



AECL
Atomic Energy
of Canada Limited

EACL
Énergie atomique
du Canada limitée

AGREEMENT

- between -

Atomic Energy of Canada Limited

and

**The Chalk River Technicians
and Technologists**

for the period

2003 April 01 - 2006 March 31

Chalk River, Ontario

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COLLECTIVE AGREEMENT

BETWEEN:

ATOMIC ENERGY OF CANADA LIMITED

a Company incorporated under
the laws of Canada, hereinafter
called "The Company"

- and -

THE CHALK RIVER TECHNICIANS AND TECHNOLOGISTS

representing certain employees of
the Company, hereinafter called
The Union".

The Company and the Union agree as follows:

GENERAL PURPOSE

The general purpose of this Agreement is to provide for orderly collective bargaining and to establish the basis for a working relationship between the parties that will provide job satisfaction and career development for employees and will support a safe and efficient world class Nuclear Science and Technology business for the maximum benefit of Canada. The parties share an interest in a safe and healthy working environment that is free from harassment and discrimination and that recognizes the full worth and integrity of all employees.

To that end, this Agreement sets forth those terms and conditions of employment and related matters agreed to by the parties. In administering this agreement, both parties will do so in a fair and reasonable manner. Should differences or misunderstandings occur, the parties will attempt to resolve them promptly through full and open discussion within the terms of the dispute resolution process.

ARTICLE 1 - RECOGNITION

1.01 The Company recognizes the Union as the sole collective bargaining agent for all continuing full time and part-time employees of the Company at its Chalk River Laboratories classified as: Research/Development Officer TO-1, TO-2, TO-3 and TO-4, Research/Development Specialist TS-1 and TS-2; Designer TO-1, TO-2, TO-3 and TO-4, Design Specialist TS-1 and TS-2; Programmer TO-1, TO-2 and TO-3, Programmer/Analyst TO-4, Analyst/Programmer TS-1, and Senior Analyst/Programmer TS-2; Illustrator Assistant TO-1 and TO-2, Technical Illustrator TO-3 and TO-4, and Technical Illustrator Special TS-1; Graphic Arts Technician TO-1, TO-2 and TO-3; Radiation Surveyor TO-2, TO-3 and TO-4, and Senior Radiation Surveyor TS-1; Laboratory Service Assistant TO-1, Laboratory Service Supervisor TO-2, TO-3 and TO-4 and Laboratory Service Supervisor TO-1; Quality Assurance Inspector TO-2, TO-3 and TO-4, and Senior Quality Assurance Inspector TS-1; Medical and X-Ray Technologist TO-1, TO-2 and TO-3; Photographer TO-1, TO-2, TO-3 and TO-4, and Photographic Laboratory Unit Head TO-4 and TS-1; Surveyor and Engineering Assistant TO-1, TO-2 and TO-3; Neutron Radiographer Assistant TA; Neutron Radiographer TO-1; excluding personnel employed in a professional capacity, supervisory personnel, personnel who are employed in a confidential capacity in matters relating to labour relations, nursing personnel, personnel included in other Bargaining Units and those described in Article 28.

Effective 2002 April 01, the classifications in the Certification Order are mapped to the salary levels in this collective agreement as per Appendix "C".

1.02 The word "employee" as used hereafter in this Agreement shall mean an individual employed in one (1) of the classifications of the Bargaining Unit as defined in 1.01.

1.03 Part-time employees are those employees who work on a continuing regularly scheduled basis at a portion (40% - 80%) of the standard hours for full time Bargaining Unit employees.

The administration of the part-time benefit program will be as outlined in SPP RCW-2.05, Appendix "A" dated 1987 April, unless in conflict with the Collective Agreement.

ARTICLE 2 - NATIONAL SECURITY

Should an employee be discharged for security reasons, the Company will notify the President of the Union and advise the employee of the employee's rights of appeal. Upon request, the Company will hold follow up discussions with the President of the Union to provide additional information to the extent legally permissible.

ARTICLE 3 - LEGISLATION

Should any provision of this Agreement be found to be in conflict with an applicable statute, then the parties shall meet and arrive at a satisfactory settlement of the provision in conformity with the statute; the remaining provisions shall continue to be operative and binding on both parties.

ARTICLE 4 - RESERVATION OF MANAGEMENT RIGHTS

The Union acknowledges that it is the responsibility of the Company, subject to the provisions of this Agreement, to:

- (a) Maintain order, discipline and efficiency, and to this end to make and alter from time to time the rules and regulations to be observed by employees.
- (b) Hire, retire, discharge, transfer, promote, demote, suspend, lay off, or discipline employees.
- (c) Generally manage the enterprise in which the Company is engaged, and without restricting the generality of the foregoing, to determine the research, development and production programs and schedules; the equipment, apparatus and products to be made; the methods of fabrication, including the processes of making and assembling; the kinds and locations of equipment, machines and tools to be used; and the control of all equipment, materials and facilities used.

ARTICLE 5 - COMPANY RULES

5.01 The Company will forward to the President of the Union a copy of all General Notices and all Company Procedures that form part of the Unit Management Manuals and amendments thereto, immediately as they are issued.

5.02 New and revised Company Procedures that affect working conditions will be provided to the Union ten (10) working days in advance of publication for discussion and, when issued, will be posted on bulletin boards by the Company for ten (10) working days.

5.03 The relevant provisions in Company Standard Policies and Procedures (SPP) referred to in this Agreement by number and date which are not in conflict with the provisions of this Agreement, shall remain in effect for the life of this Agreement unless otherwise mutually agreed. Should the Company revise one of these Standard Policies and Procedures during the life of this Agreement it may offer to apply the revised SPP to this Bargaining Unit.

ARTICLE 6 - NO STRIKE OR LOCKOUT

There shall be no strikes, walk-outs, lockouts, slow downs, or other similar interruptions of work during the period of this Agreement.

ARTICLE 7 - PROTECTION OF THE PUNT

If at any time during, or after the termination of this Agreement, the employees represented by this Union should engage in a stoppage of work, the Union and the Company will meet in advance to discuss how to ensure that Company property and long-term mutual interests are protected.

ARTICLE 8 - UNION ACTIVITY

8.01 Union Activity on Company Premises

(a) There will be no Union activity or meetings on Company premises except as set forth by this Agreement.

(b) The Company acknowledges that from time to time it will be necessary for Union officers or representatives to leave their Company duties in order to perform functions provided for in this Agreement on behalf of the Union. Such employees will not leave their duties without first obtaining the permission of their supervisor. Such permission will not be withheld unreasonably. When resuming their regular duties, the Union officers or representatives will notify their supervisor of their return.

(c) In accordance with the above understanding, the Company will compensate Union officers and representatives for the time spent in performing functions provided for in this Agreement to a reasonable amount of time in any week at their regular rate of pay, but this will not apply to time spent on such matters outside their regular working hours.

(d) The Union may hold Occasional small meetings on Company premises provided such meetings are planned and conducted to avoid interference with other employees, or the work of the Company. With the exception of lunch-time meetings involving Union operating committees, meetings must be agreed to in advance by an Employee Relations Officer.

(e) The Company agrees to provide bulletin boards for the use of the Union. It is understood that postings which may be of a controversial nature will be discussed with Employee Relations staff before posting.

8.02 No Harassment, Discrimination or Coercion

The Union and the Company agree that all will benefit from a workplace free of harassment, discrimination and coercion.

(a) There will be no harassment, intimidation, interference, restraint or coercion practiced upon employees of the Company by any members or representatives of the Union.

(b) There will be no harassment, discrimination, coercion, interference, restraint or intimidation exercised or practiced by the Company, or any of its representatives, with respect to any employee who is exercising the employee's rights under this Agreement or because of the employee's participation in the Union.

8.03 Visits to CRL

The Company will permit access to the Chalk River Laboratories to designated non-employee representatives of the Union. Such visits shall be confined to the specific purpose and area for which permission is granted.

8.04 Leave of Absence

(a) Leave of absence without pay, to a reasonable extent each year (exclusive of negotiations, conciliation and arbitration cases) shall be made available to the Union for the purpose of permitting its members to attend Union business distant from CRL. Normally, not more than three (3) members shall be absent on such leave at any one time and this leave shall be governed by the Company's regulations concerning leave without pay.

(b) An employee who is appointed to full time Union or Congress office may be granted leave of absence, without pay, for a period of up to one (1) year. An extension of up to one (1) additional year will be considered by the Company at the request of the Union. No more than one (1) such employee will be granted leave of absence for this purpose at any one (1) time.

8.05 Crossing Picket Lines

The Company will not expect an employee to cross a picket line, if to do so would place the employee's life, limb or personal property in jeopardy.

ARTICLE 9 - NOTIFICATION

9.01 a) in the cases of demotion, suspension, discharge or other recorded discipline, the Company will discuss the situation with the President of the Union prior to action being taken and will notify the employee in writing with a copy to the Union of the action and the reason for such action.

b) In the cases of layoff, the Company will discuss the situation with the President of the Union prior to layoff letters being issued to employees and will notify the President of the Union in writing with the names of the affected employees.

9.02 Disciplinary notations will be removed from an employee's file after a period of two (2) years if no occurrence of a similar nature has taken place over this time. Such notations will be returned to the employee for disposal.

9.03 For situations requiring formal communication with the President of the Union, when the President of the Union is unavailable, the Company will contact a member of the Union Executive or a named available designate.

ARTICLE 10 - MANAGEMENT-UNION COMMITTEE

10.01 The Company and the Union recognize that cooperation between the Company and its employees is indispensable to the accomplishment of the public purposes for which the Chalk River Laboratories has been established

10.02 Management-Union Cooperative Meeting

Management-Union Cooperative meetings shall give consideration to matters of **mutual interest** to the Company and the Union **affecting those** employees covered by this agreement, including the promotion of **education** and training, the betterment of employment conditions, changes that affect employees that can not be dealt with effectively at the supervisory or branch level, and matters affecting employee well-being.

These meetings shall be convened by **either party**, as required. Human Resources will, however, canvas the union **quarterly** to determine if there is a need to meet.

10.03 Health & Safety Committee

Consistent with the requirements of the Canada Labour Code, the parties also agree to participate in a Health and Safety Committee. The Committee shall give consideration to matters of **safety of mutual interest** to the Company and the Union, including the safeguarding of **health** and safety of employees and the workplace environment, and the prevention of hazards to life and property. This committee shall normally meet monthly at a mutually agreed upon time and minutes of the proceedings shall be **kept by a representative** of the Company. Minutes shall be reviewed by a Union **Representative** prior to distribution. *

10.04 Conclusions reached by this committee shall be referred to the Company and the Union.

ARTICLE 11 - GRIEVANCES

11.01 Definition of Employee Grievance

An employee grievance is defined as a dispute or controversy between the Company and one (1) or more of its employees which:

(a) Affects such employees in their **work, pay or** relations with the Company and arises under and by virtue of the **application or interpretation** of the provisions of **the Agreement** as to wages, hours, working conditions, merit rating, internal **compellions** or the terms of their employment, or

(b) Arises from alleged abuse of discretion by **Company** supervisors in their treatment of employees with respect to matters **provided in this Agreement**, or

(c) **Relates** to the **discharge** of an employee, where such employee believes that the discharge was **not for** good, just or sufficient cause, or

(d) Relates to a claim of discriminatory promotion, demotion or transfer; or a claim that an employee has been improperly laid off; or a claim that an employee has been, without just cause, compulsorily retired; or a claim that an employee has been disciplined without just cause.

11.02 General Grievance Regulations

(a) The word "days" as used in this Article excludes Saturdays, Sundays and Company holidays.

(b) Grievance forms shall be provided and duplicate copies shall be made of each grievance. After final disposition of a grievance is effected, the Company and the Union shall have a copy.

(c) Any grievance not filed in writing with the appropriate Company representative within **twenty (20) days** after the employee knew of the Occurrence which is the basis of the grievance, shall be deemed to have been waived and shall not be considered. Failure to take any successive steps herein provided within the specified number of days from the day the written decision on the grievance is presented to the representative, shall be deemed an acceptance of such decision as final but the termination of a grievance in this way shall not bar or prejudice another grievance on a similar question.

(d) Changes in classification granted as a result of the presentation of a grievance shall be made retroactive to the **date** of grievance at Step 2.

(e) Any or all of the time limits applicable to grievance procedures may be extended by mutual agreement between the Union and the Company.

(f) Union representation at grievance meetings will be normally limited to three (3) representatives in addition to the grievor.

11.03 Normal Employee Grievance Procedure

The grievance procedure, except in cases of claimed wrongful discharge or disciplinary suspension, shall be as follows:

Step 1

A grievance must be discussed orally with the supervisor by the aggrieved employee either alone or, at the request of the employee, in the presence of a Union representative. If the employee does not request the presence of a Union representative at this time and the grievance is not settled, the representative shall have the opportunity of discussing the matter with the supervisor and the employee before proceeding to Step 2.

Step 2

(a) The grievance shall be reduced to writing on a standard grievance form in duplicate (and should include the names of the persons involved, the date the grievance occurred, the facts pertaining to the grievance and the

remedial action requested) over the signature of the employee and the Union representative.

(b) The written grievance shall then be presented to the supervisor by the Union representative. The supervisor shall then forward the grievance forms to the Branch Manager who shall review and consider the grievance. The Branch Manager may demand a more specific statement of the grievance if the one submitted does not clearly and sufficiently state the problem. Within seven (7) days of receipt of a properly stated grievance, a hearing shall be had thereon, if necessary, and the Branch Manager shall write a decision on, sign and return the forms to the Union representative within seven (7) further days.

(c) The discussion and decision made on each grievance shall be limited to the matters raised by the written grievance.

(d) Within seven (7) days after the Union has received an answer from the Branch Manager, the grievance forms shall be returned to the Branch Manager marked as satisfactory or unsatisfactory

step 3

(a) Should the reply in the 2nd step be unsatisfactory, then the Union will consider the matter and shall decide whether to process the grievance further. If the Union decides to process it further, then the Union shall, within seven (7) days of receipt of the 2nd step answer, request a Company-Union meeting.

(b) At the time the request for such a meeting is made, the Union shall submit in writing, in detail, the reason why it considers the answer given at the previous step to be unsatisfactory. All data submitted shall be confined to the matters raised in the grievance as originally written and processed through the preceding steps of the grievance procedure. The Company-Union meeting should be held within ten (10) days of the Union request.

(c) The Union will be represented by the Union Grievance Committee. The aggrieved employee may attend at the employee's discretion, and the Division Director or equivalent level will attend if requested by either party. Decisions in writing will be made within ten (10) days after the meeting and will be addressed to the Union Grievance Committee Chairperson. If no response is made by the Union to this decision within ten (10) days, the grievance shall be considered as settled.

11.04 Grievance Procedures for Discharge and Disciplinary Suspension

(a) No case of claimed wrongful discharge or disciplinary suspension shall be entitled to consideration or made the basis of a grievance unless it shall have been filed within twenty (20) days after the employee has been notified (or all reasonable steps have been taken to notify the employee) of discharge or disciplinary suspension and the Union President advised. If the discharge or disciplinary suspension is not submitted as a grievance by the employee or the employee's Union representative within twenty (20) days, as defined above, such discharge or disciplinary suspension shall be final and not subject either to the grievance procedure or to arbitration.

(b) A layoff due to lack of work or the suspension of operations in any part of the Chalk River Reactor shall not constitute a discharge or dismissal.

(c) An employee who is discharged or suspended for cause shall be determined by the following procedure: If it is determined that the employee was wrongfully discharged or suspended, the employee shall be awarded reinstatement to the employee's former job without loss of seniority and with full compensation for time lost. If the employee's regular salary is any higher than the salary in effect at the time of discharge or suspension, the employee shall be reinstated to the position held at the time of discharge or suspension at the employee's regular salary as is mutually agreed upon in writing. If the employee is reinstated, the employee shall be entitled to the same benefits and conditions of employment as if the employee had not been discharged or suspended. If the employee is not reinstated, the employee shall be entitled to the same benefits and conditions of employment as if the employee had not been discharged or suspended.

(d) **Grievance**

The grievance procedure in all cases of alleged wrongful dismissal shall be as follows:

(i) The grievance shall be reduced to writing, signed by the employee and submitted to the Human Resources representative. A hearing shall be held on the grievance within 30 days, or at the request of the Union, within 60 days. The grievance shall be resolved by the Human Resources representative as necessary. If the grievance is not resolved, the aggrieved employee may appeal to the Union representative. If the employee is unable to present the grievance in person, the employee's Union representative may act for the employee. The Union representative will submit a decision to the Human Resources representative within seven (7) days after the matter is presented to the Company representative.

(ii) The Union shall submit a grievance to a Human Resources representative, within seven (7) days, stating that the decision is satisfactory or unsatisfactory.

(e) **Disciplinary Suspension Grievances**

The grievance procedure in all cases of claimed wrongful disciplinary suspension shall be as follows:

The grievance shall first be discussed by the employee with the employee's supervisor. If the matter is not settled, the grievance shall be reduced to writing, signed by the employee and submitted to the employee's Branch Manager. The normal employee grievance procedure will thereafter apply, starting at Step 3. If the employee due to conditions beyond the employee's control, and through no fault of the employee, is unable to present the grievance in person, the employee's Union representative may act for the employee.

11.05 Company Grievance

The Company may request a meeting with the Union officers for the purpose of presenting, or may bring forward at any meeting held with the Union officers, any complaint with respect to the conduct of the Union and that if such a complaint by the Company is not settled to the mutual satisfaction of the conferring parties it may be treated as a grievance and referred to arbitration in the same way as a grievance of an employee.

11.06 Union Grievance

Any difference arising directly between the Union and the Company involving the interpretation or alleged violation of this Agreement which cannot otherwise be dealt with under Article 11.03 or 11.04:

(a) because of the inability or refusal of an employee to submit a grievance, may be raised by the Union at Step 1 of the normal employee grievance procedure; or

(b) because it affects a group of employees, may be submitted by the Union to the Branch Manager and dealt with at Step 2 of the normal employee grievance procedure; or

(c) because it affects the Bargaining Unit as a whole, or in the event that by reason of the special urgency involved, an employee grievance cannot effectively be dealt with under Article 11.03, may be submitted to an Employee Relations representative and thereafter dealt with at Step 3 of the normal employee grievance procedure.

ARTICLE 12 - ARBITRATION

12.01 Within ten (10) days after the final response provided for in Article 11 has been given on any proper grievance involving the application or interpretation of this Agreement and one of the parties hereto is not satisfied with the same, the matter may be submitted to arbitration. Notice of arbitration in a case against the Company shall be served by mailing a copy to an Employee Relations representative and in a case against the Union, by mailing a copy to the President of the Union and the Grievance Committee Chairperson.

12.02 The parties may prepare separate statements limited solely to the matters raised in the written grievance and clearly defining the issue to be arbitrated.

12.03 Within fifteen (15) days after any grievance has been submitted for arbitration, the Company and the Union will appoint a single arbitrator chosen from a predetermined list acceptable to both parties. Such list will be updated as required by mutual agreement. (Appendix B)

12.04 Upon failure to agree on the selection of an arbitrator, the matter may be referred by either party to the Minister of Labour for the Government of Canada, with the request that the Minister appoint an arbitrator.

12.05 The cost of the services of the arbitrator shall be borne equally by both parties.

12.06 The decision of the arbitrator shall be final and binding on all parties concerned.

12.07 The arbitrator shall have no power to add to, nor subtract from nor to modify the terms of this Agreement or any Agreement made supplementary hereto and shall render a decision not inconsistent with the terms of this Agreement.

ARTICLE 13 - INTERNAL COMPETITIONS

13.01(a) Unless waived by mutual agreement in writing, internal competitions will be held for positions in the bargaining unit which the Company wishes to fill. Such competitions may arise either from a vacancy created by a retirement, transfer or termination, or due to new work where such work would fall within the scope of this bargaining unit. Notices detailing the qualifications required, the work involved and the classification(s) appropriate to the position will be posted for at least six (6) working days before the closing date of the competition. Qualifications so detailed will be consistent with those documented in the job specifications appropriate to the Bargaining Unit.

(b) A Bargaining Unit position will only be posted for competition after consideration has been given to all eligible Bargaining Unit members in the following situations in order of seniority:

- i) on notice of layoff;
- ii) on a recall list; or
- iii) has been laid off/bumped out of the position within the last two (2) years.

Human Resources will confirm to the Union President that such consideration has been given.

(c) Applicants from within the Bargaining Unit will be considered before other applicants, and, if they meet the specified qualifications, including the capacity to perform the particular work required with a familiarization period appropriate to the job level if necessary, they will be selected. Should no suitable Bargaining Unit applicant be selected, other candidates will be considered.

(d) Within thirty (30) working days of transfer to a different position within the Bargaining Unit, the employee may elect to return to the employee's former position, or the Company may re-assign the employee to such former position.

13.02 The skill and experience of an employee and the employee's capacity to perform the required task (with a familiarization period appropriate to the job level if necessary) shall be the determining factors in all cases of transfer, internal competitions and increase in the working forces, and in promotion to

higher classifications, and where two (2) or more employees are equally qualified, seniority shall be the determining factor.

13.03 The successful applicant to an internal competition will be notified as soon as possible. Following receipt of acceptance, the name of the successful applicant will be posted on competition notice boards. On request, unsuccessful applicants shall have a post-selection interview with a representative of the Branch or organizational unit conducting the competition,

13.04 The President of the Union shall be supplied with copies of the notices of competitions no later than the day of posting, and supplied with a list of candidates to the position, including indication of the successful candidate at the completion of the competition,

ARTICLE 14 - TRANSFERS

(a) The Company will record and acknowledge the written requests of employees for transfer to another area of work.

(b) The parties recognize that there may be situations in which the transfer of an employee would be mutually agreeable to all concerned. In such situations the parties will discuss the situation as far in advance as practical, consider alternate means of dealing with the situation, and endeavour to minimize any adverse effects.

ARTICLE 15 -EMPLOYEE BENEFITS PLANS

The following is or replacement plans as necessary to provide equivalent coverage on the allowance or cost sharing basis, will apply for the duration of Agreement:

(a) The Supplementary Health Insurance Coverage

The Company will provide the group Extended Health Care Plan equivalent to that provided under Manulife Policy 37984 including semi-private Hospital coverage and will pay sixty-five per cent (65%) of the premium necessary for full time continuing and regular part time employees.

(b) Dental Insurance Plan

The Company agrees to provide the AECL Corporate Dental Plan to all employees who work eighty percent (80%) of the regular full time hours or more and will pay 100% of the premium cost of the Dental Care Plan equivalent to that provided in Manulife Policy 37985. For those employees who work less than eighty percent (80%) of the full time hours, AECL shall pay sixty percent (60%) of the premium cost of this plan. ODA schedule to be annually adjusted or each year of the collective agreement on the date the schedule is proclaimed.

(c) Group Life Insurance

Life insurance will be provided as follows:

(i) The cost of the first annual earnings coverage is paid by the Company and participation is compulsory. If the basic annual salary is not a multiple of \$250 the benefit is adjusted to the next higher multiple of \$250.

(ii) The cost of the second annual earnings coverage is shared by the Company and the employee and participation in the plan is compulsory. The shared cost is 1/6 paid by the Company and 5/6 paid by the employee. If the basic annual salary is not a multiple of \$250 the benefit is adjusted to the next higher multiple of \$250. At age sixty-five (65) or date of retirement, whichever is later, employees are eligible for a paid-up benefit of \$500 without further contributions.

(d) Long Term Disability

The Long Term Disability Plan will apply to all continuing employees hired on or after 1979 August 01, and those on strength prior to this date, who were eligible for and who elected for coverage. Upon expiration of coverage under Article 17.02(c) (Intermediate Term Sickness/Disability), covered employees are eligible to receive long term disability benefits in accordance with Manulife Policy 37988. The Company will pay 50% of the premium cost of this Plan.

ARTICLE 16 - THE PUBLIC SERVICE SUPERANNUATION ACT

16.01 (a) Employees will be covered by the Public Service Superannuation Act (Part I and III), the terms of which are not subject to collective bargaining.

(b) The Company will endeavour to keep the Union informed of changes to the PSSA that may affect employees. Notices will be posted whenever appropriate and a copy will be provided to the Union.

16.02 At the death of an employee who was eligible and chose to contract out of Part 2 of the Act, an amount equal to two (2) months salary will be paid to the widow, widower or estate.

ARTICLE 17 - LEAVE PLANS AND REGULATIONS

17.01 Vacation Leave

(a) Vacations are to be taken each year at a time satisfactory to the Company. Consistent with operational requirements, the preference of employees with respect to their vacation period will be given consideration by the Company. Application for vacation leave should be made in advance by the employee and approved by the Company. Annual vacation leave granted may

be used in minimum increments of one-half hour subject to operational requirements.

(b) Vacation leave is credited to continuing employees on the following basis, and regulations governing this leave are specified in SPP RCW-2.37 dated 1989 August.

(i) New employees earn vacation leave at the rate of one and one-quarter days per month. After six (6) calendar months of service they are credited with vacation leave to the extent of the amount that they will earn to the end of the vacation year (March 31). Employees who have been rehired are credited with the period or periods of previous AECL service for vacation purposes and will earn vacation at the appropriate rate for the employee's total eligible AECL service in accordance with SPP RCW-2.37.

(ii) Employees who have completed six (6) months or more service in their current period of employment by April 01 shall be credited with vacation leave as follows:

**Vacation Credit
(Effective 2000 April 01)**

<u>Service by April 01</u>	<u>Effective April 01</u>
1/2 but less than 6 years	15 days
6 but less than 7 years	16 days
7 but less than 8 years	17 days
8 but less than 9 years	18 days
9 but less than 10 years	19 days
10 but less than 14 years	20 days
14 but less than 16 years	21 days
16 but less than 18 years	22 days
18 but less than 20 years	23 days
20 but less than 22 years	24 days
22 but less than 23 years	25 days
23 but less than 25 years	26 days
25 but less than 27 years	27 days
27 but less than 29 years	28 days
29 but less than 31 years	29 days
31 years or more	30 days

17.02 **Sick Leave Plans**

(a) **General**

Sick leave is for use only where an employee is unable to work due to illness and for medical and dental appointments. If the absence exceeds five (5) consecutive days, the employee must submit a medical certificate signed by the attending physician. A maximum of ten (10) days without a medical certificate is allowable during each fiscal year. Employees may elect to use sick leave in minimum increments of one-half hour.

(b) **Short-Term Sick Leave**

Sick leave will accumulate on one of the following bases, and other regulations governing this leave will be as specified in SPP RCW-2.39 dated 1989 December.

(i) For those employees as at 1979 July 31 who elected to continue with the sick leave provisions in effect on that date, sick leave shall accumulate at the rate of one and one-quarter days for each calendar month of service, provided the employee receives salary for at least ten (10) days in each calendar month. If an employee whose attendance has been satisfactory is absent due to a certifiable illness or disability and has exhausted the employee's sick leave credits, the employee will be granted a limited advance of sick leave credits.

(ii) Those employees on strength as at 1979 July 31 who elected to enter the sickness disability income protection plan effective 1979 August 01, shall, in addition to their existing sick leave credits, receive a credit of six (6) days each year on April 01.

(iii) All employees commencing employment on or after 1989 July 01 (or date of ratification if later) will receive a credit of six (6) days sick leave on commencing employment and a further credit of six (6) days sick leave on each subsequent April 1st, except those employees who commence employment on or after October 1st in any year will receive a credit of three (3) days on April 1st following.

(iv) Employees who are absent on Long Term Disability Plan benefits on April 1st will not be credited with the annual additional sick leave referred to in (ii) and (iii) above until the April 1st following their recovery and return to work; the credit will be six (6) days if the employee recovers and returns to work on or before October 1st and three (3) days if after.

(c) **Intermediate Term Sickness/Disability**

When employees to whom (b)(ii) and (iii) above apply have exhausted all sick leave credits, they will be eligible for 75% of their basic salary during necessary absences due to sickness or disability, to a maximum of twenty-six (26) weeks. This benefit will be re-established after a return to work of at least two (2) weeks in the case of a recurrence of the disability, or at least one (1) day in the case of a new disability.

17.03 **Special Leave**

(a) Special leave provides limited leave with pay when it is necessary for an employee to be absent for one (1) of the following reasons:

- (i) Illness in Family - Emergency or special circumstances,
- (ii) Death in the family,
- (iii) Marriage of employee,

- (iv) Veterans' physical examinations,
- (v) Writing of examinations,
- (vi) Birth or adoption of a child.

(b) Consideration will also be given in certain other exceptional circumstances. The number of days allowed will depend on the circumstances of the individual case.

(c) Special leave shall accumulate on the following basis, and regulations governing this leave will be as specified in SPP RCW-2.40 dated 1987 April. Special leave shall accumulate at the rate of one-half day for each completed calendar month of service, provided that the employee receives the employee's salary for at least ten (10) days in each calendar month, to a maximum of twenty-five (25) days. When the leave credit is reduced from this figure it again accumulates until the maximum is reached.

17.04 Other Leave Provisions and Regulations

Military Leave, Court Leave, Sabbatical Leave, Accident Leave and Leave Without Pay provisions and regulations shall be on the basis specified in SPP RCW-2.42 dated 1989 August; Education Leave with Pay as specified in SPP RCW-2.43 dated 1987 April.

17.05 Maternity, Child Care and Adoption Leave

Eligible employees shall be granted maternity, child care or adoption leave in accordance with the provisions of SPP RCW-2.41 dated 1992 June. It is understood that applicable legislated provisions will apply during a Labour dispute or while on layoff.

ARTICLE 18 - TERMINATION COMPENSATION

18.01 General

(a) Terminating employees will be compensated for all earned but unused vacation and floating holidays within the two (2) weeks after the last day of employment. All leave used in excess of that earned will be recovered, unless the termination is due to death, disability or layoff. However, days used after notification of layoff, in excess of earned entitlements, will be recovered.

(b) Compensation on termination, for reasons other than dismissal or abandonment of position, will be as follows:

18.02 Death

Following the death of an employee, the widow(er) or estate will be paid a death benefit equal to one (1) week's pay per completed year of continuous service, less any period in respect of which the employee was previously granted termination compensation, with a minimum of two (2) weeks' pay and a maximum of thirty (30) weeks' pay.

18.03 Layoff

An employee who has one (1) year or more of continuous service and is:

(a) laid off for the first time, will be paid an amount equal to two (2) weeks' pay for the first and 1.5 week's pay for each succeeding completed year of continuous service, less any period in respect of which the employee was previously granted termination compensation, up to a maximum of forty-five (45) weeks' pay.

(b) laid off for a second or subsequent time, will be paid an amount equal to 1.5 week's pay for each completed year of continuous service, less any period in respect of which the employee was previously granted termination compensation, up to a maximum of forty-five (45) weeks' pay.

18.04 Voluntary Resignation Before Retirement

An employee who has ten (10) or more years of continuous service and who voluntarily resigns will be paid, subject to Article 18.05, an amount equal to one-half week's pay for each completed year of continuous service, less any period in respect of which the employee was previously granted termination compensation, up to a maximum of fifteen (15) weeks' pay.

18.05 Retirement

An employee who on termination is entitled to an immediate annuity, or immediate annual allowance under the Public Service Superannuation Act, will be paid an amount equal to one (1) week's pay for each completed year of continuous service, less any period of service in respect of which the employee was previously granted termination compensation, up to a maximum of thirty (30) weeks' pay.

ARTICLE 19 - COMPANY HOLIDAYS

19.01(a)(i) There shall be twelve (12) Company Holidays each calendar year. Except as provided for in Article 19.01(b), the Company Holidays will be observed as follows:

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

When any of the above holidays fall on either Saturday or Sunday, they will be observed on the first or (s) following day.

The remaining days from January 01 to May 31 will be considered as floating holidays. At the request of the employee subject to operational requirements and shall not be unreasonably denied. Unused Company floating holidays from the calendar year cannot be carried over to the next fiscal year.

(ii) During the year, the three (3) floating Company Holidays will be pro-rated as follows:

- hired before May 01; three (3) floating Company Holidays;
- hired May 01 to August 31; two (2) floating Company Holidays;
- hired September 01 to December 31 one (1) floating Company Holiday.

For employees terminating during the year, the three (3) floating Company Holidays will be pro-rated as follows:

- terminating prior to May 01; one (1) floating Company Holiday;
- terminating May 01 to August 31; two (2) floating Company Holidays;
- terminating September 01 to December 31, three (3) floating Company Holidays.

(b) For shift employees, the Company Holidays for New Year's Day, Canada Day, Christmas Day and Boxing Day will be considered to be on January 01, July 01, December 25 and December 26 respectively when they fall on a Saturday or Sunday. In those circumstances, shift employees required to work on the corresponding holiday for day workers specified in 19.01(a) will receive normal pay for normal hours, including shift premium if applicable.

19.02 Compensation For Company Holidays

(a) Day Employees

(i) Day Employees who are not required to work on Company Holidays will receive their normal pay for normal hours.

(ii) Day employees who are required to work a full day on a Company Holiday will receive overtime at the double rate of pay in addition to their normal pay for normal hours.

Alternatively employees may elect to receive a vacation leave credit of one (1) day plus overtime at the single rate of pay in addition to their normal rate of pay for normal hours.

(iii) All other overtime work performed by day employees on Company Holidays will be paid at the rate of double time in addition to their normal pay for normal hours.

(b) Shift Employees

Shift employees who are on a scheduled day of rest on a Company Holiday shall receive either a vacation leave credit of one (1) day, or an additional day's pay at the rate of 1/260 of their current annual salary,

Shift employees who are scheduled to work and do work on Company Holidays will receive time and one half both normal rate and shift premium if applicable in addition to normal salary. Employees may elect for a vacation leave credit of one (1) day in lieu of their normal salary.

Shift employees who work a full overtime shift on a Company Holiday that is also a normal day of rest shall be paid at the rate of double time and shall also receive a vacation leave credit of one (1) day, or one (1) day's pay at the rate of 1/260 of their annual salary.

(iv) All other overtime work performed by shift employees on Company Holidays shall be paid at the rate of double time.

ARTICLE 20 - HOURS OF WORK

Standard Work Week

The CRL work week shall commence at 0005 hours Sunday and extend to 0005 hours the following Sunday.

The standard work week for the day and shift operations shall be as follows:

- (a) Day Schedule- Thirty-seven and one-half hours - normally 0815 hours to 1625 hours Monday to Friday inclusive, with a lunch period of forty (40) minutes per day. For purposes of Article 22.04, the first and second days of rest are Saturday and Sunday respectively.
- (b) (i) Shift Schedule- Thirty-seven and one-half hours - according to a schedule which provides on the average, five (5) shifts per week as defined in (c). For purposes of Article 22.04, the first and second days of rest are the first and second consecutive days of rest, or, where the employee receives two (2) or more successive single days of rest, the second single day of rest will be the second day of rest. The half hour lunch period will be taken at the convenience of the operation, and on the following non-overtime shifts will be paid at normal rate:
- all scheduled #1 and #3 shifts,
 - all scheduled #2 shifts, failing on Saturdays, Sundays or a Company Holiday.

(ii) Exchange of Shifts - Where employees are permitted on their own request to work an abnormal schedule, or to exchange a shift with another employee, there will be no additional cost to the Company. Shift premiums, if applicable, will be paid to the employee who works the shift.

(iii) The Company will endeavor not to change an employee's normal shift schedule without ten (10) days notice, except under extenuating circumstances.

(c) Each day of the year is divided into three (3) shifts, as follows:

1 (night) shift - from 0005 hours to 0805 hours.

2 (day) shift - from 0805 hours to 1605 hours.

3 (evening) shift - from 1605 hours to 0005 hours.

(d) Alternative **Work Schedules**

The parties recognize the advantages of flexibility with regards to commencement/departure times when operational efficiency and cost effectiveness would not be adversely affected. To that end, the following alternative work schedules may be used:

(i) Employees may request to reschedule the standard day as defined in Article 20(a) by up to two (2) hours subject to approval by supervision.

(ii) It is also understood that supervisors may request to reschedule the standard hours by up to two (2) hours subject to mutual agreement.

It is understood that the nature of the work may prohibit the participation of some employees in alternative work schedules to ensure that safety or the overall efficiency of the site is not adversely affected.

(e) **Time Banking**

In addition to the 7-1/2 hours per day regularly worked, employees may elect to work extra hours to accumulate up to a total maximum of forty-five (45) hours to be taken off at a later time. The accumulation of such extra hours must be on productive work with the prior approval of supervision, worked in minimum thirty (30) minute periods and earned at the rate of hours accumulated equal to the actual extra hours worked. The accumulated time may be taken as time off by the employee subject to advance approval by supervision.

The accumulation or use of banked time will not be unreasonably denied. However, vacation credits carried over from previous leave year must be exhausted or committed for use before banked time can be taken.

The working of required extra hours as banked time will only be at the employee's discretion. The use of banked time is not intended to replace the use of overtime.

ARTICLE 21 - SALARIES

21.01 Each employee shall be classified in one (1) of the job classifications listed below (the job specifications for which are attached as Appendix A) and shall be paid within the salary range indicated.

Technical Assistant	Neutron Radiographer Assistant
Technical Officer 1	Research/Development Officer// Programmer Designer Laboratory Service Assistant Photographer Illustrator Assistant Medical Technologist X-Ray Technologist Graphic Arts Technician Surveyor & Engineering Assistant Neutron Radiographer
Technical Officer 2	Research/Development Officer// Programmer Designer Radiation Surveyor Laboratory Service Supervisor Quality Assurance Inspector Photographer Illustrator Assistant Medical Technologist X-Ray Technologist Graphic Arts Technician Surveyor & Engineering Assistant
Technical Officer 3	Research/Development Officer// Programmer Designer Technical Illustrator Radiation Surveyor Quality Assurance Inspector Laboratory Service Supervisor Photographer Surveyor & Engineering Assistant Medical Technologist X-Ray Technologist Graphic Arts Technician

Technical Officer 4	Research/Development Officer Programmer/Analyst Designer Technical Illustrator Radiation Surveyor Quality Assurance Inspector Laboratory Service Supervisor Photographer Photographic Laboratory Unit Head
Technical Specialist 1	Research/Development Specialist Analyst/Programmer Design Specialist Technical Illustrator Special Senior Radiation Surveyor Senior Quality Assurance Inspector Laboratory Service Supervisor Photographic Laboratory Unit Head
Technical Specialist 2	Research/Development Specialist Senior Analyst/Programmer Design Specialist

21.02 The salary range limits of any established classification shall be subject to review at the time of negotiations for any new agreement.

21.03 Job qualifications as detailed in all existing and any new job specifications shall remain unchanged for the life of the Agreement.

21.04 The following salary scales will become effective on the date indicated:

LEVEL	Minimum	Control Point	Maximum
L1	32,800	n/a	42,700
L2	42,800	n/a	51,800
L3	51,900	n/a	60,800
L4	60,900	67,500	74,800

LEVEL	Minimum	Control Point	Maximum
L1	33,500	n/a	43,600
L2	43,700	n/a	52,800
L3	52,900	n/a	62,000
L4	62,100	68,900	76,300

Effective 2004 April 01, the salary of each employee shall be increased by 2% applied to their 2004 March 31 salary.

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LEVEL	Minimum	Control Point	Maximum
L1	34,300	n/a	44,700
L2	44,800	n/a	54,100
L4	63,700	70,600	78,200

Effective 2005 April 01, the salary of each employee shall be increased by 2.5% applied to their 2005 March 31 salary.

NOTE:

- (i) In respect of the salary range increase effective 2003 April 01, salaries will be increased by 2% effective on date of ratification. Employees on strength on date of ratification will receive a pensionable lump sum payment in consideration of the adjustments to base salaries for the period 2003 April 01 to date of ratification.
- (ii) An employee who is scheduled to work on a continuous rotating shift schedule for a minimum of six (6) months will have his/her basic salary increased by \$2700 per annum, effective 2003 April 01 and by \$2800 per annum, effective 2004 April 01 for the duration of the employee's shift assignment. Such employees will not be eligible to receive shift and weekend premiums as defined in Articles 21.06 and 21.07.
- (iii) Employees in receipt of the increase specified in (ii) above will have their basic annual salary increased by 6-2/3% to the nearest \$100.00 to convert their annual hours to 2080. Such employees will not be eligible to receive paid meal periods as specified in Article 20.

- (iv) These annual salaries will be divided by 26.00 and paid bi-weekly.

Salaries will be rounded to the nearest \$100 exclusive of performance pay/bonus as provided under Article 21.05

21.05 Salary and Career Advancement

a) Administration of Salaries

The salary increases of all employees will be administered on a performance basis. Salaries will be reviewed annually effective April 01, individual performance pay amounts will be determined according to the employee's performance rating and the Performance Pay Career Progression Grid specified below.

Performance Pay Career Progression Grid

Level	Career Progression Step Multiplier					Step Value			
	U	MMR	FMR	ER	O	2003	2004	2005	2006
L1	0	0.4	1	1.25	1.5	\$2500	\$2500	\$2500	\$2600
L2	0	0.3	1	1.25	1.5	\$1700	\$1800	\$1800	\$1900
L3	0	0	1	1.25	1.5	\$1200	\$1300	\$1300	\$1300
L4 <=CP	0	0	1	1.25	1.5	\$1000	\$1000	\$1000	\$1000
L4 >CP*	0	0	0.5	1	1.5	\$1000	\$1000	\$1000	\$1000

Note: These amounts are minimums.

*As per Appendix "C" - Grandfathering of Current TS2. TS2s are guaranteed a minimum of \$500.00 for Fully Meets Requirements performance, added to their base salary on April 01 as part of the salary review, unless restricted by the top of L4.

Calculation of Career Progression Step Value

The Career Progression Step Value is calculated using the salary ranges in effect on March 31 each year for each L level.

The L Levels have the following number of steps:

L1 - 4, L2 - 5, L3 - 7, L4 - 14

The formula for calculating the Step Value is:

$$\frac{\text{L level Range maximum} - \text{L level Range minimum}}{\text{Number of Steps}}, \text{ (rounded to the nearest \$100)}$$

NOTE: In calculating the Step Value for 2003, the L1 and L2 ranges have been modified.

The performance pay awarded to the employee is calculated by multiplying the step value by the multiplier consistent with the employee's performance rating, (rounded to the nearest \$100).

The performance pay is added to the base pay (or paid as a bonus as described in Performance Bonuses) on April 1st of each year. This additional amount will be paid to the employee on either the 1st or 2nd pay period following April 1st.

The Performance Pay Career Progression Grid for 2006 is applicable for the period of April 01, 2006 to March 31, 2007. It is agreed that no further performance pay adjustments will be negotiated for this period during the negotiations for the renewal of this collective agreement. Scale adjustment only will be negotiable for that period.

The expected performance distribution is 2% Unsatisfactory, 10% Meets Most Requirements, 63% Fully Meets Requirements, 20% Exceeds Requirements, 5% Outstanding.

Performance Bonuses

For an employee in L1, L2 or L3, where the Performance Pay increase that would be awarded is restricted by the job rate, or by the top of the range and promotion is not warranted, the employee's salary will be increased to the top of the range, and the balance will be paid as a performance bonus to the employee. For an employee in L1, L2 or L3 who is at the job rate or at the top of the range and is not being promoted, the employee will receive as a performance bonus the minimum amount indicated on the Performance Pay Career Progression Grid for a Fully Meets Requirements, Exceeds Requirements or Outstanding performance rating.

Advancement beyond the control point of L4 is based on Exceeds Requirements or Outstanding performance. For an employee in L4, where the increase that would be awarded for a Fully Meets Requirements performance rating is restricted by the control point, the employee's salary will be increased to the control point and the balance paid as a performance bonus to the employee.

For an employee who is at or above the control point and has a Fully Meets Requirements performance rating, the employee is eligible for a performance bonus. Employees in L4 whose performance rating is Exceeds Requirements or Outstanding will receive their Increases as indicated on the Performance Pay Career Progression Grid, and this increase will be added to their base salaries unless restricted by the top of the range.

These performance bonuses are pensionable.

Employees will be advised in writing of their resulting salary and performance bonus, if applicable. All employees who have been at the top of a range for three (3) years or more and have not been promoted shall have the option to have their cases reviewed with the division manager, this option will be available on a three (3) year cycle basis.

(b) Promotion

Progression to L2 and L3 is expected (unless education, individual performance limitations* or job-rating qualifications are applicable). Promotions can occur from any point in the salary range.

Reference Supplementary Letter Item #6 - Promotions.

Promotion to L4 will be considered on the basis of business requirements, job content, performance and responsibility level, consistent with the Level Descriptors.

Upon promotion an employee shall receive the appropriate amount according to the Performance Pay Career Progression Grid. For promotions requiring amounts exceeding the Performance Pay Career Progression Grid, the employee's salary will be increased to the minimum of the next Level.

(c) New Hires

New hires into the Bargaining Unit will be placed in a classification and salary Level appropriate to their education and experience. All new hires will be subject to the next annual performance assessment and salary review following the completion of their probationary period, outlined in Article 24.01(b).

(d) Performance Review

With the exception of probationary employees, the performance of each employee will be reviewed and discussed with the employee in the first quarter of each calendar year. On request, the review and discussion will be with the Branch Manager. The discussions will be held in accordance with a prepared schedule of appointments. The review period will be from January 01 to December 31 of each year.

When under this review the employee is judged to have shortcomings in any area of job performance, as indicated by the review form, the details of any shortcomings will be revealed to the employee. The employee will be given the opportunity to read the completed review form and sign the document at the conclusion of the discussion to indicate that its contents have been understood. Within a reasonable time, normally one (1) week, the employee may attach written comments on the content of the form. A copy of the review form signed by the Branch Manager will be provided to the employee.

(e) Career Development

The career development prospects of each employee will be reviewed and discussed during the annual performance review or at any significant change in program direction. The review will include discussions on the applicability of the employee's qualifications, aptitudes and experience to the present job assignments. Discussions will include the potential for new job-content challenges and responsibilities, support for further training and the Opportunities for career development within the Company.

21.06 Shift Premium

(i) An additional **\$8.07** (effective **2001 April 01**) per eight (8) hour shift worked shall be paid for each full #3 (evening) shift.

(ii) An additional **\$9.04** (effective **2001 April 01**) per eight (8) hour shift worked shall be paid for each full #1 (night) shift.

21.07 Premium for Scheduled Saturday and Sunday Shift Work

In addition to the evening or night shift premium, where applicable, shift employees will receive:

- (i) **\$10.66** for each full scheduled shift worked on Saturdays
- (ii) **\$23.33** for each full scheduled shift worked on Sundays

These premiums shall not apply in the case of a shift for which the employee receives compensation at the rate of time and one half or **double** time, other than for non-overtime shifts on Company Holidays.

21.08 Short Change Bonus

An employee who is required by the Company to work a full shift or day work period, commencing **less than fifteen (15) hours** after the employee has completed the employee's last **previously scheduled shift or work period**, shall in addition to the **employee's normal salary** receive a sum equal to one-half of the employee's normal daily rate of pay (i.e. the pay for three and three-quarter hours at an hourly rate equal to **1/1950 of the employee's annual salary**). **The short change premium does not apply when the interval is less than fifteen (15) hours due to overtime work.**

21.09 Where an employee qualifies for pay beyond the employee's basic compensation under more than one provision of this Agreement, the employee shall receive compensation under **one provision only** - that which provides the higher amount - and shall receive no **additional compensation** with respect to other provisions, except as specifically provided for in this Agreement.

ARTICLE 22 - OVERTIME

22.01 General

(a) All authorized overtime work, other than that described elsewhere in this **Article**, shall be compensated for at the standard overtime rate of time and one-half, which is defined to be a payment of one and one-half times the normal hourly rate of pay for each hour of overtime work performed.

(b) Authorized overtime work in excess of ten (10) hours beyond the employee's basic scheduled workweek shall be paid at the rate of double time. (Scheduled hours worked at time and one-half on Company Holidays and hours worked at time and one-half as short change premium do not constitute overtime).

(c) For the purposes of this Article, the expression "normal hourly rate of pay" is defined to be 1/1950 of the employee's current annual salary (1/2080 in the case of employees paid on the basis of a forty (40) hour week).

(d) The expression "overtime work" is to be read as excluding the time **allowed** for a meal period, where taken.

(e) An employee who is required to work beyond the employee's normal daily hours or normal shift will not be paid for periods of overtime work of less than one (1) hour. However, should the overtime work period extend beyond one (1) hour, it will be computed to the nearest thirty (30) minutes and paid for at the applicable overtime rate.

(9) An employee will be required to provide and **pay** for the employee's own transportation when on overtime assignments, except when the overtime worked is immediately after the regular working hours of the **employee** and the employee was not advised of the overtime prior to the start of the **work** period.

22.02 Meal Period Compensation

(a) An employee will be permitted to take a thirty (30) minute meal period, which **if taken**, will be paid at the applicable overtime rate when the employee has worked more than two (2) hours:

- (i) Immediately following the employee's normal daily hours or normal shift.
- (ii) Overtime between regular work periods, which extends over a meal period, including overtime on days of rest and Company holidays.
- (iii) During a **callout** provided it extends over a meal period.

(b) **Employees** working overtime will be permitted to take a second and subsequent **meal period** of thirty (30) minutes, which if taken, will be paid at the applicable overtime rate at intervals of five (5) hours beyond the end of the last previously assigned meal period.

(c) (i) A meal will be provided in 22.02(a) (i), (ii) and (iii) and 22.02(b) when the employee has worked more than two (2) hours of **overtime** and the overtime assignment extends over a normal meal period.

(ii) **Employees** working **offsite** will be eligible for an offsite overtime meal **allowance** of \$10.50 in lieu of a meal as specified in (c)(i) above.

(d) If the **employee** is unable to have a meal during the normal meal period, the employee shall receive either:

(i) a meal period and a meal at the employee's earliest convenience, or

(ii) an additional half hour at the employee's normal rate of pay.

22.03 Overtime Shifts

An employee who works as overtime a full # 1 or # 3 shift, will be paid at the applicable overtime rate times both the employee's normal rate and the shift premium applicable to those shifts, but this will not apply in respect of overtime work from 1625 hours to 0005 hours. However, a day worker who works as overtime a full # 3 shift as a replacement for an absentee shift worker will be paid the applicable shift premium.

22.04 Overtime on Days of Rest

Authorized overtime work performed on the first day of rest shall be paid at the rate of time and one-half for the first seven and one-half hours worked (unless Article 22.01(b) applies) and double time thereafter. Authorized overtime work performed on the second and subsequent days of rest shall be paid at the rate of double time. (Travel, except for travel on duty as defined in Article 22.07, and meal periods do not constitute work.)

***FOR OVERTIME COMPENSATION ON COMPANY HOLIDAYS SEE
ARTICLE 19.02.**

22.05 Pre-arranged Overtime

Where an employee by advance arrangement returns for overtime work before the employee's normal starting time, ~~the employee~~ shall receive a minimum of four (4) hours at time and one-half, provided the employee does not continue into the employee's normal work period.

22.06 Callouts

An employee who has completed a regular work period and gone home, if called in for extra service before the employee's next regular work period, shall receive a minimum of four (4) hours at time and one-half. Where the employee commences work less than four (4) hours in advance of the employee's regular work period and continues without break into that period, the employee shall be paid for the first four (4) hours following the start of the callout at the rate of time and one-half. Provided, however, that if an employee is entitled under the terms of Article 22.01(b) to be paid double time for some or all of the work performed prior to the employee's regular work period then the employee shall be so paid for such work but the balance of the four (4) hour period will be paid at time and one-half.

If the overtime work extends over a meal period, the employee will be provided with a meal and allowed to take a meal period of thirty (30) minutes for which the employee will be paid only if the combined overtime work and meal period exceeds three (3) hours in which case the meal period will be paid at the

applicable overtime rate. If the overtime work extends over a second or subsequent meal period, the provisions of Article 22.02(c) will apply.

22.07 Travelling While on Duty

An employee may be required while on duty to travel with a shipment. Where this occurs, the employee shall receive credit as time worked for all hours actually on duty. Where such duty exceeds the employee's normal work period the **employee** shall receive overtime compensation for the additional time involved **as provided** for in Article 22.

22.08 Travel To and From **Outside** Assignments

(a) When an **employee** is required and authorized to drive the employee's personal car, **the** mileage provisions outlined in **procedure 00-150.1** (Guidelines and Practices For Business Expenses Incurred **By** Employees) will **apply**.

(b) When an employee is travelling to or from an outside **assi** gnment the employee shall receive compensation for actual time spent in traveling on the following basis:

(i) On a day that is not the employee's **day of** rest the employee shall in addition to the employee's normal salary **be** compensated at the employee's regular rate for any travel time outside the employee's normal hours to a maximum of six (6) hours.

(ii) On the **employee's day(s)** of rest the employee shall be compensated at the **applicable** overtime rate for time worked and at the standard overtime rate for travel time to a combined maximum of seven and one-half hours. For any additional time spent in travel, the employee will be compensated at the employee's regular rate to a maximum of six (6) hours.

(iii) Assignments in the local area (Pembroke to NPD and points between) do not constitute travel for the purpose of travel time.

22.09 Conventions

(a) When an employee is sent **by the Company** to a convention, conference or exhibition for the purpose of **learning** about new developments or equipment, or to deliver a paper, the employee will receive full normal salary, but will be ineligible for overtime pay.

(b) When an employee is sent by the Company to such **convention**, conference or exhibition to perform duties such as assembling, operating or **acting as** an attendant to a Company exhibit, overtime will be paid in accordance with **the** foregoing provisions of this Article.

22.10 Arranging Overtime Work

In detailing overtime work, the preference of the employees concerned will be taken into consideration.

22.11 Payment for Overtime Work

Where practicable, payment for overtime work properly claimed will be paid by the pay period following that in which it is received by payroll.

22.12 On-Call

(a) Employees may be required to be available for duty (on-call) outside standard work hours. Employees designated to be on-call must be available, usually via pager, cell-phone, telephone or similar communication medium. An employee in receipt of a call must respond to the call within thirty (30) minutes of a page and must be available to report to the place within ninety (90) minutes, fit for duty.

(b) Employees can be designated to be continually on-call, or designated as on-call.

(c) Employees who are designated to be continually on-call shall be paid an on-call premium of \$200.00 per month in addition to their regular pay days. On these days, employees will be required to be available for duty (45) days per year (including on-call requirements).

(d) Employees who are designated as required to be continually on-call shall be paid a premium of \$30.00 per month twenty-four (24) hours per month. The total premium of such premiums in a year not to exceed \$2600.00.

(e) In all cases, before on-call is assigned, volunteers will be sought from among those employees who are qualified to do the work. On-call assignments will be assigned on an equitable basis among qualified employees to the work.

(f) When equal assignments are required, volunteers will be assigned on an equitable basis but never more than two volunteers per on-call assignment.

(g) Employees will be designated to be on-call for more than 4 consecutive days unless with the specific nature of the work or where they are otherwise employed.

(h) Employees on-call will be entitled to additional compensation as follows:

- two and one-half (2.5) hours at the applicable overtime rate for any on-call period where telephone contact was required and made
- if it is necessary for the employee to report to the place for duty, Article 22.13 shall apply

ARTICLE 23 - UNION SECURITY

23.01 Deductions from Salaries

(a) The Company will deduct a sum equal to the regular monthly Union dues from the monthly salary payment of all employees in the Bargaining Unit on the first working day of any month, to the extent that sufficient unencumbered earnings are payable to the employee.

(b) The Company will remit the sum deducted, together with a list of the employees from whom deductions have been made, to the Union Treasurer within fifteen (15) days. The list shall be in alphabetical order and shall include the name, employee number, and the amount of Union dues deducted from all employees in the Bargaining Unit.

(c) The Union will be responsible for informing the Company of any change in the amount of Union dues.

(d) The Union agrees to indemnify and save the Company harmless against any liability arising out of the application of Article 23.01, except for any claim or liability arising out of an error committed by the Company.

23.02 Union Information

Each new employee will be given a copy of the Collective Agreement and will be informed of the name of the Union representative in the area in which the employee will be working to the extent that the Union keeps the Company informed of the name of the appropriate representative. The Company will notify the Union of the name and location of the new employee.

23.03 Salary List

By June 01 annually the Company shall provide a confidential current salary list to the Union President containing name, year of birth, salary-range, salary and merit adjustment of each employee in the Bargaining Unit.

ARTICLE 24 - PRINCIPLES GOVERNING THE VALUE OF LENGTH OF SERVICE

24.01 Seniority

(a) A seniority list covering the employees in this Bargaining Unit shall be maintained by the Company in accordance with the rules contained in this article. The current list, which will also include the salary range and classification for each employee, shall be given to the Union annually, effective April 01, and made available on request at other times.

(b) Newly-hired employees will be subject to a probationary period of one-hundred and twenty (120) working days following which they will be placed on the seniority list and credited with seniority from date of hire.

(c) Seniority in respect of service (pro-rated to reflect actual time worked in the case of part-time employees) will be on the basis of unbroken service in either Local 1568 or former Local 1569 as the seniority lists of each local stood on 1977 July 31, and merged as one seniority list effective 1977 August 01. The Seniority of part-time employees will be recorded separately, but will be considered to be an integral part of the seniority list.

(d) Revision of seniority for special cases will be determined by the Company and the Union.

(e) **Seniority will** continue to accumulate during all Company-approved leaves of absence, whether with or without pay, but not while on a recall list following layoff.

(f) Should two or more employees have the same seniority date, seniority standing will be established by the following criteria, which will be considered in the listed order until seniority is established.

(i) An employee with the greater length of continuous AECL employment will be deemed senior.

(ii) An employee with the greater length of non-continuous AECL employment will be deemed senior.

(iii) Seniority will be determined by the process of chance through the drawing of names. A union representative will be present at such drawing of names.

(g) Seniority shall be lost:

(i) **Upon departure** from the bargaining unit, for example by resignation or discharge, transfer or promotion.

(ii) When an employee has been laid off for a period equal to the amount of seniority to the employee's credit, or two years, whichever is less.

(iii) If a laid off employee fails to return within fifteen (15) working days of recall, or requests in writing that the employee's name be removed from the recall list.

24.02 Workforce Adjustment

General Principles

The Company and the Union recognize that program decisions and business or economic factors may require adjustments in bargaining unit positions. The parties agree to cooperate to minimize as much as possible disruptions to the workplace and to implement an employee redeployment process with due consideration to various parameters such as seniority, qualifications and ability to perform core duties of the remaining work. The parties shall strive to implement any such process, which is as fair and equitable as possible to all involved in the redeployment. The Company and the Union agree that employment security should increase in proportion to the length of service in the bargaining unit. Seniority shall mean the length of service in the

employ of the Company recognized on a bargaining unit wide basis as described in Article 24.01.

(a) Where adjustments are required which may result in layoff, i.e. the discontinuation or non-voluntary reduction in working hours of a bargaining unit member, a redeployment process will be initiated. The Company and the Union agree to meet at least ten (10) working days in advance of individual employee notifications to discuss the proposed adjustment, possible redeployment of employees, other options for minimizing the impact of the workforce adjustments, and the application of seniority and recall provisions.

(b) In determining layoffs, the principle of seniority will be followed, provided that the employees retained are qualified to perform the core duties of the remaining work within a sixty-five (65) working days familiarization period. The familiarization period is defined as the sixty-five (65) working days commencing on the date of move to the new position.

(c) Any employee designated for layoff may:

(i) choose to be laid-off and accept the termination compensation provided for in Article 18.03 Layoff, or

(ii) choose to exercise any displacement (bumping) rights in accordance with the provisions of this Article.

(d) In order to minimize the effects of bumping, the Company, the Union and the laid-off employee will begin searching for appropriate positions via the Workforce Adjustment Process.

The Workforce Adjustment Process will comprise the following steps:

(i) A Joint Redeployment Committee (JRC), consisting of five (5) representatives will be struck to facilitate the process. The Committee will consist of two (2) Company, two (2) Union representatives and one (1) additional Management representative selected by the Union.

(ii) individual notifications of lay-off will be issued to employees and will provide for a minimum of eight (8) weeks working notice.

(iii) The employee will be required to submit a comprehensive resume to the JRC outlining the employee's qualifications.

(iv) The JRC will interview the employee and by majority decision will identify potential suitable positions subject to the conditions outlined in (e), (f), (g) and (h) below.

(v) Once a potential position is found, a letter is sent to the prospective new branch by the JRC informing the Manager of a potential bump. The Manager is required to interview the employee and assess any gaps between the core duties and the employee's qualifications. On request, the Manager will attend and make representation to a meeting of the JRC.

(vi) On acceptance of the proposed displacement, the Manager will document a plan outlining activities to occur during the familiarization period to address the gaps between core duties and the employee's qualifications.

(vii) If within the familiarization period (sixty-five (65) working days), the Manager and/or employee recognize that the bump has not been a suitable match, the employee may re-enter the bumping process for a second bump with a familiarization period of sixty-five (65) working days. This option can be exercised **only** once. Alternatively, the employee may choose to be laid-off without further bumping rights and paid termination compensation as provided for in Article 18.03 Layoff.

(viii) A formal interim review of the employee's progress will occur between the 25th and 30th working day of the familiarization period. A copy of the review will be supplied to the employee and the JRC within five (5) working days and will include the manager's and employee's comments.

(ix) Within five (5) working days of completion of the familiarization period, the Manager will issue a final report to the applicable Human Resources Advisor and a copy to the JRC. This report will state whether the employee continues in this position, whether the Manager is granting an extension to the familiarization period with a subsequent review, or whether the employee is to be laid off without further bumping rights and paid termination compensation as provided for in Article 18.03 Layoff.

(e) The bumping process involves searching for appropriate positions starting from the bottom of the seniority list. A vacant position is considered to be the lowest position on the seniority list. Employees in salary ranges L1 to L4 inclusive, may bump another employee with less bargaining unit seniority occupying a position at the same or lower salary range. Employees in salary ranges L1 and L2, may also bump up to the L3 level. In all cases, employees wishing to exercise bumping rights must be qualified and able to perform the core duties of the displaced employee within the familiarization period. Such positions must allow a similar or greater degree of career progression as the employee's present position to be eligible. In such cases, the employee's salary and classification level attained in their original position will be maintained. Subsequent salary reviews will be administered maintaining normal advancement opportunities.

(9) Should the application of clause (e) above not yield a position that provides for a similar degree of career progression, the job selection process will be repeated, with a goal of maximizing or maintaining the employee's salary:

(i) considering those jobs that do not allow for a similar degree of career progression. If the displacing employee's present salary exceeds the top of the range of the new position, then the employee's salary will be red circled at the lower of the employee's present salary or the top of the range immediately above the new position.

(ii) electing to bump a part-time employee with **less** seniority. In this event, the **salary of the** full-time employee will be pro-rated to reflect the part-time **schedule** and the employee will assume part-time employee status as defined in Article 1.03.

The employee can choose option (i) or (ii) above.

(g) When a part-time employee is designated for layoff, the JRC must first consult the **part-time** seniority list to identify potential displacement opportunities. If **no** matches are found, a part-time employee may elect to exercise their **bumping** rights to bump a full-time employee with **less** seniority. In this event, the **salary of** the part-time employee will be **increased** to reflect the full-time schedule and the employee will assume full-time employee status.

(h) If the JRC is unable to find a suitable position or if the employee, designated for layoff is unable to **perform** the core duties of the position identified under **this Article** within the familiarization period, the employee will **be** laid off without further bumping rights and paid termination compensation as provided for in Article 18.03 Layoff.

(i) Should any dispute arise over the application or interpretations of this Article, either party may elect to proceed to the **grievance procedure** and arbitration as outlined in Article 11 and 12.

24.03 Recall

(a) An employee who has been laid off shall be retained on a recall list for a period equal to the amount of seniority to the employee's credit, or two **(2)** years whichever is **less**, except where the employee requests in writing that the employee's name be removed from the recall list, or returns to work with the Company or fails to return to work within fifteen **(15)** working days of notification of recall.

(b) Subject to (c) below, recalls to continuing bargaining unit work will be **made** in order of seniority (**provided** the person with greater seniority is qualified to perform the core **duties** required) from those employees on the recall list and those who elected to convert to part-time status in lieu of layoff. Full-time employees recalled to **part-time** work may elect to remain on the recall list for the remainder of the time for which they are eligible without penalty pending further recalls.

(c) Notification of recall shall be sent by registered mail to the laid-off employee's last known address. It shall be the **responsibility** of each laid-off person on a recall list to advise the **HR Services Office** of any change in address.

ARTICLE 25 - WORK JURISDICTION

The **Company** will continue to require members of this Bargaining Unit to perform types of **work** or use classes of instruments or equipment where, traditionally, members of the Bargaining Unit have had responsibilities. The Company will not assign work traditionally performed (i.e. prior to 1993 February)

by members of the Bargaining Unit to other classifications outside the Bargaining Unit, with the exceptions of non-Bargaining Unit Technical personnel as described in Article 28, and where work jurisdictions have overlapped prior to 1993 February.

Union or Company representation may be made at any time to discuss assignments of new work areas or other work jurisdiction issues. Should it be determined that the work in question appropriately belongs to the Bargaining Unit, this work will continue to be assigned to members of this Bargaining Unit.

ARTICLE 26 - SAFETY MEETINGS

Safety meetings will be organized on a Branch, Division or building basis as appropriate. Safety meetings will be scheduled at least once every three (3) months except for the Design Office staff, which will meet at least at six (6) month intervals. All employees will be expected to participate.

ARTICLE 27 - TECHNOLOGICAL CHANGES

The Company will notify in writing, in accordance with the Canada Labour Code, and meet with the Union before introducing new equipment, processes or methods which are likely to affect the terms and conditions or employment security of a significant number of employees of the Bargaining Unit. The parties will discuss the proposed changes and work together to minimize any potential adverse effects on the Bargaining Unit members through retraining or other appropriate means. Such discussions will also include to the extent possible, the nature of the changes, the schedule of implementation, the number and type of employees likely to be affected and the names of employees affected.

Notwithstanding the above, all questions relating to technological change that the parties are unable to resolve shall be dealt with under the provisions of the Canada Labour Code.

ARTICLE 28 - NON-BARGAINING UNIT TECHNICAL PERSONNEL

The Company may continue from time to time to utilize non-Bargaining Unit technical personnel such as students, temporary employees, term employees, rental personnel and attached staff.

(a) (i) A student is an employee who is hired on a part-time or short-term basis, either during the student's normal vacation period or a work term to fulfill the student's normal educational curriculum. A "student" who has completed or temporarily suspended the student's course of training is excluded from this definition.

(ii) **Temporary employees** are those employees hired on a roster for a period of **twelve (12) months** and are only paid for the days worked. Temporary employees will be eligible for up to six (6) consecutive months of active employment. Extensions will only be by mutual agreement between the Company and Union.

(iii) **Term employees** are those employees hired to carry out special term **assignments** of over six (6) months duration which require them to **observe** the standard work week, but who cease to be employed when the job for which they were hired has been completed. Except for re **lacement** of Bargaining Unit employees due to maternity or other **Leave**, such positions will be by mutual agreement between the Company and the Union.

(iv) **Rental personnel** are those persons hired from other organizations **to provide** temporary technical **services** of up to **twelve (12) months** duration, extensions will be subject to **Union** agreement.

(v) **Attached staff** are employees of other **AECL** sites, or other organizations who are on temporary assignment at **CRL** as part of a contract or technological exchange program.

(b) The Company will notify the Union of their intention to utilize non-**bargaining** unit technical personnel, with the exception of students. **Every sixty (60) days**, the Company shall provide the Union with an updated list of all **Non-Bargaining Unit Technical Personnel**. The list shall include the following information: the start date for the **non-bargaining** unit technical personnel, the termination date of the contract to which the **non-bargaining** unit technical personnel is employed, and a summary description of the work being performed.

(c) A sequence of **Non-Bargaining Unit** appointments will not be used to displace a full time **continuing position**. At the conclusion of an appointment, and no appointment shall **exceed** six months (unless the collective agreement so provides) or the Company acquires the consent of the Union, the Company can, on expiry of the appointment, either incorporate the position into the bargaining unit or decide that it no longer wishes the work to be performed.

In the event that the Company decides to continue the work beyond six months (or longer if the collective agreement so provides) or the parties agree, the position and the employee will then be covered by the collective agreement. The position will **be posted** in accordance with the collective agreement. The incumbent **shall be** entitled to bid on the position. Moreover, all work performed as a non-bargaining unit technical employee shall be credited toward the probationary period as set out in the collective agreement.

(d) **Non-bargaining unit technical personnel** will not be considered to be **continuing employees** and will not acquire seniority rights.

(e) **Rental or attached personnel** who are utilized for specialized skills not available in the **Bargaining Unit**, should as part of their assignment facilitate the skill development of **appropriate** Bargaining Unit members.

(f) Any Bargaining Unit member designated for layoff may displace Term and Rental personnel as defined in Article 28(a)(iii) and (iv) respectively, provided that the employee is qualified and immediately able to perform the full scope of the remaining work. The Company agrees that members of the bargaining unit will not be laid off as a result of contracting out work that they would normally and regularly perform.

ARTICLE 29 - RIGHT TO REFUSE DANGEROUS WORK

29.01 An employee shall have the right to refuse work in dangerous situations.

(a) An employee may refuse to do any particular act or series of acts at work which the employee has reasonable grounds to believe are dangerous to the employee's health or safety or the health or safety of any person at the place of employment. The employee shall first report such a situation to supervision. Failing resolution by the supervisor, a joint investigation will be conducted by the Union Health and Safety representative, the supervisor and the employee. If the matter cannot be resolved internally, it shall be referred to the Department of Labour under section 129 of the Canada Labour Code. The employee may continue to refuse until sufficient steps have been taken to satisfy the employee, or until the safety officer representing Labour Canada has investigated the matter and advised the employee that the matter has been resolved.

(b) No loss of wages or disciplinary action shall be taken against any employee who exercises the right conferred upon the employee in (a) above.

ARTICLE 30 -EMPLOYEES TEMPORARILY LOCATED AND WORKING AWAY FROM THEIR NORMAL WORKING LOCATION

30.01 General Understanding

Employee temporarily located and working at a location away from their normal working location will continue to be covered by the provisions, terms and conditions of the Collective Agreement. Should the nature of the assignment require terms and conditions different from normal or extended travel status conditions, a Letter of Understanding (LOU) with the Employee will address the terms and conditions applicable to the assignment and Articles of the Collective Agreement which would not apply.

30.02 Applicable Terms and Conditions

(a) The Company and the Union will negotiate and review annually the terms of standard LOUs for various sites and locations. The Company, the Union and the Employee will agree on any amendments required to the standard LOU to meet specific employee needs. No employee shall be required to accept such an assignment. Acceptance of such an assignment shall not be withheld without valid and serious reasons.

(b) if urgency requires the dispatch of an employee prior to the finalization of the standard LOU, the employee's agreement must first be obtained, and the finalized LOU will be applied retroactively to the assignment.

(c) Any changes in an LOU during the course of the assignment must be agreed to by the union. If agreement is not reached on changes in the LOU, the employee will complete the assignment (or extension) under the terms of the existing LOU. Any extension of the assignment must be agreed to by the employee.

(d) The Company shall pay for any licenses, equipment, or special tools required on the assignment for use or application by the employee, which were not normally used by the employee at the normal work location.

(e) Terms and conditions for an assignment will be made available in writing to those responding or wishing to respond to a posting or solicitation of interest, to the extent such terms and conditions are known.

(f) In case of a potential layoff situation arising, the employee will be returned to home site before being given notice of layoff.

ARTICLE 31 - DURATION AND AMENDMENT OF AGREEMENT

31.01 This Agreement and any supplementary letters thereto, when signed by the parties hereto, shall become effective on date of ratification 2003 September 17 and shall remain in full force and effect until 2006 March 31 and from year to year thereafter, unless amended or terminated in the manner later provided herein.

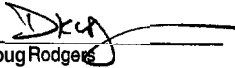
31.02 This Agreement may be amended during its term by mutual consent.

31.03 If either the Company or the Union desires to amend or terminate this Agreement, it must notify the other party in writing within the period of four (4) months immediately preceding the date of expiration of the term of this Collective Agreement. The parties will exchange proposals simultaneously at a mutually agreeable date prior to the commencement of negotiations. Until satisfactory conclusion is reached in the matter of proposed amendments, the original provisions shall remain in effect in accordance with the Canada Labour Code.

31.04 IN WITNESS WHEREOF the parties hereto have, this 8th day of October 2003, executed this Agreement by the hands of their proper officers.

ON BEHALF OF
ATOMIC ENERGY OF
CANADA LIMITED

ON BEHALF OF
THE CHALK RIVER
TECHNICIANS AND
TECHNOLOGISTS



Doug Rodgers



Mark Kenney



Ray Lambert



Doug Nicks



Pat Quinn



Jean Richer



Lindsay Lyall




Basilio Ellarma



Eric Lux



Terry Picard



Christina Reoskie



Dave Smith

APPENDIX A
JOB SPECIFICATIONS

Technical Assistant Neutron Radiographer Assistant

NEUTRON RADIOGRAPHER ASSISTANT

Duties:

Under direct supervision to carry out the following duties:

Undergo training in techniques related to Neutron Radiography and attain Level I and II Radiographer (CGSB).

Prepare material for Neutron Radiography.

Assist in performing the Neutron Radiography process.

Assist in the preparation of reports.

Prepare material for shipment.

Perform other related duties to the level of proficiency attained.

To work shift or irregular hours.

Qualifications: Education and Experience

Secondary School Graduation or its equivalent.

Knowledge, Skills & Abilities

Must possess initiative and the ability to work as a team member.

Must be conscientious and meticulous in keeping records.

Must possess good judgement.

Visual acuity (near) must be demonstrated.

Must be safety conscious.

APPENDIX A

JOB SPECIFICATIONS

Technical Officer 1	Designer Graphic Arts Technician Illustrator Assistant Laboratory Service Assistant Medical Technologist Photographer Research/Development Officer//Programmer Surveyor and Engineering Assistant X-Ray Technologist Neutron Radiographer
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TO-1

DESIGNER**Duties:**

Under supervision to perform duties such as the following:

Learn the fundamentals of drafting technique and practice through job experience and training.

Prepare detail drawings of any complexity from assembly drawings or sketches provided.

Prepare simple assembly drawings from detailed sketches.

Revise drawings from sketches or **verbal** Instructions.

Produce elementary layout drawings and **perform** simple design calculations.

Prepare drawings of existing equipment and buildings.

Check the work of others.

May prepare technical illustrations in ink, colour or pencil from engineering drawings, models or photographs.

May code, modify, test, and **run computer** software from detailed specifications and instructions.

Qualifications: Education and Experience

Secondary School Honour Graduation, or its equivalent.

No experience required.

Knowledge, **Skills** and **Abilities**

Must possess a working knowledge of fundamental drafting technique and practice.

Must possess a fundamental knowledge of mathematics, such as mensuration, geometry and trigonometry.

Must be capable of producing neat, legible, and accurate drawings in a reasonable time.

Must be able to work effectively with others and carry out instructions.

TO-1

LABORATORY SERVICE ASSISTANT**Duties:**

Under **some supervision**, to render assistance of one or both of the following types, as **specified**, in respect of a laboratory building or branch:

(a) Stores and Administrative Work

Operate an efficient technical store room.

Maintain a catalogue library In co-operation with Purchasing Branch.

Assist in selection of equipment.

initiate stores and purchase requisitions and follow-up as required.

Set up and maintain necessary records of any type.

Draw up procedures.

Undertake and expedite other administrative work.

(b) Building Operation

Make frequent safety and housekeeping checks of the building and draw attention to improper practices.

Conduct routine liaison with other branches in connection with maintenance, new installations, alterations, transportation, etc.

Carry out receiving and shipping operations.

May have some supervisory responsibility for one or two lab attendants or similar grades.

(Duties will be similar to those of Lab Service Supervisor I but will be generally less complex and will entail a lesser degree of technical responsibility.)

To perform other related duties appropriate to this level.

Qualifications: Education and Experience

Secondary School Graduation or equivalent in education or experience.

Four years' pertinent experience.

Knowledge, Skills and Abilities

Must possess considerable initiative, a sense of responsibility, be very dependable and have sound judgment.

Must be tactful and have the ability to deal effectively with people at all levels.

Must be both safety and cost-conscious.

Must be able to write reports.

Must have talents and background which will enable the incumbent, within one year, to:

Have an understanding of the work of all groups involved.

Have a good knowledge of the building concerned.

Have a good knowledge of pertinent branch, divisional and CRL procedures.

Have an adequate knowledge of radiation hazards and their control.

Understand blueprints.

TO-I

PHOTOGRAPHER

Duties:

Under supervision, to carry out duties such as the following, as required:

To acquire the skills and experience necessary to qualify as a Photographer by undergoing training in the several fields of photography important at CRL, including camera work, darkroom work, and graphic arts camera work.

To perform, at a level appropriate to acquired knowledge and experience, any of the duties of a Photographer.

To learn the procedures that are in use at CRL.

To perform other related duties appropriate to the level of proficiency attained.

Qualifications: Education and Experience

Secondary School Honour Graduation, or its equivalent.

No experience required.

Must be free from allergies associated with chemicals used in photography.

Knowledge, Skills and Abilities

Must possess good judgment.

Must **be** conscientious and mature in outlook.

Must possess initiative and the ability to work effectively with others.

TO-1**RESEARCH/DEVELOPMENT OFFICER****PROGRAMMER****Duties:**

Under supervision, to carry out duties such as the following, as required:

To provide junior technical assistance in a research or development laboratory.

To assist in the construction, repair and operation of experimental equipment.

To carry out routine operations, tests and measurements.

To **maintain** records accurately and neatly.

To prepare simple graphs and tables.

To use calculating machines for simple arithmetical operations.

To develop skill in laboratory practices.

To handle radioactive materials, and to be familiar with the problems involved therein.

To work shift or irregular hours.

To use expensive and delicate research or development equipment on a routine basis.

To assist in the training of others.

To code, modify, test and run computer software from detailed specifications and instructions.

To perform other related duties appropriate to this **level**.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent,

No experience required.

Knowledge, Skills and **Abilities**

Must have educational qualifications in the subjects specific to the job duties.

Must have demonstrated manipulative ability.

Must possess initiative, and the ability to work effectively with others.

TO-1

NEUTRON RADIOGRAPHER

Duties:

Under direct supervision to carry out the following duties:

Prepare material for Neutron Radiography.

Perform the Neutron Radiography process including set-up procedures for approval by appropriate authorities.

To maintain records accurately and neatly.

To prepare simple graphs and tables.

Interface with customers.

Perform other related duties to the level of proficiency attained.

To work shift or irregular hours.

Qualifications: Education and **Experience**

Secondary School Graduation or its equivalent, plus certification at the Level II Radiographer level.

A minimum of three years of pertinent experience is required.

Knowledge, Skills & Abilities

Must possess initiative and the ability to guide and advise Neutron Radiographer assistants.

Must possess good judgement.

Visual acuity (near) must be demonstrated.

Must be safety conscious.

TO-1

ILLUSTRATOR ASSISTANT

SEE JOB SPECIFICATIONS UNDER TO-2.

TO-1

MEDICAL TECHNOLOGIST

X-RAY TECHNOLOGIST

GRAPHIC ARTS TECHNICIAN

SURVEYOR AND ENGINEERING ASSISTANT

SEE JOB SPECIFICATIONS UNDER TO-3.

JOB SPECIFICATIONS

Technical Officer 2

Designer

Graphic Arts Technician

Illustrator Assistant

Laboratory Service Supervisor

Medical Technologist

Photographer

Quality Assurance Inspector

Radiation Surveyor

Research/Development Officer//Programmer

Surveyor and Engineering Assistant

X-Ray Technologist

TO-2

DESIGNER**Duties:**

Under supervision, To perform duties in a specialized or related field such as the following:

To prepare design layout drawings of an uncomplicated nature and to perform the necessary design calculations and materials specification.

To prepare sketches of details and to supervise and check the preparation of these detail drawings by junior drafting personnel.

To prepare flow and schematic drawings from fairly detailed verbal or written instructions and rough sketches.

May design, code, test, and assist in development and documentation of new computer software from detailed specifications and modify, and/or run existing software from general specifications.

To prepare drawings of moderately complex existing equipment and buildings.

To carry out revisions to moderately complex drawings of equipment and installations with only verbal or rough sketches provided.

To check the work of others.

To provide technical illustrations of equipment and buildings with only rough sketches and general verbal instructions provided.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent. A minimum of three years' pertinent drafting experience or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education.

Knowledge, Skills and Abilities

Must possess a working knowledge of design drafting technique and practice.

Must be capable of producing neat, legible, and accurate drawings in reasonable time.

Must have sufficient knowledge of standard equipment and materials.

Must have a good working knowledge of shop and field practice.

Must be able to work effectively with others.

TO-2

ILLUSTRATOR ASSISTANT

Duties:

Under supervision to provide a service in producing camera ready artwork in the form of the following:

Technical illustrations in any medium (monochrome, colour, black and white).

Publications, cover designs, logos, stationery, name tags, business cards and posters.

Mechanicals for audiovisual aids (slides and overhead transparencies).

Signage (nameplates, road, building and display signs).

Exhibit display work (conferences, commercial and promotional purposes).

Trace, redraw and enlarge complicated drawings, diagrams and charts in accordance with requirements.

Produce or revise graphs, charts illustrations, and drawings from rough sketches, oral or written instructions.

Assist as required in the supervision of work done by junior personnel.

Assist in the checking of work done by others.

May be required to use the Computer Aided Drafting system and/or a computer graphics package.

May be required to work shift or irregular hours.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent.

A minimum of three years' pertinent illustrating experience (including computer graphics), or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education.

Individuals without the education/experience specified will be classified TO-1.

Knowledge, Skills and Abilities

Must possess a working knowledge of tracing methods and techniques.

Must be able to work effectively with others.

TO-2

LABORATORY SERVICESUPERVISOR

Duties:

Under minimum supervision, to render assistance of the following types, as specified, in respect of a large laboratory building or branch:

(a) Stores and Administrative Work

Operate an efficient technical store room.

Maintain a catalogue library in co-operation with Purchasing Branch.

Assist and advise in selection of equipment.

Initiate stores and purchase requisitions and follow up as required.

Set up and maintain necessary records of any type.

Draw up procedures.

Undertake and expedite other administrative work.

(b) Building Operation

Give close attention to the safe and proper operation of the building and its equipment and draw attention to improper practices.

Conduct routine liaison with other branches in connection with maintenance, new installations, alterations, transportation and radiation hazards control.

Have some supervisory responsibility for up to four lab attendants or similar grades.

(Duties will be similar to those of Technical Officer 3 but will be generally less complex and will involve a lesser degree of responsibility.)

To perform other related duties appropriate to this level.

Qualifications: Education and Experience

Secondary School Honour Graduation, or equivalent in education and experience.

Five years' pertinent experience.

Knowledge, Skills and Abilities

Must possess considerable initiative, a sense of responsibility, be very dependable, and have sound judgment.

Must be tactful and have the ability to deal effectively with people at all levels.

Must be both safety and cost-conscious.

Must be able to write effective reports.

Must have a good technical knowledge and an understanding of the work of groups involved.

Must have a good knowledge of the buildings concerned.

Must have a good knowledge of pertinent branch, divisional and CRL procedures.

Must have a knowledge of radiation hazards and their control.

Must be able to understand blueprints and make sketches.

TO-2

PHOTOGRAPHER

Duties:

Under supervision, to carry out duties such as the following, as required:

To perform varied duties in several fields of photographic work including camera work, darkroom work, and graphic arts camera work.

To learn and participate in work in the audio-visual field.

To use and adapt special procedures and techniques, and be responsible for obtaining satisfactory results.

To assist with the training of junior staff.

To deal directly with individuals requesting photographic services.

To keep informed of new processes and equipment.

To maintain equipment in operating condition.

To maintain inventory of materials.

To photograph radioactive material.

To perform other related duties.

Qualifications: Education and Experience

Secondary School Honour Graduation, or its equivalent.

A minimum of three years' pertinent experience.

Knowledge, Skills and Abilities

Must have a thorough working knowledge of all the areas of photographic work, and the capacity and desire to learn and excel in one of the fields of specialization.

Must possess good judgment, maturity, initiative and ability to work effectively with others.

Must have a flair for originality and artistry.

TO-2

QUALITY ASSURANCE INSPECTOR

Duties:

Under direction, to carry out duties such as the following, as required:

Verify that work done by CRL forces or outside suppliers and contractors meets specified requirements, including detailed inspection and/or testing of components, machining, assemblies, mechanical fabrication and installations, and checking of related documentation.

Provide technical assistance in the planning, verification, monitoring, auditing and analysis of CRL quality assurance activities.

Prepare records of inspection and nonconformance.

To work in accordance with good safety practices and maintain good housekeeping standards in areas assigned to inspection.

To undergo training in techniques related to areas of quality assurance as required including, for example nondestructive testing, metrology, and audit.

APPENDIX A

To apply a knowledge of a specialized field in science or engineering technology to the solution of quality-related problems.

To work shift or irregular hours.

To perform any other related duties appropriate to this level.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent plus a minimum of three years' pertinent experience or its equivalent. In experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or the equivalent formal education.

Knowledge, **Skills** and **Abilities**

Must have some general training or educational qualifications in the subjects specific to the **job** duties, and a general knowledge of quality assurance techniques.

Must have a **keen** sense of responsibility, and be reliable and thorough.

Must have good manipulative ability.

Must be proficient in some relative skill.

Must possess good judgment.

Must be able to read and interpret blue prints and have a good knowledge of mathematics.

Must possess initiative, and the ability to work effectively with others.

TO-2

RADIATION SURVEYOR

Duties:

To undertake and complete the formal and on-the-job training provided to satisfy the requirements for duty as a Radiation Surveyor.

To develop a **good** knowledge of all instruments used by Radiation Surveyors in the course of **their** work.

To obtain a **sound working knowledge** of all the principles taught and those outlined in such sources as the Atomic Energy Control Regulations; the CI

Health Physics Manual, Corporate, Company and CRL Standard Policies and Procedures; and in appropriate sources of information on health physics and radiological protection.

To develop an understanding of the operations at CRL that give rise to questions in radiological protection in sufficient depth to facilitate discussion of problems, and the recommendation of techniques, for radiological protection and contamination control.

Subject to demonstrated competence, capacity and capability, to perform under varying degrees of supervision increasingly complex and responsible duties of the Radiation Surveyor classifications including the requirement to work shift or irregular hours.

To perform other related duties.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent. A minimum of three years' pertinent experience or its equivalent in experience, additional education and/or training.

Knowledge, Skills and Abilities

Must possess a high sense of individual responsibility.

Must possess the ability to improvise and to deal adequately with rapidly changing conditions.

Should possess supervisory ability.

Must be tactful and diplomatic, able to work effectively with employees of other branches and able to present recommendations in a clear and effective manner.

TO-2

RESEARCH/DEVELOPMENT OFFICER PROGRAMMER

Duties:

Under supervision, to carry out duties such as the following as required:

To provide technical assistance in a research or development laboratory

To assist in the design, construction, repair, test, operation and evaluation of experimental equipment.

To be responsible for equipment and to perform experiments and obtain data as directed but without detailed supervision.

APPENDIX A

To prepare graphs, tables and computations from experimental data, using calculating machines, slide rules, mathematical tables, etc.

To maintain records clearly, accurately and neatly.

To **demonstrate** knowledge of and familiarity with the relevant branches of Science.

To **use** laboratory skills related to the research or development program.

To handle **radioactive** substances from very **large** to **micro** quantities with only general **supervision**.

To be familiar with the methods and precautions required in handling radioactive substances.

To **apply** specialist knowledge of a branch of science or technology to the work in hand.

To work with members of other groups on related subjects.

To work **shift** or irregular hours.

To **use** expensive and delicate research or development equipment.

To assist in the training or supervision of others.

To perform other related duties appropriate to this level.

To develop (i.e. design, code, assist in documentation, and test) new computer software from detailed specifications and to modify and/or run existing software from general specifications.

Qualifications: Education and experience

Secondary School Honour Graduation or its equivalent. A minimum of three, years' **pertinent** experience or its equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education.

Knowledge, **Skills** and **Abilities**

Must have broad training or educational qualifications in the subjects specific to the job duties.

Must have good manipulative ability.

Must **be** proficient in **some** relevant skill.

Must possess good judgment.

Must be painstaking, accurate and conscientious.

Must possess initiative, and the ability to work effectively with **others**.

TO-2

GRAPHIC ARTS TECHNICIAN

MEDICAL TECHNOLOGIST

SURVEYOR AND ENGINEERING ASSISTANT

X-RAY TECHNOLOGIST

SEE JOB SPECIFICATIONS UNDER TO-3,

JOB SPECIFICATIONS

Technical Officer 3

Designer//Technical Illustrator
Graphic Arts Technician
Laboratory Service Supervisor
Medical Technologist
Photographer
Quality Assurance Inspector
Radiation Surveyor
Research/Development Officer//Programmer
Surveyor and Engineering Assistant
X-Ray Technologist

TO-3

DESIGNER**TECHNICAL ILLUSTRATOR**

Duties:

Under direction, to perform duties in a specialized or related field such as the following:

To prepare design layout drawings and poster displays and to perform the necessary design calculations and materials specification.

To prepare pre-design sketches and to supervise and check the preparation of the drawings by junior drafting personnel.

To prepare assembly, schematic and other drawings from general written or verbal instructions and field inspection.

To carry out revisions to complex drawings of equipment and installations with only verbal information or rough sketches provided:

May develop, maintain, use and formally document computer software to solve well defined problems from general specifications.

To supervise work done by junior personnel as directed.

To check the work of others.

To provide technical illustration either by design techniques, computer graphics, mechanical techniques or graphic arts processes of a complex nature with only rough sketches and general verbal instructions provided.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent. A minimum of six years' pertinent drafting or Illustrating experience, or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and minimum of two years' pertinent technological experience.

Knowledge, **Skills** and **Abilities**

- Must possess a working knowledge of design drafting technique and practice.
- Must possess a good knowledge of illustrating technique and practice.
- Must be able to produce an acceptable output of work while maintaining a high standard of quality.
- Must possess a good knowledge of standard equipment and materials.
- Must be able to work with a minimum of supervision.
- Must have a good working knowledge of shop and field practice.
- Must be able to work effectively with others.

TO-3

GRAPHIC ARTS TECHNICIAN

Duties:

- Under direction, to perform duties in a specialized or related field such as:
 - Prepare layouts and poster displays from general written or verbal instructions or field inspections.
 - Prepare signs and illustrations of a complex nature from verbal instructions or rough sketches.
- Supervise work done by illustrating assistants as directed.
- Operate mechanical equipment as required in the final preparation of signs, posters and displays.
- Operate lettering machine, scriptwriter and other equipment.
- Be responsible for estimating, scheduling and monitoring work as described by work order system.
- Perform such graphic **arts** processes as silk screening, air brushing and photo screening.
- Procure and provide supplies as required.
- Seek commercial revenue by establishing new contacts with suppliers and internal customers.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent. A minimum of 7 years' pertinent graphic arts experience, or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology or equivalent formal education, and a minimum of two years' pertinent technological experience.

Individuals without the education/experience specified will be classified at a lower level which is consistent with their education and experience and that of others at the same level.

Knowledge, **Skills** and **Abilities**

Must possess a good knowledge of standard mechanical equipment, materials and supplies.

Must possess a good knowledge of layout technique, graphic arts materials and state-of-the-art processes.

Must be able to produce an acceptable output of work while maintaining a high standard of quality.

Must be able to perform all duties with a minimum of supervision.

Must be able to work with others and to communicate effectively with customers.

TO-3

LABORATORY SERVICE SUPERVISOR

Duties:

Under general direction, to render assistance of the following types, as specified, in respect of a major laboratory building or division:

(a) Stores and Administrative Work

Operate an efficient technical storeroom.

Maintain a catalogue library in co-operation with Purchasing Branch.

Assist and advise in selection of equipment.

Initiate stores and purchase requisitions and follow up as required.

Set up and maintain necessary records of any type.

Draw up procedures.

Undertake and expedite other administrative work.

(b) **Building Operations**

Give close attention to the safe and proper operation of the building and its equipment and initiate remedial action where necessary.

Conduct routine liaison with other branches in connection with maintenance, new installations, alterations, transportation, and radiation hazards control.

Carry out receiving and shipping operations.

Have some supervisory responsibility for up to ten lab attendants or similar grades.

May be authorized to give clearance for maintenance work in certain cases.

To perform other related duties appropriate to this level.

Qualifications: Education and Experience

Secondary School Honour Graduation, or equivalent in education or experience.

Eight years' pertinent experience, of which two must have been at CRL.

Knowledge, **Skills** and **Abilities**

Must possess a high degree of initiative, a sense of responsibility, be very dependable, and have sound judgment.

Must be tactful, and have the ability to deal effectively with people at all levels.

Must be both safety and cost-conscious.

Must be able to write effective reports.

Must have good technical knowledge and understanding of the work of groups involved.

Must have a full knowledge of the buildings concerned.

Must have a full knowledge of pertinent branch, divisional, and CRL procedures.

Must have a good knowledge of radiation hazards and their control.

Must be able to read blueprints and make sketches.

TO-3

MEDICAL TECHNOLOGIST

Duties:

Under direction, to perform duties such as the following in the Plant Hospital:

To obtain, and prepare for examination, samples of various body secretions and fluids and perform tests normally done in a hospital clinical laboratory.

To prepare and document samples for outside laboratory tests

To prepare reagents.

To perform minor maintenance on laboratory equipment.

To prepare and maintain records and reports.

To be the technician in charge of the laboratory when required.

To observe all safety precautions and practice good housekeeping in the laboratory.

May also be required to operate the Whole Body Counter and substitute for the X-Ray Technologist.

Qualifications: **Education** and Experience

Graduation as a Medical Laboratory Technologist and registration with the Canadian Society of Laboratory Technologists, or its equivalent.

Individuals without the education/experience specified will be classified at a lower level which is consistent with their education and experience and that of others at the same level.

Knowledge, **Skills** and **Abilities**

Must have demonstrated the ability to organize the work of a medical laboratory handling a large volume of work.

Must be capable of accurate work.

Must be able to work effectively with others.

TO-3

PHOTOGRAPHER

Duties:

Under direction, to carry out duties considerably more complex and specialized than those required of a Technical Officer 2.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent.

A minimum of six years' pertinent experience.

Knowledge, Skills and Abilities

Must be competent in all the areas of photographic work and have made progress toward specialization in one of them.

Must possess good judgment, maturity, initiative and the ability to work effectively with others.

Must have demonstrated capacity to turn out work of excellent quality, originality and artistry.

TO-3

QUALITY ASSURANCE INSPECTOR

Duties:

The same as for Technical Officer 2, except as follows:

To undertake **work of** more complexity.

To undergo training in nondestructive testing, and when required to take examinations leading to certification to Canadian Government Specification Board standards at Level I in industrial radiography (CGSB Standard 48-GP-4), ultrasonic testing (CGSB Standard 48-GP-7), liquid penetrant inspection (CGSB Standard 48-GP-9), magnetic particle inspection (CGSB Standard 48-GP-8), Level II in either industrial radiography or ultrasonic testing, and any other category which may become necessary.

To act as a quality surveyor on work produced for CRL by outside firms.

Qualifications: **Education and Experience**

Secondary School Honour Graduation or its equivalent plus a minimum of six years' pertinent experience **or its equivalent** in experience, additional education and/or training, or a full **apprenticeship or** equivalent in a **pertinent** trade plus a minimum of **two** years' **related** trade experience;

OR

Graduation **from** a recognized institute of advanced technology, or equivalent formal education, and a minimum of **two** years' pertinent technological experience.

Knowledge, Skills and Abilities

Must have a keen sense of responsibility, and be reliable and thorough.

Must be able to read and interpret blue prints and have a good knowledge of mathematics.

Must have good judgment and be able to make decisions.

Must possess the ability to get along with people.

Must be able to communicate effectively verbally and in writing.

Must **be** both safety and cost-conscious.

TO-3

RADIATION SURVEYOR

Duties:

Under direction, to perform duties such as the following, as required:

To direct the work of decontamination operators and monitors in radiation survey and contamination control work.

To perform radiation surveys as requested by supervisors of research and operating branches; also daily routine radiation surveys, posting and marking radiation caution signs at points of high radiation.

To take swipe checks at intervals during the day on floors, walls, benches, fume hoods, etc., and in the case of contaminated areas ensuring that footwear and clothing of personnel in the area are free from activity and the area is isolated until cleaned.

To have sufficient understanding of all operations being carried out in a working area, to foresee radioactivity hazards that may lead to the spread of contamination or affect the life and health of employees in the working area and initiate any desirable control measures in addition to those normally established.

To be acquainted with all established practices and procedures for radiation hazards control; to be familiar with underlying principles and to be capable of taking decisive action in isolated areas or during hours when senior personnel are not present.

To exercise judgment in offering advice requiring clear differentiation between situations where considerable modification of suggestion and compromise is acceptable and situations where the radiation control requirements must be considered in the nature of Company policy directives. Although such questions may ideally be referred to higher levels, in practice the surveyor on the spot must often reach a working decision as to the force required to present recommendations.

To be responsible for radiation hazard control throughout CRL when on shift outside of normal daytime working hours.

To inform immediate supervision of any unusual condition and of the action taken to combat this condition.

To be conscious of the way that radiation control measures may affect production.

To discuss radiation problems with employees in the working area and to present recommendations in a convincing and persuasive manner to all personnel with whom they come in contact in the course of their duties.

To work shift or irregular hours.

To maintain records.

To carry out investigations of radiation control problems, to construct and maintain equipment required for investigations and to carry out technical work associated with personnel, air, soil, and plant monitoring programs.

To perform other related duties appropriate to this position.

Qualifications: Education and Experience

Secondary School Honour Graduation, or its equivalent.

A minimum of six years' experience in a technical field, one year of which should preferably have been spent at CRL;

OR

A minimum of one years experience as a Radiation Surveyor.

Knowledge, Skills and Abilities

Must possess a high sense of individual responsibility.

Must possess the ability to improvise and to deal adequately with rapidly changing conditions.

Must possess a good knowledge of all instruments used in health radiation work and of all health radiation procedures.

Should possess supervisory ability.

Must be tactful and diplomatic, able to work effectively with employees of other branches, and be able to present recommendations in a clear and effective manner.

TO-3

RESEARCH/DEVELOPMENT OFFICER

PROGRAMMER

Duties:

Under direction, to carry out duties such as the following, as required:

To provide technical assistance in a research or development laboratory.

To undertake design, construction, repair, test, operation and evaluation of experimental equipment.

To perform complex operations and measurements.

To prepare records, including graphs, tables, computations and reports on experiments using, where necessary, computational aids and drafting techniques.

To be responsible for the safe and proper operation and use of equipment, the misuse of which may result in serious consequences.

To handle radioactive substances from very large to micro quantities.

To be familiar with the methods and precautions required in handling radioactive substances.

To give training to others. To supervise others, usually not exceeding three.

To apply a knowledge of a specialized field of science or technology to a research or development program.

To work shift or irregular hours.

To work with members of other groups on related projects.

To have a general knowledge of the work of other groups.

To have a general knowledge of techniques outside field of specialty involved.

To perform other related duties appropriate to this level.

To develop, maintain, document and use computer software to solve well defined problems.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent. A minimum of six years' relevant experience or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and a minimum of two years' pertinent technological experience.

Knowledge, Skills and Abilities

Must have broad training or educational qualification in the subjects specific to the job duties.

Must possess proven ability in field of specialty involved.

Must be proficient in laboratory practices and techniques relevant to the research or development program.

Must possess a high sense of individual responsibility

Must possess good judgment.

Must be painstaking, accurate and conscientious.

Must possess initiative and the ability to work effectively with others.

Must show intelligence, forcefulness and understanding.

TO-3***SURVEYOR AND ENGINEERING ASSISTANT*****Duties:**

To operate and calibrate surveying instruments and equipment.

To provide technical assistance in maintenance and construction projects.

To perform complex operations and measurements.

To prepare records, tables, graphs, computations and reports pertinent to the work performed.

To be responsible for proper operation and use of equipment, the misuse of which may have serious consequences.

To give training to others, to supervise others usually not exceeding three.

To work shift or irregular hours.

To work with members of other groups on related projects.

To have a general knowledge of the work of other groups.

To perform other related duties appropriate to this level.

To develop, maintain, document and use computer software to solve well defined problems.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent. A minimum of six years' relevant experience or the equivalent in experience, additional education and/or training.

Individuals without the education/experience specified will be classified at a lower level which is consistent with their education and experience and that of others at the same level.

Knowledge, Skills and Abilities

Must have broad training or educational qualifications in the subjects specific to the job duties.

Must possess proven ability in the field of specialty involved.

Must be proficient in engineering practices and techniques relevant to the research or development program.

Must possess a high sense of individual responsibility.

Must possess good judgment.

Must be painstaking, accurate and conscientious.

Must possess initiative and ability to work effectively with others.

Must show intelligence, forcefulness and understanding.

TO-3

X-RAY TECHNOLOGIST

Duties:

Under direction, to be responsible for the work such as the following in the X-Ray Department of the Plant Hospital:

To set up, operate and undertake the minor maintenance of the equipment of the department.

To produce radiograms of diagnostic quality as required and to take all necessary precautions against the unnecessary and unintended exposure of persons to X-radiation.

To process exposed X-ray film and to service the processing unit.

To assist the radiologist or medical staff, as required.

To produce audiograms and electrocardiograms of diagnostic quality.

To screen employees for high blood pressure and perform Respiratory Function tests.

To be responsible for the clerical work of the department, including the ordering of supplies.

To carry out other related duties, as required.

Qualifications: Education **and** Experience

Secondary School Graduation and registration in Ontario under the Radiological Technicians' Act.

At least one year of acceptable experience following certification.

Individuals without the education/experience specified will be classified at a lower level which is consistent with their education and experience and that of others at the same level.

Knowledge, Skills and Abilities

Must possess the ability to get along with people.

Must have demonstrated the ability to organize and carry out the work of the X-ray department of a small hospital or clinic.

JOB SPECIFICATIONS

Technical Officer 4	Designer/Technical Illustrator Laboratory Service Supervisor Photographer Photographic Laboratory Unit Head Quality Assurance Inspector Radiation Surveyor Research/Development Officer/Programmer Analyst
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TO-4

DESIGNER**TECHNICAL ILLUSTRATOR****Duties:**

Under general direction to perform duties in a specialized or related field such as the following:

To prepare complex assembly, schematic and other drawings from general written or verbal instructions and field inspections, and to perform the necessary design calculations and materials specification.

To prepare pre-design sketches on complex projects and to supervise and check the preparation of the drawings by other drafting personnel.

To prepare specifications and estimates,

To supervise work done by other drafting personnel as directed.

To investigate special projects and prepare technical reports.

To check the work of others.

To prepare varied, complex and highly technical illustrations in any medium for publication, lectures, public displays, etc., from a minimum of information.

May analyse requirements and define and implement computer software solutions.

Qualifications: Education and Experience

Secondary School Honour Graduation, plus a minimum of nine years' pertinent experience, or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and a minimum of five years' pertinent technological experience.

Knowledge, **Skills** and **Abilities**

Must possess an excellent working knowledge of design drafting technique and practice.

Must be able to produce an acceptable output of work while maintaining an excellent standard of quality.

Must possess an excellent knowledge of materials and fabrication methods and their limitations.

Must be able to perform all duties with a minimum of supervision.

TO-4

LABORATORY SERVICES SUPERVISOR

Duties:

Under general direction and at a clearly higher level of responsibility than that required in the Technical Officer 3 classification, to supervise the provision of services for the operations carried out in major laboratory buildings where a large number (relative to other positions in this classification series) of professional and technical personnel are employed and resident tradesmen are stationed. Duties must include all those specified for the Technical Officer 3 classification in both areas: (a) Stores and Administrative Work; and (b) Building Operation.

To perform other related duties.

Qualifications: Education and Experience

Secondary School Honour Graduation, or equivalent in education or experience.

Eleven years' pertinent experience of which at least four must have been at CRL in laboratory service employment.

Superior performers may be classified TS-1.

Knowledge, **Skills** and **Abilities**

Must possess a high degree of initiative, a keen sense of responsibility, be highly dependable and have very sound judgment.

Must possess the ability to work effectively with others at all levels.

Must be safety and cost-conscious.

Must be able to communicate clearly and write effective reports.

Must have a good technical appreciation of the work of groups involved.

Must have a full knowledge of the buildings concerned.

Must have a full knowledge of pertinent branch, divisional and AECL procedures.

Must have a good knowledge of radiation hazards and their control.

Must **be** able to read blueprints and make sketches.

TO-4

PHOTOGRAPHER

Duties:

Under general direction of the Photographic Laboratory Unit Head, to carry out duties such as the following:

To assume supervisory responsibility for one or more of the fields of photographic specialization such as camera work, darkroom work, graphic arts camera work or audio-visual work.

To perform varied and complex duties in the field of specialization at a level significantly higher than that required of a Technical Officer 3.

To perform many of the duties normally required of a Photographer in any of the fields of specialization.

To develop procedures and techniques and **be** responsible for results.

To train and supervise junior staff.

To deal directly with individuals requesting photographic services.

To provide technical advice in the field(s) of specialization.

To keep informed of and **use**, where appropriate, new processes and equipment in the field(s) of specialization.

To recommend acquisition of new equipment and materials.

To maintain equipment in operating condition.

To maintain inventory of materials.

To photograph radioactive material.

To act in the absence of the Photographic Laboratory Unit Head.

To perform other related duties.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent.

A minimum of ten years' pertinent experience.

Knowledge, **Skills** and Abilities

Must have attained a high **level** of expertise in one of the fields of specialization and have assumed supervisory responsibility in one or more fields of photographic work.

Must possess good judgment, maturity, initiative and ability to work effectively with others.

Must be painstaking, accurate and conscientious.

TO-4

PHOTOGRAPHIC LABORATORY UNIT HEAD

Duties:

Under very general direction to be in full charge of the photographic laboratory. Duties will include the following:

To be responsible for the training of staff.

To **allocate** work and establish priorities.

To **provide** liaison with the head of the Printing Services and with others requesting photographic services.

To provide technical advice on photographic matters to other groups when requested.

To keep informed of new processes and equipment.

To provide information for budget presentation.

To **initiate** stores and purchase requisitions.

To be responsible for **annual inventory** of equipment.

To interview and recommend selection of new staff.

To perform the duties of the staff when required and other **related** duties as appropriate to this level.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent.

Minimum of **ten** years' pertinent experience.

Superior performers may be classified TS-1.

Knowledge, Skills **and** Abilities

Must possess a thorough knowledge of photography including camera work, darkroom work, graphic arts and audio-visual work.

Must possess good judgment, maturity, initiative and the ability to work effectively with others.

Must have demonstrated an ability to solve problems and develop new techniques and procedures.

Must possess the required qualities of leadership.

TO-4**QUALITY ASSURANCE INSPECTOR****Duties:**

As for Technical Officer 3, except as follows:

To work with minimal supervision in the field of competence.

To supervise and train other technical personnel when required.

To acquire a good knowledge and understanding of the applicable statutory and CRL regulations pertaining to quality assurance.

To assist in the development and evaluation of inspection and test plans for equipment being constructed by CRL or by outside suppliers.

To assist in quality assurance audit activities.

To obtain Level II certification in categories of non-destructive testing in accordance with the Canadian Government Specification Board standards.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent or a full apprenticeship or equivalent in a pertinent trade, and a minimum of 10 years' related experience or the equivalent in experience, additional education and/or training, of which four must have been in quality assurance inspection;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and a minimum of five years' pertinent technological experience.

For work involving mechanical fabrication and installation must possess a current Level II certificate in either industrial radiography (CGSB Standard 48-GP-4), or ultrasonic testing (CGSB Standard 48-GP-7) and a Level I certificate in liquid penetrant testing (CGSB Standard 48-GP-8).

Knowledge, Skills and Abilities

Must have extensive training or educational qualifications in the subjects specific to the job duties.

Must be proficient in a number of quality assurance practices and techniques, non-destructive testing relevant to the CRL quality assurance and research and development in this area.

Must have a keen sense of responsibility, and be diligent and thorough.

Must be able to read and interpret blue prints and have a good knowledge of mathematics.

Must have a thorough technical knowledge of a field of specialization, and be skilled in the use of all available inspection tools and techniques.

Must be able to communicate well, both verbally and in writing.

Must have good judgment, and make logical decisions.

Must possess the ability to work effectively with others.

Must be both safety and cost conscious.

TO-4

RADIATION SURVEYOR

Duties:

Under general direction, to perform duties in the field of radiation protection, substantially in excess of those required of Technical Officer 3, such as the following:

To be responsible for planning, organizing and carrying out work in a specialized field of radiation protection.

To organize, and direct a working group of radiation protection personnel.

To give lectures and assist in training.

To work **shift** or irregular hours.

To represent the Company in technical discussions with other firms and organizations when required and particularly when on off-site assignments.

To compile clear, concise written reports.

To keep abreast of new developments in radiation protection instrumentation and to coordinate the introduction of new devices into field use.

To perform other related duties appropriate to this level.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent.

A minimum of ten years' of pertinent experience, of which at least five must have been in radiation protection work.

Knowledge, Skills and Abilities

Must have demonstrated thorough knowledge and understanding of radiation protection procedures, equipment and techniques used, both in theory and practice.

Must possess a good knowledge of processes and their known and potential hazards in operational areas of CRL.

Must be capable of quickly establishing radiation protection requirements and procedures on off-site assignments.

Must be capable of communicating effectively and tactfully with all levels of authority.

Must be capable of sound judgment, possess a keen sense of responsibility and be reliable and thorough in carrying out duties.

TO-4

RESEARCH/DEVELOPMENT OFFICER

PROGRAMMER/ANALYST

Duties:

Under general direction, to carry out duties such as the following, as required:

To undertake complex or highly responsible laboratory work involving the application of an extensive knowledge of science or technology.

To train others. To supervise, direct and allocate the duties of others, usually not exceeding five.

To work with members of other groups on related projects.

To have a good general knowledge of the work of other groups and the functioning of other branches.

To have a working knowledge of a number of techniques outside the field of specialty involved.

To handle radioactive substances from very large to micro quantities.

To be familiar with the methods and precautions required in handling radioactive substances.

To be fully conversant with all aspects of Instrument and equipment technology necessary to the research or development program.

To be responsible for the safe and proper operation and use of equipment, the misuse of which may result in serious consequences.

To work shift or irregular hours.

To analyse data, prepare records and reports on the same basis as junior professional staff.

To perform other related duties appropriate to this level.

To analyse requirements and to define, develop and implement computer software solutions.

Qualifications: Education and **Experience**

Secondary School Honour Graduation, plus a minimum of nine years' pertinent experience or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and a minimum of five years' pertinent technological experience.

Knowledge, **Skills** and **Abilities**

Must have extensive training or educational qualifications in the subjects specific to **the** job duties.

Must possess outstanding ability in the field of **specialty** involved.

Must **be** proficient in a number of laboratory practices and techniques relevant to the research or development program.

Must show a **general** sense of responsibility of a higher order.

Must possess excellent judgment.

Must be painstaking, accurate and conscientious.

Must possess initiative, and the ability to work effectively with others.

May **be** required to have powers of leadership.

Must show intelligence, forcefulness and understanding of a high order.

JOB SPECIFICATIONS

Technical Specialist 1

Design Specialist/Technical Illustrator Special
Laboratory Service Supervisor
Photographic Laboratory Unit Head
Research/Development Specialist/
Analyst/Programmer
Senior Quality Assurance Inspector
Senior Radiation Surveyor

TS-1**DESIGN SPECIALIST****TECHNICAL ILLUSTRATOR SPECIAL****Duties:**

Under very general direction to perform duties of a substantially higher nature than those required of Technical Officer 4 positions including the following additional aspects:

To develop designs and to prepare drawings of extreme complexity using established engineering and design principles.

To guide the work of senior drafting personnel and to check their most complicated work.

To train others in a field of specialization.

To act as a consultant in a field of specialization, without reference to others.

To handle considerable engineering information and make complicated calculations.

To perform other pertinent duties as required.

Qualifications: Education and Experience

Secondary School Honour Graduation, plus a minimum of 13 years' pertinent experience, or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and a minimum of nine years' pertinent technological experience.

Knowledge, Skills and Abilities

Must have demonstrated exceptional ability in a particular field of design drafting as well as a good general understanding of the other fields.

Must possess a thorough knowledge of materials and fabrication methods and their limitations.

Must possess a thorough knowledge of established engineering design principles and methods.

Must possess a thorough knowledge of design standards and specifications.

Must possess suitable personal characteristics, such as the ability to get along with people.

TS-1
RESEARCH/DEVELOPMENT SPECIALIST
ANALYST/PROGRAMMER

Duties:

Under very general direction, to perform technical duties of a clearly higher standard than those required of Technical Officer 4 positions, such as the following, as required:

To undertake independent highly specialized technical work of a complex and unique nature.

To organize and direct a small working group of technical staff.

To train others in a field of specialty involved.

To act as a consultant without reference to others.

To work shift or irregular hours.

To represent the Company in technical discussions with other firms and organizations.

To perform other related duties appropriate to this level.

Qualifications: Education and Experience

Secondary School Honour Graduation, plus a minimum of 13 years' pertinent experience or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and a minimum of nine years' pertinent technological experience.

Knowledge, Skills and Abilities

Must **possess** exceptional ability in the particular **field of** work.

Must have an extensive knowledge of **the** work of other AECL groups.

Must possess suitable **job** related personal characteristics.

Must have demonstrated the ability to make a substantial contribution to the work of AECL.

TS-1

SENIOR QUALITY ASSURANCE INSPECTOR**Duties:**

Under general direction to organize and coordinate other technical staff in the performance of their duties, including arranging shift and overtime work for quality assurance activities related to reactor shut-downs, off-site commitments, audit, evaluation, and quality surveillance of outside suppliers.

To perform any of the duties of Quality Assurance Inspector.

To train others in quality assurance techniques and procedures.

To assist when required in the research and development of advanced nondestructive testing techniques and procedures.

To arrange for the use of outside quality assurance services as required.

To set up and maintain quality assurance records including welding test procedures and welders' qualification test records.

To arrange for the transportation of inspection equipment.

To assist in the preparation of specifications, procedures and acceptance standards within CRL.

To represent CRL in technical discussions with other firms and organizations.

To hold the radioisotope licence for CRL Quality Assurance, and to maintain records of radioactive strength of all radioisotope sources held by the section, ordering replacements when necessary.

To be responsible for the safe use of each Isotope source obtained for radiographic inspection.

To be responsible for the inventory of inspection tools and other quality assurance equipment.

To keep abreast of new developments in quality assurance techniques and equipment, and to make recommendations on the acquisition of new equipment.

To make recommendations for revisions to CRL quality assurance procedures where appropriate based on evidence collected and analyzed as part of the quality assurance program.

To perform other related duties.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent or full apprenticeship or equivalent in a pertinent trade, and a minimum of 15 years' related experience or the equivalent in experience, additional education and/or training, of which at least six must have been in quality assurance inspection;

OR

Graduation from a recognized institute of advanced technology, or equivalent formal education, and a minimum of nine years' pertinent technological experience.

Must possess a current Level II industrial Radiographer's Certificate (CGSB Standard 48-OP-43, Level II Certification in Ultrasonic Testing (CGSB Standard 48-GP-7), Level II Certification in Eddy Current Testing (CGSB Standard 48-GP-13M) and Certification at Level I in Liquid Penetrant Testing (CGSB Standard 48-GP-9) and Magnetic Particle Inspection (CGSB 48-OP-8).

Knowledge, Skills and Abilities

Must have a keen sense of responsibility and be reliable and thorough.

Must **possess** a thorough technical knowledge and outstanding ability in the field of quality assurance, and have a good working knowledge of practices and techniques for inspection, nondestructive testing, manufacturing and construction used within CRL.

Must be familiar with all applicable statutory and CRL regulations regarding quality assurance, and with the operation of the CRL Quality Assurance program.

Must be qualified as a suitable candidate for designation as the holder of the radioisotope licence.

Must possess initiative and display excellent judgment.

Must have an extensive knowledge of the work of other AECL groups.

Must be **able** to communicate effectively, both verbally and in writing.

Must be **able** to work effectively with others at all levels.

TS-1**SENIOR RADIATION SURVEYOR****Duties:**

Under **very general** direction, to perform radiation protection duties of a clearly higher **standard** than those required of a Technical Officer 4, such as the following, when required:

To compile clear, concise written reports.

To work shift or irregular hours.

To represent the Company in technical or contract radiation protection work involving outside firms and organizations and particularly while on off-site assignments.

To substantially contribute to the overall planning, coordination and reporting of specialized radiation and/or contamination control programs at CRL or elsewhere.

To plan, coordinate and implement radiation and non-radiation hazard control measures associated with extended or specialized jobs involving unusual or complex hazard potentials.

To substantially assist in the ongoing training, development and workplace performance monitoring of Radiation Surveyors.

To act as designate, when required, for Radiation Surveyor Supervisors.

To contribute substantially to the preparation and implementation of emergency procedures at CRL.

To assist in research and development associated with radiation protection programs.

To perform other related duties appropriate to this level.

Qualifications: Education and Experience

Secondary School Honour Graduation or its equivalent.

A minimum of fifteen years' of pertinent technical experience of which at least 10 must have been in radiation protection work.

Knowledge, Skills and Abilities

Must have demonstrated exceptional knowledge and understanding of radiation protection procedures, equipment and techniques used, both in theory and practice.

Must possess a thorough, sound knowledge of processes and their known and potential hazards in operational areas of CRL.

Must be capable of quickly establishing radiation protection requirements and procedures on off-site assignments under a minimum of direction.

Must be capable of communicating effectively and tactfully with all levels of authority at CRL or elsewhere.

APPENDIX A

Must be capable of sound judgment, possess a keen sense of responsibility and be reliable and thorough in carrying out duties.

TS-1

LABORATORY SERVICE SUPERVISOR

PHOTOGRAPHIC LABORATORY UNIT HEAD

SEE JOB SPECIFICATIONS UNDER TO-4.

JOB SPECIFICATIONS

Technical Specialist 2

Design Specialist
Research/Development Specialist
Senior Analyst/Programmer

TS-2

DESIGN SPECIALIST

Duties:

Under limited direction:

To undertake duties and responsibilities at a substantially higher level of ability and competence than those required of Technical Specialist 1.

To make significant contributions to the work of the Company.

To successfully undertake many of the duties and responsibilities of professional positions.

To provide highly effective support to the more senior professional staff

Qualifications: Education and Experience

Secondary School Honour Graduation, plus a minimum of 18 years' pertinent experience, or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology or equivalent formal education and a minimum of 14 years' pertinent technological experience.

Knowledge, Skills and Abilities

Must have demonstrated exceptional ability as a Design Specialist or Technical Illustrator Special.

Must have a sound basic knowledge of the fields of engineering or science involved.

Must have a good knowledge of the work of related AECL groups,

Must have a good knowledge of all pertinent policies, practices and procedures.

Must **possess** initiative and display excellent judgment.

Must be able to work effectively with others at all levels.

Should have the ability to write effective reports.

TS-2

RESEARCH/DEVELOPMENT SPECIALIST

SENIOR ANALYST/PROGRAMMER

Duties:

Under limited direction:

To undertake duties and responsibilities at a substantially higher level of ability and competence than those required of Technical Specialist 1.

To make significant contributions to the work of the Company.

To successfully undertake many of the duties and responsibilities of professional positions.

To provide highly effective support to senior professional staff.

Qualifications: **Education** and Experience

Secondary School Honour Graduation, plus a minimum of 18 years' pertinent experience or the equivalent in experience, additional education and/or training;

OR

Graduation from a recognized institute of advanced technology or equivalent formal education and a minimum of 14 years' pertinent technological experience.

Knowledge, Skills and Abilities

Must have demonstrated exceptional ability as a Research/ Development Specialist 1.

Must have a sound basic knowledge of the relevant fields of science or engineering.

Must have a good knowledge of the work of related AECL groups.

Must have a good knowledge of all pertinent policies, practices and procedures.

Must possess initiative and display excellent judgment.

Must be able to work effectively with others at all levels.

Should have the ability to write effective reports.

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APPENDIX B LIST OF ARBITRATORS

HUMAN RESOURCES & ADMINISTRATION

2003 September 17

Mr. Frank Szostak, President
The Chalk River Technicians
and Technologists
1 Brockhouse Way
Suite 200
DEEP RIVER, Ontario
K0J 1 P0

Dear Mr. Szostak,

The Company and ~~the~~ Union agree to appoint arbitrators in accordance with Article 12 from the following **list**:

Guy Thorne
Russel Goodfellow
Paula Knopf
Jane Devlin
Rick Brown
Tom Brown

Sincerely,


Doug Rodgers
Chairperson
AECL Negotiations Committee

AGREED: 
Frank Szostak
President
The Chalk River Technicians
and Technologists

Appendix C -Technical Level Salary System

Table A

Salary Level Conversion
Based on 2001 April 01 Salary Ranges

<u>TO/TS</u>		<u>LEVEL</u>
TO1		Level 1
TO2	Up to \$40,700	Level 1
TO2	Over \$40,700	Level 2
TO3		Level 2
TO4		Level 3
TS1		Level 4 below CP
TS2	Up to \$64,300	Level 4 below CP
TS2	\$64,300	Level 4 at CP
TS2	Over \$64,300	Level 4 above CP

Appendix C – Technical Level Salary System

TABLE B
Mapping Table

CERTIFICATION ORDER	SALARY LEVELS
Research/Development Officer TO-1 and TO-2	Research/Development Officer L-1
Research/Development Officer TO-3	Research/Development Officer L-2
Research/Development Officer TO-4	Research/Development Officer L-3
Research/Development Specialist TS-1 and TS-2	Research/Development Officer L-4
Designer TO-1 and TO-2	Designer L-1
Designer TO-3	Designer L-2
Designer TO-4	Designer L-3
Design Specialist TS-1 and TS-2	Design Specialist L-4
Programmer TO-1 and TO-2	Programmer L-1
Programmer TO-3	Programmer L-2
Programmer/Analyst TO-4	† L-3
Analyst/Programmer TS-1	† L-4
Senior Analyst/Programmer TS-2	Senior Analyst/Programmer L-4
Illustrator Assistant TO-1 and TO-2	Illustrator Assistant L-1
Technical Illustrator TO-3	Technical Illustrator L-2
Technical Illustrator TO-4	Technical Illustrator L-3
Technical Illustrator Special TS-1	Technical Illustrator Special L-4
Graphic Arts Technician TO-1 and TO-2	Graphic Arts Technician L-1
Graphic Arts Technician TO-3	Graphic Arts Technician L-2
Radiation Surveyor TO-2	Radiation Surveyor L-1
Radiation Surveyor TO-3	Radiation Surveyor L-2
Radiation Surveyor TO-4	Radiation Surveyor L-3
Senior Radiation Surveyor TS-1	Senior Radiation Surveyor L-4
Laboratory Service Assistant TO-1	Laboratory Service Assistant L-1
Laboratory Service Supervisor TO-2	Laboratory Service Supervisor L-1
Laboratory Service Supervisor TO-3	Laboratory Service Supervisor L-2
Laboratory Service Supervisor TO-4	Laboratory Service Supervisor L-3
Laboratory Service Supervisor TS-1	Laboratory Service Supervisor L-4
Quality Assurance Inspector TO-2	Quality Assurance Inspector L-1
Quality Assurance Inspector TO-3	Quality Assurance Inspector L-2
Quality Assurance Inspector TO-4	Quality Assurance Inspector L-3
Senior Quality Assurance Inspector TS-1	Senior Quality Assurance Inspector L-4
Medical and X-Ray Technologist TO-1 and TO-2	Medical and X-Ray Technologist L-1
Medical and X-Ray Technologist TO-3	Medical and X-Ray Technologist L-2
Photographer TO-1 and TO-2	Photographer L-1
Photographer TO-3	Photographer L-2
Photographer TO-4	Photographer L-3
Photographic Laboratory Unit Head TO-4	Photographic Laboratory Unit Head L-3
Photographic Laboratory Unit Head TS-1	Photographic Laboratory Unit Head L-4
Surveyor and Engineering Assistant TO-1 and TO-2	Surveyor and Engineering Assistant L-1
Surveyor and Engineering Assistant TO-3	Surveyor and Engineering Assistant L-2
Neutron Radiographer Assistant TA	Neutron Radiographer Assistant L-1
Neutron Radiographer TO-1	Neutron Radiographer L-1

Appendix C -Technical Level Salary System

Grandfathering of Former TS2

Employees classified as TS2 prior to 2002 March 31 will be grandfathered regarding their salary administration, The effect of this will be to guarantee a minimum of \$500.00 for Fully Meets Requirements performance, added to their base salary on April 01 as part of the salary review, unless restricted by the top of L4.

HUMAN RESOURCES
Employee Relations

2003 September 17

Mr. Frank Szostak, President
The Chalk River Technicians
and Technologists
1 Brockhouse Way
Suite 200
DEEP RIVER, Ontario
K0J 1P0

Dear Mr. Szostak:

This will record the agreement of Atomic Energy of Canada Limited and the Chalk River Technicians and Technologists, on the following items. In addition to, or in clarification of, matters covered in the current Collective Agreement.

1. Part-Time Employment

It is the intention of the Company that part-time employment, defined in Article 104, will not adversely affect full time members of the Bargaining Unit. It is further understood that a reduction in normal full-time work does not justify a full time position being created for an employee initiated. Part-time employment situations may arise through new work becoming available that does not justify a full time position through a budget initiative or through a cost-cutting exercise for full-time to part-time.

In the event of a reduction in work, the Company will be initiating an internal competition under Article 13. In the event the Company's Union representative in the bargaining unit believes its members may be adversely affected prior to granting the request.

2. Rehabilitative Employment

It is the intention of the Company to provide a mechanism for returning employees to the workforce in cases of occupational illness or disability, subject to the approval of the employee's personal physician. The parties to this Collective Agreement agree to work together to facilitate occupational rehabilitative employment.

3. **Company-Wide Benefits Review Committee**

it is the intent of the Company and the Union to participate in the formation of a "Company Wide Benefits Review Committee" to review, and propose improvements to the employee benefits package. Should the Committee structure and mandate meet the requirements of the Union, this Committee will replace the present OHRC.

4. **Sick Leave**

Should an employee who elected not to participate in the Long Term Disability Plan use all sick leave while on lengthy disability, the Company will notify the Union President of what the status of the employee is expected to be and of any subsequent changes to this status.

5. **Contracting Out**

If any dispute arises in respect to Article 28 or any contracting out of technical work, the matter will be discussed forthwith by representatives of the Company and the Union.

In the event the Company and the Union are unable to resolve or otherwise dispose of the matter, any subsequent grievance will be dealt with under the grievance Procedure outlined in Article 11 commencing at the 3rd step.

6. **Promotions**

When the Company considers an employee at or below the L3 range to have reached the limits of career advancement due to the limitations of the employee to perform more complex tasks, the Union will be so notified and the employee will not be eligible for promotion. Such cases will be subject to review by the Company at the Union's request and are subject to the grievance procedure.

7. **Termination Compensation**

For the purpose of Article 18, service is considered to mean "continuous service in the Public Service" which has the meaning given to that expression in the Public Service Superannuation Act. An employee transferring to another department or agency within the federal public service will not be considered as having terminated employment for the purpose of Article 18.

8. **Classifications**

- (a) Supplementary to Article 21.02: At the time of negotiating a new Agreement, Union representations may be made on any

basis for the extension of any classifications and the determination of the step and range that would be the limit for such classifications. Negotiations will be based on whatever criteria the parties consider appropriate. Any change must be for good cause and compatible with existing arrangements and gradings. Salaries of individuals are not open to negotiations.

- (b) Employees who are classified in the Research/ Development Officer/Specialist series may refer to themselves as Research Assistants in making application for employment in other organizations.

9. **Travelling Involving Outside Assignments**

The Company agrees to give special consideration concerning compensation to unusual cases involving outside assignments, such as may occur where an employee is required to work, travel and work again, on the same day. Factors to be considered would include the method of travel and hours worked by the employee on the adjacent days. Requests for such considerations should be made as soon as possible after the occurrence and be fully supported by the facts of the case.

10. **Continuation of Group Insurance Plan Coverage During Periods of Absence Without Pay**

- (a) Health, dental, and group life insurance coverage will normally be maintained during periods of absence without pay. The employee will be informed in writing of any discontinuance of coverage and it will be discussed with the Union President.
- (b) The Company will continue to pay its share of the premium cost of these plans, as defined in this agreement, in absences without pay which do not extend through a full calendar month (from first day to last day, inclusive) and in other cases where the absence without pay is due to illness or injury. In other absences without pay the employee will normally be required to pay the full cost of these plans.
- (c) **Unless** an alternative arrangement is made, the employee will be re-billed monthly for either the employee's share or the total premium costs, as applicable.
- (d) Should these monthly billings not be paid, the monies owing will be recovered either:
 - (i) via pro-rated salary deductions on the employee's return to work; or
 - (ii) from termination credits such as vacation pay if the employee's employment terminates; or
 - (iii) other appropriate sources

11. **Job Specifications**

The Union will continue to receive copies of all job specifications pertaining to this Bargaining Unit.

12. **Affirmative Action**

in accordance with Article 3, the parties agree to attempt to mutually develop positive measures to increase representation of Employment Equity target groups in the Bargaining Unit. Where qualified candidates from these target groups are available, the Union agrees to consider occasionally modifying the normal internal competition process, on a case-by-case basis, as one of the possible measures.

13. **Layoff**

Where an employee is laid off and recalled before the end of the recall period, the employee's service for vacation purposes is not broken, but the actual period of layoff does not count as such service.

14. **Training Program**

if the Company decides to introduce a training program for secondary school graduates, it will discuss the program with the Union prior to its implementation.

15. **Ontario Health Insurance Review Committee**

it is the Company's intent that an Ontario Health Insurance Review Committee, similar to that which was established in 1979 continue to exist, and be convened from time to time as appropriate, to review supplementary health insurance coverage for employees resident in Ontario and to make recommendations to the employees in the province.

16. **Access to Personnel Files**

Upon written request by the employee to Human Resources, a meeting will be arranged with an Employment Officer, at a mutually convenient time, to review the employee's personnel file. Information requested on such items as educational qualifications and past performance will be reviewed.

17. **Shift Work**

The Company will endeavour not to change an employee's normal shift schedule (i) without ten (10) days notice, and (ii) except under extenuating circumstances.

18. **Temporary Shift Schedules**

in the interest of increased efficiency, it may be necessary to establish temporary shift schedules on an "as required" basis to maximize use of specialized CRL service facilities, including the CAD facility.

The company and the Union will meet to discuss details of implementing such temporary shift schedules including such details as commencement/departure times and appropriate shift compensation.

19 **Pay Equity**

The parties recognize that pay equity legislation will require the inclusion of technical positions in Company compensation comparisons, and that although the Company job evaluation system will not be directly applied to career progression salary systems some such positions will be included as benchmark positions solely for comparative purposes.

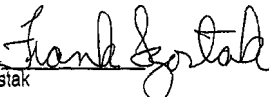
20. **Salary Administration Review**

The parties agree to form a working Committee comprising of an equal number of union and line management representatives, and Human Resources staff to assist, to review salary administration topics such as job descriptors and level descriptors during the life of this Agreement. This Committee will be struck within sixty (60) days from date of ratification. The Committee must make its report and recommendations within twelve (12) months of formation,

The CRTT will submit any agreement on these issues to the membership for ratification.

Sincerely,


Doug Rodgers
Chairperson
AECL Negotiations Committee

AGREED: 
Frank Szostak
President
The Chalk River Technicians
and Technologists

THE CHALK RIVER
TECHNICIANS AND TECHNOLOGISTS

12 HOUR SHIFT AGREEMENT

Letter of Agreement between the CHALK RIVER TECHNICIANS AND TECHNOLOGISTS, hereinafter known as "the Union" and ATOMIC ENERGY OF CANADA, a Company incorporated under the laws of Canada, hereinafter known as "the Company" concerning the trial of twelve-hour shifts for employees in continuous shift operations, in direct support of Reactor Operations. The Company, and the Union agree that, notwithstanding the provisions of the current Collective Agreement between the parties, the following conditions shall apply for the duration of the trial to employees designated for twelve (12) hour shifts. All other provisions of the current Collective Agreement remain in full force and effect.

It is further agreed that the trial must conform to the provisions of the Canada Labour Code, Part III, and the Canadian Nuclear Safety Commission and that any increased costs and/or operational difficulties must remain acceptable to the Company in order for the trial to continue. Both the Company and the Union reserve the right to discontinue the trial unilaterally or mutually at any time during its duration and revert to the eight (8) hour shift schedule stipulated in Article 20 of the current Collective Agreement. The Company and Union agree to meet to discuss any such contemplated action before any decision is made to discontinue the trial.

1. ARTICLE 11 - Grievances

It is agreed that a grievance will not be lodged as a result of the interpretation of this Letter of Agreement or the administration of twelve (12) hour shifts without first convening a meeting to attempt to resolve any difficulties. Such meetings will include two officers of the Union, the employee involved (if appropriate), a representative of the Branch involved and a representative from Human Resources or Employee Relations. If satisfactory resolution of the issue is not reached as a result of such a meeting, the matter then will be subject to the normal grievance procedure commencing at Step 3.

2. ARTICLE 15 - Employee Benefit Plans

It is agreed that all benefit levels will remain as specified in the current Collective Agreement.

3. ARTICLE 17 - Leave Plans and Regulations

Throughout this Letter of Agreement, "regular" day refers to a seven and one-half (7-1/2) hour day. A full shift absence will constitute a reduction of one and one-half (1-1/2) regular days of accumulated leave credits. Employees must use such credits in one-half (1/2) regular day increments. Employees will be granted full twelve (12) hour shift absences for each day of special leave granted under Article 17.03. Payment for marriage leave as specified in Article 17.03 (a) (iii) will be limited to a maximum of 37-1/2 hours.

4. ARTICLE 19 - Company Holidays

Company Holidays will be deemed to commence at 0705 hours on the calendar day specified in Article 19.01 of the current Collective Agreement and end at 0705 hours the following calendar day.

Compensation for Company Holidays

(a) shift Employees

- (i) For shift employees, normal hourly rate is defined at 1/1950 of the current annual salary.
- (ii) Shift employees who are on a scheduled day of rest on a Company Holiday shall receive either a vacation leave credit of one and one-half (1-1/2) days, or twelve (12) hours pay at normal rate.
- (iii) Shift employees who are scheduled to work and do work on a Company Holiday shall be paid at the rate of time and one-half both normal hourly rate and shift premium for hours worked, in addition to twelve (12) hours at normal rate. An employee may elect for a vacation leave credit of one and one-half (1-1/2) days in lieu of twelve (12) hours pay at normal rate.
- (iv) Shift employees who work a full overtime shift on a Company Holiday that is also a scheduled day of rest shall be paid at the rate of double time both normal hourly rate and shift premium for hours worked, and shall also receive in addition either a vacation leave credit of one and one-half (1-1/2) days, or twelve (12) hours pay at normal rate.
- (v) All other overtime work performed by shift employees on Company Holidays shall be paid at the rate of double time.

5. ARTICLE 20 - Hours of Work

Work Week

The CRL twelve (12) hour shift work week shall commence at 0705 hours Sunday and extend to 0705 hours the following Sunday.

- The #1 (night) shift shall commence at 1905 hours and end at 0705 hours the following calendar day.
- The #2 (day) shift shall commence at 0705 hours and end at 1905 hours the same calendar day.

Shift

- (i) Employees shall work a schedule, which provides for an average of thirty seven and one-half (37-1/2) hours per week over each full six (6) week period. To attain the thirty seven and one-half (37-1/2) hours per week, each employee shall be assigned an extra day off during each six (6) week period (not specified on the sample schedule attached). It is understood that such extra days off will not fall on Friday #1 shift, Saturdays, Sundays or Company Holidays, insofar as it can be avoided. Such extra days off will be scheduled as equitably as possible giving consideration to employee preference.
- (ii) One lunch period of one-half (1/2) hour shall be provided within the #1 (night) shift and two lunch periods of one-half hour shall be provided within the #2 (day) shift. Employees in receipt of remuneration as outlined in Article 21.04 (Note ii) will not receive additional compensation for meal periods. For all other 12-hour shift workers, meal periods will be paid with the exception of those on (#2) day shift Monday through Friday inclusive exclusive of Company Holidays.
- (iii) An employee's first day of rest shall be deemed to commence either at 0705 hours on the calendar day following completion of the last #2 (day) shift worked, or immediately following completion of the last #1 (night) shift worked. Second and subsequent days of rest shall be deemed to commence at twenty-four (24) hour intervals from the commencement of the first day of rest and be of twenty-four hour duration.

6. ARTICLE 21 - Salaries

Employees shall be scheduled to work in a continuous shift operation for a minimum of six (6) months. Such employees will not be eligible for the salary increase provided in Article 21.04 Salary Table N (i) and 21.06 and 21.07.

For employees who may be placed on a (12) hour shift, the salary increase provided in Article 21.04 Salary Table N (i) and 21.06 and 21.07 will not apply and the employee will be entitled to receive shift and weekend premiums, if applicable, in the following manner.

(i) Shift Premium

Shift employees will receive \$15.50 (effective 2001 April 31) for each twelve (12) hour shift worked. No premium will be paid for the #2 (day) shift.

(ii) Shift Premium for Scheduled Saturday Shift Work

An additional \$16.00 (effective 2001 April) will be paid to such relief shift worker for each full scheduled shift worked on Saturday. Payment for this when the shift extends over two (2) calendar days

(eg. #1 shift) is defined as the day that the greater number of hours are worked.

(iii) Shift Premium for Scheduled Sunday Shift Work

An additional \$35.00 (effective 2001 April) will be paid to such relief shift worker for each full scheduled shift worked on Sunday. Payment for this when the shift extends over two (2) calendar days (eg. #1 shift) is defined as the day that the greater number of hours are worked.

short Change Premium

This Article will not apply to employees working twelve (12) hour shifts, but will apply to day workers replacing a shift worker.

7. ARTICLE 22 - Overtime

A- General

Overtime work in excess of twelve (12) hours beyond the employee's basic scheduled workweek shall be paid at the rate of double time. (Scheduled hours worked at time and one-half (1-1/2) on Company Holidays do not constitute overtime).

B - Overtime Shifts

Holdovers will be limited to four (4) hours beyond the end of a scheduled shift. Payment for overtime so worked will be at the rate of time and one-half (1-1/2) unless 7.A applies.

C - Overtime on Days of Rest

Authorized overtime work performed in a week shall be paid at the rate of time and one-half (1-1/2) for the first twelve (12) hours worked (unless 7.A applies) and double time thereafter. (Travel, except for travel on duty as defined in Article 22.07 does not constitute work.)

D - Travel To and From Outside Assignments/Conventions

Employees sent to training courses external to CRL will have pay maintained (twelve (12) hours pay at normal rates excluding premiums) for regularly scheduled shifts missed for this reason. No payment will be made for time so spent on days of rest other than while the employee(s) is travelling to/from such a course on a day of rest which will be paid in accordance with Article 22.08 or 22.09 of the current Collective Agreement as appropriate.

E - Arranging Overtime Work

The Company agrees to distribute overtime as equitably as is practical.

F - Exchange of Shifts

Mutual exchanges of shifts or overtime work will be subject to supervisory approval and will not result in either employee working on more than four (4) consecutive days.


8. Miscellaneous

It is agreed that all applicable Standard Policies and Procedures or Articles of the current Collective Agreement not specifically documented herein are to be interpreted, by mutual agreement, in the context of twelve (12) hour shifts. Should any disagreement arise during the course of the trial on issues not specifically mentioned in this Letter of Agreement, discussions will be held with a view to mutually resolve these issues.

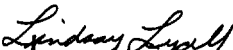
IN WITNESS WHEREOF the parties I have, this 15th day of October 2003, executed this Agreement by the hands of their respective officers.

ON BEHALF OF
ATOMIC ENERGY OF
CANADA LIMITED

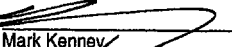
ON BEHALF OF
THE CHALK RIVER
TECHNICIANS AND
TECHNOLOGISTS



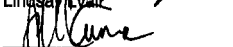
Doug Rodgers



Lindsay Lyall



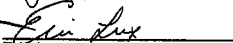
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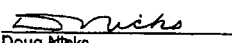
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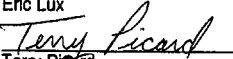
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Eric Lux



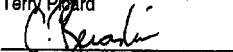
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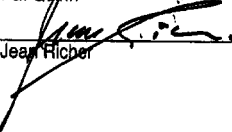
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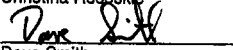
Pat Quinn



Christina Recoskie



Jean Richer



Dave Smith

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