

SOURCE	Union		
EFF.	93	04	01
TERM.	95	02	31
No. OF EMPLOYEES	198		
NOMBRE D'EMPLOYES	80		

MASTER COLLECTIVE AGREEMENT

between

LOEB INC.

and

CAPITAL CITY TRANSPORT LIMITED

(hereinafter referred to collectively as the "COMPANY")

AND

TEAMSTERS LOCAL UNION 91

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS
(hereinafter referred to as the "UNION")

EFFECTIVE FROM: April 1, 1993
TO: March 31, 1995

NOV 24 1993

0879303

INDEX

ARTICLE 1	RECOGNITION	PAGE 1
ARTICLE 2	UNION SECURITY	PAGE 1
ARTICLE 3	RESERVATIONS TO MANAGEMENT	PAGE 3
ARTICLE 4	DISCRIMINATION	PAGE 3
ARTICLE 5	STEWARDS	PAGE 4
ARTICLE 6	GRIEVANCE PROCEDURE & ARBITRATION	PAGE 5
ARTICLE 7	STRIKES, LOCKOUTS & PICKET LINES	PAGE 7
ARTICLE 8	SENIORITY	PAGE 8
ARTICLE 9	HOURS OF WORK	PAGE 10
ARTICLE 10	VACATIONS	PAGE 11
ARTICLE 11	PAID HOLIDAYS	PAGE 13
ARTICLE 12	LEAVE OF ABSENCE	PAGE 15
ARTICLE 13	BEREAVEMENT LEAVE	PAGE 16
ARTICLE 14	JURY DUTY	PAGE 17
ARTICLE 15	EQUIPMENT	PAGE 17
ARTICLE 16	MEDICAL EXAMINATIONS	PAGE 18
ARTICLE 17	NEW TYPES OF EQUIPMENT & CATEGORIES OF WORK	PAGE 19
ARTICLE 18	BULLETIN BOARDS	PAGE 19
ARTICLE 19	DAMAGE & LOSS TO CARGO OR EQUIPMENT	PAGE 19
ARTICLE 20	SAFETY	PAGE 20
ARTICLE 21	PAY PERIOD	PAGE 21
ARTICLE 22	GENERAL	PAGE 21
ARTICLE 23	HEALTH & WELFARE	PAGE 23
ARTICLE 24	DURATION OF AGREEMENT	PAGE 26
SCHEDULE "A"	WORKING CONDITIONS - OTTAWA GROCERY WAREHOUSE	PAGE 27
SCHEDULE "B"	WORKING CONDITIONS - LOEB INC. DRIVERS	PAGE 33
SCHEDULE "C"	WORKING CONDITIONS - OTTAWA PRODUCE WAREHOUSE	PAGE 44
SCHEDULE "D"	WORKING CONDITIONS - CAPITAL CITY TRANSPORT	PAGE 49
SCHEDULE "E"	SUPPLEMENTAL UNEMPLOYMENT INSURANCE BENEFIT (SUB)	PAGE 52
	LETTERS OF AGREEMENT	PAGE 53

ARTICLE 1 – RECOGNITION

- 1.01 The Company recognizes the Union as the sole collective bargaining agent for the following bargaining units:
- (a) for all employees of Loeb Inc. - Ottawa Grocery Warehouse, in the Regional Municipality of Ottawa-Carleton, save and except foremen, persons above the rank of foreman, office and sales staff, persons regularly employed for not more than sixteen (16) hours per week, and students hired for the school vacation period, and constitute a unit 'of employees of the respondent appropriate for collective bargaining; and
 - (b) for all employees of Loeb Inc. - Drivers, working in or out of the Regional Municipality of Ottawa-Carleton, save and except Garage employees, persons regularly employed for not more than sixteen (16) hours per week, students employed during the school vacation periods, foremen, persons above the rank of foreman, and office and sales staff; and
 - (c) for all employees of Loeb Inc. - Ottawa Produce Warehouse, in the Regional Municipality of Ottawa-Carleton, save and except foremen, persons above the rank of foreman, office and sales staff, persons regularly employed for not more than sixteen (16) hours per week, and students hired for the school vacation period, and constitute a unit of employees of the respondent appropriate for collective bargaining; and
 - (d) for all garage maintenance employees of Capital City Transport Limited in the Regional Municipality of Ottawa-Carleton, save and except foremen, persons above the rank of foreman, drivers, checkers, dockmen, security guards, office and sale staff, persons regularly employed for not more than sixteen (16) hours per week and students employed during the school vacation period.
- 1.02 No work will be performed by the office personnel where such work comes within the jurisdiction of the bargaining unit. In addition, all supervisors and foremen shall be excluded from the bargaining unit and will not perform any work which falls within the scope of this Agreement except for the purposes of training employees, ensuring the safety of employees, where employees are not available and in cases of emergency. When supervisors and foremen are appointed, a notice to that effect will be posted and maintained on a bulletin board.

ARTICLE 2 – UNION SECURITY

- 2.01 The Company agrees that all employees who are members of the Union or who may join the Union and who are covered by this Agreement shall, as a condition of employment, remain members of the Union in good standing.

- 2.02 New employees shall make application for membership in the Union at the time of their hiring and shall become and remain members of the Union in good standing.
- 2.03 The Company shall deduct from the employee's weekly pay, an amount certified to the Company by the Union from time to time. Dues deduction to commence upon hiring. The initiation fees deduction shall begin after thirty (30) calendar days. There shall be no more than one deduction of twenty-five dollars (\$25.00) per week per employee and the Company agrees to remit the monies so deducted to the Union on or before the twentieth (20th) day of the following month.
- Part-time employees working in excess of eight (8) hours per month will contribute to the support of the Union, an amount equal to monthly Union dues. The Company shall indicate on the check-off list the names of the part-time employees.
- 2.04 The Company shall remit the money referred to in Article 2.02 hereof to the Union by the twentieth (20th) day of the month following the month in which the deductions were made and the Company will at the time of making each remittance to the Union, specify the employees from whose pay such deductions were made.
- 2.05 If an employee is absent and has not sufficient pay to his credit, his Union Dues shall accumulate and shall be deducted upon his return to work. It shall be the responsibility of the Union to advise the Company of the name of the employees who signed a withdrawal card so that deductions would not be made during his/her period of legitimate absence.
- 2.06 Receipts for Union dues will be shown on T-4 slips.
- 2.07 Senior part-time employees who have forty-five (45) days worked will have priority to any full-time employment that is available within the bargaining unit in which the forty-five (45) days were worked.
- 2.08 No part-time help or students will be employed in a bargaining unit described in Article 1 hereof while qualified regular employees are on lay-off from the same bargaining unit and are available to do the work.
- 2.09 Part-time help will not be used in any bargaining unit where a regular employee could be fully employed for a normal work week. It is understood that due to temporary work fluctuations this restriction shall not apply.
- 2.10 A part-time employee who is converted to full-time status and has forty-five (45) days worked, shall not be required to serve a probationary period.

- 2.11 If there are no regular full-time employees or part-time employees who are willing and able to fill a permanent vacancy which occurs in accordance with the terms of this Agreement, the Company shall then consider offering the vacancy to other Loeb Inc. employees who are represented by Teamsters Union Local 91 and who are working in the regional municipality of Ottawa-Carleton. In the event the Company decides not to hire any other Loeb Inc. employee, no grievance may be brought forward concerning such decision.

ARTICLE 3 - RESERVATIONS TO MANAGEMENT

- 3.01 The Union recognizes the right of the Company to operate and manage its business in all respects, and that it is the function of the Company to hire, demote, promote, transfer or to lay off employees to schedule shifts, and to suspend, discipline and discharge employees for just and sufficient cause, and that the Company has the right to decide on the number of employees needed by the Company at any time and from time to time, and in the general management of its business, subject to the provisions of this Agreement. The Union recognizes the right of the Company to make rules and regulations as to the conduct of the employees and to amend, vary, and alter the said rules and regulations from time to time, provided that before altering such rules the Company shall discuss same with the Union Representatives to give them an opportunity of making representations with respect to such proposed amendments, variations or alterations. All rules and regulations shall be posted and kept posted in both French and English on the bulletin boards of the premises of the Company.
- 3.02 The above clause shall not deprive an employee with seniority of the right to exercise the Grievance Procedure as outlined in this Agreement.

ARTICLE 4 - DISCRIMINATION

- 4.01 No person shall be refused employment or in any manner be discriminated against in accordance with the Canadian Bill of Rights.
- 4.02 A representative of the Union shall be allowed to enter the Company's premises to deal in the administration of the Agreement, provided he/she first notifies management of his/her presence and provided he/she does not interfere with the normal operation of the Company.

ARTICLE 5 – STEWARDS

5.01 The Company acknowledges the right of the Union to elect or appoint one (1) Steward in each department and/or shift, of which one (1) will be the Chief Steward, to assist the employees with the presentation of their grievances. The Chief Steward will normally deal on matters which are to be brought to the Company's attention.

5.02 (a) Pay for Processing Grievances During Working Hours

Wherever possible, all stewards can attend a meeting regarding policy and/or group grievances during normal working hours. A Steward shall receive his/her regular rate of pay when grievances or pending grievances are processed with the Company at any place which is mutually agreed upon by both the Union and the Company. In such cases the daily call-in guarantee provided for in this Agreement will not be applicable, except that the Company will endeavour to provide a driver with eight (8) hours of work.

(b) Pay for Processing Grievances After Working Hours

If the Company representative is unable to meet with the Steward during the Steward's normal working hours, the Steward shall be paid at his/her regular rate of pay for all time spent during the processing of the grievance with the Company on the Company property or at any other place which is mutually agreed upon by both the Union and the Company. In such cases the daily call-in guarantee provided for in this Agreement will not be applicable, except that the Company will endeavour to provide a driver with eight (8) hours of work.

(c) Limitation in Payment of Steward

Payment to the Steward for time used in processing a grievance will be extended **up** to but not including Arbitration.

(d) Steward Duties

Should the Company find that a Steward's activities interfere with the normal course of his duties or the duties of the other employees, the Company may contact a representative of the local Union and/or register a grievance commencing with Step 2 of the Grievance Procedure as outlined in Article 6, Section 6.02, Subsection (b).

5.03 The Union will inform the Company, in writing, of the name of the Steward and any subsequent change in the name of the Steward. The Company shall not be asked to recognize any Steward until such notification from the Union has been received.

- 5.04 The Company will pay for any time used by the Bargaining Committee in handling negotiations with the Company which occur during working hours at his/her regular hourly rate. Such committee will be comprised of up to nine (9) employees, or such higher number as agreed to between the parties.
- 5.05 For the purpose of processing specific grievances or disputes, Business Representatives and Stewards shall have access to relative trip sheets, time cards and personnel disciplinary records, on request, during the office hours of the Company within three (3) working days.
- 5.06 For the purpose of lay-off, the Steward shall be established on the seniority list as "second man", but he/she shall not use the Steward's seniority for the purpose of vacation preference or job bids. In a department where there is more than one Steward, the Steward with the most seniority shall be the Steward for the purpose of applying this clause. In the event that one of these Stewards is the Chief Steward designated by the Union, he will have preference over all other Stewards, regardless of seniority.

ARTICLE 6 – GRIEVANCE PROCEDURE & ARBITRATION

- 6.01 A grievance shall consist of a dispute concerning the interpretation and application of any clause in this Agreement, alleged violations of the Agreement and alleged abuses of discretion by supervision in the treatment of employees contrary to the terms of the Agreement. If any question arises as to whether a particular dispute is or is not a grievance within the meaning of these provisions, the question may be taken up through the grievance procedure and determined, if necessary, by arbitration. There shall be an earnest effort on the part of both parties to settle such grievances promptly through the following steps.
- 6.02 (a) By a conference between the aggrieved employee and the Manager or his/her designate. Failing settlement, the grievance must be submitted, in writing, within ten (10) working days from the date the alleged violation became known to the grievor. The grievor may be accompanied by a Union Steward and, if deemed necessary by the Union, he/she shall also be accompanied by a business representative of the Union.
- (b) Failing settlement at the above step, the Manager shall render his/her decision in writing and shall refer the grievance to and arrange a meeting between the Union and the General Manager or his/her designate within seven (7) days of the date that the grievance was registered in writing. This meeting shall be held in the locale of the terminal involved unless otherwise agreed. The General Manager or his/her designate shall render his/her decision in writing within seven (7) days from the date that the grievance was referred to him/her.

- (c) Should the parties fail to reach a satisfactory settlement in the preceding steps, the final settlement of the grievance must be submitted to Arbitration as outlined in Article 6.05 hereof.

6.03 In the event the Union or the Company has a grievance, it shall be the responsibility of the grievor to advise the other party in writing within seven (7) calendar days of the alleged violation of the Agreement and, by such notification, arrange a meeting within fourteen (14) calendar days between the General Manager or his/her designate and a duly accredited principal officer of the local Union or his/her designate. Should the grievor fail to reach a satisfactory settlement, the grievance may be submitted to Arbitration as outlined in Article 6.02 (c) hereof.

6.04 It shall be the responsibility of the party desiring arbitration to so inform the other party in writing in the case of:

- (a) an employee grievance within thirty (30) calendar days after the General Manager or his/her designate has rendered a decision or failed to render a decision as provided for in Article 6.02 (b);
- (b) a Company grievance within thirty (30) calendar days after the meeting with the Union representative;
- (c) a Union grievance within thirty (30) calendar days after the meeting with the Company's representative.

A Notice of Intent to Arbitrate under the foregoing provision shall contain five names of the suggested arbitrator and, within thirty (30) calendar days from the receipt of the Notice of Intent to Arbitrate, the other party must in turn accept a proposed arbitrator or suggest five names of proposed arbitrators. Should either party fail to name their proposed arbitrator within the required thirty (30) calendar days, or should the parties fail to select an arbitrator within thirty (30) calendar days from the date of their appointment, either party shall request the Provincial Minister of Labour to make the appropriate appointment.

6.05 The Arbitrator shall not have the right to alter or change any provisions in this Agreement or substitute any new provisions in this Agreement or substitute any new provisions in lieu thereof, or to give any decision inconsistent with the terms and provisions in this Agreement. The Arbitrator, however, shall have the power to carry or set aside, any penalty or discipline imposed relating to the grievance then before the Arbitrator.

6.06 Each of the parties hereto will equally bear the fees and the expense of the Arbitrator.

6.07 The Company shall not be responsible for the payment of time used by an employee in the investigation and settlement of a grievance.

- 6.08 All monetary grievances that are mutually agreed upon shall be paid the following pay period.
- 6.09 Any employee covered by this Agreement, when called into the Company's office for any discussion which may result in disciplinary action or a grievance, shall, upon request, be accompanied by a Steward or Business Agent.
- 6.10 (a) Any notation of a reprimand or other disciplinary action placed on an employee's record shall be nullified after a period of twelve months.
- (b) All penalties and reprimands must be issued to the employee within five (5) working days (Saturdays, Sundays and Paid Holidays excluded) from the time the infraction became known with a copy to the Local Union, otherwise the penalty or reprimand will be considered null and void.
- 6.11 No person shall be appointed as an arbitrator who has been involved in any matter concerning the industrial relations, or who has acted as a paid agent, attorney or solicitor for either party.
- 6.12 No matter shall be submitted to a Board of Arbitration which has not been properly carried through all previous steps of the Grievance Procedure.
- 6.13 A discharged employee must present a grievance which shall be in writing through the Shop Steward to Management within three (3) working days, exclusive of Saturday, Sunday and Paid Holidays, after discharge and the Management shall review such grievance with the Shop Steward and render a decision within twenty-four (24) hours after such review. If the decision of Management is unsatisfactory the grievance may be referred to a Board of Arbitration as herein above provided.
- 6.14 Such special grievance may be settled under the grievance procedure or by arbitration by:
- (1) confirming the Company's action in dismissal of the employee, or
 - (2) reinstating the suspended or discharged employee with full compensation for time lost, or
 - (3) any other arrangement which may be deemed just and equitable.

ARTICLE 7 – STRIKES, LOCKOUTS & PICKET LINES

- 7.01 During the term of this Agreement, there shall be no lockout by the Company or any strike, sit-down, work stoppage, or suspension of work either complete or partial for any reason by the employee.

- 7.02 The Company recognizes the right of the employees to recognize and refuse to cross a legal picket line involving the Teamsters Local Union 91.

ARTICLE 8 - SENIORITY

- 8.01 Length of service in the bargaining unit will be the sole determining factor in ascertaining seniority. Seniority accrued in one (1) bargaining unit shall not be interchangeable with any other bargaining unit within the scope of this Agreement. Without exception, employees transferring from one bargaining unit to another will be placed at the bottom of the seniority list to which they are transferring and the date of such transfer shall be deemed to be the employee's new date of hire.
- 8.02 Employees shall be considered probationary until placed on seniority lists and shall be employed on a probationary basis for forty-five (45) calendar days provided that if the employee is absent for more than five (5) consecutive days during this period the days of absence will be added to the stipulated forty-five (45) calendar days probationary period. During the probationary period the employee may be discharged or disciplined without recourse to the grievance procedure. The Company may not discharge such employee for the purpose of forcing an additional probationary period. Upon completion of the forty-five (45) calendar days, the employee shall either be discharged or placed on the regular seniority list as the date of the commencement of his probationary period.
- 8.03 (a) The purpose of seniority is to provide a policy governing promotions, transfers to other jobs, transfers to other start times, work preference, layoffs and recalls. In dealing with promotions and transfers to other jobs, ability, qualifications and experience being sufficient, seniority shall be the governing factor. When it is necessary to lay off employees, junior employees will be laid off first and then lay-off will be on the basis of bargaining unit seniority provided the employees who remain are capable of handling the jobs that are available. When recalling employees they will be recalled in the inverse order to which they were laid off.

Whenever a shift change in work assignment takes place, the senior employee whose job is eliminated has the right of bumping any junior employee within his bargaining unit.

- (b) In all lay-offs, when the qualifications of an employee are questioned by the Company, such employee will be given the opportunity to perform the work in question to determine if he/she is qualified for no longer than fifteen (15) days.

- 8.04 Seniority will not be broken due to absence from employment because of sickness or accident or other proven legitimate reasons, providing the employee submits the necessary medical reports as and when requested by the Company.
- 8.05 Seniority lists containing the name and starting date of employees will be prepared on or about January 1 and July 1 and posted on the bulletin boards of each bargaining unit referred to herein, with sufficient copies for Stewards and Business Agents. Such lists shall be forwarded to the Union and shall contain names, addresses and social insurance numbers of employees as contained in the records of the Company.
- 8.06 An employee shall lose all seniority and shall be terminated for any of the following reasons:
- (a) if an employee voluntarily quits;
 - (b) if an employee is discharged and is not reinstated pursuant to the Grievance Procedure as provided in this Agreement;
 - (c) if an employee has been laid off and not employed elsewhere and has refused to return to work within twenty-four (24) hours after being contacted personally. When the employee cannot be contacted, or is employed elsewhere, then the Company will notify the employee by registered mail to his last known address to return to work and he will be allowed no more than seven (7) consecutive days from the date of notification to report for duty.
 - (d) if an employee overstays a leave of absence without securing an extension, in writing, of such leave of absence, or if he takes employment other than that declared and agreed upon when applying for the leave of absence;
 - (e) if an employee is absent from work without securing a leave of absence for more than three (3) consecutive working days without an explanation acceptable to the Company;
 - (f) if an employee is laid off and not recalled for a period extending beyond twenty-four (24) consecutive working months.
- 8.07 Employees promoted to permanent supervisory positions or positions not subject to this Agreement will retain their seniority after promotion for a six (6) month period only. Such period may be extended an additional six (6) months subject to mutual agreement between the Company and the Union. If demoted for any reason, or if they voluntarily request reinstatement to their former position, the time served in the supervisory position shall be included in their seniority rating. Such employee shall forfeit any and all recourse to the Grievance Procedure as outlined in this Agreement, should he subsequently be discharged in such a position beyond the jurisdiction of this Agreement. A premium of ten percent (10%) of the employee's regular pay will be added for this period.

P18

- 8.08 It shall be the duty of employees to notify the Company and Union in writing within forty-eight (48) hours of any change in their address and telephone number. If an employee should fail to do this, the Company and the Union will not be responsible for failure of a notice to reach such employee. The Company will provide change of address forms.
- 8.09 It is agreed between the Parties that permanent help shall not be laid off or worked short time while temporary help is retained, provided that permanent help can qualify and will be considered as temporary help during this period. Full-time employees on layoff will be given first opportunity to do temporary work within their bargaining unit provided they can do the work.
- 8.10 (a) Excluding those employees within the Loeb Inc. - Drivers bargaining unit, permanent employees will be given seven (7) days notice prior to any lay-off or pay in lieu thereof. However, when an employee is recalled to work and works in excess of sixteen (16) hours as specified in Article 1.1 hereof then such employee will receive another notice as specified above. However, the notice does not apply to temporary lay-off of one day which requires a notice of at least four (4) hours.
- (b) Excluding those employees within the Loeb Inc. - Drivers bargaining unit, if a junior employee is temporarily laid off and this results in a senior employee being assigned to another shift, he shall have the first opportunity to return to his regular shift or he may elect to stay on the shift for the balance of the work week. If he stays on the shift, the junior employee who was temporarily laid off may be recalled to that or any other shift for the completion of the week.
- 8.11 If a continued loss of work days exists for the employees or in the case of a major pending Layoff, the Company or the Union may request a meeting to discuss alternate work for such employees.

ARTICLE 9 - HOURS OF WORK

- 9.01 In addition to the items included in this Article, the specific hours of work for the bargaining units represented by this Collective Agreement are provided for in the appropriate attached Schedules.
- 9.02 All hourly-rated employees will be allowed a coffee break, not in excess of fifteen (15) minutes without loss of pay in the first half-shift and a coffee break not in excess of fifteen (15) minutes without loss of pay in the second half-shift.
- 9.03 An employee temporarily transferred to another job will receive his own rate or the other rate, whichever is the higher.

ARTICLE 10 – VACATIONS

10.01 The Company will grant each employee, subject to this Agreement, vacation as follows:

- (a) the Company will grant, as of June 30th in any one (1) year, by way of vacation pay to those employees who have been employed previous to June 30th but not over six (6) months previous, two percent (2%) of all earnings of the employee for such period;
- (b) the Company will grant, as of June 30th in any one (1) year, by way of vacation to those employees who have been employed previous to June 30th but not over one (1) year and not less than six (6) months previous, two percent (2%) of all earnings of the employee for such period and a vacation period pro-rated at the rate of one-half (1/2) day per month;
- (c) the Company will grant, by way of vacation to all employees with more than one (1) year continuous service as of June 30th, two (2) weeks vacation;
- (d) the Company will grant by way of, vacation to all employees with more than five (5) years continuous service as of June 30th, three (3) weeks vacation;
- (e) the Company will grant by way of vacation to all employees with nine (9) years continuous service as of June 30th, four (4) weeks vacation.
- (f) the Company will grant, by way of vacation to all employees with sixteen (16) years continuous service as of June 30th, five (5) weeks vacation.
- (g) the Company will grant by way of vacation to all employees with twenty-five (25) years continuous service as of June 30th, six (6) weeks vacation;
- (h) the Company will grant by way of vacation to all employees with thirty-five (35) years continuous service as of June 30th, seven (7) weeks vacation.

10.02 Amount of Vacation Pay

Vacation pay for those enjoying two (2) weeks vacation, three (3) weeks vacation, four (4) weeks vacation, five (5) weeks vacation, six (6) weeks vacation or seven (7) weeks vacation shall be calculated at four percent (4%), six percent (6%), eight percent (8%), ten percent (10%), twelve percent (12%) and fourteen percent (14%) respectively of their total earnings for the fiscal year ended June 30th of the vacation year.

10.03 Vacation Pay for Employees Terminating Employment

Employees who have qualified for two (2), three (3), four (4), five (5), six (6) or seven (7) weeks' vacation and who sever or have severed their employment after they have become qualified for two (2), three (3), four (4), five (5), six (6) or seven (7) weeks' vacation, as the case may be, shall receive, at the date of the severance or as soon as reasonably possible thereafter, vacation pay computed at the rate of four percent (4%), six percent (6%), eight percent (8%), ten percent (10%), twelve percent (12%) or fourteen percent (14%) respectively of their earnings since the termination of their last computed vacation pay.

10.04 Vacation Pay for Regular Employees on Short-Time

Vacation pay will be computed at the rate of two percent (2%) of annual earnings for each week of vacation granted. At no time shall an employee's vacation be less than the equivalent of forty (40) hours' pay per week of vacation, provided he has worked fifty percent (50%) of the time in the previous vacation year. Vacations and Paid Holidays shall be considered as time worked. This provision shall only apply to employees on short-time due to layoff, sickness or Worker's Compensation and shall not apply to employees who sever or have their employment severed. This clause applies to an employee who has more than twelve (12) months of continuous service.

10.05 Vacation pay and Paid Holiday pay will be considered as earnings.

10.06 It shall be compulsory for all employees to take their vacations during the vacation year in which they qualify for such vacations, however, it is agreed that where an employee has been absent because of illness, injury or approved leave of absence and has not earned sufficient earnings, (in the mutual opinion of the Union and the Company), as a result of such absence, the requirement to take vacation during the appropriate vacation year can be waved, in whole or in part, provided that the Company, the Union and the employee are in agreement. In the event that the Company, the Union and the employee are unable to agree, the employee shall be required to take the vacation in dispute.

10.07 An employee who is absent from work on vacation or leave of absence shall not be offered an overtime assignment. For clarity, an employee shall not be considered for overtime during the period commencing with his first regularly scheduled working shift that he is on vacation and ending with his first regularly scheduled working shift after the end of his vacation.

10.08 Total earnings shall be defined as those which appear on the employee's T-4 slips.

- 10.09 At the commencement of any vacation year (June 30th) employees will be deemed to have satisfied the service requirements if their anniversary date marking the attainment of such service precedes December 31st in that vacation year; however, employees will only be eligible when they attain such service.

ARTICLE 11 – PAID HOLIDAYS

- 11.01 The following Paid Holidays will be observed:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Dominion Day	Boxing Day
Civic Day	1/2 day before Christmas
1/2 day before New Year's	

One (1) floater holiday to be taken at a time mutually agreed between the Company and the employee concerned. Such floater holiday must be taken before the end of February of the following year.

- 11.02 When one (1) of the observed Paid Holidays falls on a Saturday or a Sunday, the day proclaimed by the Federal or Provincial Government shall be the day observed. If no other day is proclaimed, the employee shall be paid the Paid Holiday pay in accordance with the conditions outlined below. Moreover, certain Paid Holidays will be recognized in accordance with the following schedule:

1993/94

July 1	Thursday	Closed
Dec 23	Thursday	Open
Dec 24	Friday (1/2)	Closed (Produce Open)
Dec 25	Saturday	Closed
Dec 26	Sunday	Closed (Produce Open)
Dec 27	Monday	Open
Dec 28	Tuesday	Open
Dec 29	Wednesday	Open
Dec 30	Thursday	Open
Dec 31	Friday (1/2)	Closed (Produce Open)
Jan 01	Saturday	Closed
Jan 02	Sunday	Closed (Produce Open)
Jan 03	Monday	Open

Grocery employees: Pay two (2) days extra up front.

Produce employees (Warehouse & Drivers): Pay three (3) days extra up front or allow the employee, as an option, to be paid two (2) days up front and receive the third (3rd) day as an additional floater in **11.01** above.

1994/95

July 1	Friday	Closed
Dec 23	Friday	Open
Dec 24	Saturday (1/2)	Closed
Dec 25	Sunday	Closed
Dec 26	Monday	Closed (Produce Open)
Dec 27	Tuesday	Open
Dec 28	Wednesday	Open
Dec 29	Thursday	Open
Dec 30	Friday	Open
Dec 31	Saturday (1/2)	Closed
Jan 01	Sunday	Closed (Produce Open)
Jan 02	Monday	Open

Grocery employees: Pay three (3) days extra up front or allow the employee, as an option, to be paid two (2) days up front and receive the third (3rd) day as an additional floater in **11.01** above.

Produce employees (Warehouse & Drivers): Pay four (**4**) days extra up front or allow the employee, as an option, to be paid two (2) days up front and receive the other two (2) days as additional floaters in 11.01 above.

11.03 An hourly-paid employee shall be paid eight (8) hours' pay at his appropriate hourly rate for the abovementioned Holidays and a highway driver who gets paid a combination of kilometres and hours will receive ten (10) hours pay at the appropriate hourly rate for the abovementioned Holidays providing:

- (a) he has completed his probationary period;
- (b) he has not been laid-off for a period longer than fifteen (15) calendar days prior to the holiday;
- (c) he has not been absent from work due to sickness or injury for a period longer than thirty (30) days prior to the holiday;
- (d) he must be available to work his scheduled shift prior to and following the Paid Holiday to qualify for such holiday. This requirement shall not apply if an employee is off on bona fide illness. Proof of same must be provided by the employee.

11.04 Paid Holidays for day shift operations shall be the day proclaimed. Personnel required to work on the Paid Holiday shall be paid double their normal rate of pay, in addition to the Paid Holiday pay. This rate shall apply to the entire call-in guarantee plus any time worked over and above the guarantee.

- 11.05 All night shift employees shall enjoy Paid Holidays in line with the following conditions:
- (a) all Paid Holidays falling on a day other than Monday, the night of the holiday will be the Paid Holiday. Any hours worked between 6:00 a.m. the day of the Holiday and 6:00 a.m. the following morning shall be paid at double time the normal rate of pay in addition to the Paid Holiday pay;
 - (b) in the case of a Paid Holiday falling on a Monday, employees whose work week commences on Sunday or prior to 6:00 Monday, Sunday shall be their Paid Holiday and their work week will commence on Monday. Any hours worked between 6:00 a.m. Sunday and 6:00 a.m. Monday will be paid at double the normal rate of pay, in addition to the Paid Holiday pay. Employees whose work week starts on Monday night shall not be allowed to work ahead of employees who start their work week Sunday night;
 - (c) in the case of a Paid Holiday falling on a Monday, employees whose work week commences on a Monday or prior to 6:00 a.m. Tuesday, Monday shall be their Paid Holiday and their work week will then commence on Tuesday. Any hours worked between 6:00 a.m. Monday and 6:00 a.m. Tuesday will be paid at double the normal rate of pay in addition to the Paid Holiday pay. Employees whose work week starts on Monday night shall not be allowed to work ahead of employees whose work week starts Sunday night.
- 11.06 If a Paid Holiday(s) falls within an employee's vacation period, the employee will be allowed to schedule an additional day off at a mutually convenient time between him and the Company. He will receive payment for such additional day whenever such day is taken.
- 11.07 Where an employee is absent because of illness or injury, the Company will provide the difference between sick pay or compensation payment and the Holiday pay to which he would have been otherwise entitled.
- 11.08 Where work is to be performed on a Paid Holiday, such work shall be on a voluntary basis regardless of the number of overtime hours performed in the preceding week. An employee who refuses to work on a Paid Holiday shall not be considered as scheduled to work that day.

ARTICLE 12 - LEAVE OF ABSENCE

- 12.01 Leave of absence, without pay and without loss of seniority, will be granted in the following cases:
- (a) an employee may be granted a personal leave of absence for a reasonable time not to exceed thirty (30) calendar days for good cause if it does not interfere with operations. The Company agrees to maintain benefit premium payments for each employee on personal leave of absence on the condition that the employee reimburse the Company for the full amount of premium paid;
 - (b) the Chief Steward or his designate will be granted leave of absence of up to three (3) days to attend labour conventions or to do other similar work for the Union;
 - (c) the Company shall grant an employee an indefinite leave of absence to work in an official paid capacity for the Teamsters Union. Such leave shall be revocable upon seventy-two (72) hours' notice by the employee, in which case, he will displace any employee with less seniority than him. Such displaced employee will have the same right,
 - (d) extension of any of the above time limits will be by mutual agreement between the Company and the Union. All leaves of absence must be requested in writing.
- 12.02 (a) The Company will grant maternity leave without pay and without loss of seniority, provided, however, that the Company may require the employee to commence maternity leave at any time following three (3) months after commencement of pregnancy. An employee on maternity leave must return to work no later than six (6) months following termination of pregnancy in order to retain her seniority. If post-pregnancy complications arise involving the mother or her new-born child (confirmed by a doctor's certificate) which may delay the employee's return to work beyond the six (6) month period the employee shall continue to accumulate seniority. An employee must have been in the employ of the Company for a period of six (6) months in order to qualify for maternity leave.
- (b) The Company will grant paternity leave without pay and without loss of seniority in the event that the mother dies or is hospitalized and unable to care for the child. An employee on paternity leave must return to work no later than six (6) months following termination of the spouse's pregnancy in order to retain his seniority. If complications arise (confirmed by a doctor's certificate) which may delay the employee's return to work beyond the six (6) month period the employee shall continue to accumulate seniority. An employee must have been in the employ of the Company for a period of six (6) months in order to qualify for paternity leave.

ARTICLE 13 – BEREAVEMENT LEAVE

13.01 (a) The Company agrees that in the event of bereavement in the immediate family of an employee as indicated below, to allow the said employee five (5) working days off with pay to attend the funeral and look after legal requirements of the estate should the need arise:

Wife	-	five (5) working days
Husband	-	five (5) working days
Son	-	five (5) working days
Daughter	-	five (5) working days
Father	-	five (5) working days
Mother	-	five (5) working days
Sister	-	five (5) working days
Brother	-	five (5) working days

(b) The Company agrees that in the event of bereavement in the family of an employee as indicated below, if funeral is attended, to allow the said employee such time off as is necessary, not to exceed the specified calendar days in succession, and to pay for the days which he would otherwise have worked at his regular scheduled hours and regular hourly rate:

Mother-in-Law	-	three (3) days
Father-in-Law	-	three (3) days
Brother-in-Law	-	one (1) day
Sister-in-Law	-	one (1) day
Grandparents	-	one (1) day
Grandchildren	-	one (1) day

ARTICLE 14 – JURY DUTY

14.01 In the event of an employee being called for jury duty or subpoenaed for a Crown Witness, the Company agrees to pay the difference between the employee's jury pay and his regular earnings based on forty (40) hours per week upon proof of jury pay being presented to the Company.

ARTICLE 15 – EQUIPMENT

15.01 (a) It is to the mutual advantage of both the Company and the employee that employees shall not operate vehicles which are not in a safe operating condition and not equipped with the safety appliances required by law.

(b) It shall be the duty of the employee(s) to report promptly, in writing, to the Company all defects in equipment.

- (c) It shall be the duty and responsibility of the Company to maintain all vehicles in a safe operating condition in accordance with the Department of Transport Regulations.
- (d) The maintenance of equipment in sound operating condition is not only a function, but a responsibility of Management.
- (e) The determination, in respect to the condition of equipment, shall rest with the senior qualified Supervisor.
- (f) It shall not be a violation of this Agreement where employees refuse to operate such equipment unless such refusal is unjustified.

- 15.02 It is agreed that "Bad Order" forms shall be supplied for the employee on which to report defects in equipment with sufficient copies so that one (1) can be held available for the employee and so that the office of the Company will have a copy of this report on file. The mechanic will sign this report when repair work is completed. A "Bad Order" form, when made out by the employee, will be signed by a representative of the Company. When a unit is "bad ordered" for reasons that make the vehicle unsafe for use, it will be tagged and the keys removed and placed in the Maintenance Department along with the "Bad Order" Report. No employee or Company representative will remove the tag.
- 15.03 The Company shall not compel any employee to operate a vehicle in excess of the legal load limits.
- 15.04 All power equipment and vehicle combinations shall have adequate braking systems.

ARTICLE 16 – MEDICAL EXAMINATIONS

- 16.01 Any medical examination requested by the Company and/or federal or provincial legislation shall be promptly complied with by all employees, provided however that the Company shall pay for all such examinations. The Company reserves the right to select their own medical examiner or physician and the Union may, if in their opinion they think an injustice has been done an employee, have said employee re-examined at the Union's expense.
- 16.02 When a medical examination is required by the Company, the following conditions shall apply:
- (a) if any employee takes a medical examination during his/her normal working hours, he/she shall be paid for the time involved and thus not lose any pay as a result of his/her taking a medical examination;

- (b) if a medical examination is taken after working hours, the employee shall be paid two (2) hours and shall, in such a case, receive at least three (3) days' notice prior to the appointment with the doctor;
- (c) if a medical examination is to be taken during working hours, one (1) day of notice will be given to the employee;
- (d) a report of the examination will be made available to the employee through the doctor designated by the Company;
- (e) no employee shall be required to take a medical examination on a Saturday unless the employee so requests and does so voluntarily;
- (f) in the event the Company elects to have the employee examined in another city which is not adjacent to his/her home community, he/she shall be supplied transportation to and from such city and be paid at the regular hourly rate for the time involved;
- (g) The Company shall pay one hundred percent (100%) of the cost of preparing any forms necessary for the employee's medical examination.

16.03 An employee who is a member of the Loeb Inc. - Drivers bargaining unit defined in Article 1 hereof will not be discharged due to loss of his drivers license for medical reasons as they are applied by the Company or federal or provincial legislation. Such employee shall be entitled to displace the most junior employee in the Loeb Inc. - Drivers bargaining unit who does not require a license to drive, provided he is medically fit to do the work.

ARTICLE 17 – NEW TYPES OF EQUIPMENT & CATEGORIES OF WORK

17.01 When new types of equipment or categories of work for which rates of pay are not established by this Agreement are put into use or effect, rates governing such operations shall be subject to negotiations between the parties. In the event of failure to reach agreement on such rates, the question shall be referred to arbitration within thirty (30) days of the date of failure to reach such an agreement and the rates, as determined, shall apply from the first day the equipment or categories of work were put into use or effect.

ARTICLE 18 – BULLETIN BOARDS

18.01 The Company agrees to permit posting of notices of Union meetings or functions on bulletin boards conspicuously placed and provided for that purpose provided they are authorized by an officer of the Union.

ARTICLE 19 - DAMAGE & LOSS TO CARGO OR EQUIPMENT

- 19.01 Employees shall not be required to contribute financially to offset any claim for loss or damage to cargo or equipment.

ARTICLE 20 - SAFETY

- 20.01 (a) It is agreed that employees handling hazardous material shall be supplied by the Company with all necessary equipment, rubber clothing, goggles, etc., to protect the employee's person. No employee shall be compelled to wear hard hats or safety glasses that have been used by other persons unless these items have been properly sterilized.
- (b) Shunters and yardmen, requested to work in the terminal yard or other shunt operations in inclement weather, will be provided with protective rainwear.
- (c) Whenever employees are required by the Company or by a Government Agency to wear safety boots or shoes, the Company agrees to pay 100% of the cost of one (1) pair per employee per year up to a maximum of \$95.00 per year to be paid **on** February 1st of each year.
- 20.02 The Company agrees to provide clean and sanitary facilities in respect to lunch and washrooms, subject to inspection by the local Department of Health.
- 20.03 The Company shall supply and maintain proper, safe dock plates.
- 20.04 If an employee meets with an accident after starting work incapacitating him from carrying out his duties, he shall be paid his full day's wages for the day of his injury, providing he is not receiving compensation for that day and the Company shall supply suitable transportation to a hospital or doctor and thence to his residence.
- 20.05 The Company shall not require an employee to lift, carry or move anything so heavy or in a manner so as to be likely to endanger his safety or the safety of another person.
- 20.06 All pick-up and delivery trucks will have steps and hand-holds at the rear of the unit.
- 20.07 The Company and the Union agree to form a safety committee comprised of up to three (3) members of management and up to two (2) employees from each of the bargaining units referred to in Article 1 hereof.
- 20.08 The Company agrees to provide sufficient first-aid boxes, properly equipped, as required by the Workers Compensation Act.

ARTICLE 21 - PAY PERIOD

- 21.01 The interval between paydays shall be no longer than two (2) weeks and, in the event that the Company changes from a one (1) week pay period to a two (2) week period, three (3) clear months' notice shall be given by the Company. Advances shall be made to employees on request, to assist during the adjustment period, and such adjustment period shall not exceed three (3) months. All exchange costs on cheques to be paid for by the Company. At the time that an employee receives his pay cheque, the Company shall not retain possession of more than one (1) week's accrued wages except by agreement of the employee(s) expressed, if necessary by a majority vote of the employees affected.
- 21.02 The Company shall, where possible, issue pay cheques in individual envelopes in such a manner that all employees shall have at least one (1) full banking day prior to a Saturday or a Paid Holiday.
- 21.03 Minor shortages will be paid the following pay period when brought to the attention of the Company. Shortages in excess of fifty dollars (\$50.00) will be paid immediately.
- 21.04 The Company agrees to show on the ,employee's pay cheque or statement attached thereto, the number of regular hours worked, the amount earned, the number of overtime hours worked and the amount earned. If the Company is presently supplying additional information over and above that listed above, it will continue to do so. If the Company changes a time card or trip report, the Company agrees to notify the employee in writing of such change as soon as possible an **no** later than by payday.

ARTICLE 22 - GENERAL

- 22.01 The Company shall have a time clock which shall be accessible to employees. An employee will have access to his current time card on request.
- 22.02 Personnel shall be allowed time off to vote in Dominion, Provincial or Municipal elections in accordance with the appropriate statute.
- 22.03 All employees must be given dated receipts for all monies turned in to the Company.
- 22.04 Should the Company require any employee to give bund, the premium involved shall be paid by the Company. The primary obligation to procure the bond shall be on the Company. If the Company cannot arrange for a bond for an employee within thirty (30) days, the Company must notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirement. If the proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his own bonding arrangements.

- 22.05 In the event of legislation being enacted subsequent to the signing of this Agreement invalidating the application of any Article or Appendix thereto, the relative section only of this Agreement shall be nullified.
- 22.06 The Company will supply lockers or suitable storage space for hanging and storing clothing for all employees in the Dock department. Where the Company is now providing lockers for other employees, this practice will be maintained.
- 22.07 The Company shall pay the prevailing hourly rates to all employees compelled to attend Company meetings.
- 22.08 Where the Company requires an employee to take further training, the employee will be paid for all time spent in training.
- 22.09 Employees who are discharged will have their discharge confirmed in writing and their pay will be mailed by registered mail to their last known address. Employees who terminate their employment voluntarily shall have all monies owing them paid not later than the following payday.
- 22.10 It is agreed that at the request of either party, meetings will take place between the parties to exchange information and discuss matters of mutual interest. The requesting party will provide an agenda ten (10) working days prior to the proposed meeting date. Either party may add items to this agenda up to five (5) working days **prior** to the meeting date.
- 22.11 Attached hereto and forming part of this Agreement are the following Schedules:
- (a) **Schedule A**
Working Conditions - Ottawa Grocery Warehouse
 - (b) **Schedule B**
Working Conditions - Loeb Inc. - Drivers
 - (c) **Schedule C**
Working Conditions - Ottawa Produce Warehouse
 - (d) **Schedule D**
Working Conditions - Capital City Transport Limited
 - (e) **Schedule E**
Letter of Understanding concerning Supplemental Unemployment Insurance Benefit (SUB) program
 - (f) **Letters of Understanding.**

- 22.12 (a) In the event of a closure of any of the Company's operations which are part of this bargaining unit, the Company shall first meet with the Union to discuss such closure and the Union shall be entitled to make effective recommendations with respect to such closure.
- (b) In the event that the Company closes a Branch before the expiry date of this Agreement, the Company agrees to pay severance pay to those employees affected thereby who have completed their probationary period and are on the seniority list of the Company at the time of closure at the rate of one (1) week's pay for each year of service up to a maximum of five thousand dollars (\$5,000).
- (c) Unless otherwise authorized in writing by the Company, these severance pay provisions shall not apply to an employee who leaves the service of the Company prior to complete closure of the Branch or who accepts another position with the Company whether in or outside of his bargaining unit or who refuses to exercise his bumping rights prior to the closing of the Branch.
- 22.13 Where the masculine or singular pronoun is used in this Agreement, it shall be deemed to include the feminine and the plural.

ARTICLE 23 - HEALTH & WELFARE

- 23.01 After an employee has completed three months of continuous service, the Company agrees to pay the full cost of the B-1 insurance plan which includes the following:
- (a) **LIFE INSURANCE**
- Approximately twice annual salary.
- (b) **ACCIDENTAL DEATH AND DISMEMBERMENT**
- Approximately twice annual salary in case of accidental death and as per plan in case of dismemberment.
- (c) **WEEKLY INDEMNITY**
- Effective the first day of the month following ratification of this Agreement, $66\frac{2}{3}\%$ of basic weekly salary to a maximum of \$650 per week to begin on the first day for accident and in case of hospitalization and on the sixth (6th) day for sickness to a maximum of twenty-six (26) weeks.
- (d) **LONG TERM DISABILITY**
- Sixty-six and two thirds ($66\frac{2}{3}$) of basic weekly salary to a maximum of \$2,500 per month beginning on the twenty-seventh (27th) week to a maximum of two years or until age 65 if totally disabled.

(e) EXTENDED HEALTH CARE

As per plan.

(f) RETIREMENT INSURANCE BENEFITS

Upon retirement at normal retirement age, an employee shall receive a paid-up \$2,000.00 life insurance policy. Further, the Drug and Major Medical Plan will be provided and paid for by the Company for as long as the employee lives and for the life of the surviving spouse.

(g) OPTICAL PLAN

The Company agrees to provide an optical plan covering optical expenses for employees and dependants up to \$100 each, every two (2) years.

(h) DENTAL PLAN

The Company agrees to pay one hundred percent (100%) of the premium cost of the dental plan. New employees must serve a three (3) month waiting period.

23.02 The Company agrees to maintain a medical and/or hospital plan should the provincial government dissolve OHIP. However, the cost of the new plan is not to exceed the cost of the premiums paid towards OHIP at the time of its dissolution.

23.03 During the time an employee is in receipt of benefits under either the weekly indemnity, the long term disability insurance or Workmen's Compensation, the Company will continue to pay its share of the cost of the benefits as set out in this Agreement.

23.04 In the event an employee is injured at work, the Company agrees to pay 66-2/3% of basic weekly salary to begin on the eighth day following the accident.

The Union agrees that the Worker's Compensation will reimburse the Company or, if the employee receives the money, he will reimburse the Company.

In order to qualify for the payment from the Company, the employee will have to make such request in writing and sign required forms to ensure the Company will be reimbursed.

23.05 The Company's Pension Plan will become voluntary effective January 1, 1981 and employees must at that time decide whether or not they will remain as a member. Once the decision is made, it is final and binding. The pension plan will be optional under the same conditions for all new employees hired after January 1, 1981.



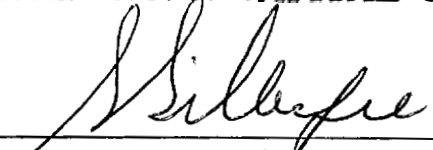
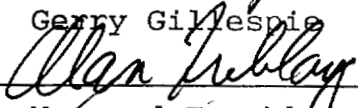
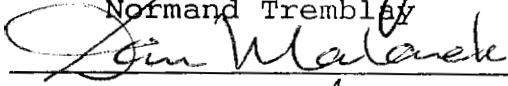
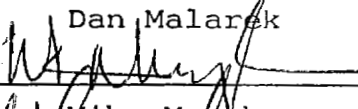
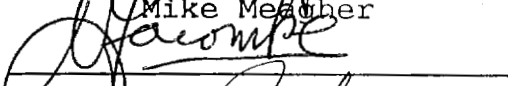

ARTICLE 24 - DURATION OF AGREEMENT

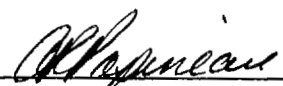
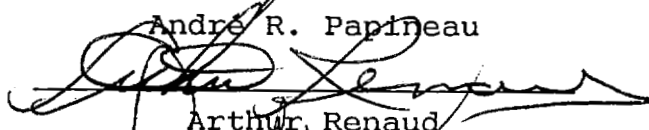
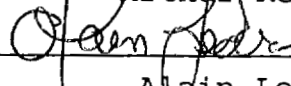
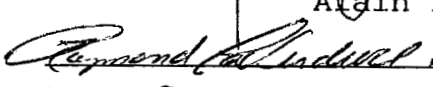
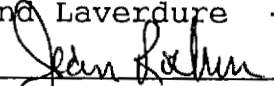
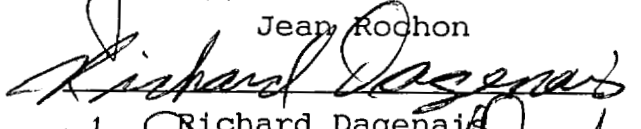
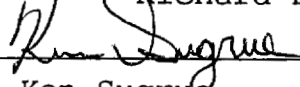
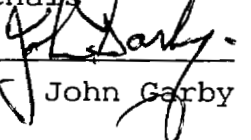
- 24.01 Unless changes by mutual consent, the terms of this Agreement shall become effective April 1, 1993 and shall continue in full force and effect until March 31, 1995, and shall continue automatically thereafter for annual periods of one (1) year each, unless either party notifies the other party in writing, within a period of ninety (90) days, immediately prior to the expiration date that it desires to amend the Agreement.
- 24.02 Negotiations shall begin within fifteen (15) days following notification for Amendment, as provided in the preceding paragraph.
- 24.03 If, pursuant to such negotiations, an Agreement is not reached on the renewal or amendment of this Agreement or the making of a new Agreement prior to the expiry date, this Agreement shall continue in full force and effect until a new Agreement is signed between the parties or unless conciliating proceedings prescribed under the Ontario Labour Relations Act have been completed, whichever date should first occur.

IN WITNESS THEREOF each of the parties has caused this Agreement to be signed by their duly authorized officials or representatives as of the 31st day of May, 1993.
August

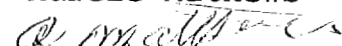
LOEB INC. & CAPITAL CITY TRANSPORT

TEAMSTERS LOCAL
UNION 91


Gerry Gillespie

Normand Tremblay

Dan Malarek

Mike Meagher

Noel Lacombe

Jacques Dubé


André R. Papineau

Arthur Renaud

Alain Leduc

Raymond Laverdure - Roger Roussel

Jean Rochon

Richard Dagenais

Ken Sugrue - 
John Garby

Aurèle Mathews



SCHEDULE A

WORKING CONDITIONS - OTTAWA GROCERY WAREHOUSE

The parties agree that the terms of this Schedule apply exclusively to those employees within the Loeb Inc. - Ottawa Grocery Warehouse bargaining unit and is not to be construed as applicable unless specifically referred to, in any manner whatsoever, to any other Schedule attached hereto. In the event of a conflict between the terms of this Collective Agreement and the terms of this Schedule, the terms of this Schedule shall prevail.

ARTICLE A1 - SENIORITY

- A1.01 Part-time and student employees will not normally be assigned to the day shift provided the Company was aware at least twenty-four (24) hours before the absence or work fluctuation occurred. Wherever possible, the Company undertakes to offer work on the day shift caused by absent full-time employees, to off-shift employees, in accordance with bargaining unit seniority, before such work is offered to part-time and student employees provided that the Company is provided with a minimum of one day's notice of such absence.

ARTICLE A2 - JOB OPENINGS

- A2.01 When a vacancy occurs within the scope of this bargaining unit, such vacancy will be posted on the bulletin board for a period of three (3) working days and eligible employees will have the right to bid for the position. The Company will notify the successful candidate within five (5) working days and the position will be filled within ten (10) working days after the expiration of the posting. In case of employees absent because of sickness or accident, the Shop Steward, after verification with the absent employee, may sign the posting on his behalf.
- A2.02 Selections to such positions shall be made on the basis of bargaining unit seniority, provided the employee has the ability and qualifications to do the job.
- A2.03 A trial period of fifteen (15) working days will be implemented and at any time during this period following his transfer to any job obtained from the job posting, an employee, due to his inability to perform the work required, may elect to return directly or may be returned directly by the Company to the job he held immediately prior to such transfer.
- A2.04 (a) Temporary transfers of one (1) shift or less shall be filled according to bargaining unit seniority by the employees who normally work at the location where the vacancy occurred.

- (b) Temporary transfers in excess of one (1) shift shall be offered to all employees according to bargaining unit seniority.
- (c) For the purpose of this clause only, the locations referred to in Article A2.05 (a) hereof shall be defined as follows:
 - 490 Industrial Avenue
 - Bantree

- A2.05 Where an employee's job is eliminated and is subsequently reinstated, the following will apply:
- a) if re-instated within 30 days - the employee must return:
 - b) if re-instated between the 31st and 90th day - the employee has first choice to return, if he chooses not to, the job will be posted:
 - c) if re-instated after 90 days, it will be posted.

ARTICLE A3 - HOURS OF WORK & OVERTIME

- A3.01 The following designated work hours are not to be construed to mean a guarantee of hours to be worked. The normal work week shall consist of five (5) consecutive days from Monday to Friday of eight (8) hours per day.
- A3.02 An overtime premium of time and one-half the regular hourly rate of pay shall be paid for all hours worked in excess of the standard hours of work indicated in Article A3.01. Double time shall be paid after ten (10) hours.
- A3.03 (a) All employees (except for maintenance department) will be paid double time for any hours worked on a Saturday, Sunday, or a Paid Holiday except where the normal shift commences on a Sunday.
- (b) All employees in the maintenance department will be paid double time for hours worked on the sixth and seventh shift of their work week.
- (c) An employee reporting for work on Saturday or Sunday (sixth or seventh day for maintenance employees) will be guaranteed four (4) hours at double his straight time hourly rate.
- A3.04 It is agreed that the Company has the right to change an employee's shift provided the employee is notified no later than Thursday of the previous week for a change to take place at the beginning of the following week.

- A3.05 If the Company should see fit to institute shift changes, alter or change starting or quitting times, it is agreed that the Company and the Union will mutually agree to such shift changes before they are instituted. Agreement by the Union shall not unreasonably be withheld.
- A3.06 (a) CALL-OUT: An employee who has left the Company's premises after the end of his regular shift and is called out to work shall be paid one and one-half (1 1/2) times his regular hourly wage rate for each hour worked from the time he reported for work on Call-Out to the starting time of his next shift but, in any event, he shall be paid not less than four and one-half (4 1/2) hours at his normal straight time rate subject to Article A3.02 hereof.
- (b) REPORTING PAY: An employee who reports for work on his regular scheduled shift who has not been notified not to report for work will be guaranteed eight (8) hours' pay.
- (c) OVERTIME NOTICE: When an employee is requested to work overtime, the Company agrees to give the employee at least two (2) hours' notice prior to shift end. However, the Union and the employees agree to co-operate with the Company to meet the overtime requirements.
- A3.07 (a) Employees who are requested to work overtime will be advised of the length of overtime their services will be required. Employees will be paid a minimum number of hours overtime equal to the amount the employees were asked to work. However, the length of overtime requested should not be construed as being the maximum required to complete the task.
- (b) When the Company requests an employee to work overtime, such overtime will be offered by the Company on a location and shift seniority basis providing the employee has the competence. Once the overtime has been offered by seniority and there are not enough volunteers, the Company will be allowed to oblige employees in reverse order of seniority, starting with the part-time employees then on the shift. Employees who are absent from work for any reason will be considered not available for overtime.
- (c) Overtime performed on a Saturday, Sunday or Paid Holiday will be offered to the employees according to bargaining unit seniority providing the employee has the competence.
- (d) For the purpose of this clause only, the locations referred to in Article A3.07 (b) hereof shall be defined as follows:
- 490 Industrial Avenue
 - Bantree

- A3.08 Employees may be required to work up to two (2) hours per day in excess of the standard hours of work as indicated in Article A3.01 hereof. Any hours worked beyond four (4) hours per week will be on a voluntary basis. This limit does not apply for Saturday work on maintenance, inventory-taking or if the employee has reported for work on Saturday and/or Sunday.
- A3.09 Where an employee is required to go to or from the frozen food locker, such employee will be notified of such change before the end of his preceding shift. Where such notice has not been given, the employee has the right to refuse the job change. This provision shall not apply when the Company is replacing absent employees.
- A3.10 It is the intent of the Company to schedule sufficient work for inventory taking to provide employees with an equivalent of eight (8) hours pay at straight time rates. A notice will be posted on the bulletin board two (2) weeks prior to inventory being taken.
- A3.11 When overtime work in excess of one (1) hour's duration is performed immediately following an employee's regular shift, the employee will be granted a fifteen (15) minute paid rest period at the midway point of the overtime worked. However, if the midway point exceeds two (2) hours, the paid rest period shall be granted two (2) hours after the overtime has commenced and every two (2) hours thereafter.
- A3.12 Employees shall be entitled to an unpaid thirty (30) minute lunch period.

ARTICLE A4 – VACATIONS

- A4.01 (a) The choice of vacation periods shall be by seniority, within the scope of this bargaining unit and the Company guarantees that all employees wishing to take their vacation during the months of June, July and August, inclusive, shall be allowed to do so providing the Company can maintain a sufficient working force to handle the work available. The Company reserves the right to include May in the above period if an increase in the work force necessitates such a change. It shall not be mandatory, however, for employees to take their vacations during this period. Employees choosing their vacation periods in other than the summer vacation period shall be allowed to do so in accordance with their seniority as outlined above. The Company will have each employee come into the Manager's office in order of seniority to sign for the time he would like for his vacation. Night shift employees transferring to days for the summer period shall book their vacation with the day shift employees. The final vacation schedule shall be posted by the Company not later than January 1st of each year. Summer vacation shall be June, July and August, inclusive.
- (b) Employees eligible for vacation will be given a minimum of two (2) weeks' vacation during the period from June to August in each year.

- (c) Employees will be restricted to book a maximum of two (2) weeks at a time. Once all the employees have booked the first two (2) weeks, the process will be repeated until every employee has booked all of his vacations.

A4.02 An employee who is transferred from day shift to night shift will be eligible to re-book his vacation on the basis of his night shift relative seniority.

This provision will only apply to a maximum of three (3) employees.

ARTICLE A5 - HEALTH & WELFARE

A5.01 In addition to the benefits provided in Article 23 hereof, employees within this bargaining unit shall be entitled to sick leave as follows:

Upon completion of three (3) months of continuous service with the Company each full-time employee shall be entitled to five (5) days of paid sick leave per year. Any unused days shall be paid on or about December 15th each year.

ARTICLE A6 - WAGES

A6.01 The Company agrees to pay and the Union agrees to accept for the term of this Agreement the following wage rates:

<u>HOURLY RATES EFFECTIVE:</u>	<u>APRIL 1/93</u>	<u>APRIL 1/94</u>
Receivers & Checkers	\$19.94	\$20.54
Loaders & Fork Lifts	19.84	20.44
Pickers & Packers	19.79	20.38
Janitors	18.65	19.21

It is agreed that all probationary employees' rates will be ten (10) cents per hour less.

A6.02 An afternoon shift premium of seventy (70) cents per hour will be paid for shifts commencing on or after 3:00 p.m. but before 10:00 p.m. and a night shift premium of eighty (80) cents per hour will be paid for shifts commencing on or after 10:00 p.m. but before 5:00 a.m.

A6.03 It is agreed between the Company and the Union that, all employees working more than one (1) hour in the frozen food locker will receive a freezer premium of an additional one dollar (\$1.00) per hour.

A6.04 The Company agrees to provide a \$7.00 meal allowance to employees working overtime in excess of three (3) hours following their regular shift. The Company also agrees to continue its established practice of providing a meal to employees working on inventory on Saturdays.

SCHEDULE B

WORKING CONDITIONS - LOEB INC. - DRIVERS

The parties agree that the terms of this Schedule apply exclusively to those employees within the Loeb Inc. - Drivers bargaining unit and is not to be construed as applicable unless specifically referred to, in any manner whatsoever, to any other Schedule attached hereto. In the event of a conflict between the terms of this Collective Agreement and the terms of this Schedule, the terms of this Schedule shall prevail.

ARTICLE B1 - SENIORITY

B1.01 When a shortage of work of one (1) shift occurs in a department, the affected employee can immediately exercise his seniority into any other department. However, for the purpose of this Article, the employee shall not be permitted to displace any driver on a booked run.

Notwithstanding the above, the employee may return to his former job if work returns to normal. Normal: work shall mean "normally assigned duties".

ARTICLE B2 - UNIFORMS

B2.01 In April of each year, the Company will provide and pay one hundred percent (100%) of the cost the following uniform for each driver who has completed his probationary period:

- ten (10) shirts
- four (4) pairs of pants
- one (1) light jacket
- one (1) bomber jacket or parka (employee's option)
- two (2) ties
- one (1) summer hat
- one (1) winter hat
- four (4) pairs of gloves

Employees must wear the uniform at all times during working hours.

B2.02 It is further provided that voluntary pooling arrangements for the purchase of or rental of uniforms shall not come within the scope of this Agreement.

ARTICLE B3 – PASSENGERS

- B3.01** No driver shall be permitted to allow anyone except employees of the Company who are on duty or other transport drivers broken down on the highway to ride in his truck except by written authorization of the Company.

ARTICLE B4 – PAID HOLIDAYS

- B4.01** Senior employees shall be given the first opportunity to work on Paid Holidays within their department. However, they shall have the right to decline work, providing a sufficient number of junior qualified employees are available.
- B4.02** Dispatches must be arranged so the highway drivers will be back in their home terminal and off duty at 6:00 p.m., December 24th and December 31st. However, this does not preclude the Company in case of emergency to move a load if a driver, in line with his/her seniority, is willing to accept a dispatch which will bring him/her back to his/her terminal after 6:00 p.m. as mentioned above. For all Paid Holidays, the highway driver is entitled to thirty-six (36) hours off duty from the completion of his/her shift on the eve or the day of such Holidays.

ARTICLE B5 – VACATIONS

- B5.01** The choice of vacation periods shall be **by** seniority in each department within the scope of this bargaining unit and the Company guarantees that all employees wishing to take their vacation during the months of June, July, August, and September shall be allowed to do so, providing the Company can maintain a sufficient working force to handle the work available. It shall not be mandatory, however, for employees to taken vacations during this period. Employees choosing their vacation periods in other than the summer vacation period shall be allowed to do so in accordance with their departmental seniority. The Company will have each employee come into the Manager's office in order of seniority to sign for the time he would like for his vacation. The final vacation schedule shall be posted **by** the Company not later than two (2) weeks following the annual job bid of each year. Summer vacation period shall be June, July, August and September, inclusive.
- B5.02** Employees qualified for more than three (3) weeks' vacation will **be** restricted to three (3) weeks during the recognized summer vacation period.

ARTICLE B6 – HOURS OF WORK

B6.01 City Delivery & Dock

- (a) The normal work day shall be eight (8) hours and the normal work week shall be forty (40) hours. All hours worked at the hourly rate in excess of eight (8) hours in any one day or forty (40) hours in any one week, shall be paid at one and one-half times the regular rate of pay.
- (b) No city driver, who has completed eight (8) hours on duty and has been released from duty, will be eligible for an extra highway trip until he has been off duty for eight (8) hours.
- (c) When the Company requests a dockman to work overtime, such overtime will be offered by the Company on a location and shift seniority basis providing the dockman has the competence. Once the overtime has been offered by seniority and there are not enough volunteers, the Company will be allowed to oblige dockmen in reverse order of seniority, starting with the part-time employees then on the shift. Dockmen who are absent from work for any reason will be considered not available for overtime.
- (d) Dockmen may be required to work up to two (2) hours per day in excess of the standard hours of work as indicated in Article **A3.01** hereof. Any **hours** worked beyond four **(4)** hours per **week** will **be** on a voluntary basis. This limit does not apply for Saturday work on maintenance, inventory-taking or if the employee has reported for work on Saturday and/or Sunday.

B6.02 Highway Delivery

- {a) All kilometres driven after the employee has worked a combined total of ten (10) hours in one shift at the kilometre and/or hourly rate, shall be paid for at time and one-half the employee's regular rate of pay.
- (b) Any driver completing a run which is paid on a combination of kilometres and hours, who arrives at his home terminal upon completion of his run in eight (8) hours worked or less, overtime shall commence to be paid after eight (8) hours worked.

- (c) Any driver on a run which is paid on a combination of kilometres and hours, who arrives at his home terminal exceeding eight (8) hours worked, but less than ten (10) hours, and is required to handle a city delivery at an hourly rate, overtime shall commence to be paid after completion of his highway run.

Any driver on a run who is paid on a combination of kilometres and hours, who arrives at his terminal upon completion of his run in more than ten (10) hours worked, overtime shall commence to be paid after completion of his ten (10) hours worked.

- (d) No highway drivers will be considered as available for work until after ten (10) hours off duty.
- (e) All work in excess of the standard weekly or daily hours shall be paid for at one and one-half times the regular hourly rate of pay. All work performed after 8:00 a.m. on the sixth (6th) day of work and prior to 8:00 a.m. on the seventh (7th) day of work shall be paid at double time the regular hourly rate of pay. Notwithstanding the above, the Toronto runs on Friday will be paid at the regular rate of pay.

B6.03 (a) Employees covered by this Agreement, called in for work, shall be guaranteed not less than eight (8) hours' **pay**. On the sixth (6th) day of work and seventh (7th) day of work, the guarantee shall be four (4) hours at double time the regular rate.

- (b) For dock employees, there shall be a minimum call back guarantee of four (4) hours' pay at double time the regular rate.

B6.04 All hourly-rated employees will be allowed a coffee break not in excess of fifteen (15) minutes without loss of pay in the first half-shift, and a coffee break not in excess of fifteen (15) minutes without loss of pay in the second half-shift.

When an employee is specifically requested to work overtime, he will be given a coffee break not to exceed fifteen (15) minutes without loss of any pay before such overtime commences. This provision does not apply to city drivers who are returning to the Company terminal after completing their regular tour of duty, even though they may be returning under overtime conditions.

B6.05 Employees shall not take more than one (1) continuous hour for meals; however, should the taking of a full continuous hour for meals cause additional waiting time, the Company may request the employee to take not less than thirty (30) minutes. No employee shall be compelled to take more than one (1) continuous hour for meals and the meal period shall be between the fourth (4th) and sixth (6th) hours.

ARTICLE B7 – ALLOCATION OF WORK

- B7.01 City delivery consists of delivery made within a sixty-four **(64)** kilometre radius of the terminal.
- B7.02 The Company shall have the authority to allocate the work personnel having due regard to seniority and qualifications and, where qualifications are relatively equal, seniority shall be the determining factor.
- B7.03 Seniority shall prevail as to starting times and/or shifts as set out by the Company within his department.
- B7.04 Senior personnel shall have the preference to work on the first five **(5)** consecutive days of the week within his department to the extent that it is consistent with the following conditions:
- (i) the work week may commence on a Sunday.
 - (ii) all work in excess of the standard weekly or daily hours performed after 8:00 a.m. on the sixth **(6th)** day and prior to 8:00 p.m. on the seventh **(7th)** day shall be paid for at double time the regular hourly rate of pay.
- This provision will not apply to any existing work requiring employees to work between the hours of 8:00 a.m. on the sixth **(6th)** day and 8:00 p.m. on the seventh **(7th) day**.
- B7.05 Where the Company has overtime work to be performed, such work shall be allocated to qualified personnel in the following manner:
- (a) to the senior available employees on duty, within the department where the overtime is to be performed;
 - (b) if the senior available employees on duty decline to work overtime, or are unable to perform the overtime, or if there are no employees on duty, the Company shall then allocate the overtime by seniority to the remaining employees within the bargaining unit.
- B7.06 Where the Company has extra runs, such trips shall be allocated to qualified drivers in the department in the following manner:
- (a) to the senior available driver on duty, within the department where the overtime is to be performed, except that no such driver will be considered available for highway trips which would entail a complete shift totalling over twelve **(12)** hours;
 - (b) if the senior available employees on duty decline to work overtime, or are unable to perform the overtime, or if there are no employees on duty, the Company shall then allocate the overtime by seniority to the remaining employees within the bargaining unit.

- B7.07 When Paid Holidays occur within the scheduled work week, the weekly limitation after which overtime shall be paid will be reduced by the number of hours paid for Paid Holidays. All time paid for employees called in on a Paid Holiday, shall be paid at double time the regular rate, but shall not be computed as time worked for the purpose of calculating overtime after the reduced weekly limitation.
- B7.08 Under no circumstances will part-time help or students be assigned as helpers to circumvent the paying of overtime to the regular employees.
- B7.09 (a) On an established run, the driver shall be entitled to and must operate on the run every time the run operates subject to B7.09 (b) and Articles **11.04** and **11.05** hereof.
- (b) If, for any reason, the run does not materialize, the run driver is entitled to immediately exercise his seniority within his department for available additional runs. If there are not available additional runs, the run driver shall be entitled to immediately displace the most junior employee within his department. Such displaced employee shall be subject to the provisions of Article **B1.01** hereof.
- B7.10 The known Sunday night dispatch will be made available at least twenty-four (24) hours prior to the time of dispatch. No driver will be compelled to accept a dispatch on Sunday night unless he receives twenty-four (24) hours' notice and, except in an emergency, no driver will be dispatched before 10:00 p.m. Sunday night.
- Drivers wishing to book-off Sunday night must request permission to do so no later than the preceding Saturday noon.
- B7.11 When a Company requires a highway driver to make the initial hookup of the equipment and/or final unhooking and storing of equipment, such driver shall be paid at his appropriate hourly rate for all time spent performing such duties.
- B7.12 It is required by the Company and shall be the responsibility of the driver to check oil, gas, tires, windshield washer containers and water. He is also required to check lights and the tying of tarpaulin ropes and such drivers shall be paid at their appropriate hourly rate for all time spent performing such duties. **Any** defects in same shall be immediately reported to the proper authorities.

At intermediate points where a highway driver is required to switch equipment or break trailer trains, he shall be paid one quarter hour at his hourly rate for each individual drop and each individual pick-up of equipment. Equipment shall mean and include trailers and payloaders and dollies and each shall be considered as individual drops or pick-ups.

- B7.13 (a) All time payments of highway drivers shall include way freighting, terminal delays, breakdowns or other unavoidable delays, and shall be calculated at the driver's prevailing hourly wage rate. In the event of breakdowns or other, allegedly unavoidable delays such as major snowstorms occurring in areas without supervision, the Company may, at its discretion, require drivers to sign a statutory declaration having the same force and effect as a statement made under oath and by virtue of the Canada Evidence Act, setting forth the causes to the best of their knowledge and belief for such breakdowns and/or delays.
- (b) When a driver is required to find his own sleeping accommodation, the Company will reimburse him for all reasonable expenses attached thereto.
- (c) The Company agrees to provide clean and sanitary sleeping accommodations.
- (d) Transportation for laid-over highway drivers will be supplied by the Company in a Company vehicle or by adequate public transportation to and from sleeping accommodations and restaurant facilities over .8 kilometre from the Company terminal. Transportation will be supplied under .8 kilometre in inclement weather.
- For the purpose of determining the definition of "adequate", drivers will not be required to wait more than fifteen (15) minutes for public transportation, nor will they be required to walk more than .8 kilometre from the terminal to the place of public transportation or from the place of public transportation to the place of their sleeping quarters or a combination of both.
- (e) Drivers who are required to lay over and sleep away from home will be provided with the following meal allowance:
- Breakfast - \$ 6.00
 - Lunch - 10.00
 - Dinner - 15.00
- (f) Drivers suspended or discharged away from their home terminal shall receive transportation to their home terminal within a period of ten (10) hours from the time of discharge, provided they are available.
- (g) Drivers moving to a different department between annual job bids shall be placed at the bottom of the seniority lists for work preference and seniority will not apply until the next annual job bid. However, departmental seniority shall be used in the event of a reduction of the work force.

- B7.14 A driver operating on the Toronto dispatch may, no later than the previous Thursday, book four (4) Toronto trips. The "Book-Off" trips will be on the basis of seniority. No more than one (1) driver can book-off at any one time. The above is not deemed to guarantee that the number of trips booked will materialize. Drivers who booked-off are deemed to be unavailable for work.
- B7.15 Ottawa highway drivers will be dispatched on all first (1st), third (3rd), fourth (4th), sixth (6th), eighth (8th), and ninth (9th) loads to Toronto.
- B7.16 It **is** agreed between the Union and the Company, having regard for safety and the driver's health factor, that all power units will have adequate heaters, windshield wipers and washers, and defrosters installed and kept in operating condition. In extreme temperatures where heaters do not adequately heat the cab, the Company will make the necessary alterations to retain adequate heat. Windshield wipers are to be kept in proper working order at all times and cabs are to be weatherproof.
- B7.17 The Company must keep speedometers in proper working order and reasonably accurate.

ARTICLE B8 - ANNUAL JOB BIDS

- B8.01 It is agreed between the Company and the Union that, once each year, all employees must bid and may transfer to other departments within the terminal, providing they have the necessary qualifications and seniority.
- For the purpose of this Schedule, the departments are defined as Grocery, Produce and Dock.
- B8.02 The Annual Job Bid shall be held annually in the month of March. The bid will show the number of departmental openings. Each employee will be brought into the office in order of seniority to sign the bid, at which time he must sign the bid and indicate his preference. The transfer of employee(s) will be affected commencing on the first Sunday of the month of April. The results of the annual job bid will be posted for at least seven (7) days prior to the annual change and the local Union's area office concerned will be given copies when completed. The appropriate Shop Steward will have the authority to sign on behalf of any employee who is absent at the time of the annual job bid due to sickness, injury, leave of absence or vacation.
- B8.03 Employees will only be transferred if the required qualifications are approved by the Company.
- B8.04 Personnel transferring under the above conditions shall assume positions according to and maintaining their terminal seniority.

ARTICLE B9 - JOB OPENINGS

- B9.01 When openings on types of equipment occur at any time, qualified employees in the department in which the openings occur shall be given preference in accordance with their seniority. This shall not be interpreted to give an employee the right to move from one truck to another, nor to give an employee a preference to bid on a new truck, but is intended to give an employee an opportunity to progress from straight truck to tractor-trailer equipment.
- B9.02 When job openings occur in any department coming within the scope of this bargaining unit, such openings will be posted on the bulletin board for seventy-two (72) hours, Saturday, Sunday and Paid Holidays excluded, and the employees in the department affected shall have the first opportunity of bidding on such job openings and retaining their department seniority.
- B9.03 An employee shall maintain his seniority for all purposes when he transfers from one (1) department to another, as a result of being the successful applicant for a permanent job posting.
- B9.04 (a) When a replacement is required to temporarily replace employee(s) absent due to illness, accident or vacation, such replacement will be first offered to non-booked drivers from within the department where the vacancy exists, and to the remaining non-booked drivers in the Grocery department thereafter. Such employees must remain in that position **for the time required**.
- (b) When a replacement is required to temporarily replace employee(s) absent due to illness, accident or vacation in the Dock department, such replacement will be offered to the remaining non-booked drivers in the Grocery department. Such employee must remain in that position for the time required.
- (c) An employee who transfers from the Grocery department to temporarily replace an absent employee shall be placed at the bottom of the departmental seniority list for work preference only.
- (d) Where a job opening occurs within the bargaining unit and there is no successful applicant from within the bargaining unit, the vacancy must be filled by the junior qualified employee in the Grocery department.
- B9.05 Where an employee's job is eliminated and is subsequently reinstated within thirty (30) days from the date of elimination, such employee shall have the first right of refusal for his former job before the job is posted in accordance with the provisions of this Schedule.

ARTICLE B10 – HEALTH & WELFARE:

- B10.01 In addition to the benefits provided in Article 23 hereof, the Company shall pay one hundred percent (100%) of the cost of the Canada Pension Plan (CPP) on behalf of each employee within this bargaining unit.
- B10.02 The Union and the Company agree to establish positions to be considered as light duties for employee no longer capable of performing their regular duties. Such positions may be filled without regular job posting process.

ARTICLE B11 – GENERAL

- B11.01 The maximum speed limit for drivers is 95 km per hour or the posted speed limit whichever is the lesser.

ARTICLE B12 - WAGES

- B12.01

HOURLY RATES EFFECTIVE:	<u>APRIL 1/93</u>	<u>APRIL 1/94</u>
1.00	1.00	1.00
2.00	2.00	2.00
3.00	3.00	3.00
4.00	4.00	4.00
5.00	5.00	5.00
6.00	6.00	6.00
7.00	7.00	7.00
8.00	8.00	8.00
9.00	9.00	9.00
10.00	10.00	10.00
11.00	11.00	11.00
12.00	12.00	12.00
13.00	13.00	13.00
14.00	14.00	14.00
15.00	15.00	15.00
16.00	16.00	16.00
17.00	17.00	17.00
18.00	18.00	18.00
19.00	19.00	19.00
20.00	20.00	20.00
21.00	21.00	21.00
22.00	22.00	22.00
23.00	23.00	23.00
24.00	24.00	24.00
25.00	25.00	25.00
26.00	26.00	26.00
27.00	27.00	27.00
28.00	28.00	28.00
29.00	29.00	29.00
30.00	30.00	30.00
31.00	31.00	31.00
32.00	32.00	32.00
33.00	33.00	33.00
34.00	34.00	34.00
35.00	35.00	35.00
36.00	36.00	36.00
37.00	37.00	37.00
38.00	38.00	38.00
39.00	39.00	39.00
40.00	40.00	40.00
41.00	41.00	41.00
42.00	42.00	42.00
43.00	43.00	43.00
44.00	44.00	44.00
45.00	45.00	45.00
46.00	46.00	46.00
47.00	47.00	47.00
48.00	48.00	48.00
49.00	49.00	49.00
50.00	50.00	50.00
51.00	51.00	51.00
52.00	52.00	52.00
53.00	53.00	53.00
54.00	54.00	54.00
55.00	55.00	55.00
56.00	56.00	56.00
57.00	57.00	57.00
58.00	58.00	58.00
59.00	59.00	59.00
60.00	60.00	60.00
61.00	61.00	61.00
62.00	62.00	62.00
63.00	63.00	63.00
64.00	64.00	64.00
65.00	65.00	65.00
66.00	66.00	66.00
67.00	67.00	67.00
68.00	68.00	68.00
69.00	69.00	69.00
70.00	70.00	70.00
71.00	71.00	71.00
72.00	72.00	72.00
73.00	73.00	73.00
74.00	74.00	74.00
75.00	75.00	75.00
76.00	76.00	76.00
77.00	77.00	77.00
78.00	78.00	78.00
79.00	79.00	79.00
80.00	80.00	80.00
81.00	81.00	81.00
82.00	82.00	82.00
83.00	83.00	83.00
84.00	84.00	84.00
85.00	85.00	85.00
86.00	86.00	86.00
87.00	87.00	87.00
88.00	88.00	88.00
89.00	89.00	89.00
90.00	90.00	90.00
91.00	91.00	91.00
92.00	92.00	92.00
93.00	93.00	93.00
94.00	94.00	94.00
95.00	95.00	95.00
96.00	96.00	96.00
97.00	97.00	97.00
98.00	98.00	98.00
99.00	99.00	99.00
100.00	100.00	100.00

Drivers & Checkers

First 45 calendar days' employment	\$19.84	\$20.44
After 45 calendar days' employment	19.89	20.49

Dockmen

First 45 calendar days' employment	19.73	20.32
After 45 calendar days' employment	19.79	20.38

Kilometre Rates - Radius of 64 kilometres

Drivers on highway operations shall be paid kilometre rates in accordance with the following schedule:

<u>Axles</u>	<u>PATES EFFECTIVE:</u>	<u>APRIL 1/93</u>	<u>APRIL 1/94</u>
2, 3, & 4		26.10 cents/km	26.88 cents/km
5 & 6		26.24 cents/km	27.03 cents/km
7 and up		26.38 cents/km	27.17 cents/km

- B12.02 Employees working between 6:00 p.m. and 6:00 a.m. are entitled to a shift premium of fifty (50) cents per hour worked. For clarity, an employee who starts his shift prior to 6:00 p.m. will be paid the shift premium for all hours worked after 6:00 p.m. up to and including 6:00 a.m. and an employee who starts his shift after 6:00 p.m. but before 6:00 a.m. will be paid the shift premium for his entire shift even if such shift extends past 6:00 a.m..
- B12.03 Employees driving the "Shunter" shall be paid an additional premium of thirty (30) cents per hour for all hours worked on the "Shunter".

SCHEDULE C

WORKING CONDITIONS - OTTAWA PRODUCE WAREHOUSE

The parties agree that the terms of this Schedule apply exclusively to those employees within the Loeb Inc. - Ottawa Produce Warehouse bargaining unit and is not to be construed as applicable unless specifically referred to, in any manner whatsoever, to any other Schedule attached hereto. In the event of a conflict between the terms of this Collective Agreement and the terms of this Schedule, the terms of this Schedule shall prevail.

ARTICLE C1 - SENIORITY

- C1.01 Part-time and student employees will not normally be assigned to the day shift provided the Company was aware at least twenty-four (24) hours before the absence or work fluctuation occurred. Wherever possible, the Company undertakes to offer work on the day shift caused by absent full-time employees, to off-shift employees, in accordance with bargaining unit seniority, before such work is offered to part-time and student employees provided that the Company is provided with a minimum of one day's notice of such absence.

ARTICLE C2 - JOB OPENINGS

- C2.01 When a vacancy occurs within the scope of this bargaining unit, such vacancy will be posted on the bulletin board for a period of three (3) working days and eligible employees will have the right to bid for the position. The Company will notify the successful candidate within five (5) working days and the position will be filled within ten (10) working days after the expiration of the posting. In case of employees absent because of sickness or accident, the Shop Steward, after verification with the absent employee, may sign the posting on his behalf.
- C2.02 Selections to such positions shall be made on the basis of bargaining unit seniority, provided the employee has the ability and qualifications to do the job.
- C2.03 A trial period of fifteen (15) working days will be implemented and at any time during this period following his transfer to any job obtained from the job posting, an employee, due to his inability to perform the work required, may elect to return directly or may be returned directly by the Company to the job he held immediately prior to such transfer.

- C2.04 Where an employee's job is eliminated and is subsequently reinstated, the following will apply:
- a) if re-instated within 30 days - the employee must return;
 - b) if re-instated between the 31st and 90th day - the employee has first choice to return, if he chooses not to, the job will be posted;
 - c) if re-instated after 90 days, it will be posted.

ARTICLE C3 – HOURS OF WORK & OVERTIME

- C3.01 The following designated hours are not to be construed to mean a guarantee of hours to be worked.
- The normal work week shall consist of five (5) consecutive days of eight (8) hours per day or forty (40) hours per week in all departments or four (4) shifts of ten (10) hours per shift to be scheduled by mutual agreement.
- C3.02 An overtime premium of time and one-half the regular hourly rate of pay shall be paid for all hours worked in excess of the standard hours of work indicated in Article C3.01 hereof. Double time shall be paid after ten (10) hours.
- C3.03 (a) All employees (except for maintenance department) will be paid double time for any hours worked on a Saturday, Sunday, or a Paid Holiday except where the normal shift commences on a Sunday.
- (b) All employees in the maintenance department will be paid double time for hours worked on the sixth and seventh shift of their work week.
- (c) An employee reporting for work on Saturday or Sunday (sixth or seventh day for maintenance employees) will be guaranteed four (4) hours at double his straight time hourly rate.
- C3.04 It is agreed that the Company has the right to change an employee's shift provided the employee is notified no later than Thursday of the previous week for a change to take place at the beginning of the following week.
- C3.05 If the Company should see fit to institute shift changes, alter or change starting or quitting times, it is agreed that the Company and the Union will mutually agree to such shift changes before they are instituted. Agreement by the Union shall not unreasonably be withheld.

- C3.06 (a) CALL-OUT: An employee who has left the Company's premises after the end of his regular shift and is called out to work shall be paid one and one-half (1 1/2) times his regular hourly wage rate for each hour worked from the time he reported for work on Call-Out to the starting time of his next shift but, in any event, he shall be paid not less than four and one-half (4 1/2) hours at his normal straight time rate subject to Article C3.02 hereof.
- (b) REPORTING PAY: An employee who reports for work on his regular scheduled shift who has not been notified not to report for work will be guaranteed eight (8) hours' pay or ten, (10) hours' pay, as the case may be.
- (c) OVERTIME NOTICE: When an employee is requested to work overtime, the Company agrees to give the employee at least two (2) hours' notice prior to shift end. However, the Union and the employees agree to co-operate with the Company to meet the overtime requirements.
- C3.07 (a) Employees who are requested to work overtime will be advised of the length of overtime their services will be required. Employees will be paid a minimum number of hours overtime equal to the amount the employees were asked to work. However, the length of overtime requested should not be construed as being the maximum required to complete the task.
- b) When the Company requests an employee to work overtime, such overtime will be offered by the Company on a department and shift seniority basis providing the employee has the competence. Once the overtime has been offered by seniority and there are not enough volunteers, the Company will be allowed to oblige employees in reverse order of seniority, starting with the part-time employees then on the shift. Employees who are absent from work for any reason will be considered not available for overtime.
- C3.08 Employees may be required to work **up** to two (2) hours per day in excess of the standard hours of work as indicated in Article C3.01 hereof. Any hours worked beyond four (4) hours per week will be on a voluntary basis. This limit does not apply for Saturday work on maintenance, inventory-taking or if the employee has reported for work on Saturday and/or Sunday.
- C3.09 It is the intent of the Company to schedule sufficient work for inventory taking to provide employees with an equivalent of eight (8) hours pay at straight time rate. A notice will be posted on the bulletin board two weeks prior to inventory being taken.
- C3.10 When overtime work in excess of one (1) hour's duration is performed immediately following an employee's regular shift, the employee will be granted a fifteen (15) minute paid rest period at the midway point of the overtime worked. However, if the midway point exceeds two (2) hours, the paid rest period shall be granted two (2) hours after the overtime has commenced and every two (2) hours thereafter.

C3.11 Employees shall be entitled to an unpaid thirty (30) minute lunch period.

ARTICLE C4 - VACATIONS

C4.01 (a) The choice of vacation periods shall be by seniority, within the scope of this bargaining unit and the Company guarantees that all employees wishing to take their vacation during the months of June, July and August, inclusive, shall be allowed to do so providing the Company can maintain a sufficient working force to handle the work available. The Company reserves the right to include May in the above period if an increase in the work force necessitates such a change. It shall not be mandatory, however, for employees to take their vacations during this period. Employees choosing their vacation periods in other than the summer vacation period shall be allowed to do so in accordance with their seniority as outlined above. The Company will have each employee come into the Manager's office in order of seniority to sign for the time he would like for his vacation. Night shift employees transferring to days for the summer period shall book their vacation with the day shift employees. The final vacation schedule shall be posted by the Company not later than January 1st of each year. Summer vacation shall be June, July and August, inclusive.

(b) Employees eligible for vacation will be given a minimum of two (2) weeks' vacation during the period from June to August in each year.

(c) Employees will be restricted to book a maximum of two (2) weeks the first time. Once all the employees have booked the first two (2) weeks, the process will be repeated, except that the employees will then book the balance of their vacation at one time.

C4.02 An employee who is transferred from day shift to night shift will be eligible to re-book his vacation on the basis of his night shift relative seniority.

This provision will only apply to a maximum of three (3) employees.

ARTICLE C5 - HEALTH & WELFARE

C5.01 In addition to the benefits provided in Article 23 hereof, employees within this bargaining unit shall be entitled to sick leave as follows:

Upon completion of three (3) months of continuous service with the Company, each full-time employee shall be entitled to five (5) days (or 40 hours for those employees working 10 hour shifts) of paid sick leave per year. Any unused days shall be paid on or about December 15th each year.

C5.02 The Union and the Company agree to establish positions to be considered as light duties for employees no longer capable of performing their regular duties. Such positions may be filled without regular job posting process.

ARTICLE C6 - WAGES

C6.01 The Company agrees to pay and the Union agrees to accept for the term of this Agreement the following wage rates:

<u>HOURLY RATES EFFECTIVE:</u>	<u>APR 1/93</u>	<u>APR 1/94</u>
Receivers	\$19.94	\$20.54
Fork Lift	19.84	20.44
Pickers/Packers	19.79	20.38
Janitor	18.65	19.21

It is agreed that all probationary employees' rates will be ten cents (\$0.10) per hour less.

C6.02 An afternoon shift premium of seventy (70) cents per hour will be paid for shifts commencing on or after 3:00 p.m. but before 10:00 p.m. and a night shift premium of eighty (80) cents per hour will be paid for shifts commencing on or after 10:00 p.m. but before 5:00 a.m.

C6.03 The Company agrees to provide a \$7.00 meal allowance to employees working overtime in excess of three (3) hours following their regular shift. The Company also agrees to continue its established practice of providing a meal to employees working on inventory on Saturdays.

SCHEDULE D

WORKING CONDITIONS - CAPITAL CITY TRANSPORT

The parties agree that the terms of this Schedule apply exclusively to those employees within the Capital City Transport Limited bargaining unit and is not to be construed as applicable unless specifically referred to, in any manner whatsoever, to any other Schedule attached hereto. In the event of a conflict between the terms of this Collective Agreement and the terms of this Schedule, the terms of this Schedule shall prevail.

ARTICLE D1 - UNIFORMS

- D1.01 In addition to the provisions of Article 20 hereof, the Company shall supply and maintain at its cost, two (2) pairs of coveralls per week for each employee. Rainwear will be furnished to all Maintenance employees required to work outside during wet weather.

ARTICLE D2 - PASSENGERS

- D2.01 No Garage Maintenance employee shall be permitted to allow anyone except employees of the Company who are on duty or other transport drivers broken down on the highway to ride in his truck except by written authorization by the Company.

ARTICLE D3 - VACATIONS

- D3.01 The choice of vacation periods shall be by seniority in each department and the Company guarantees that all employees wishing to take their vacation during the months of June, July, August, and September shall be allowed to do so providing the Company can maintain a sufficient working force to handle the work available. It shall not be mandatory, however, for employees to take vacations during this period. Employees choosing their vacation periods in other than the summer vacation period shall be allowed to do so in accordance with their departmental seniority. The Company will have each employee come into the Manager's Office in order of seniority to sign for the time he/she would like to take for his/her vacation. The final vacation schedule shall be posted by the Company not later than April 1st of each year. Summer vacation periods shall be June, July, August, and September, inclusive.
- D3.02 Employees qualified for more than three (3) weeks vacation will be restricted to three (3) weeks during the recognized summer vacation period.

ARTICLE D4 – HEALTH & WELFARE:

D4.01 In addition to the benefits provided in Article 23 hereof, the Company shall pay one hundred percent (100%) of the cost of the Canada Pension Plan (CPP) on behalf of each employee within this bargaining unit.

ARTICLE D5 – ALLOCATION & HOURS OF WORK

D5.01 The Company shall have the authority to allocate the work to personnel having due regard to seniority and qualifications and, where qualifications are relatively equal, seniority shall be the determining factor.

D5.02 Senior personnel shall have the preference to work on the first five (5) consecutive days of the week to the extent that it is consistent with the following conditions:

(1) the work week may commence on Sunday:

(2) all work in excess of the standard weekly or daily hours performed after 8:00 a.m. on the sixth (6th) day and prior to 8:00 p.m. on the seventh (7th) day shall be paid for at double time the regular hourly rate of pay.

This provision will not apply to any existing work requiring employees to work between the hours of 8:00 a.m. on the sixth (6th) day and 8:00 p.m. on the seventh (7th) day.

D5.03 Any hours worked at the hourly rate in excess of eight (8) hours per day or forty (40) hours per week shall be paid for at the rate of time and one-half the employee's regular hourly rate and double time for hours exceeding ten (10) hours per shift.

D5.04 The normal work day shall be eight (8) hours and the normal week shall be forty (40) hours.

D5.05 Where the Company has overtime work to be performed, such work shall be allocated to qualified personnel in the following manner:

(1) to the available employees on duty who are willing to perform such work in order of seniority;

(2) if the senior available employees on duty decline to work overtime, the Company shall then allocate the available overtime to the remaining employees on duty in inverse order of seniority.

(3) When no one is available under (1) or (2), or in the event additional personnel are required, off-duty employees will be called in order of seniority, providing they are willing to perform the work. In the event senior men decline overtime available, the Company shall allocate overtime to off-duty employees in inverse order of seniority.

D5.06 (a) Employees covered by this Schedule called in for work shall be guaranteed not less than eight (8) hours' pay at their regular hourly rate of pay.

(b) All call-backs which will require employees to work over eight (8) hours in twenty-four (24) hours shall be paid for at the rate of time and one-half the employee's regular rate of pay. There shall be a minimum call-back guarantee of four (4) hours' pay and the employee shall not be required to perform any work in addition to the emergency work for which he/she was recalled.

(c) On the sixth (6th) day of operations, the Company shall assign the work available to employees in accordance with their departmental seniority, giving preference according to seniority and qualifications.

D5.07 (a) When an employee is specifically requested to work overtime, he/she will be given a coffee break not to exceed fifteen (15) minutes without loss of pay before such overtime commences and every two (2) hours thereafter.

(b) The provisions of Article D5.07 (a) hereof do not apply to Garage employees who are returning to the Company terminal after completing their regular work, even though they may be returning under overtime conditions.

D5.08 Employees shall not take more than one (1) continuous hour for meals; however, should the taking of a full continuous hour for meals cause additional waiting time, the Company may request the employee to take not less than thirty (30) minutes. No employee shall be compelled to take more than one (1) continuous hour for meals and the meal period shall be between the fourth (4th) and sixth (6th) hours.

ARTICLE D6 - JOB OPENINGS

D6.01 Where a job opening occurs within the scope of this bargaining unit, the job will go up for bid and, providing the experience, skill and efficiency of the employees bidding are relatively equal, seniority will be the determining factor.

D6.02 Where an employee's job is eliminated and is subsequently reinstated within thirty (30) days from the date of elimination, such employee shall have the first right of refusal for his former job before the job is posted in accordance with the provisions of this Schedule.

ARTICLE D7 -- WAGES

D7.01

HOURLY RATES

<u>Skilled Mechanics Class A</u>	<u>APR 1/93</u>	<u>APR 1/94</u>
First 45 days' employment	\$21.13	\$21.76
After 45 days' employment	21.31	21.95
 <u>Semi-Skilled Maintenance</u>		
First 45 days' employment	20.48	21.09
After 45 days' employment	20.65	21.27
 <u>Unskilled Maintenance</u>		
First 45 days' employment	19.82	20.41
After 45 days' employment	20.00	20.60

D7.02

Employees working between 6:00 p.m. and 6:00 a.m. are entitled to a shift premium of fifty (50) cents per hour worked. For clarity, an employee who starts his shift prior to 6:00 p.m. will be paid the shift premium for all hours worked after 6:00 p.m. up to and including 6:00 a.m. and an employee who starts his shift after 6:00 p.m. but before 6:00 a.m. will be paid the shift premium for his entire shift even if such shift extends past 6:00 a.m..

D7.03

The Company agrees to pay to all employees within this bargaining unit, who are required to provide their own tools, a tool allowance of \$5.00 per week payable twice yearly, June 30th and December 30th. Any employee severing his/her employment shall receive his/her tool allowance on a pro-rated basis.

D7.04

It is understood that the differential in wages for diesel mechanics will be a minimum of twenty (20) cents per hour in excess of his/her classification rate.

D7.05

When diesel mechanics are appointed, a notice to that effect will be posted by the Company.

SCHEDULE E
SUPPLEMENTAL UNEMPLOYMENT INSURANCE BENEFIT (SUB)

- E1.01 Effective the date of ratification of this Agreement the Company agrees to improve the Supplemental Unemployment Insurance Benefit (SUB) in the following manner:
- the Company guarantees that in the event the fund **is** reduced to \$100,000.00, the Company shall recommence contributions until the fund has reached \$200,000.00; and
 - the benefit payable shall be increased to eighty percent (80%); and
 - employees who have one (1) year of service shall **qualify** for the **SUB**.
- E2.01 The Company and the Union agree that the text of the SUB is hereby incorporated by reference with this Collective Agreement and is subject to terms and conditions of the Collective Agreement between the parties which is in effect from April 1, 1993 until March 31, 1995.

LETTER OF AGREEMENT

BETWEEN

LOEB INC.

and

CAPITAL CITY TRANSPORT LIMITED

(hereinafter referred to collectively as the "COMPANY")

AND

TEAMSTERS LOCAL UNION 91

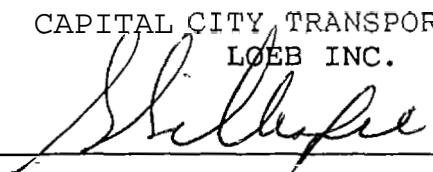
(hereinafter referred to as the "UNION")

It is agreed that if the Company sells its highway operation, the buyer will agree to offer the affected employees a permanent position for one (1) year unless the employment is terminated for just cause.

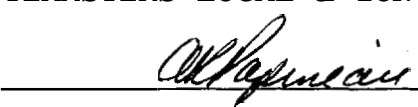
The affected employees may first utilize their options provided for in the collective agreement.

SIGNED at Ottawa, Ontario, this 31st day of August, 1993.

CAPITAL CITY TRANSPORT LTD.
LOEB INC.


Gerry Gillespie

TEAMSTERS LOCAL UNION 91


André R. Papineau

LETTER OF AGREEMENT

BETWEEN

LOEB INC.

and

CAPITAL CITY TRANSPORT LIMITED

(hereinafter referred to collectively as the "COMPANY")

AND

TEAMSTERS LOCAL UNION 91

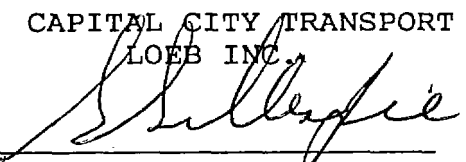
(hereinafter referred to as the "UNION")

As soon as possible following the ratification of this Agreement, the Company undertakes to conduct a study to determine the appropriate clothing that is needed for those employees working in the Produce and Dairy areas. Such clothing **shall be provided to** employees **working** in the Produce and Dairy as needed and at no cost to the employees.

SIGNED at Ottawa, Ontario, this *31st* day of *August*, 1993.

CAPITAL CITY TRANSPORT LTD.

LOEB INC.


Gerry Gillespie

TEAMSTERS LOCAL UNION 91


André R. Papineau

LETTER OF AGREEMENT

BETWEEN

LOEB INC.

and

CAPITAL CITY TRANSPORT LIMITED

(hereinafter referred to collectively as the "**COMPANY**")

AND

TEAMSTERS LOCAL UNION 91

(hereinafter referred to as the "**UNION**")

MASTER BOOKING

- GROCERY:** - bookings will be limited to A.M. delivery and P.M. delivery.
- all runs dispatched between the hours of 3 a.m. and 3:59 p.m. will be offered by seniority to the A.M. drivers only.
 - if a driver wishes to book the night before, he will be entitled to do so, with the understanding that any load that materializes after he has booked will not be offered to him and he will have no claim to them.
 - all runs dispatched between the hours of 4 p.m. and 2:59 a.m. will be offered by seniority to the P.M. drivers first, and any remaining runs will be offered to A.M. drivers who have not been dispatched.
 - if a Sunday night grocery run materializes, it will be offered by seniority to the P.M. drivers.
 - the P.M. driver who accepts such a run will automatically be considered as working a Sunday to Thursday shift and will therefore not be available for Friday night work, except if he has lost a day during the week because of lack of work. In such a case, the driver will be paid at his regular rate of pay.

- extra "PRODUCE" work on Sunday nights will be offered to A.M. GROCERY drivers. Every week, A.M. drivers willing to do such work will have to sign their name on the "availability list" at the dispatch office. Such list will only mean that the driver wants to be called and offered the work; he will be under no obligation to accept. Only the drivers whose names appear on the list will be called, others will be deemed to have said no. The list will come down at midnight Thursday evening and will be given to the produce department; no names will be added after midnight. Should there be an insufficient number of drivers willing to do the work, it will then be offered to part-time drivers. If more drivers are still required, the Company reserves the right to oblige in reverse order of seniority.

- FROZEN:**
- all runs will be booked.
 - replacement for vacations, sickness and other absences of more than one shift will be done by offering such run by seniority to the drivers of "FROZEN".
 - where possible and practicable, shorter absences will be offered by seniority, to the drivers of "FROZEN".
 - when an extra run becomes available, it will first be offered by seniority, to the drivers of "FROZEN" who have not completed their normal work week.
 - due to extra runs caused by a Monday Holiday, all runs on Tuesdays of a short week will be offered by seniority to the drivers of "FROZEN".
 - any remaining runs will then be offered to "GROCERY" drivers on the applicable shift.

- PRODUCE:**
- all runs will be booked,
 - replacement for vacations, sickness and other absences of more than one shift will be done by offering such run by seniority to the drivers in "PRODUCE".
 - where possible and practicable, shorter absences will be offered by seniority, to the drivers of "PRODUCE".
 - when an extra run becomes available, it will first be offered by seniority, to the drivers in "PRODUCE" who have not completed their normal work week.
 - due to extra runs caused by a Monday Holiday, all runs on Tuesdays of a short week will be offered by seniority to the drivers in "PRODUCE",
 - any remaining runs will then be offered to "GROCERY" drivers on the applicable shift.

SHUNTERS & SPARE SHUNTERS:

- will be booked by shift,
- replacement for vacations, sickness and other absences will be done by offering such shift by seniority to the remaining "SHUNTERS & SPARE SHUNTERS", providing that such absence is for weekly increments,
- replacement for shorter periods will be offered by seniority to the "SPARE SHUNTERS" only.

BOOKING AND DISPATCH RULES:

1. Employees who have been off work for more than 30 calendar days and do not have a definite return to work date, will not be given an opportunity to book. However, when they are cleared to return to work, they will be allowed to displace any employee with less seniority. Such displaced employee will also have the right to displace any employee with less seniority and so on.
2. If a driver refuses a dispatch, he will be considered not available for the remainder of the day.
3. If a driver knows that he will be unavailable for a period of time, he must contact the dispatcher and make him aware of such period of unavailability.
4. If a dispatcher is trying to reach a driver by telephone, he will keep trying until 2 hours and 15 minutes before the dispatch time. Failure to reach such driver by that time will result in placing him as junior man for that shift.

SIGNED at Ottawa, Ontario, this *31st* day of *August*, 1993.

CAPITAL CITY TRANSPORT LTD.
LOEB INC.


✓ Gerry Gillespie

TEAMSTERS LOCAL UNION 91


André R. Papineau

A MEMBER'S REMINDER

Applications for withdrawal cards should be made if a member is laid off, quits, is discharged, retires or is off work because of illness or injury.

**APPLICATIONS FOR WITHDRAWAL CARDS ARE
THE SOLE RESPONSIBILITY OF THE MEMBER AND
MUST BE MADE AT THE LOCAL UNION OFFICE.**

LOCAL 91 EXECUTIVE BOARD

President	–	André R. Papineau
Vice-President	–	George Perrin
Secretary-Treasurer	–	Mark Middleton
Recording Secretary	–	Basil Humphrys
Trustee	–	Norm Connors
Trustee	–	Morley Thompson
Trustee	–	Allen Burrell