses (including shatterproof lenses) and frames for eyeglasses, including sunglasses, and their replacement provided that there is an actual need for a change in their magnifying strength. These amounts can be claimed once in any 12-month period for persons under the age of 18 years, and once in any 24-month period for persons aged 18 years and over, up to the maximum amounts indicated below:

\$250 - effective January 1, 2000

Supplies must be prescribed in writing by an ophthalmologist or a licensed optometrist and must be dispensed by an ophthalmologist, a licensed optometrist or a qualified optician.

- Services of an ophthalmologist or a licensed optometrist up to a maximum

amount payable in any two consecutive benefit years of \$50 per person.

Expenses not Covered

The Plan does not cover the following expenses:

- Cost of the difference between a semi-private and a private hospital ward.
- Cost of treatment by psychologists, acupuncturists, naturopaths, homeopaths, psychotherapists and dieticians.
- Drugs which can be purchased without prescription.

For example: - patent medicines, vitamins, health foods, cough and cold preparations, aspirin and similar pharmaceutical products.

- Any device worn for the sole purpose of protecting the eyes, not for correcting vision.
- Products containing nicotine resin and anti-tobacco by-products, whether or not they require a doctor's prescription.
- Treatments or drugs related to fertility problems.
- Treatments or drugs related to erectile dysfunction.

General Exclusions

The Plan does not cover services and supplies in the following situations:

- Injury sustained by employees while working for pay or profit other than with VIA.
- Injury sustained by a dependant while working for pay or profit.
- Any portion of medical expenses covered under worker's compensation legislation or some similar program.
- Services to which the employee is entitled without charge, or which are generally dispensed free of charge.
- Services, or portions thereof, provided under government sponsored programs.
- In the event that a service covered by a government sponsored program is suspended, the Extended Health and Vision Care Plan will not assume coverage of such service.

Coordination of Benefits

Some employees and their dependants are eligible for benefits under other group plans. In instances of the like, claims for spouses or children must be submitted to both insurers because the total amount of benefits paid must not exceed the actual amount of expenses incurred, as per defined rules of collective insurance contracts.

Termination of Coverage

- a) Extended Health and Vision Care coverage for employees and their dependants will be terminated as follows:

In the event of an employee's:

- i) resignation or dismissal: the date upon which employment terminates;
 - ii) retirement: the end of the month in which retirement takes place pursuant to the provisions of the applicable pension plan;
 - iii) leave of absence, lay-off (except as provided below), and death: the last day of the month in which such leave of absence, lay-off or death occurs;
 - iv) strike or lock-out: the last day worked.
- b)
- i) In the event of a leave of absence owing to disability (and the employee is in receipt of weekly benefits or unemployment insurance sickness benefits): coverage will be maintained at no cost to the employee for a period of six (6) months from the end of the month during which the disability occurs. If the disability persists beyond this period, employees may maintain coverage for a further six (6) months by paying the required premiums directly to their employer.
 - ii) In the event of a lay-off or leave of absence in circumstances other than those set out in subparagraph i) above: employees may maintain coverage for a period of twelve (12) months from the last day of the month during which such leave of absence commenced, provided that premiums are paid directly to their employer.
- Note:** See Page 12 for details on how direct payments are to be made.
- c) With respect to dependants: the date upon which a dependant ceases to be a dependant.
- d) In the event of a transfer out of a bargaining unit to which this Extended Health and Vision Care Plan applies into another: the date of transfer.

Maternity, Child Care and Worker's Compensation

If an employee is granted a leave of absence for Maternity, Child Care or Worker's Compensation under the provisions of the Canada Labour Code, such employee will have his/her coverage continued without payment of the requisite premiums for the duration of the leave.

Reinstatement of Coverage

An employee on leave of absence, on strike, or who has been dismissed and whose coverage has been terminated, will automatically be covered from the date of return to active service.

An employee who is laid off and whose coverage has been terminated will automatically be covered from the first day of the month during which the employee returns to active service.

How to File a Claim

To file a claim:

A. For Hospital Benefits

1. Present your Certificate of Participation, and/or advise the hospital authorities of Great-West Life Assurance Company, policy number 140592, as well as your Employee number.
2. The claim will be processed by the hospital and submitted directly to Great-West Life Assurance Company.
3. You will receive a statement of account detailing charges billed by the hospital and the amount paid by Great-West Life Assurance Company.

4. Should the hospital be unable or unwilling to bill Great-West Life Assurance Company directly, you are to file a claim with Great-West Life Assurance Company in accordance with the procedure set out in «B» hereafter.
5. For expenses incurred outside Canada, once you have arranged for payments of expenses, you can submit your claims directly to Great-West who will then coordinate the payment of the claim with your provincial government.

B. For Major Medical Benefits

1. Use the claims form provided to you by Great-West (for prescription drugs use the Assure claims form) with your last reimbursement or obtain a claims form from your supervisor.
2. Complete the claims form, attaching all applicable receipts.
3. If receipts are to be returned to you, indicate this on the claims form.
4. Forward the completed claims forms to the Great-West Life Assurance Company Claims Office serving your province of residence. A list of claims offices is provided at the end of this section and on the claims form.

Claims should be made only after you have accumulated receipts for eligible expenses that total in excess of the yearly deductible. **All claims must be received by the Great-West Life Assurance Company Claims Office prior to March 31 of the following calendar year.**

In the case of Major Medical Benefits, claims payments will be forwarded directly to you by Great-West Life Assurance Company.

Hospital Benefits payments will be forwarded either to you or to the hospital, depending upon the arrangements you have made.

C. For Vision Care

1. Use the claims form provided to you by Great-West with your last reimbursement or obtain a claims form from your supervisor.
2. Complete the first part of the form and have the last part completed by your examining physician or optometrist.
3. Forward the completed claims form to the Great-West Life Assurance Company Claims Office serving the province in which you reside.

**Claims Offices of
Great-West Life Assurance Company**

Newfoundland
PEI
Nova Scotia
New Brunswick
Quebec

**The Great-West Life Assurance Company
Montreal Benefit Payment Office**
P.O. Box 400, Place Bonaventure
40 Dolbeau
Montreal, Quebec
H5A 1B9

Ontario
Manitoba
Saskatchewan
Alberta
British Columbia
Yukon
NWT

**The Great-West Life Assurance Company
Montreal Benefit Payment Office**
P.O. Box 6030, Station Main
Winnipeg, Manitoba
R3C 3C8

Direct Payment

Direct payment must be made by cheque or money order and forwarded by employees no later than the twentieth (20th) day of the month following his lay-off to the following address:

VIA Rail Canada Inc.
Human Resources
P.O. Box 8116
Station A
Montreal, QC
H3C 3N3

Cheque or money order must be made payable to:

VIA Rail Canada Inc.

Direct payment must be accompanied by a duly completed VIA form F0132.

Claims Disputes

You are responsible for the completion of all claims forms and furnishing proof of expenses incurred as deemed necessary and appropriate by Great-West Life Assurance Company.

If you are denied all or any part of a claim by the Insurer, you will receive a notice in writing detailing the reasons for such denial and a description of any additional documents necessary to support the claim.

You have sixty (60) days from the date of denial to take action.

If the denial is owing to reasons of eligibility, take the matter up with Human Resources for review.

DENTAL PLAN

Table of Contents

Section	Page
Eligibility	1
Dependants	1
Summary of Benefits	2
Basic Dental Services	3
Major Dental Services	3
Deductible	3
Maximum Benefits	3
Expenses Covered	4
Basic Dental Care	4
Major Dental Care	5
Treatments in Excess of \$200	6
Expenses not Covered	6
General Exclusions	7
Coordination of Benefits	7
Termination of Coverage	8
Maternity, Child Care and Worker's Compensation	8
Reinstatement of Coverage	9
How to File a Claim	9
Claims Offices of Great-West Life Assurance Company	10
Claims Disputes	10

Eligibility

New employees and their dependants are covered on the first day of the calendar month following completion of six (6) months of compensated service.

Employees having accumulated 126 days of eight-hour full-time or part-time shifts will be considered to have completed six (6) months of compensated service.

For all other employees, days worked and/or available for service will be counted as days of compensated service.

Employees having substantiated eligibility for benefits under the Plan must continue to accumulate compensated service each month to maintain such eligibility for benefits.

Employees becoming eligible for benefits are not subject to enrolment procedures of any kind.

For the purposes of this Plan, dependants are deemed to be:

The spouse and children of eligible employees, who are Canadian residents, excluding any employee covered under this Plan:

1. The Spouse of an Eligible Employee;
 - spouse: the person legally married to the employee, or in the absence of such person, the common law spouse who, for the purposes of the Plan, is the person who has been living permanently with the employee for at least one year and who is publicly represented as the employee's common-law spouse.

2. The children of an employee or his/her spouse, or a child of the employee's unmarried child if such unmarried child is living with the employee on a permanent basis including step-children or adopted children who:
- are entirely dependent and unemployed;
 - are under the age of twenty-one (21), or under the age of twenty-five (25) and registered as a full-time college or university student; or,
 - are of any age but are handicapped.

Handicapped children are understood to be children who are not self-sufficient owing to a physical or mental disability.

Excludes any person who is covered under this Plan as an Eligible Employee.

Employees agree to provide, upon request by the employer or the Plan Manager, supporting documents attesting that the persons identified as their spouse and children each satisfy the aforementioned conditions.

Summary of Benefits

The plan essentially covers all types of basic and major dental care, with the exception of orthodontics (braces and corrective devices), for all eligible employees and their eligible dependants.

The dental plan provides for coverage in accordance with the published rates of the College of Dental Surgeons of the province, in effect for each year of the contract, in which dental services are provided.

Basic Dental Services

For basic dental services, which include preventive and diagnostic services, extractions and oral surgery, minor restorations (fillings), periodontics (gum and tissue treatments) and endodontics (pulp and root canal work), 100% of covered expenses will be reimbursed up to the amounts set out in the dental fee guide published by the College of Dental Surgeons of the province in which dental services are provided.

Major Dental Services

For major dental services, which include major restorations such as the provision of crowns and inlays, and prosthodontics (bridges and dentures), 50% of covered expenses will be reimbursed up to the amounts set out in the dental fee guide published by the College of Dental Surgeons of the province in which dental services are provided.

Deductible

The deductible is the amount you pay in any calendar year before claiming for benefits. It is only \$35 annually, no matter how many eligible members of your family receive treatment.

Maximum Benefits

The annual maximum benefits paid out under the Plan for basic and/or major dental care per eligible person will be:

\$ 2 100	-	effective August 1, 2001
\$ 2 200	-	effective January 1, 2002
\$ 2 300	-	effective January 1, 2003

For those whose coverage becomes effective after July 1, the combined maximum benefits for the remaining months of that year will be respectively \$1,050, \$1,100 and \$1,150.

Expenses Covered

To be considered a covered expense, the charge for a particular service will be limited to the maximum fee set out in the dental fee guide published by the College of Dental Surgeons of the province in which dental services are provided.

If dental treatment is rendered outside Canada, the benefits paid will be limited to the maximum fee set out in the dental fee guide published by the College of Dental Surgeons of the province in which the employee resides.

The Plan covers dental treatment by dentists, physicians or other qualified personnel under the direct supervision of the dental or medical profession (e.g. dental assistants and dental hygienists).

Basic Dental Care

100% reimbursable up to maximum limit

- Oral examinations, cleaning of teeth, fluoride treatments and bite-wing x-rays: twice in any calendar year, but no more than once in any five-month period.
- Full-mouth series of x-rays: once every 24 months.
- Extractions and alveolectomy (bone work) at time of tooth extraction.
- Dental surgery.
- General anaesthesia, diagnostic x-ray and laboratory procedures required for dental surgery.
- Amalgam, silicate, acrylic and composite fillings.
- Necessary treatment for relief of dental pain.
- Cost of medication and injections administered in the dentist's office.
- Spacers for missing primary teeth and habit-breaking appliances.
- Consultations prescribed by the attending dentist.
- Surgical removal of tumours, cysts, neoplasms.
- Incision and drainage of abscesses.

- Endodontics (root canal therapy).
- Periodontal treatment (gum and tissue treatment).

Major Dental Care

50% reimbursable up to maximum limit.

- Provision of crowns and inlays.
- Provision of an initial prosthodontic appliance (e.g. fixed bridge restoration, removable partial or complete dentures).
- Replacement of an existing prosthodontic appliance if:
 - a) It is over five (5) years old and cannot be repaired;
 - b) It is temporary and was installed after the employee first became covered under the Plan (in instances of the like, the replacement is considered permanent);
 - c) It is required following the installation of an initial opposing denture after the date the employee became eligible for coverage under the Plan;
 - d) It is required as the result of accidental injury sustained after the employee became eligible for coverage under the Plan;

- e) The extraction of additional teeth, after the date the employee became eligible for coverage under the Plan, requires a new appliance. If the existing appliance can be made serviceable, only expenses for the portion required to replace the teeth extracted are covered.
- Relines, rebases and repairs to existing dentures.
- Procedures involving the use of gold, only if such treatment could not have been carried out with the use of a reasonable substitute consistent with generally accepted dental practice. Where the use of gold is optional, the covered expense will be that of the customary substitute.

Treatments in Excess of \$200

For any course of treatment expected to cost more than \$200, you will probably want to know in advance how much of the treatment is covered under the Plan. You should therefore ask your dentist to draw up a treatment plan, that is, a written report describing the recommended treatment and what it will cost.

Expenses not Covered

The Plan does not cover the following expenses:

- Orthodontic treatment (braces and corrective devices).
- Cosmetic treatment, experimental treatment, dietary planning, plaque control, oral hygiene recommendations, congenital or developmental malformations.
- Replacement of dentures which have been lost, misplaced or stolen.
- Charges made by a dentist for cancelled appointments or for the completion of claims forms required by the insurance company.
- Treatment received from a dental or medical service operated by the employer, a mutual benefit society or similar type of association.
- Treatment furnished without charge or paid for directly or indirectly by any government body or for which a government body prohibits the payment of benefits.
- Dental treatment required as a result of any self-inflicted injury, war or

engagement in a riot or insurrection.

- Services or supplies rendered for full-mouth or major reconstructions.

General Exclusions

The Plan does not cover services and supplies in the following situations:

- Injury sustained by employees while working for pay or profit other than with VIA.
- Injury sustained by a dependent while working for pay or profit.
- Any portion of dental expenses covered under worker's compensation legislation or some similar programme.
- Services to which the employee is entitled without charge, or which are generally dispensed free of charge.
- Services or portions thereof provided under government sponsored programmes.

Coordination of Benefits

Some employees and their dependants are eligible for benefits under other group plans. In instances of the like, claims for spouses or children must be submitted to both insurers because the total amount of benefits paid must not exceed the actual amount of expenses incurred, as per defined rules of collective insurance contracts. If both husband and wife are working at VIA, each must claim under their respective policies.

Termination of Coverage

Coverage ends on the day an employee's service is terminated by resignation or dismissal.

Coverage ends on the last day worked in the event of:

- a) lay-off, strike or lock-out;
- b) death.

Whenever dental work has commenced on a particular tooth or area of the mouth prior to the termination of active service, coverage will continue for thirty (30) calendar days from the last day worked for employees and dependants in category a), and for eligible dependants in category b), provided that supplies were ordered or treatment actually commenced while the individual was an eligible employee, and supplies are delivered or installed, and the treatment completed no later than thirty (30) calendar days after the last day worked.

Upon retirement, coverage ends on the date upon which the employee retires. The same thirty (30) calendar day extension of coverage for dental work in progress applies.

In the event of a leave of absence of more than thirty (30) days for reasons other than disability or pregnancy, coverage ends on the last day worked.

For employees transferring to departments where this dental plan does not apply, coverage ends on the last day of the month during which the transfer took effect.

Maternity, Child Care, Worker's Compensation and Sick Leave

If an employee is granted a leave of absence for Maternity, Child Care or Worker's Compensation, such employee will have his/her coverage continued without payment of the requisite premiums for the duration of the leave.

In the case of Sick Leave, coverage will be continued for twelve (12) weeks only without paying premiums during that period.

Reinstatement of Coverage

Eligible employees laid off, on leave of absence or on strike or dismissed and later reinstated will automatically be covered from the date of return to active service.

How to File a Claim

To file a claim:

1. Use the claims form provided to you by Great-West with your last reimbursement or obtain a dental claims form from your supervisor.
2. Complete Part 2 of this form and have your dentist complete Part 1.
3. Forward the duly completed form to the Great-West Life Assurance Company Claims Office serving your province of residence. A list of claims offices is provided at the end of this section and on the claims form.

You may also use the standard dental claims form. Make certain, however, to include a duly completed Part 1 of the VIA claims form.

The Great-West Life Assurance Company will forward payment either to you or to your dentist, depending upon the arrangements you make with your dentist. See Part 1 of the claims form.

A separate claims form is required for each patient and you may claim as often as you have dental expenses covered under the Plan. You must complete a claims form even if your first expense is less than the deductible amount of \$35.

NOTE: All claims must be received by the Great-West Life Assurance Company Claims Office prior to March 31 of the following calendar year.

**Claims Offices of
Great-West Life Assurance Company**

Newfoundland PEI Nova Scotia New Brunswick Quebec	The Great-West Life Assurance Company Montreal Benefit Payment Office P.O. Box 400, Place Bonaventure 40 Dolbeau Montreal, Quebec H5A 1B9
Ontario Manitoba Saskatchewan Alberta British Columbia Yukon NWT	The Great-West Life Assurance Company Montreal Benefit Payment Office P.O. Box 6030, Station Main Winnipeg, Manitoba R3C 3C8

Claims Disputes

You are responsible for the completion of all claims forms and furnishing proof of expenses incurred as deemed necessary and appropriate by the Great-West Life Assurance Company.

If you are denied all or any part of a claim by the Insurer, you will receive a notice in writing detailing the reasons for such denial and a description of any additional documents necessary to support the claim.

You have sixty (60) days from the date of denial to take action.

If the denial is owing to reasons of eligibility, take the matter up with Human Resources for review.

**FREE RAIL
TRANSPORTATION**

Subject

As a privilege, VIA provides employees with free rail transportation passes.

Eligibility

Unionized employees receive a rail pass upon completion of one (1) year of compensated service.

Dependants

For the purposes of this Plan, dependants are deemed to be the spouse and children of eligible employees, who are Canadian residents, excluding any employee covered under this Plan:

1. The Eligible Spouse of an Eligible Employee;
 - spouse: the person legally married to the employee, or in the absence of such person, the common law spouse who, for the purposes of the Plan, is the person who has been living permanently with the employee for at least one year and who is publicly represented as the employee's common-law spouse.
2. The children of an employee or his/her spouse, or a child of the employee's unmarried child if such unmarried child is living with the employee on a permanent basis including step-children or adopted children who:
 - a) are entirely dependent and unemployed;
 - b) are under the age of twenty-one (21), or under the age of twenty-five (25) and registered as a full-time college or university student; or,
 - c) are handicapped of any age.

Issue of Passes

Passes are issued automatically to employees through Human Resources at Headquarters.

Employees may obtain passes for their spouse and dependants by contacting Human Resources at Headquarters.

Level « C » Privileges

Level « C » passes are issued to employees with one (1) year compensated service but less than five (5) years of compensated service, as well as their spouses and dependants.

The pass entitles its holder to free system-wide transportation but advance seat selection is permitted on the day of travel only. Bookings are subject to restrictions applying to certain trains and during certain peak travel periods.

Level « B » Privileges

Level « B » passes are issued to employees with more than five (5) years of service, as well as their spouses and dependants.

The pass entitles its holder to free system-wide transportation and to advance seat selection subject to restrictions applying to certain trains and during certain peak travel periods.

Loss or Theft of Pass

Employees are to report the loss or theft of their pass immediately to Human Resources at Headquarters. (Passes reported lost or stolen are immediately cancelled.)

Employees Leaving the Corporation

Employees terminating service with VIA Rail for any reason other than retirement must

surrender all passes in their possession to their immediate supervisor or Human Resources, including those issued to eligible dependants.

Laid-off Employees

Laid-off employees and their dependants are entitled to use their passes in accordance with the regulations of the Corporation, as long as they remain employed by the Corporation.

Additional Provisions

The document outlining regulations respecting passes is presented to employees upon the issue of their first pass and constitutes a comprehensive source of information. Please note that this privilege is subject to change without notice.

WEEKLY DISABILITY BENEFITS,

MATERNITY BENEFITS

AND

LIFE INSURANCE PLANS

Table of Contents

Section	Page
Eligibility	1
Benefits	2
Life Insurance	2
Life Insurance Upon Retirement	3
Weekly Disability Benefits	3
Maternity Leave Benefits	5
Exclusions	5
Continuance of Life Insurance Protection	7
How to File a Weekly Disability Benefits Claim	9
Questions and Answers	10
Direct Payment	12

Eligibility

1. An employee will become eligible for benefits under this Employee Benefits Plan with respect to a given month if:
 - a) in the given month, he/she rendered compensated service under one or other of the collective agreements in force with the Corporation; and,
 - b) on the first day of the given month, he/she has sustained continuous employment for at least sixty (60) calendar days with the Corporation in a position governed by one or other of the collective agreements in force with the Corporation.
2. Whenever a person employed by the Corporation, previously covered under another plan to which the Corporation makes the required contributions, commences compensated service governed by one or other of the collective agreements in force with the Corporation, he/she will be deemed to be an eligible employee without being required to complete the period of continuous employment with the Corporation set out in paragraph 1 b).
3. Whenever a person newly employed by the Corporation commences compensated service governed by one or other of the collective agreements in force with the Corporation, after having rendered compensated service for a period of less than sixty (60) calendar days with the Corporation under another collective agreement, such period of employment will be included in the calculation of the period of continuous employment required under paragraph 1 b) to qualify as an eligible employee hereunder.
4. Any employee who, during any given month, has not rendered compensated service owing to a disability entitling him/her to the waiver of life insurance premiums under the Employee Benefits Plan will be deemed an eligible employee during such month.

5. A full-time officer of the bargaining unit, who is an employee of the Corporation but who is not an eligible employee as defined herein, will be entitled to life insurance benefits if he/she makes direct payment to the Corporation in the full amount required to secure such coverage, provided that he/she maintains such continuous life insurance coverage and his/her eligible employee status. To maintain such continuous coverage while on full-time leave, a newly appointed full-time officer of the bargaining unit will be allowed a period of ninety (90) days from the date his/her leave of absence commences to make application to the Corporation for life insurance coverage.

Benefits

1. The Employee Benefits Plan provides for Weekly Disability Benefits, Life Insurance and Maternity Benefits as set out in the collective agreements and policies between the Corporation and the Insurer.

Life Insurance

For employees currently in service with the Corporation, group life insurance coverage guarantees a death benefit in the amount of:

\$31,000	-	effective August 1, 2001
\$32,000	-	effective January 1, 2002
\$33,000	-	effective January 1, 2003

payable to the beneficiaries named by the employee, subject to the terms of the policy with the Insurer.

Group life insurance coverage includes a Double Indemnity provision on a « 24-hour basis » in the event of accidental death, subject to the terms of the policy with the Insurer.

Life Insurance is payable in a lump sum regardless of the cause of death.

Life insurance benefits will be paid to:

- i) the beneficiary named by the employee, or if none is named,
- ii) the employee's estate.

Life Insurance Upon Retirement

An employee who retires from the service of the Corporation subsequent to August 1, 2001, will, provided he/she is fifty-five years of age or over and has not less than ten years' cumulative compensated service, be entitled to the sum of \$8,000.00, payable to his/her estate upon his death.

Weekly Disability Benefits

- a) Eligible employees unable to perform their duties by reason of a non-occupational accident or illness are entitled, subject to the contracts with the Insurer and provided that they have seen and received treatment from a licensed physician, to weekly disability benefits for loss of wages calculated as follows:

Weekly Base Pay

Sick Benefits

\$120.01 and over 70% of base pay up to a maximum benefit of:

\$540.00	effective August 1, 2001
\$550.00	effective January 1, 2002
\$560.00	effective January 1, 2003

Less than \$120.01 \$80 or 75% of weekly base pay, whichever is less.

Claimants entitled to benefits provided by the Québec Automobile Insurance Corporation (SAAQ) or by other similar provincial bodies will have the amount of such benefits deducted from the weekly disability benefits payable under this Plan.

Claimants in receipt of unemployment insurance sick benefits will have such benefits supplemented to equal their sick benefits under this Plan.

- b) Weekly disability benefits payments calculated in accordance with paragraph a) will commence on the first day of disability in the event of a non-occupational

accidental injury, on the first day of sickness if hospitalized for at least one night, and on the fourth day in other cases of sickness.

- c) If the disability is covered by the insurance contract, benefits will be paid for a maximum of fifteen (15) weeks of total disability.
- d) If an employee continues to be disabled beyond the period set out in paragraph c) above, and if he/she is eligible for unemployment insurance sick benefits, weekly disability benefits payments under this Plan will cease except as provided for in paragraph e).
- e) If following the exhaustion of unemployment insurance sick benefits to which an employee is entitled, such employee is still disabled, he/she will continue to be eligible for weekly disability benefits payments as set out in paragraph a) for up to a maximum of eleven (11) more consecutive weeks, subject to no additional waiting period and up to an overall maximum of twenty-six (26) weeks of weekly disability benefits payments, including the period during which weekly disability benefits payments were paid out pursuant to paragraph c).
- f) If an employee is eligible to have his/her unemployment insurance sick benefits supplemented, he/she is required to send Great-West Life Assurance Company a copy of the cheque stubs entitled « Employment and Immigration Canada - Benefits Statement - Notice to Claimant » with your name and employee number.

If an employee has not retained his/her « Benefits Statement - Notice to Claimant » (i.e. cheque stub), Great-West Life Assurance Company will require a letter from Canada Employment and Immigration detailing the unemployment insurance sick benefits received each week.
- g) In the event an employee is not eligible to receive unemployment insurance sick benefits, he/she will be eligible to receive weekly disability benefits payments for a maximum of twenty-six (26) weeks.
- h) Employees in receipt of weekly disability benefits who are required to provide the insurer with supplementary medical certificates to support continued disability, may claim payment for the cost related to the completion of medical forms by the treating physician, up to a maximum of \$30 per occurrence. The employee will be responsible for the payment of original medical certificate and medical clearance forms to return to work.
- i) Whenever an employee receiving weekly disability benefits is laid off, full payment will continue as if he/she had never been laid off as long as he/she is considered disabled as per our insurance contract.

Maternity Leave Benefits

During her maternity leave, an employee is entitled to maternity leave payments in an amount equal to 80% of her weekly base pay up to a maximum of 20 weeks. If during that period the employee is entitled to receive any benefits, like Employment Insurance maternity benefits, the amount of such benefits will reduce the amount to be paid by the Corporation.

Exclusions

Weekly disability benefits are not payable:

- For any period of disability during which eligible employees are not under the care of a licensed physician;
- For any period during which eligible employees do not follow the medical treatment recommended by a physician specializing in the treatment of the given illness;
- For any period during which benefits are payable to eligible employees under provincial workers' compensation legislation;

- For any period of disability more than fifteen (15) weeks in duration during which eligible employees are entitled to receive unemployment insurance sick benefits, except for the amount allowed under a Supplemental Unemployment Benefits Plan, approved by the Unemployment Insurance Commission;
- For that portion of any period of disability during which eligible employees are in receipt of a retirement pension from their employer, or general holiday or vacation pay. However, if eligible employees are injured or become ill during their annual vacation, they are entitled to temporarily terminate their vacation and be placed on weekly disability benefits;
- If eligible employees become disabled while on strike. However, if they are disabled prior to the date of the strike, benefits will be paid for up to fifteen (15) weeks from the date of disability;
- For any period during which eligible employees are engaged in any occupation for wage or profit;
- With respect to disability directly or indirectly owing to or resulting from one or other of the following:
 - attempted suicide or intentional self-inflicted injury whether of sound mind or not;
 - war, insurrection, hostile acts by the armed forces of any country, or participation in any riot or civil uprising;
 - bodily injury sustained while performing any act or occupation for wage or profit other than on behalf of one's employer;
 - injury covered under the terms of worker's compensation legislation, except whenever a claim is being appealed or has been denied. If there is an appeal, sickness benefits might be payable by the insurance company. However, in the event the Workers' Compensation Board overturns its original decision, any benefits received from the insurance company would have to be refunded.

- During any period of formal maternity leave taken by an eligible employee pursuant to federal law, or pursuant to a mutual agreement between the eligible employee and her employer, except for any period for which such eligible employee is paid Canada Employment and Immigration Commission benefits, as set out in the section entitled « Maternity Leave Benefits ».

Continuance of Life Insurance Protection

Whenever an eligible employee is removed from the payroll and is in receipt of unemployment insurance maternity benefits, her life insurance under this Plan will continue in force without payment of the requisite premiums for up to a maximum of fifty-two (52) weeks from the last day worked.

Whenever an eligible employee is removed from the payroll owing to a disability and is in receipt of weekly disability benefits payments or unemployment insurance sick benefits, his/her life insurance, including accidental death coverage, will remain in force without payment of the requisite premiums for up to a maximum period of six (6) months. If he/she remains off the payroll for more than six (6) months owing to such disability, it is his/her responsibility to make arrangements to have his/her coverage continued by remitting the appropriate premium amounts to the Corporation for a further maximum period of six (6) months.

If the disability lasts after 12 months before his/her sixtieth (60th) birthday, his/her life insurance, including accidental death coverage, will remain in force without further payment of premiums, provided that satisfactory proof of total disability is submitted to the insurance company within one (1) year of the last day of the month during which active service ceased owing to this disability.

Coverage will remain in force for as long as the total disability lasts, provided that the eligible employee does not engage in any remunerative employment, does not retire, but does supply periodical proof of disability as required by the insurance company.

After the 12 month period, life insurance coverage is reduced to \$5,000. However, the eligible employee may apply within thirty-one (31) days of the date reduced coverage goes into effect, for conversion from a group to a personal insurance policy to which an accidental death provision may be attached up to the maximum amount indicated below, provided that the request is forwarded to the insurer:

\$26,000 effective August 1, 2001
\$27,000 effective January 1, 2002
\$28,000 effective January 1, 2003

Whenever an eligible employee is removed from the payroll owing to a disability covered by worker's compensation, his/her life insurance for the full amount including accidental death coverage will remain in force without payment of the requisite premiums for the period during which he/she undergoes treatment and rehabilitation at the expense of a worker's compensation authority. If such eligible employee remains off the payroll after such treatment and rehabilitation have ceased, it is his/her responsibility to make arrangements to have his/her coverage continued by remitting the appropriate premium to the Corporation for each additional month that he/she continues to be off the payroll up to a maximum of twelve (12) months from the last day worked.

An eligible employee who is either laid off or on leave of absence, and is not entitled to have his/her premiums waived under b) or c) above, will be entitled to maintain his/her life insurance coverage in force by remitting the appropriate premium amounts to the Corporation for a period not exceeding twelve (12) months from the end of the month during which the lay-off or leave of absence commenced. Direct payments are due no later than the end of the month following that during which a premium was last paid on his/her behalf.

How to File a Claim

(Weekly Disability Benefits)

To claim weekly disability (sick pay) benefits, the following procedure is to be followed:

- Obtain a blank Form « A » (Great-West) and an « Attending Physician's Statement » from your immediate supervisor.
- Ask your physician to fill out the form and:
- either return it to you
- or mail it directly to Great-West Life Assurance Company

with a view to protecting the confidentiality of the information appearing therein.

- Employees are to complete the section entitled « Colleague's Statement » on Form « A » and submit the said form to their immediate supervisor who is to fill out the « Statement of the Immediate Supervisor » and then forward the duly completed Form « A » to Great-West Life Assurance Company. Form « A » must be completed and returned within thirty (30) days of the commencement of disability.

Weekly disability benefits can be deposited directly into the bank account of the employee if the "Direct Deposit Authorization" section is filed by the employee and appropriate information is provided to Great-West.

Questions and Answers

Weekly Disability Benefits (sick pay)

1. *When should I file my claim?*

It is important that you file your claim as soon as you are entitled to weekly disability benefits.

A proof of claim (Form « A ») must be submitted within thirty (30) days of the commencement of disability.

The necessary claims forms may be obtained from your immediate supervisor.

2. *Do I pay income tax on these benefits?*

Disability benefits are considered income replacement. Income tax will therefore be deducted from any benefits you receive from the Insurer.

3. *When does eligibility for weekly disability benefits end?*

- a) on the date you terminate service with your employer; OR,
- b) on the date you cease to be eligible for weekly disability benefits (sick pay) for any other reason; OR,
- c) on the date this Plan terminates.

Termination of service will, for the purposes of weekly disability benefits, be deemed to occur on the date upon which you discontinue active service, except in instances of the following:

- during any period while you are on vacation with pay;
- during any period while you are entitled to weekly disability benefits (sick pay) or unemployment insurance sick or worker's compensation benefits;

- during any period you are on bereavement leave, on Company compensated jury duty, or on a temporary leave of absence in the capacity of union officer to perform union duties, provided that a premium has been paid for compensated service in the current or previous month.
- during any period you are laid off or granted leave of absence, provided that you return to work in the same calendar month during which the lay-off or leave of absence commenced.

4. *Is the physician's charge for completing the «Attending Physician's Statement» at the employee's expense?*

Yes.

5. *If, after being disabled, I return to work but again become disabled, how will this second disability be treated?*

It will be treated as a continuation of the previous disability unless you have returned to full-time work for a period of at least two (2) consecutive weeks following total recovery from the first disability or unless the second disability is totally unrelated to the first.

If the second disability owes to the same causes as the first but you have been back at work full time for a period of at least four (4) consecutive weeks, it will be considered a new disability.

Life Insurance and Accidental Death

6. *What happens if I fail to make either the first or any subsequent payment?*

Your life insurance and accidental death coverage will be terminated. It is therefore essential that you make direct contributions to maintain your life insurance coverage in force.

7. *If I terminate employment, when does my life insurance and accidental death coverage cease and is it possible to retain it on an individual basis?*

Your life insurance and accidental death coverage will cease at termination of employment.

However, within the following thirty-one (31) days, you may, without submitting to a medical examination, convert your coverage into any form of personal life insurance.

Direct Payment

Direct payment of life insurance premiums must be forwarded by cheque or money order and received no later than the twentieth (20th) day of the month at the following address:

VIA Rail Canada Inc.
Human Resources
P.O. Box 8116
Station A
Montréal, QC
H3C 3N3

Cheque or money order must be made payable to:

VIA Rail Canada Inc.

Direct payment must be accompanied by a duly completed VIA form number F0132.