

AGREEMENT

between

CANADIAN STANDARDS ASSOCIATION

located at Metropolitan Toronto
(hereinafter called **the** "Employer")

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES

and its LOCAL 967
(hereinafter called the "Union")

The general purpose of this Agreement is to establish mutually satisfactory relations between the Employer and its employees, to provide a means for the prompt disposition of grievances, and to establish and maintain satisfactory working conditions, hours of work and wages for all employees of the Employer who are subject to its provisions.



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ARTICLE 1 RECOGNITION

1.01 Bargaining Unit Part Time and Temporary

The Employer **recognizes** the Union as the exclusive Bargaining agent of all employees of the Employer who are located at **178 Rexdale Boulevard, Etobicoke**, Ontario, save and except the following:

1. Managers; **Co-ordinators**, and Team **Co-ordinators** other than those listed in the schedule attached hereto; Supervisors and persons above the rank of Supervisor; Development Specialist; Secretaries to members of the Executive Committee; Secretaries to persons above the rank of Supervisors; Persons employed in Human Resources Office; Payroll Clerks; members of the Engineering Profession; Special Audits Investigators.
2. Duly qualified persons within the **recognized** professions such as dental, legal, medical and pharmaceutical, employed in a capacity which requires such professional knowledge.
3. Temporary personnel employed on work within the scope of the Bargaining Unit to replace employees on sick leave. Maternity and parental leave shall work up to a maximum of **1400** hours per fiscal year. These individuals shall not be used for Article 1.01(4).
4. Temporary personnel employed on work within the scope of the Bargaining Unit for a period not to exceed **450** hours in any one fiscal year which is required to deal with the peaks in workload, vacation and unpaid leave of absence which do not **justify** permanent positions. When **450** hours have been reached, they cannot be employed on any other job function with the Bargaining Unit within the fiscal year.
5. Students on educational placement programs, and students who are registered in a full time program in high school or post secondary institutions to a maximum of **675** hours per fiscal year.

6. The term “Employees” as used in this Agreement shall be those persons **within** the scope of the Bargaining Unit as set out above.

1.02 For purposes of clarity, the parties agree that should the Employer transfer any part or parts of its operation **from** the **178 Rexdale** Boulevard location to any other location in Ontario, employees within the transferred operation shall be covered by the provisions of this Agreement provided however that this shall not be construed to mean the transfer of individual employees, without the transfer of a part of an operation.

1.03 Appendix D **outlines** the provisions of the Collective Agreement that shall apply to part time personnel.

ARTICLE 2 MANAGEMENT’S RIGHTS

2.01 The Employer has the exclusive right and power to manage its business and direct its working force in a manner consistent with the terms of this Agreement, including, without restricting the generality of the foregoing, the right to hire, promote, demote or discipline, suspend or discharge for just cause, provided that an employee who has not completed his probationary period may be dismissed for any reason satisfactory to the Employer, and the right of a probationary employee to grieve shall only be as hereinafter provided.

ARTICLE 3 EMPLOYER-EMPLOYEE RELATIONSHIP

3.01 The Employer and the Union agree that there shall be no discrimination or coercion exercised or practised with respect to any employee by reason of race, creed, colour, national **origin**, political or religious **affiliation**, sex or marital status nor by reason of his membership or activity or his non-membership in the Union.

3.02 (a) The Employer shall provide the Secretary of the Union a monthly list of expected commencement and termination of employment dates, vacancy numbers, Supervisor’s name, cost centre, names of employees **they** are replacing and accumulated hours where applicable of Bargaining Unit

employees, students, **peakload** personnel and temporary personnel. This list shall include other information **re:** effective dates for employees referred to in Art. **24.04, 24.06** and any other items mutually agreed upon.

(b) The Employer shall provide an annual list of expected retirees.

3.03 (a) The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out therein. A copy of the Agreement will be supplied to the new employee.

(b) The immediate Supervisor shall introduce all new employees to the zone steward.

3.04 Every three **(3)** months, the Union will be given the opportunity to conduct a seminar, for a maximum period of thirty **(30)** minutes, for all new employees within the Bargaining Unit, hired during that period. Attendance shall not be withheld by the immediate Supervisor. The seminar will take place during regular working hours without loss of pay at such time and place as the Employer may determine. The sole purpose of such a seminar is to acquaint the new employees with the benefits and duties of Union membership and his responsibilities and obligations to the Employer and the Union. No more than one local Union designate shall be present to conduct this seminar.

3.05 The Employer and the Union agree that consultation and communication on matters of joint interest are desirable to promote constructive and harmonious relations between the parties.

A Management/Union Committee (MUM) has been established. The function of the Committee shall be to act as a forum for improving service to customers, correcting conditions causing misunderstandings, reviewing suggestions or questions from employees and any other items both parties deem necessary to discuss.

The Committee will attempt to meet once a month and an advance Agenda, agreed to by both parties, shall be sent to all Committee members.

The parties also acknowledge the interest of all employees in the Bargaining Unit to be kept informed of developments affecting their employment and communications in this regard will be discussed during meetings.

It is understood that while the Committee shall consider and attempt to resolve all such problems coming before it, it shall have no power to alter, amend, add to or modify the terms of this Collective Agreement, but rather it shall act in an advisory capacity to the parties.

ARTICLE 4 NO STRIKE - NO LOCKOUT

4.01 The Union agrees that there will be no strike during the term of this Agreement and the Employer agrees that there will be no lockout during the term of this Agreement.

4.02 For purposes of **this** Agreement, the words “strike” and “lockout” shall be as **defined** in the Labour Relations Act.

ARTICLE 5 UN-ION MEMBERSHIP AND CHECK-OFF

5.01 (a) Any **employee** covered by this **Agreement** shall have the right to become a member of the Union, or not, as he sees **fit**.

(b) Union dues, or deductions in lieu thereof, will be deducted **from** all employees in the Bargaining Unit who are in receipt of wages from the Employer.

5.02 The deductions outlined above shall be in such amounts as the Union may advise in writing **from** time to time. Upon receipt of a written **authorization from** the Union, the Employer will deduct prepaid dues in such amounts as the **authorization** may direct. Such deductions shall be forwarded to the Union treasurer within ten **(10)** days following the end of each unit accompanied by a list of additions and deletions for a master list. The master list shall be provided in April and October of each year.

5.03 The Union **agrees to indemnify** and save the Employer harmless from any claim by an employee arising out of the deduction arrangements in this Article.

5.04 The Employer shall provide the total regular wages for all Bargaining Unit employees for each fiscal unit.

ARTICLE 6 UNION ACTIVITY

6.01 The Union agrees there will be no Union activity conducted during working hours or at any time on the Employer's premises except:

- (a) Normal informal discussion at lunch periods providing it does not interfere with the rights and privileges of others and the conduct of business;
- (b) That which is provided for in connection with the handling of grievances;
- (c) During direct contract negotiations as agreed to by the Employer and;
- (d) Other activities as approved by Human Resources;
- (e) In order for the Union to properly represent the employees, the Employer shall provide a room for meetings, as the need arises with approval of the Director of Human Resources.

6.02 For the purpose of representation under Article 7 or Article 9, the parties agree that geographical zones, as outlined in Appendix E, may be represented by a maximum total of eighteen (18) stewards.

6.03 One of the stewards will be appointed by the Union as Chief Steward. In the event that the appropriate steward is not on the premises, the Chief Steward or, failing **him**, any member of the Executive of Local 967 may act on the employee's behalf.

6.04 The Union shall notify the Employer in writing of the name of each steward and the area he represents and also the name of the Chief Steward, before the Employer shall be required to **recognize** any of them.

6.05 No more than one steward or union officer shall be absent **from** his job to process any grievance when such is desired by a **grievor**, in accordance with the grievance procedure. Such absence shall not exceed **1/2** hour unless approved by the Human Resources Director. '

6.06 Before leaving his regular employment duties to engage in investigation and processing of grievances within his zone of operation, the steward must receive permission **from** his Supervisor and indicate the nature of the business and the time anticipated. Such requests shall not be unreasonably withheld. The Employer will pay only for **authorized** time spent on Union business.

6.07 On entering a section other than his own, a steward shall advise the Supervisor of the section entered, or such substitute as the Supervisor may designate, and on return to his section shall immediately advise his Supervisor.

6.08 A committee of three **(3)** employees shall constitute the Union Grievance Committee. A Union representative who is not an employee may be present if so requested.

6.09 A committee of four **(4)** employees plus one **(1)** Union representative who is not an employee shall constitute the Union Negotiating Committee.

6.10 The Union shall advise the Employer, in writing, of the names of members of the Union Grievance and Bargaining Committees. Any changes in the above representation shall be communicated in writing to the Employer as soon as possible.

6.11 If direct negotiations take place during working hours with permission of the Employer, the four **(4)** employees on the Union Negotiating Committee shall be paid for working time lost. If the services of a Conciliation Officer is **utilized**, the Union shall reimburse the Employer for the cost of all regular wages paid for such employees beyond an initial period of two **(2)** days.

6.12 All correspondence between the parties, arising out of this Agreement, shall pass to and **from** the Director of Human Resources and the Secretary of the Union.

6.13 Six (6) bulletinboards will be provided for the Union to post notices. Management reserves the right to approve such notices and it shall not be unreasonably withheld.

ARTICLE 7 GRIEVANCE PROCEDURE

7.01 It is the desire of the parties that complaints of employees regarding the application, administration or alleged violation of this Agreement be **adjusted** as quickly as possible, and it is understood that if an employee has a complaint he shall process it in the following manner and sequence, provided that the dismissal of an employee during the probationary period shall not be the subject of a grievance:

FIRST: Between the employee and his immediate Supervisor, provided such complaint is lodged within five (5) working days of the circumstances giving rise to the complaint. The immediate Supervisor shall give his decision within five (5) working days. A steward may be present upon request of the employee or Supervisor.

SECOND: If the Supervisor fails to settle the complaint to the satisfaction of the complaining employee, the employee shall, with the assistance of his steward, reduce the complaint to a grievance in writing (on forms supplied by the Union **in quadruplicate** and approved by the Employer) and they shall present it to the Supervisor within five (5) working days. The Supervisor shall give his written answer to the employee within five (5) working days.

THIRD: If the Supervisor fails to settle the grievance, the steward shall give the grievance to the Human Resources Director within five (5) working days of the Supervisor's written disposition, otherwise, it will not be accepted in the third step. The Human Resources Director shall give a written decision within five (5) working days of receipt of the grievance.

FOURTH: **If the** grievance has not been settled in the third step, it must be processed within five **(5)** working days of the Human Resources Director's written decision, otherwise it will not be accepted in the fourth step. All grievances not settled at the third step shall be taken up at a meeting between the Union Grievance Committee and the Management Committee within five **(5)** working days. The decision of the Management Committee will be given to the Union in writing within five **(5)** working days following the meeting.

7.02 The time limits fixed for the Grievance Procedure may be extended on an individual basis by written consent of both parties to this Agreement.

7.03 A Union Policy grievance (which is clearly distinguishable **from** a grievance of an individual) which alleges that there has been a violation of this Agreement, may be filed by the Union Officers and instituted at the third step of the Grievance Procedure as outlined herein provided this is done within five **(5)** working days **after** the occurrence of the event(s) or within live **(5)** working days **after** the Union ought reasonably to have known of the occurrence of the event(s) being grieved and if necessary, proceed to arbitration.

However, it is expressly understood that this procedure may not be used to institute a grievance directly affecting an employee or employees, which such employee or employees could have themselves instituted and the regular grievance procedure shall not be bypassed.

7.04 It is understood that the Employer may bring forward to a meeting held with the Union Grievance Committee any general complaint with respect to the conduct of the Union, its Officers, Stewards, or any other Union representative, and that if such a complaint by Management is not settled to the mutual satisfaction of the conferring parties, it may be treated as a grievance, instituted at the third step of the Grievance Procedure, and, if necessary, proceed to arbitration.

7.05 In order to facilitate an orderly and confidential investigation of grievances, the Employer shall make available the **temporary** use of a private room.

ARTICLE 8 ARBITRATION

8.01 Where a difference arises ~~between~~ the parties relating to the interpretation, application or ~~administration~~ of this Agreement, including any question as to whether a matter is **arbitrable**, or where an allegation is made that this Agreement has been violated, either of the parties may, **after** exhausting the grievance procedure established by this Agreement, notify the other party in writing of its desire to **submit** the difference or allegation to arbitration and the notice shall contain ~~the~~ name of the first party's appointee to an Arbitration Board.

8.02 Such notice, in order to be accepted as an appropriate matter for submission to arbitration, must **be communicated** to either party in writing not more than ten **(10)** working days subsequent to the written decision of the Management Committee in Step 4 of the Grievance Procedure.

8.03 The recipient of the notice **shall** within five **(5)** working days inform the other party of the name of its appointee to the Arbitration Board. The two appointees so selected shall, within ~~five~~ **(5)** working days of the appointment of the second of them, appoint a third person who shall be the Chairperson.

8.04 If the recipient of the notice fails/to appoint an arbitrator, or if the two appointees fail to agree upon a **Chairperson** within the time limited, the appointment shall be made by the **Minister** of Labour for Ontario upon the request of either party.

8.05 The Arbitration Board shall ~~hear~~ and determine the difference or allegation and shall issue a decision and ~~e~~ decision is **final** and binding upon the parties and upon any employee ~~aff~~⁴ected by it. The decision of a majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chairperson governs.

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

8.07 It is agreed that each party will **bear** the cost of its appointee and bear equally the fees and expenses of the Chairperson. Where the Board deems it necessary to incur other expenses in connection with the case, the Board will consult with the parties and obtain agreement **from** the parties before making its decision regarding incurring such expenses.

8.08 The time limit fixed for the arbitration procedure may be extended on an individual basis by written consent of both parties to this Agreement.

ARTICLE 9 WRITTEN **DISCIPLINE**, SUSPENSION OR DISCHARGE

9.01 (a) At the time an employee is disciplined in writing, suspended or discharged, he shall be informed in the presence of the zone steward or Union officer of his right to Union representation, unless, in the case of discharge, the reasons are such that it is necessary to require his immediate expulsion **from** the premises. The employee may consult with the steward or Union officer, where applicable, for a reasonable time not to exceed **1/2** hour during working hours unless extended by mutual agreement.

(b) An employee, discharged as described above, shall be provided the opportunity to meet with a Steward or Union Officer, outside the premises, immediately after discharge.

9.02 The employee who is disciplined **in** writing, suspended or discharged, shall be disqualified **from** proceeding under the Grievance Procedure unless written notice of a grievance is lodged **with** the Human Resources Director within five **(5)** working days **from** date of discipline. Such a grievance shall be commenced at the fourth step of the Grievance Procedure.

9.03 If no other disciplinary action **occurs**, **disciplinary** letters will be removed **from** the file in eighteen **(18)** months, suspension letters in thirty-six **(36)** months **from** the date of issue. In the **event** that further disciplinary action occurs, the letters shall remain on the file **for thirty-six (36)** months from the most recent action.

9.04 Any employee shall have the opportunity to review his personnel file upon request to the immediate **Supervisor**.

**ARTICLE 10 SENIORITY, LAY OFF AND RECALL,
SEVERANCE PAY**

Seniority

10.01 An employee will be on probation and not acquire seniority until he has completed six (6) months of active employment within the twelve (12) month period following his hiring. On successful completion of the probationary period, he shall then be credited with seniority equal to the probationary period served, and any seniority thus acquired may be exercised in the manner set out in this Article. At the request of the Employer, the probationary period may be extended with the written consent of the Union.

10.02 It is understood that the release of an employee during the probationary period shall not be the subject of a grievance under either the Grievance or Arbitration Procedures. An employee who has completed the probationary period and has seniority, who is discharged for cause, may lodge a grievance in the manner and to the extent provided in the Grievance Procedure.

10.03 (a) The seniority date of an employee shall be the date such employee first commenced work in any classification covered by this Agreement, except that any period of service outside this Bargaining Unit of more than twenty-four (24) consecutive months will not be added to the employee's Bargaining Unit seniority. In which case the seniority list will be adjusted accordingly and show the employee's service and seniority date.

(b) A person who transferred to a supervisory position, or any other position not covered by this Agreement, after August 1st, 1977, and who is returned to a position within the Bargaining Unit within one (1) year from his date of transfer, shall return with his original seniority date. If such person is returned more than one (1) year after his date of transfer, his seniority shall be equal to that held at the date of transfer, plus a maximum accumulation of two (2) further years.

- (c) **The seniority date of an employee** who was in **the Bargaining Unit** prior to August 1 ~~st~~, **1977** shall be the date his service commenced.

10.04 Seniority shall be lost and **employment** deemed terminated if:

- (1) An employee is **discharged** and is not reinstated through the grievance and **arbitration** procedure;
- (2) An employee resigns;
- (3) An employee is laid off **for** the lessor of the employee's years of service or twenty-four ~~(24)~~ months;
- (4) 'An employee on layoff **fails** to return to the Employer in accordance with his **notice** of recall;
- (5) An employee fails to **return** upon the completion of any **leave** of absence except for **reasons** satisfactory to the Employer;
- (6) An employee is absent **from** work without permission for a period of three **(3) consecutive** working days without notifying the **Employer** unless such notice was not **reasonably** possible, and **providing** reasons for such absence satisfactory to the **Employer**.

10.05 A full time employee shall **continue** to accumulate seniority while he:

- (1) Is in the active employ **of** the Employer;
- (2) Is absent through **verified** illness for a period equal to the employee's accumulated **sick** leave plus an additional four **(4)** months, the employee's **position** shall be reserved. After **this** period of time, the **employee** shall cease to accumulate seniority **and** the **position** shall be posted, unless the employee can provide **medical** verification that he can return to work within one **month**.

- (3) Is absent for up to ~~two~~ (2) months on a leave of absence;
- (4) Is on maternity leave for up to twenty-six (26) weeks, or such longer period as may be prescribed by the Employment Standards Act;
- (5) Is on parental leave as per Article 12.06(a);
- (6) An employee on Workers' Compensation shall retain his seniority during the period of illness or injury to a maximum of thirty-six (36) months. Upon return the Employer will provide a job with a similar rate of pay to the position the employee previously held, provided that the employee is medically fit and capable of performing the job. If incapable, the employee will be provided with a job that he is medically fit and capable of performing.

10.06 An employee on Long Term Disability shall retain his seniority as at the date of commencement of LTD.

10.07 The Employer shall maintain up-to-date seniority lists showing each employee's seniority date, and where applicable service date, as calculated in accordance with this Article; and the employee's current classification. The lists will be posted on the Union bulletin boards in April and October of each year and a copy sent to the Secretary of the Union.

Layoff and Recall

10.08 In the case of a layoff, seniority shall apply under Pay Rates and Classifications provided those employees remaining are competent to perform the available work.

10.09 (a) An employee who has been laid off in accordance with the provisions of this Article, will be called back to work in order of seniority provided that such employee is competent to perform the available work.

- (b) **Employees on layoff shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.**
- (c) **An employee may refuse recall, without loss of recall rights, when he is recalled to a job outside the original Career Family or to a lower pay grade.**

An employee who accepts recall to any position is no longer on layoff and is considered to be placed in the recalled pay grade and Career Family.

- 10.10** (a) Employees shall be notified of recall by registered mail or courier sent to the employee's last known address according to the Employer's records, a copy of which shall be sent to the Union Secretary on the date of issuance. The employee shall:
- (1) **within two (2) working days of the receipt of the recall notice, advise the Employer's Human Resources Director that he intends to return to work, and;**
 - (2) **return to work within five (5) working days of the receipt of the notice of recall.**
- (b) **Notification shall be deemed to have been received by the employee five (5) working days following the day the recall notice was sent by registered mail or courier.**
 - (c) **It is the sole responsibility of the employee to keep the Employer advised of his current address and telephone number.**

- 10.11 (a)** An employee claiming that he has **been** laid off or transferred **contrary to the provisions** of this Article or that he has not **been recalled in conformity therewith**, may file a grievance in writing with the Employer **commencing** at the third step of the Grievance Procedure.
- (b) In the case of a layoff or transfer, **such** grievance shall be filed not later than **ten (10) working days** after the date of layoff or transfer.
- (c) In the case of recall, **such grievance** shall be sent to the Employer's Human Resources Director by registered mail or courier within **ten (10) working days after** the employee - **who the grievor alleges**, was improperly recalled in his place - commenced work. The **grievor** shall supply to the Employer the reasons and particulars of the basis of his claim in the grievance at the third step of the Grievance Procedure including the name of the job incumbent whose classification he **claims** he should occupy and it shall be his responsibility to establish his right to the job classification.

Severance Pay

10.12 In the event that it becomes necessary to terminate an employee due to the need to reduce the workforce, severance pay shall be paid based on the following:

- (a) one (1) week's pay for each year of service up to ten (10) years of service or;
- (b) one and one-half (1½) week's pay for each year of service if the employee has accumulated between ten (10) and twenty (20) years of service or;
- (c) two (2) week's pay for each year of service if the employee has accumulated beyond twenty (20) years of service;

to a maximum of fifty-two (52) weeks pay, including any severance pay required by Legislation.

ARTICLE 11 JOB POSTING

11.01 Notice will be posted of a **vacancy** in a classification covered by the Agreement for a period of seven **(7) working** days and no employee shall be hired from outside the Bargaining Unit until the position has **been** posted for the seven **(7)** working day period. **Such notice will** contain the classification, educational qualifications, type of **experience, must** and preferred factors, shift and wage **range** as specified in the **applicable position** description. If a test is to be given, all applicants shall be **notified** within ten **(10)** working days following the posting period where **practicable**. Notwithstanding the foregoing, where an emergency arises, **a job vacancy** can be posted for two **(2)** working days on agreement with the **Union**.

11.02 Copies of any posting **including the reason for such a vacancy, will be** forwarded to the Secretary of the **Union at the time of posting**.

11.03 The Employer shall **make reasonable efforts to advise those** employees who, in their opinion, **may be interested in the vacancy or who are** away on the Employer's business **during the entire period of the vacancy**.

11.04 For the purposes of this Article, a **vacancy exists when, in the opinion** of **the** Employer, the job opening is one **which will not be temporary in nature,** and there are no eligible employees **in the same pay grade whose position is** eliminated. **If the Employer does not wish to fill a vacancy, the Union shall be** notified of the reasons, in writing, **within two (2) months**.

11.05 (a) In the event that a **posting is cancelled, the original posting** shall be stamped "**Cancelled**" and displayed on the bulletin boards for seven **(7) working days**.

(b) In the event that a **posting is modified, the posting shall be** stamped "**Modified**" and **displayed on** the bulletin boards for seven **(7) working days**. **All applicants to the original vacancy shall be notified, in writing**.

- (c) **In the event a posting is not filled within eight (8) months and if the Employer wishes to fill the vacancy, a new posting shall be prepared, stamped "Second Posting" and stating previous posting number. It shall be displayed on the bulletin boards for seven (7) working days.**
- (d) **Copies of postings referred to in 11.05(a), (b) and (c), will be forwarded to the Secretary of the Union.**

11.06 When a vacancy occurs in the Bargaining Unit and employees within the Bargaining Unit make application for such promotion, the Employer shall select the most senior applicant where skill, ability, qualifications, and communicative skills, as assessed by the Employer, which assessment shall not be arbitrary or unreasonable, are relatively equal. The Employer may use tests to assist in assessing an employee.

11.07 The Employer will endeavour to promote employees from within the Bargaining Unit where to do so is consistent with the Employer's need for an efficient and effective work force. In any event, the Supervisor or Manager will not interview outside applicants until such time as all internal applicants have been given full consideration,

11.08 New employees will not be allowed to apply for a job posting during their probationary period. In the next six months, employees will be restricted to one successful promotion or transfer through job posting. The above will apply unless mutually agreeable to both the Director, Human Resources and the employee.

11.09 All tests shall be conducted by Human Resources to ensure confidentiality. The form, content and administration of such tests shall be at the sole discretion of the Employer.

11.10 Applicant interviews shall be conducted confidentially, in a private room by Human Resources and/or the hiring Supervisor.

11.11 (a) When a vacancy is filled the name of the successful applicant shall be forwarded to the Union Secretary and posted on bulletin boards, together with the applicable job posting and salary schedule.

- (b) The hiring **Supervisor** shall notify all **unsuccessful** applicants, in writing.
- (c) Any **unsuccessful applicant** shall, . request, receive counselling from the **hiring Supervisor**. **no** will include the reason why the **application was unsuccessful**, a review of test results and career **guidance**

11.12 If a posting has not **been** filled **within** two **(2)** months, all applicants shall be notified in writing of the reason **for** the delay.

11.13 **Successful** applicants **shall be moved** to their new position and/or start receiving the wages of the new **classification** within four **(4)** weeks of the successful candidate being notified.

11.14 Promotions or transfers will be **subject** to probation as outlined below:

- (1) Existing employees **accepting** new positions or promotions as described above **shall be** on job probation for sixty-five **(65)** working days. **This** probationary period may be extended by any amount **of time**, such as vacation, sick leave, paid holidays, taken **during** the course of such probation;
- (2) At the request of the **Employer**, the job probation period may be extended under **extenuating** circumstances with written consent of the Union;
- (3) Employees who are **reclassified** and have already been carrying out the duties **of** the higher classification for an equivalent period to that **of** the probationary period, shall not be placed on job **probation**

11.15 In the event an employee who **takes** another position fails to qualify, a reasonable effort will be made to **relocate** such employee in a job with a similar rate of pay to the position the **employee** previously held.

11.16 When an employee's performance is above the competent level of the job, a recommendation may be made by the Supervisor to accelerate the employee's salary up to job rate (job rate shall be defined as the maximum level). The Supervisor's recommendation along with performance reviews must be **authorized** by the Director with concurrence of Human Resources. **In any** event, the employee must have **first** completed his probationary period and not move more than two scheduled steps.

ARTICLE 12 LEAVE OF ABSENCE

12.01 Where practicable, leave of absence without pay and without loss of seniority, may be granted at the discretion of the Employer on a request from any employee, and such request shall not be unreasonably denied.

12.02 All requests for leave of absence beyond one **(1)** day will be submitted in writing to the immediate Supervisor concerned for **authorization** at least ten **(10)** working days prior to commencement of such leave (except **in** case of emergency) and shall be dealt with by the Employer as quickly as reasonably possible. Such **authorization** shall be in writing.

12.03 Time worked beyond the regular work day or work week to make up time for leave of absence shall be applied to such leave of absence at straight time.

Such make-up time shall be discharged within two **(2)** months before or after said leave. Make-up time shall not be applied toward leave of absence unless so specified at the time leave is granted.

12.04 (a) Any employee duly appointed as a delegate to a Union meeting or convention will, where practicable, apply ten **(10)** **working** days in advance or at least five **(5)** working days in advance to his immediate Supervisor for unpaid leave and permission shall not be unreasonably withheld. A delegate may not take more than five **(5)** days leave at a time, nor shall there be more **than** five **(5)** such delegates on leave at any one time. The total of such leaves shall not be more than **fifty (50)** days a year.

While on unpaid leave of absence, such employee shall be paid all wages and benefits for regular working hours missed and the Union shall reimburse the Employer for the cost of all regular wages paid.

- (b) For the purpose of negotiations, the Employer agrees to grant paid leave to elected members of the Union Negotiating Committee up to a maximum of two **(2)** days per member in **any** negotiating year. It is understood that these days are not to be considered as deductible **from** the number of days allowed for Union business as above.

12.05 Subject to the following conditions, the Employer will grant leave of absence without pay or Long Term Disability to a maximum duration of seventeen **(17)** weeks to a pregnant employee at her request in writing:

- (a) Such employee must have at least thirteen **(13)** weeks service;
- (b) The Employer may require medical verification prior to such leave of absence and also that she is **physically able** to resume her normal duties upon her return;
- (c) Such leave may normally commence up to seventeen **(17)** weeks prior to the expected date of delivery;
- (d) The Employer shall advise in writing the employee, who having completed their probationary period, that if she desires coverage to be continuous, the employee shall prepay premiums for applicable deductions and benefits for the duration of such leave prior to proceeding on such leave;
- (e) The Employer shall continue to pay the Employer portion of benefits outlined in Article **18** and **28**;

(f) A male employee shall be granted two (2) days **leave with pay** to attend to the needs directly related to the birth of his child. The employee may be required to furnish medical verification.

12.06 (a) An employee (male or female) who has thirteen (13) weeks service shall be granted parental leave of absence to a maximum of eighteen (18) weeks without pay and without loss of seniority, to attend to the needs of his/her child. This leave must be started within thirty-five (35) weeks after the birth or adoption of the child. This request must be made **in writing** to the employee's immediate Supervisor at least **two (2)** weeks prior to the expected departure/return date.

(b) An employee shall be granted one (1) day leave with pay to attend to needs directly related to the adoption of his/her child.

(c) The employee may be required to furnish proof of an adoption.

(d) Benefits outlined in **Article 18 and 28** will be paid in accordance with the Employment Standards Act.

Leave of Absence - Supplemental **Unemployment** Benefit

12.07 An employee on maternity or **parental** leave who, having provided proof of receipt of Unemployment Insurance Benefits (UI) shall be paid a Supplemental Unemployment **Benefit (SUB)** allowance in the following manner:

(a) for the first two (2) **weeks** of maternity leave (UI waiting period), an amount equivalent to ninety percent (90%) of her weekly pay, based **on** the last day worked prior to commencement of **the maternity** leave and thereafter; an amount equivalent to **ninety percent (90%)** of that weekly pay less UI benefits **received**, for a maximum of fifteen (15) weeks;

- (b) for parental leave, an amount equivalent to ninety percent **(90%)** of his/her weekly pay less **UI** benefits received, for a maximum of five **(5)** weeks;
- (c) the maternity **and/or** parental **SUB** allowance shall **terminate** when **UI** benefit payments cease.

12.08 The payments set out in **12.07** will **only** be **made if the** employee **signs** an agreement with the Employer, providing:

- (a) that **she/he** will return to work and remain in the Employer's employ for a period of three **(3)** months from the date of return to work;
- (b) that she/he will return to work on the date of **expiry** of her maternity or parental leave, **unless** the employee is entitled to another leave provided for in this Agreement;
- (c) that the employee **recognizes** that she/he is indebted to the Employer for the payments received and shall reimburse the Employer if she/he fails to return to work as per the provisions of subsections (a) and **(b)**.

ARTICLE 13 BEREAVEMENT

13.01 In case of bereavement, an employee will be granted a leave of absence **from** work **and** will incur no loss of wages in respect of the following periods:

- (1) five **(5)** consecutive **working** days for arranging and/or attending the funeral of a **spouse** and/or child;
- (2) three **(3)** consecutive **working** days for **arranging** and/or attending the funeral of a member of the immediate family or;
- (3) one **(1)** day for mourning the death of a member of the immediate family, if the employee is not able to **attend** the funeral or;

(4) one (1) day to act as a pallbearer.

13.02 Immediate family shall be defined as: father, mother, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, brother-in-law and sister-in-law.

13.03 An additional leave of absence without pay may be granted for required travel time.

ARTICLE 14 JURY OR COURT **WITNESS DUTY**

14.01 Employees required to be absent **from** work to serve on jury **duty** or subpoenaed court witness, shall be **paid** for the difference between their normal day's salary **and** the amount they receive per day. This excludes travel allowances.

ARTICLE 15 HOURS OF **WORK**

15.01 (a) The normal hours of **work** for employees shall be seven and **one-half (7-1/2)** hours **per** day and thirty-seven and one-half **(37-1/2)** hours per week.

(b) This does not include **an** employee's lunch period of not less than one-half **(1/2)** hour or more than one **(1)** hour per day at the Employer's discretion.

15.02 An additional fifteen **(15)** minutes at lunch break on pay day shall be permitted without loss of pay.

15.03 A fifteen **(15)** minute break **period** will be allowed morning and afternoon for each **full** day worked. The **fifteen (15)** minute period covers the total time the employee is to be absent **from** his place of work.

15.04 AU employees shall receive their wages by the direct payroll deposit banking system or by such other **mechanized** payroll system as may be used by the Employer.

15.05 The Employer will consult with the Union prior to a change in the schedule of the normal hours, pay day, shifts or method of payment.

ARTICLE 16 OVERTIME

16.01 For the purposes of overtime calculation, hours paid shall be considered as hours worked (sick time shall not be considered hours worked). Hours worked in excess of seven and one-half (**7- 1/2**) hours per regular work day, paid holidays (including designated floaters), Saturday or Sunday shall be paid at time and one-half (**1-1/2**). Overtime shall be only on an **authorized** basis and if not **authorized** by the Employer, shall not be paid.

16.02 An employee who has worked ten and three-quarters (**10-3/4**) consecutive hours not including time for meal breaks shall be entitled to a meal allowance of ten dollars (**\$10.00**).

16.03 Overtime shall be divided equally among employees who are willing and qualified to perform the available work. An employee may refuse overtime for a legitimate personal reason, but, if **sufficient** staff is not available, **the Employer has** the right to assign overtime according to seniority and qualifications.

16.04 The minimum payment for a call back shall be four (**4**) hours straight time pay. Call backs shall be rotated equally among employees who are willing and qualified to perform **the** available work.

16.05 In lieu of the above, for employees travelling on the Employer's business, a Days Away Allowance is in effect:

- (a) For those employees away between one (**1**) to one hundred and eighty (**180**) days in a fiscal year, refer to the allowance schedule provided in Appendix **B**.
- (b) The definition of Days Away for payment purposes are as follows:
 - (1) One Day: This shall be one full day with one night's accommodation. (The accommodation may either precede or follow the working day.)

- (2) Two Days: **This** shall be two full days in the field with one night's accommodation.
- (3) Three Days: **This** shall be three full days in the field with two night's accommodation.
- (4) Four Days: This shall be four **full** days in the field with **three** night's accommodation.
- (5) One Week Trip: This shall be five full days **in** the field with four night's accommodation.
- (6) Two Week Trip: This shall be considered as **12** days.
- (7) Three Week Trip: This shall be considered as **19** days.

NOTE: In the case of Item **6**, **14** days will be allowed where the first Sunday and the Friday of the **2nd** week show accommodation being paid for.

In the case of Item **7**, **21** days will be allowed where the Friday of the third week shows accommodation being paid for.

- (c) The employee may choose to receive this allowance either bi-weekly, included in the applicable pay cheque(s) or, on an **annual** basis, in a lump sum at the end of the fiscal year. The employee must choose the method of payment at the beginning of each fiscal year.

16.06 (a) In lieu of paragraphs **16.05 (a)** and **(b)** when Technicians or Technologists are required to travel outside normal working hours on billable certification work, the Employer shall pay at straight time for travel **in** excess of one hour each day for which such travel is charged. Technicians and Technologists will choose either transit time or "days away" allowance.

- (b) Notwithstanding the above, on a flying trip in which the total hours of travel or combined travel and work on a one day trip or on the **first** and last day of any business travel exceeds **15** hours, the employee may use the transit time to provide:
 - ◆ up to **3.50** hours rest time for each occurrence, which may be taken as the remainder of the arrival day, or as a deferred start on the following business day, or equivalent time to be taken during the trip or within **five (5)** working days immediately following return. Rest time taken following the trip shall not exceed **7.50** hours and shall not be accumulated.
- (c) The employee must submit for payment of this allowance within one **(1)** week of returning from a business trip. This allowance shall not be accumulated.

ARTICLE 17 SHIFT

17.01 It is understood that the Employer will not schedule rotating shifts.

17.02 Employees moving to another shift will do so on a voluntary basis in accordance with Article 11.

ARTICLE 18 MEDICAL COVERAGE

18.01 The Employer agrees to pay the premiums only in respect of the benefit coverages in the plans hereafter referred to, or such equivalent plans as the Employer may arrange. Any employee with seniority who is not laid off may be eligible for coverage under the plan and to the receipt of benefits from the plan in accordance with the terms and conditions of the plan, which said plan shall not constitute a part of this Agreement:

Great-West Life Hospital (semi-private)

Great-West Life Healthcare with deductibles of **\$25.00** and **\$30.00** for single and family coverage, respectively excepting prescription drugs, which are provided by Shared Health Network System.

Shared Health Network System for prescription drugs, subject to a deductible of **\$1.00** per prescription.

18.02 An employee who has not completed his probationary period may pay the premiums in respect of the coverage referred to in paragraph **18.0** 1 above, provided he meets the eligibility requirements of the respective plans, Such payment is to be by way of payroll deductions.

18.03 The Employer agrees to pay premiums only for an employee who retires with at least ten (**10**) years seniority in respect of single or family coverage under Great-West Life Healthcare, Visioncare, Hearing Aids, Hospital (semi-private) and Dentalcare, or their equivalents. The receipt of benefits by eligible employees is dependent upon the terms of the plan, which said plans do not form part of this Agreement.

18.04 In the case of employees laid off for one month or less, the Employer will continue to pay the premiums, where applicable, in respect to the Medical coverage provided under this Article.

18.05 The Employer shall pay premiums in respect of a dental plan, **Great-West Life Dentalcare Routine and Major**, or equivalent based on current Ontario Dental Association rates with deductibles of

Routine Dental Treatment

family
or **20%**
single

Major Dental Treatment

family
or **50%**
single

18.06 The Employer will pay premiums in respect of the Great-West Life Visioncare or equivalent to a maximum of **\$200** every two (**2**) years.

18.07 The Employer will pay premiums in respect of Great-West Life Extracare: Hearing Aids or equivalent. This coverage provides **\$300.00** towards the purchase or repair of Hearing Aids every three **(3)** years.

The Employer will pay premiums in respect of the above **18.05, 18.06** and **18.07** for an employee after completion of the probationary period.

18.08 The Employer agrees to pay premiums in respect of single or family coverage Great-West Life Healthcare, Visioncare, Hearing Aids, Hospital (semi-private) and Dentalcare or their equivalents while an employee is receiving **LTD** benefits.

ARTICLE 19 SICK LEAVE PROVISIONS

19.01 After the completion of the probationary period, the personal sick leave grant to which an employee is entitled under this plan shall be determined as follows:

- (a) (i) Five **(5)** days at **100%** normal pay (**100%** sick leave) on completion of the probationary period and on **each** anniversary date will be added to an employee's sick leave bank.
- (ii) Fifteen **(15)** days at **75%** normal pay (**75%** sick leave) on completion of the probationary period and on each anniversary date to the **17th** anniversary (to a maximum of **255** days).
- (b) When the total available **100%** sick leave has been used, the employee will be entitled to draw upon his available **75%** sick leave.
- (c) In the case of emergency or extended sickness, an employee may convert his **75%** sick days to proportionately reduced **100%** sick days, with the **authorization** of the Director, Human Resources.

- (d) As of the date of signing the Memorandum of Settlement - May 19, 1988, the Employer shall credit an employee's sick leave bank as follows:
 - (i) Employees who have completed five (5) years or more continuous employment shall be credited with all sick leave taken in the last five (5) years.
 - (ii) Employees who have completed less than five (5) years continuous employment shall be credited with all sick leave taken to the date of signing of the Memorandum of Settlement - May 19, 1988 - on their 5th service anniversary.
 - (iii) For employees with more than ten (10) years of continuous service, the Employer shall credit their 75% sick leave bank with fifteen (15) days at 75% normal pay (75% sick leave) for each anniversary between the 1st and 17th, inclusive, to the maximum of 255 days.

19.02 Reporting Illness

- (a) Absence of employees due to personal illness shall be reported to the Supervisor or his/her designate, within one hour of the start of the **shift** on the **first** day of absence. The report shall indicate an estimate of the length of absence.
- (b) The Supervisor will indicate whether or not a medical **certificate** will be required on return to work. If a designate takes the call, the Supervisor reserves the right to contact the employee to indicate whether or not a medical certificate will be required on return to work.
- (c) The employee shall regularly update **the** Supervisor as to the status of the illness. The Supervisor will advise the employee as to the **frequency** of such up-dates.

19.03 Proof of Illness

Under normal circumstances, a Doctor's certificate will only be required for absences greater than three **(3)** days. However, in cases of repeated illnesses, the Supervisor may request a certificate for each absence due to personal illness.

19.04 Duplication of Benefits

There shall be no duplication of payment **from** these sick leave plan provisions and any other salary supplement plan to which the Employer contributes, such as Unemployment Insurance.

ARTICLE 20 ANNUAL VACATION

- 20.01** (a) An employee shall be entitled to a vacation of one **(1)** working day for each full month of service completed between March 31 **st** of the previous year and April 1 **st** of the current year, up to a maximum of ten **(10)** working days.
- (b) An employee who has completed three **(3)** years continuous service (i.e. in the **4th** year) shall be entitled to fifteen **(15)** working days vacation and in each succeeding year until he completes ten **(10)** years continuous service.
- (c) An employee who has completed ten **(10)** years continuous service (i.e. in the **11th** year) shall be entitled to twenty **(20)** working days vacation and in each of the succeeding years until he completes twenty **(20)** years of continuous service.
- (d) An employee who has completed twenty **(20)** years continuous service (i.e. in the **21st** year) shall be entitled to twenty-five **(25)** working days vacation.
- (e) An employee who has completed thirty **(30)** years continuous service (i.e. in the **31st** year) shall be entitled to thirty **(30)** working days vacation.

20.02 The vacation **specified** above may be taken any time within the fiscal year in which the employee completes the required years of service, subject to the employee and the Supervisor reaching agreement on a vacation schedule which will not hamper the Employer's operations.

20.03 All vacation entitlements shall be taken during the Employer's fiscal year per Appendix C.

20.04 (a) Where an employee is entitled to a vacation of three **(3)** weeks or more, he may, with the permission of his Supervisor, transfer up to one **(1)** week into the following fiscal year, provided such an arrangement is **authorized** prior to December 31 **st** of the current fiscal year.

(b) Where an employee is entitled to a vacation of five **(5)** weeks or more, he may, with permission of his Supervisor, transfer up to two **(2)** weeks into the following fiscal year, provided such an arrangement is **authorized** prior to December 31 **st** of the current fiscal year.

ARTICLE 21 PAID HOLIDAYS

21.01 The holidays **recognized** for payment by the Employer are:

New Year's Day	Victoria Day	Good Friday
Thanksgiving Day	Boxing Day	Christmas Day
Civic Holiday	Dominion Day	Labour Day

21.02 If any of the above holidays falls on a Saturday or Sunday, it shall, at the option of the Employer, be observed on the preceding Friday or the following Monday.

21.03 Each fiscal year two "floating" paid holidays for all employees in the Bargaining Unit shall be granted. The dates of such holidays will be determined by mutual agreement of the parties. However, if in the future a legal (Federal or Provincial) holiday be declared then a "floater" shall become that holiday.

21.04 A probationary **employee** is only entitled to one **(1)** “floating holiday” during his probationary period.

21.05 An additional paid holiday shall be granted. Date to be determined by Management. The Union shall be notified of the date of such holiday by no later than March **18th** of any year.

21.06 An employee shall not be paid for a Statutory Holiday if he/she is unjustifiably absent (see Article **19**) **from** work on the normal working day preceding or the normal working day following the holiday.

ARTICLE **22** WORKERS COMPENSATION

22.01 An employee injured while on duty and unable to work because of such injury will automatically go on sick leave. If the injury is **recognized** as compensable by the Workers’ Compensation Board, the amount of sick leave used will be restored to the record. For a period of **three (3)** months from the date of the compensable injury the Employer will “top off” the Workers’ Compensation Board payments with such amount, in addition to the Workers’ Compensation Board payments, as will maintain the employee’s normal salary as per Pay Rates and Classifications after deductions for income tax and such other payroll deductions as are normally made.

22.02 In the event the employee is off work due to a compensable accident for longer than the three **(3)** month period referred to in paragraph **22.01**, **he/she** may elect to “top off” the Workers’ Compensation Board payments by deducting **from** his/her sick leave credits that amount which, in addition to the Workers’ Compensation Board payments, will maintain the employee’s normal salary as per attached Pay Rates and Classifications **after** deductions for income tax and such other payroll deductions as are normally made.

22.03 The Employer shall **notify** the members of the Safety Committee within twenty-four **(24)** hours of a report of an employee being injured on the job.

ARTICLE 23 SAFETY

23.01 A **Safety** Committee comprised of the following members shall be set up to deal with safety matters in accordance with Bill **70**:

- (a) One-half ($\frac{1}{2}$) of the Committee members will be appointed **from** Local **967** by the Union;
- (b) Three (**3**) representatives **from** Management to be appointed by the Employer and;
- (c) In addition, the Professional Engineer's Group may appoint up to two (**2**) Engineering representatives.
- (d) Any other Health and **Safety** Committees shall operate under the guidance of this Joint Safety Committee.

23.02 Each group shall designate a member as a Co-chairperson and the Safety Committee Chairmanship shall rotate on a meeting by meeting basis.

23.03 Meetings of the Committee shall be held regularly but at least one (**1**) per month.

23.04 The Employer shall provide a recording secretary who shall be a person agreeable to all parties and who shall not be a voting member of the Committee. The Secretary shall **keep** full minutes of all meetings and shall provide **all** members with copies within two (**2**) weeks following the meeting. One (**1**) copy of the minutes shall be **posted** for general information.

23.05 An employee or group of **employees** who believe they are being required to work under conditions **which are** unsafe shall immediately refer the matter to their immediate Supervisor.

23.06 The parties agree to co-operate in the promotion of safety, safe working conditions and good housekeeping with respect to work areas and facilities throughout the Employer's premises.

23.07 Safety Shoes,

- (a) The wearing of **CSA** certified safety footwear is mandatory for employees whose regular work assignments are in an area or occupation requiring footwear protection in accordance with Employer policy.
- (b) The Employer agrees to pay, on the presentation of a receipt to his Supervisor, up to a maximum of **\$20.00** per fiscal year towards the purchase of **CSA** certified safety footwear for all employees; or up to a maximum of **\$100.00** per fiscal year for those employees who are required to wear safety footwear.

23.08 Protective Equipment

The Employer shall provide **and** maintain, at no cost to the employee, all safety devices and protective clothing, other than safety footwear, required by the Employer to be worn by **employees**.

23.09 Failure or refusal to use/wear said safety footwear, equipment and/or protective clothing shall result in disciplinary action being taken against **that** employee.

ARTICLE 24 PAY RATES AND CLASSIFICATIONS

24.01 Attached hereto, and forming part of this Agreement is the following schedule - Pay Rates and Classifications.

24.02 (a) When an employee is assigned to substitute for and satisfactorily perform the work of a higher paying classification, the following shall apply:

<u>Period</u>	<u>Pay Allowance</u>
3-1/2 hours or less in a workday.	3-3/4 hours pay at the next highest rate of the higher classification.
More than 3-1/2 hours in a workday.	7-1/2 hours pay at the next highest rate of the higher classification.

- (b) When substituting ~~or~~ a higher classification, overtime shall be calculated on the ~~rate~~ rate being paid for substitution.

24.03 Paragraph **24.02** shall not apply during a temporary period of work assignment for the purpose of **on-the-job** training.

24.04 Employees may, from time to time, be appointed on an as needed, non-permanent basis to perform lead hand duties. When such appointments are made, they will not be subject to the provisions of Article **11** (Job Posting) and employees so appointed shall receive a premium of **7.5%** of their current regular rate of pay for all hours worked during the period of their appointment.

24.05 When an employee is temporarily assigned to substitute for a lower paying classification, his rate and **pay** shall not be reduced.

24.06 When a temporary **increase** in workload exists, in any area, the Employer shall select qualified and **interested** employees **from** any career family for up to eight (**8**) months. The **Employer** shall make every reasonable effort to rotate employees equally.

ARTICLE **25** JOB EVALUATION

- 25.01** (a) The current Stevenson, Kellogg, Ernst and **Whinney** job evaluation system and current factor interpretation shall be used to establish the relationship between job classifications. in the schedule of the Collective Agreement.
- (b) A joint Management/Union Committee shall function to review differences on job classifications between the Management Job Evaluation Committee and Union Job Evaluation Committee.
 - (c) The Committee shall consist of seven (**7**) members, three (**3**) permanent representatives **from** the Employer, three (**3**) permanent representatives appointed by the Union, and the Director, Human Resources, who may designate an external Job **Evaluation** specialist, as Chairperson. Meetings will be convened by the Chairperson within ten (**10**) working days on request of either party, unless an extension is mutually agreed upon, and shall be held during normal working hours.

- (d) Unanimous decisions of the Committee shall be binding.
- (e) Matters referred to in paragraph (b), not so resolved may be pursued in accordance with Articles 7 and 8, Grievance and Arbitration, commencing at step 4 in the Grievance Procedure.

25.02 Management shall notify the Union of any new position and title and salary range established by the Employer **within** the Bargaining Unit within thirty (30) days. Job descriptions shall **be provided** for the Union for such newly established positions.

25.03 When an employee's position is **reclassified** downwards and, as a result, such employee would **suffer** a decrease in salary, the employee may exercise his seniority rights to claim another position for which he is qualified at his previous classification.

ARTICLE 26 PENSION PLAN

26.01 The Employer agrees to continue the plan during the term of this Agreement. During the term of this Agreement the plan will be updated every April 1st, based on the average salary rate in effect on April 1st of the preceding three (3) years.

26.02 Interest, in the case of termination or death, will be credited at the end of each plan year, beginning with plan year ending March 31, 1981, based upon CANSIM series B 14045 as per plan text. Where an interest calculation is **required** for a part of a year; the calculation shall be based on completed months only, with each month being considered as one-twelfth (1/12) of a year, and the rate of interest to be used shall be the rate of interest used for the previous plan year.

ARTICLE 27 PENSION CONSULTATIVE COMMITTEE

27.01 A joint Advisory Committee will be formed with three (3) representatives from the Union, one of whom may **be** a retiree and four (4) representatives from Management, one of which will be the Director, Human Resources, who shall be the Chairperson.

27.02 The Pension Advisory Committee shall be established and have full **access** to necessary information in accordance with the Pension Benefits Act and shall perform the following functions:

- (a) Meet at least semi-annually, or as requested by either party;
- (b) Review any pension plan changes and the plan performance; to assist in this, the Union will receive copies of the Plan text, employee brochure, actuarial evaluations, audit report, investment contract between **CSA** and the investment **fund** manager; in addition, **CSA** will keep the Union informed of the name and address of the Plan Administrator;
- (c) Keep up-to-date and discuss pension plan performance and review the pension plan as required to ensure full compliance with legislation;
- (d) Make **recommendations** to the Director, Human Resources;
- (e) **To promote awareness and understanding** of the pension plan **on the part of members**;
- (f) Evaluate the feasibility of:
 - (i) Reducing **the discounts** (reductions) for early retirement.
 - (ii) Straight **2%** benefit.
 - (iii) Pension **based** on the last thirty-six (**36**) months of employment.
 - (iv) Improvements to the indexing formula.
- (g) Be consulted on **pension** plan changes and retirement programs; the **Committee** will act as a liaison group between the Union membership and the Pension Plan Administrator.

27.03 This Committee shall act in an advisory capacity and shall not have authority to amend the existing union pension plan.

ARTICLE 28 GROUP LIFE, LONG TERM DISABILITY & TRAVEL ACCIDENT PLANS

- 28.01** (a) The Association and Union agree that as a condition of employment an employee shall join the Group Life and Long Term Disability Plans which shall continue in effect during the term of the Agreement,
- (b) **Effective June 19, 1988 the Employer agrees to pay premiums for employee Life Insurance of two (2) times annual salary.**
- (c) The Employer shall pay ~~the~~ premiums for Travel Accident Insurance of **\$150,000.00 as per plan text.**
- (d) **Effective June 19, 1991, the Employer shall pay 100% of the premiums for the Long Term Disability Plan. The plan text shall be amended to include: that the elimination period shall be the longer of seventeen (17) weeks or sick leave, not to exceed twenty-six (26) weeks.**

ARTICLE 29 EDUCATION

For the sole purpose of up-grading the employee's education or skill, any member of the Union may enrol in a course which is related to their work within **CSA**, or to a **CSA** position to which the employee might reasonably aspire,

To obtain financial support an application must first be made to the candidate's Manager/Supervisor, who will submit the proposal to Human Resources. For an approved course the tuition fee and the cost of required text books **will** be borne by the Employer in accordance with the Employer's policy. Both will be paid on evidence of a "pass" mark on completion.



ARTICLE 30 INTERPRETATION

30.01 For the purpose of interpreting the Agreement, the masculine gender wherever used herein shall mean and include the feminine gender.

ARTICLE 31 PROFESSIONAL FEES

31.01 The Employer agrees to pay the annual membership fees for Technicians and Technologists who qualify as members of the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.).

ARTICLE 32 DURATION OF AGREEMENT

32.01 This Agreement shall be in full force and effect until June 18th, 1998 and ~~thereafter from~~ year to year until terminated or amended by either party as hereinafter provided.

Not more than ninety **(90)** calendar days and not less than thirty **(30)** calendar days prior to the date of termination or any subsequent anniversary date, either party may notify the other of his desire to negotiate amendments. An **itemized** statement of desired changes shall be submitted ten **(10)** calendar days prior to the commencement of negotiations.

During the negotiations, the terms of this Agreement will remain in full force and effect.

In order to facilitate the general operation (or administration) of this Collective Agreement, attached are the Pay Rates and Classifications and Letters of Intent.

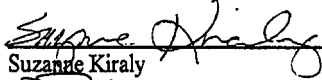
Signed at the City of **Etobicoke**, Ontario,
this 17th day of April 1996.

on behalf of

CANADIANSTANDARDS
ASSOCIATION
178 Rexdale Boulevard
Etobicoke, Ontario



Robert Alldritt



Suzanne Kiraly



Dave Morison



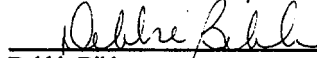
Paul Muia

on behalf of

CANADIANUNION
OF PUBLIC
EMPLOYEES and
its Local 967



Doug Simpson



Debbie Bible



Len Candeloro



Chiu Wong



Joseph Poitras

APPENDIX A - PAY SCHEDULE - EFFECTIVE JUNE 19, 1996

Pay Grade	1 Start	2 6 Months	3 12 Months	4 18 Months	5 2 Years	6 3 Years
110	\$958.29	\$995.52	\$1032.75	\$1069.47	\$1108.23	\$1173.51
109	833.85	856.80	885.36	911.37	939.42	995.52
108	762.45	801.21	837.93	876.69	914.43	941.46
107	657.39	689.52	723.69	755.82	788.46	
106	568.14	606.90	643.11	686.46		
105	511.02	558.96	607.92	621.69		
104	465.12	545.70	592.62			
103	428.40	502.35	563.04			
102	411.06	472.77	524.79			
101	385.56	443.19				

Note on Wage Schedule -

When a promotion is made **from** one pay grade to another the incumbent's probationary salary will be the next highest salary rate. All other movement within the **salary** schedule shall be based on the time units established in the above schedule excluding Article **11.16**.

Employees within the Technical Career Family shall be reclassified through the pay grades **103** to **108** as follows:

From	To	After	
103 maximum	104	6 months	Except that if an employee is considered not capable of performing the duties of 108 , he/she will be notified not later than five (5) months after he/she is paid the maximum rate for 107 . An employee not notified during this period will be reclassified to 108 .
104 maximum	105	6 months	
105 maximum	106	6 months	
106 maximum	107	6 months	
107 maximum	108	6 months	

APPENDIX A - PAY SCHEDULE - EFFECTIVE JUNE 19, 1997

Pay Grade	1 Start	2 6 Months	3 12 Months	4 18 Months	5 2 Years	6 3 Years
110	\$977.46	\$1015.43	\$1053.41	\$1090.86	\$1130.39	\$1196.98
109	850.53	873.94	903.07	929.60	958.21	1015.43
108	777.70	817.23	854.69	894.22	932.72	960.29
107	670.54	703.31	738.16	770.94	804.23	
106	579.50	619.04	655.97	700.19		
105	521.24	570.14	620.08	634.12		
104	474.42	556.61	604.47			
103	436.97	512.40	574.30			
102	419.28	482.23	535.29			
101	393.27	452.05				

Note on Wage Schedule -

When a promotion is made **from** one pay grade to another the incumbent's probationary salary will be the next highest salary rate. All other movement within the salary schedule shall be based on the time units established in the above schedule excluding Article 11.16.

Employees within the Technical Career Family shall be reclassified through the pay grades **103** to **108** as follows:

From	To	After	
103 maximum	104	6 months	Except that if an employee is considered not capable of performing the duties of 108, he/she will be notified not later than five (5) months after he/she is paid the maximum rate for 107 . An employee not notified during this period will be reclassified to 108 .
104 maximum	105	6 months	
105 maximum	106	6 months	
106 maximum	107	6 months	
107 maximum	108	6 months	

APPENDIX A
CAREER FAMILY - **ADMINISTRATIVE** SUPPORT

Pay Grade	Titles
106	Sr. Clerk Clerk, Gr. 8 , Reservations Applications Processor Standard Sales Representative Sr. Customs Clerk, Gr. 7 , P&T Label Sales Representative Membership Representative
105	Int. Clerk Multiple Listing Clerk Records Management Services Clerk Building Services Assistant Customer Service Assistant Clerk, Gr. 6 , Floater, Customs, Reservations, Procurement Message Centre Clerk Field Services Administrative Support Clerk Sr. Field Services Clerk Agreements Assistant Sr. Re-Examination Records Clerk
104	General Clerk Field Services Clerk Marketing Administrative Support Field Services Assessment Clerk Report Expeditor/Distribution Clerk Re-Examination Record Clerk
103	Junior Clerk Receptionist/Customer Service Representative Mailroom Coordinator
102	Clerk Cafeteria Cashier Mailroom Clerk Filing Clerk Report Distribution Clerk Filing Clerk, Standards Operations Clerk
101	Clerk Cafeteria Attendant

APPENDIX A
CAREER FAMILY - **KEYBOARD/ADMINISTRATION**

Pay Grade	Titles
106	Sr. Clerk
	Administrative Assistant, Gr. 2 Administrative Assistant, Standards Development Administrative Analyst - Contact Management Word Processor, Gr. 2
105	Int. Clerk
	Product Group Assistant Administrative Assistant - Customer Services Standards Administrative Support Document Processor Word Processor
104	General Clerk
	Resource Centre Clerk Clerk Typist Administrative Assistant - Marketing, Standards

APPENDIX A
CAREER FAMILY - ACCOUNTING

Pay Grade	Titles
106	Sr. Clerk
	Senior Accounting Clerk Credit & Collections Clerk
105	Int. Clerk
	Intermediate Accounting Clerk
104	General Clerk
	Accounts Clerk

APPENDIX A
CAREER FAMILY - TECHNICAL

Pay Grade	Titles
110	Team Coordinator Special Acceptance Technologist Market Sector Coordinator
109	Sr. Technologist Sr. Laboratory Technologist Technical Coordinator
108	Sr. Engineering Technologist Sr. Field Service Representative, Gr. 3 Engineering Technologist Sr. Field Service Representative, Gr. 2 Laboratory Technologist
107	Sr. Technician Engineering Technician Field Service Representative, Gr. 2 Sr. Technician, Gr. 1 Job Analyst
103- 106 Technician	Technician Engineering Assistant

APPENDIX A
CAREER FAMILY - MATERIALS MANAGEMENT

Pay Grade	Titles
107	Buyer
106	Clerk, Gr. 8 , Procurement, Labels & Standards
105	Procurement Clerk Stockkeeper, Stationary & Technical Stores
104	Stockkeeper

APPENDIX A
CAREER FAMILY - FACILITIESUPPORT

Pay Grade	Titles
108	Machinist Fitter
	Maintenance Electrician
106	Jr. Electrician/Maintenance Person
	Maintenance Assistant (Safety)
104	Maintenance Assistant (General)
103	Janitor/Security Assistant
102	Janitor

APPENDIX A
CAREER FAMILY - COMPUTING

Pay Grade	Titles
107	Information Systems Coordinator
106	Information Systems Super-User/Trainer
	Computer Operator
	Production Control Specialist
104	Data Clerk

APPENDIX A
CAREER FAMILY - CREATIVE **SERIVCES**

Pay Grade	Titles
109	Publications Editor
108	Photographer, Gr. 3
	Creative Writer, Gr. 2
107	Photographer, Gr. 2
	Product Development Coordinator
	Editor, Gr. 2
	Graphics Production Coordinator
	Graphic Artist
	Marketing Assistant
106	Editor, Gr. 1
	Publishing Systems Coordinator
	Technical Research Associate
	Printing Services Coordinator
105	Photographer
104	Offset Operator, Gr. 1
102	Printing Clerk - Copiers

APPENDIX A
CAREER FAMILY - TECHNICAL SUPPORT

Pay Grade	Titles
109	Technical Services Coordinator
108	Certification Services Coordinator
	Calibration Technologist
	Instrument Technologist
	Customer Service Representative
	Technologist (Planning & Development)
107	Calibration Technician
	Applications Appraiser
105	Library Technician

APPENDIX B - Days Away Allowance

The Days Away Allowance to be paid under the provisions of paragraph 16.05 are as follows for the life of this Agreement:

1 to 100 Days	101 to 180 Days
\$23.33	\$48.57

APPENDIX C

Calendar identification of the Employer's fiscal year.

FISCAL YEAR	FROM	TO
'96 - '97	March 30, 1996	March 28, 1997
'97 - '98	March 29, 1997	March 27, 1998

APPENDIX D - PART TIME PERSONNEL

The following clauses shall apply to employees who are regularly employed for not more than twenty-four (24) hours per week; no other terms and conditions apply:

Articles: 1 - Recognition; 2 - Management's Rights; 3 - Employer/Employee Relationship; 4 -No Strike-No Lockout; 5 - Union Membership and **Check-Off**; 6 - Union Activity; 7 - Grievance Procedure; 8 - Arbitration; 9 - Written Discipline, Suspension or Discharge; 11 - Job Posting; **13 - Bereavement; 14 - Jury or Court Witness Duty; 16 - Overtime; 17 - Shifts; 23 - Safety; 29 - Education; 30 - Interpretation; and 32 - Duration of the Agreement, and:**

ARTICLE 10 SENIORITY

- (a) An employee will be on probation until he has completed nine hundred and seventy-five (975) hours of work. It is understood that the release of an employee during the probationary **period shall** not be subject of a grievance under either the Grievance or Arbitration Procedures.

- (b) It is understood that the regular service of a part time **employee** will be converted to **the** equivalent full time service when the employee becomes full time in accordance with Article 11 for the purposes of layoff, Article 10.
- (c) An employee shall be deemed terminated if
 - (1) An employee is discharged and not reinstated through the grievance or arbitration procedures;
 - (2) An employee resigns;
 - (3) An employee is laid off for more than twelve (12) months;
 - (4) An employee fails to return to the Company in accordance with his notice of recall;
 - (5) An employee fails to return upon the completion of any leave of absence except for reasons satisfactory to the Employer;
 - (6) An employee is absent **from** work without permission for a period of three (3) consecutive working days without notifying the Employer unless such notice was not reasonably possible, and providing reasons for such absence satisfactory to the Employer.
- (d) A **part** time employee shall continue to accumulate seniority while he:
 - (1) Is in the active employ of the Employer;
 - (2) Is absent for up to the equivalent of two (2) months on a leave of absence;
 - (3) Is on maternity leave as per Article 12 of this part time Appendix;

- (4) Is on parental leave as per Article 12 of this part time Appendix;
- (5) An employee on Workers' Compensation shall retain his seniority during the period of illness or injury to a maximum of thirty-six (36) months. Upon return, the Employer will provide a job with a similar rate of pay to the position the employee previously held, provided that the employee is medically **fit** and capable of performing the job. If incapable, the employee will be provided with a job that he is medically fit and capable of performing.

The provisions of Article 10.07, 10.08, 10.09, and 10.10 shall apply.

ARTICLE 12 LEAVE OF ABSENCE

The provisions of 12.01, 12.04(a),(b), 12.05 (f), 12.06(b),(c), shall apply, as well as the following:

Subject to the following conditions, the Employer will grant leave of absence without pay to a maximum duration of seventeen (17) calendar weeks to a pregnant employee at her request in writing.

- (a) Such employee must have at least thirteen (13) weeks service.
- (b) The Employer may require medical verification prior to such leave of absence and also that she is physically able to resume her normal duties upon her return.
- (c) Such leave may normally commence up to seventeen (17) weeks prior to the expected date of **delivery**.
- (d) The Employer shall advise in writing the employee, who having completed their probationary period, that if she desires coverage to be continuous, the employee shall prepay premiums for applicable deductions and benefits for the duration of such leave prior to proceeding on such leave.

- (e) An employee (male or female) who has thirteen (**13**) weeks service shall be granted parental leave of absence to a maximum of eighteen (**18**) weeks without pay and without loss of seniority, to attend to the needs of his/her child. This leave must be started within thirty-five (**35**) weeks after the birth or adoption of the child. This request must be made in writing to the employee's immediate Supervisor at least two (**2**) weeks prior to the expected departure/return date. The Employer will grant **pregnancy** leave and/or parental leave in accordance with the Employment Standards Act.

ARTICLE 15 HOURS OF WORK

All provisions of Article 15 shall apply except in clause 15.0 1 (a) thirty-seven and one-half (**37-1/2**) hours would be **24** hours per week.

ARTICLE 18 MEDICAL COVERAGE

An employee may pay the premiums for Great-West Life Hospital (semi-private) and Great-West Life Healthcare with deductibles of **\$25.00** and **\$30.00** for single and family coverage, respectively, excepting prescription drugs, which are provided by Shared Health Network System. Such payment is to be by way of payroll deductions.

Shared Health Network System for prescription drugs, subject to a deductible of **\$1.00** per prescription.

ARTICLE 19 SICK LEAVE

- (a) It is understood that when a part time employee is off work due to illness, it is without pay.
- (b) Absence of employees due to personal illness shall be reported to the Supervisor or his/her designate, within one (**1**) hour of the start of the shift on the first day of absence. The report shall indicate an estimate of the length of absence.
- (c) The Supervisor will indicate whether or not a medical certificate will be required on return to work. If a designate takes the call, the Supervisor reserves the right to contact the employee to indicate whether or not a medical certificate will be required on return to work.

- (d) The employee shall regularly update the Supervisor as to the status of the illness. The Supervisor will advise the employee as to the frequency of such updates.

Under normal circumstances, a Doctor's certificate will only be required for absences greater than three (3) days. However, in cases of repeated illness, the Supervisor may request a certificate for each absence due to personal illness.

ARTICLE 20 VACATION

- (a) An employee shall be entitled to 4% vacation pay up until he has completed five (5) years of continuous service.
- (b) An employee shall be entitled to 6% vacation pay up until he has completed ten (10) years of continuous service.
- (c) An employee shall be entitled to 8% vacation pay, thereafter.

For the purpose of this clause, 1,950 paid hours shall equal one year of service.

ARTICLE 21 PAID HOLIDAYS

Provisions of Articles 21.01 and 21.02 shall apply. A part time employee shall not be paid for a paid holiday if he is absent from work on the preceding or following normal working day.

ARTICLE 24 PAY RATES AND CLASSIFICATIONS

This Article shall apply with the addition that pay rates shown in the schedule, Article 24, Pay Rates and Classifications, shall be calculated per hour, based on a thirty-seven and one-half (37-1/2) hour week.

ARTICLE 25 JOB EVALUATION

Provisions of Articles 25.01 and 25.02 shall apply.

LETTER OF INTENT **RE** FLOATING HOLIDAY

This letter will serve to **confirm** our understanding reached during negotiations that:

Where there is a day adjacent to a listed paid holiday, which if declared a “floating holiday” would be advantageous to both parties, the issue would be discussed at a Union/Management meeting not later than November **15th**.

Any decision reached would be explored with the Membership prior to January **1st** in order to determine whether it may be declared a paid holiday replacing one of the floating holidays.

LETTER OF INTENT **RE** JOB CLASSIFICATION

This letter will serve to confirm our understanding reached during negotiations that:

If an individual is expected to perform **and** is satisfactorily performing the duties of a classification (**P.D.**) on a regular basis, he shall be entitled to that classification; i.e. in such a situation, the individual’s education and/or experience shall not be a factor in **determining** whether or not he is performing the duties of a job classification or **P.D.** and is, therefore, entitled to that classification. The fact that an individual is not **carrying** out all of the duties specified on a **P.D.** shall not reduce his eligibility for the classification in question so long as his duties primarily consist of duties specified on the **P.D.**

LETTER OF INTENT **RE** TESTS

This letter will serve to confirm our understanding reached during negotiations that:

The Union shall offer written input into the subject of tests as administered by **CSA** in connection with the selection of the candidates for available positions.

The Employer shall consider the Union’s proposals and shall meet with a Representative Committee of no more than two (**2**) members of the Union to offer comment in reply.

LETTER OF INTENT **RE** JOB EVALUATION PROCEDURE

1. Management shall draft all position descriptions using interviews with the incumbent and the immediate Supervisor, existing position description, the agreed upon questionnaire and decision analysis. Where a number of employees are doing the same job, the above information shall be gathered from three **(3)** representative employees.
2. The **draft** position description shall be submitted to the incumbent(s) and the immediate Supervisor for review and approval.
 - (a) If the draft position description is acceptable, it shall be signed by both parties and returned to Human Resources for evaluation by the Management Job Evaluation Committee.
 - (b) If the draft position description is unacceptable to either party, it shall be returned to Human Resources for review.
3. The evaluated **P.D.** together with the questionnaire and decision analysis shall be submitted to the Union Job Evaluation Committee for review.
 - (a) If **there** is agreement on the job classification the Union shall notify Human Resources in writing within ten (**10**) working days. All evaluations shall be held in confidence by both Management and Union during the ten (**10**) working day period. Human Resources shall **notify** the Supervisor of the classification of the **P.D.** and the Supervisor shall in turn notify the incumbent(s). The date on which the **P.D.** is forwarded to Human Resources is the effective date of the description. Human Resources shall keep the file on evaluated **P.D.'s**.
 - (b) If there is disagreement **from** the Union Job Evaluation Committee, the following steps shall be taken:
 - (i) The **P.D.** shall be returned to Human Resources for review by the Chairpersons of both Management and Union Job Evaluation Committees. If agreement is reached by them, the evaluation is **finalized** as per 3(a).

- (ii) If disagreement exists between the two Chairpersons, the results of their review shall be presented to the Management Job Evaluation Committee for **re-evaluation** and resubmission to the Union Job Evaluation Committee.
 - (iii) In the event that agreement cannot be reached the findings shall be submitted to the Joint Job Evaluation Committee for review.
4. A general review of all existing position descriptions shall take place every three **(3)** years. Reviews of individual position descriptions shall take place on an “as required” basis. These reviews shall be conducted according to the procedures outlined in **(1), (2) and (3)**.
5. Within the initial twelve **(12)** month period of evaluating a **P.D.** for a new position, such position descriptions shall be **re-evaluated** using the above procedure.

LETTER OF INTENT **RE** BONUSES

When an employee demonstrates superior performance, and contribution to **CSA**, his/her Supervision, both technical and administrative, may recommend the employee for a single payment bonus. Recommendations must be accompanied by relevant supporting information.

Bonuses may be given to Union Members at the discretion of management, in recognition of meeting or exceeding specified goals; special achievements; or in recognition of performance above and beyond the norm level. Where bonuses are given, the names of the recipients and the rationale for giving the bonuses shall be published, for the information of other Union members.

All information sources shall be considered, including peer input, when determining who may qualify for bonuses.

Bonuses may be monetary or non-monetary, at the discretion of management.

The determination of eligible candidates shall normally be made in April and bonuses shall be paid in June. Bonuses may also be paid out at the time of recognition of the occurrence.

LETTER OF INTENT **RE** PERFORMANCE REVIEWS AND DECISION ANALYSIS SYSTEMS

It is understood the Employer has introduced Performance Reviews and Decision Analysis Systems. These systems have been introduced to provide consistent and fair reviews of employees' performance and to help in the analysis of job applicants.

The Employer will endeavour to keep the Union **informed** of any changes or problems encountered in the use of these systems. The Union may also bring forward any suggestions, problems or concerns regarding the above at Management/Union Meetings.

LETTER OF INTENT **RE** JOINT UNION/MANAGEMENT EMPLOYEE ASSISTANCE COMMITTEE

Management and the Union agree to establish a Joint Employee Assistance Committee comprised of a representative **from** the Union, Human Resources and **the** Health Unit, who will administer the programme at the operational level by:

1. maintaining a set of program responsibilities and procedures which fully respect the principle of confidentiality;
2. ensuring the selection or **re-appointment** of an appropriate number of Referring Counsellors approved by the Committee;
3. surveying services provided by community agencies and working to create and improve services as necessary to meet worker's needs;
4. ensuring that the services of the Referring Counsellors are available to the members of an employee's immediate family;
5. ensuring that an on-going education and training program is implemented.

The intent of this Agreement is to provide supportive, qualified and confidential Referring Counsellors, for all who choose to use their services.

LETTER OF INTENT **RE** PENSION PLAN

1. The plan text shall be amended to provide the following:
 - (a) early retirement without penalty where an employee has attained a minimum age of sixty (**60**) with a minimum of thirty (**30**) years of service.
 - (b) the **annual** upgrade as set out in Article **26.01** to **recognize** the status of the Plan as a Final Average Plan.
2. The amendment as set out in 1(a) above shall not result in an increase in employee contributions and reconciles all claims against the surplus from the **1992** Triennial Evaluation.
3. The following shall not constitute a pension plan amendment, however for the duration of this Agreement, **CSA** will at least match employee contributions and use the pension surplus solely to increase benefits to members or to offset market investment losses within the pension plan.

LETTER OF **UNDERSTANDING RE** TECHNICAL CAREER FAMILY

It is understood and agreed that for the purposes of responding to shifting workloads and effectively **utilizing** special skills on a timely basis, there shall be **free** movement within the Technical Family, below grade **109**. Movement under this agreement will not be a barrier to reclassification to grade **109**.

Notwithstanding the above, employees whose jobs do not already require extensive travel will be given the option to decline an assignment to a position requiring extensive travel (**eg.** to the amount of travel as required by a position such as Field Service Representative); positions will be posted in accordance with Article **11** in cases of increases in the number of technicians or vacancies created by retirements, terminations or transfers out of the Technical Family. In the event of a reduction of staff, Article **10.08** shall apply.

LETTER OF INTENT **RE** SHORT TERM TEMPORARY
EMPLOYEES

In order to preserve or maintain the service to our customers where the future is uncertain, the parties agree to the following:

1. The Employer may employ up to eight **(8)** external Short Term Employees at any one time, for periods not to exceed 1 year.
2. The Term position(s) shall be posted per Article **11**. If an internal applicant is **successful**, he/she shall maintain all rights and benefits under the Collective Agreement.
3. At the end of the Term, the internal employee shall be returned to their original position or, if unavailable, to a similar position at the same rate of pay.
4. If there are no successful internal applicants, the Employer may fill the position from outside the Bargaining Unit.
5. Terms of Employment for employees hired from outside the Bargaining Unit shall be as follows:
 - (a) 1 year or less but more than **450** hours.
 - (b) Pay shall be at the applicable (posted) pay rate/classification.
 - (c) Until otherwise negotiated, these employees shall not be entitled to any rights or benefits under the Collective Agreement.
6. These employees shall not displace any Bargaining Unit Employees or otherwise pose a threat to Bargaining Unit Employee job security.
7. No regular employee will be laid off while there are term employees retained under this Letter whose work they can perform, or can be trained in a reasonable time.
8. The Employer shall pay to the Union the equivalent of union dues for the term of employment for each Term employee.

9. These Term employees shall be reported to the Union per Article **3.02(a)** of the Collective Agreement.
10. Article 1 of the Collective Agreement continues to apply to Term employees in that they shall not be employed in any other job within the Bargaining Unit during their term.
11. If, at the end of the Term, the position is found to be Full Time, it shall be posted as per Article **11** of the Collective Agreement.

In all situations where employing a Term employee under the terms of this Letter, it will be discussed with the Union.

LETTER OF INTENT **RE** DISCIPLINARY WARNINGS

This is to confirm that formal disciplinary warnings will be documented using the **CSA** memo format and that the “subject” will clearly state whether it is a written warning, suspension, etc. In accordance with Article **9**, these letters will be placed in the Human Resources Employee file.

When management confirms a discussion with an employee, during which a verbal warning was given, this may also be confirmed in a memorandum. The memo will be marked "**confirmation** of verbal warning" and will not be placed in the Human Resources Employee file.

LETTER OF UNDERSTANDING **RE** ARBITRATION

Without prejudice to the grievance procedure, the parties reaffirm their intention to resolve issues informally wherever practical.

If a grievance is filed and either party applies for expedited arbitration under section **46** of the Labour Relations Act. **R.S.O. 1990 CL.2** as amended by **1991 c56** and by **S.O. 1992 c21**, the “time at which the grievance was first brought to the attention of the other party,” will be the date that the grievance is first presented, in writing, as a grievance to the other party.

LETTER OF INTENT **RE BARGAINING UNIT**

1. The issue of determining **exclusion/inclusion** criteria as it applies to Article 1 of the Collective **Agreement** shall be deferred until a period of time not to exceed six **(6) weeks beyond** ratification of the new Collective Agreement. The **review shall** cover positions held by those employees on payroll as per **3 (a) and (b)**.
2. The criteria used to determine **the** exclusion/inclusion of positions to the Bargaining Unit shall be **created** by the Negotiating Committees within the six **(6) week period** following ratification of the new Collective Agreement.
3. Within two **(2) weeks follo** the completion of point 2 (above), the criteria shall be given to sub-committee of the Negotiating Committees, consisting of at **le t two (2)** members representing each party for the purpose of **reviewing**:
 - (a) The list of **positions** attached to the Memorandum of Agreement,
 - (b) Other new or **changed** positions on an as needed basis thereafter.

The sub-committee will report the **results** of their review to the Negotiating Committees.

4. IMPLEMENTATION OF THE SUB-COMMITTEE DECISIONS

The Negotiating Committees **will** develop a mutually agreeable implementation plan.

5. DISAGREEMENTS

If the parties disagree on any **matters** described herein, either party may make an application to **the** Labour Relations Board to resolve this entire issue.