

Collective Agreement

Between



**Oxford Automotive Inc.
Oxford Suspension Division**

AND



**The International Union United Automobile,
Aerospace and Agricultural Implement Workers
Of America
(UAW-CLC) Local #251**

Dated June 1, 2000 – June 1, 2004

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PREAMBLE

1. This Agreement, dated June 1, 2000, is made and entered into between OXFORD AUTOMOTIVE INC. SUSPENSION DIVISION, WALLACEBURG, ONTARIO (hereinafter called 'The Company') and the INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA, (UAW-CLC) and its Local 251, (hereinafter called "The Union").

RECOGNITION - EXCLUSIONS

2. The Company recognizes the Union for the duration of this Agreement as the sole bargaining agent for all employees in its plant in Wallaceburg, Ontario, save and except supervisors, persons above the rank of supervisors, and office staff, and it is mutually agreed and understood that the bargaining unit does not include direct representatives of management such as: superintendents, timekeepers, engineering and metallurgical personnel and nurses.

3. The Company will negotiate with the Union for the purpose of adjusting any disputes which may arise concerning wages, hours and working conditions.

4. The Union agrees that Local 251, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW-CLC) is a branch thereof, chartered by and in good standing with it, and acknowledges its responsibility to the Company for the acts of the Local, its officers, agents and representatives pertaining to this Agreement or branch thereof, as fully as though such acts were its own acts.

UNION SECURITY

5. As a condition of employment, all employees covered by this Agreement shall, at the expiration of their plant probationary period, become members of the Union, and shall remain members of the Union during the term of this

Agreement, to the extent of paying an initiation fee and the monthly membership dues uniformly required of all Union members as a condition of acquiring or retaining membership in the Union.

CHECK-OFF

6. The Company will deduct union dues, initiation fees and assessments, on a monthly basis, from any hourly rated employee who has worked or been compensated for forty (40) hours in any one (1) month, or as required by the U.A.W. constitution.

RESERVATIONS TO MANAGEMENT

7. The Union recognizes the right of the Company to operate and manage its business in all respects, except where specifically abridged, delegated or granted by this Agreement.

REPRESENTATION

8. Union shall be represented by a Shop Committee composed of not more than five (5) members, who must be on the seniority list of the plant and members of the Bargaining Unit. The five (5) members of the Shop Committee shall be assigned to the day shift. One (1) member of the Committee shall be elected plantwide as Full-time Chairperson. Committeepersons shall function as specifically provided in the Grievance Procedure.

9. The Plant will be divided into four (4) distinct geographical zones, with one (1) Committeeperson elected from each zone. The Committeeperson must work in the zone in which he is elected. Zone 1 will be the Assembly Dept. and Stress and Autophoretic Dept., Zone 2 will be the Forge and Heat Treat Departments, Zone 3 will be the Miscellaneous Department, and Zone 4 will be the Skilled Trades Area of the plant.

10. (a) Employees on the second (2nd) and the third (3rd) shift may be represented by one (1) Steward for each occupied area defined below. A Committeeperson shall function in his area as specifically provided in Step I of the Grievance Procedure. The Plant Committee shall function as specifically provided in Step II and Step III of the Grievance Procedure.

(b) Stewards area of representation on the second (2nd) and third (3rd) shift shall be Forge, Heat Treat, Assembly, Stress and Autophoretic, Miscellaneous and Skilled Trades Departments.

11. Time lost adjusting grievances during regular straight time working hours by members of the Shop Committee and Stewards in accordance with the Grievance Procedure will be paid by the Company. This applies through and including Step III of the Grievance Procedure. Overtime will be paid when requested by the Company.

12 (a) No Committeeperson or Steward may leave his work area without first obtaining permission from his supervisor. Such permission shall not be withheld.

(b) Probationary employees have the right to Union representation.

All new hires (**full** and temporary) will be given a Union orientation program before starting employment.

GRIEVANCE PROCEDURE

13. It is understood that should any difference arise between the Company or the Union or any of its employees, as to the meaning and application of any of the provisions of this Agreement, or should any local trouble of any kind arise in the plant, there shall be no interruption of operations by any employee or groups of employees for any reason whatsoever. Grievances shall be handled in the following

manner, and grievance meetings between the parties will be in accordance with the Grievance Procedure.

STEP I

14. Any employee or Union representative with a complaint shall present such complaint to his supervisor. The employee may request the supervisor to call the Steward or the Committeeperson. Such request will be granted without undue delay. If there is no steward of that area for discussion of the specific grievance, a Steward or Committeeperson shall be offered from another area of representation. If a settlement is not reached, the grievance shall be reduced in writing in triplicate on forms provided by the Company, signed by the employee and/or above representative and presented to the supervisor who will give his written answer within two (2) full working days and return the original copy to the above representative.

STEP II

15. If a settlement is not reached in Step I the grievance may be presented by a Committeeperson for appeal to the Human Resources Manager or his delegated representative. The Human Resources Manager, or his delegated representative, will provide a written answer to the grievance within two (2) full working days, or if necessary, the grievance will be discussed at a scheduled meeting with the Plant Committee. In such event, a written disposition will be given within two (2) full working days from the date of such meeting.

STEP III

16. (a) if a Settlement is not reached in Step II, the Union may request a final meeting with the Company in an attempt to resolve the dispute within ten (10) days or three (3) weeks if outside representation is required. At such meeting, the Local Committee may be accompanied by an International Representative of the Union, and/or the President of the Local Union, and the Company may have in attendance a

Representative from other than local plant management. A written disposition will be given within seven (7) working days of the date of such meeting.

(b) All policy grievances, suspension and dismissals would automatically begin at Step III of the Grievance Procedure.

(c) Failing a settlement at Step III of the grievance procedure the parties upon mutual agreement may facilitate the services of a G.S.O. in an attempt to settle the grievance prior to arbitration. The cost of the G.S.O. services shall be equally divided between the Union and the Company.

STEP IV

17. If a settlement is not reached at Step III, the Union may request that the grievance be submitted to arbitration, in which event they shall make such request in writing within five (5) working days after the disposition of Step III.

Grievances appealed to arbitration will be presented to the arbitrators hereinafter described who will act in rotation in the order that their names appear.

The following constitutes the list and the rotation of arbitrators:

1. E. Palmer
2. D. Williamson
3. P. Barton.

If in the regular rotation, an arbitrator is unable to specify a date for the arbitration hearing within a reasonable time period from the request date the grievance is submitted to him, the parties may agree to request another arbitrator in rotation to provide such a date.

When arbitration deals with work quotas or time standards, it will not be the regular rotation of arbitration. For such

grievances the parties will endeavour to agree on an arbitrator who must be qualified by training to deal with such matters. Failing agreement by the parties on an acceptable arbitrator within ten (10) calendar days of the receipt of notice, the parties shall request the Ontario Arbitration Commission to appoint an arbitrator who is technically qualified.

The arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify or amend any part of this Agreement. The arbitrator shall be empowered to make a decision in cases of alleged improper disciplinary action with discretion to modify the penalty. Each of the parties hereto shall bear one-half the expenses of the arbitrator and the share shall be paid direct to the arbitrator.

GRIEVANCE TIME LIMITS

18. Grievances not appealed from one step to another within two (2) working days through Step II, and five (5) working days between Step II and Step III, or Step III and Step IV, shall be considered as having been adjusted to the satisfaction of the employee and the Union, and shall not be eligible for further appeal. The time limits referred to above, as well as time limits referred to in the Grievance Procedure, may be extended by written mutual agreement. Grievances not answered by the Company between Step I and Step II within the required time may be appealed to the next step by the Union. Grievances not answered by the Company within the required time from Step II through Step IV shall be considered as having been resolved in favour of the employee and the Union.

19. No grievance shall be considered the alleged circumstances of which originated or occurred more than five (5) working days prior to its first presentation as a written grievance, except that any claim for back wages shall not be valid for a period prior to the date the grievance was first filed in writing, unless the circumstances of the case made it

impossible for the employee, or for the Union as the case may be, to know that he, or the Union, had grounds for such a claim prior to that date, in which case the claim shall be limited retroactively to a period of sixty (60) days prior to the date the claim was first filed in writing.

STRIKES AND STOPPAGES

20. During the continuance of this Agreement the Union agrees it will not counsel or permit its members to cause, nor will any member of the Union take part in any sit-down, stay-in, or slowdown in the plant or any curtailment of work or restriction of or interference with production of the Company, and the Union will not cause or permit its member to cause, nor will any member of the Union take part in any strike or stoppage of any of the Company's operations or picket the Company's plant or premises.

21. The Company reserves the right to discipline any employee who violates any provision of this section. The Company agrees that during the continuance of this Agreement it will not cause or sanction a lockout.

22. In the event of a strike or other interference with the Company's operations not properly authorized as herein defined, and within twenty-four (24) hours after receipt of written notice from the Company of such violation, the Union will disclaim the violation to the Company in writing and will advise the employees in violation to cease the violation and follow the terms of this Agreement.

DISCIPLINARY ACTION

23. The maintenance of responsible behaviour is essential to the satisfactory operation of the plant and the Company reserves the right to counsel for a just cause, up to and including discharge. The Company and the Union agree to continue their cooperative effort to resolve problems through counselling on an individual case basis to a point where suspension or dismissal is necessary.

An employee will be offered Union Representation in all recorded counselling or disciplinary situations. In the event an employee has required no formal counselling or disciplinary action for the same or similar offence for a period of one (1) year, or any shorter period agreed to by the parties on an individual case basis, his record will be cleared. An employee may request in writing a record clearing at any time by mutual agreement.

For any planned counselling, suspension and/or terminations involving management above the rank of supervisor, the area committeeperson or plant chairperson or his designate will be in attendance. Time involved other than regular working hours will be paid at the applicable rate, of only the in-plant time related towards the counselling (call-in pay does not apply for this article).

ACQUIRING SENIORITY

24. An employee shall be temporary and on probation until he has acquired seniority. The retention of a probationary employee shall be at the discretion of the Company and there shall be no responsibility for the re-employment of a probationary employee who is terminated for just cause.

25. (a) An employee shall acquire seniority by working forty five (45) days during a period of twelve (12) consecutive months from date of hire.

The employee's seniority date shall revert back to the original date of hire.

Those employees with the same starting date will be placed on the seniority list alphabetically.

(b) Apprentices entering into an apprenticeship program from production areas of the plant would be placed in the apprenticeship in the same order of seniority as on the production seniority list if two or more employees start the apprenticeship on the same day.

SENIORITY LISTS

26. The Company will post a plant seniority list on the main bulletin board. This list **will** be revised every three (3) months. At the time the plant list is revised, a copy of the list will be given to the Plant Chairperson.

LOSS OF SENIORITY

27. Seniority shall be forfeited if an employee:

(a) Quits;

(b) Is discharged and such discharge is not reversed through the Grievance Procedure;

(c) Is absent three (3) consecutive working days without furnishing a justifiable reason to management, unless the employee can clearly prove it was impossible to notify the Company;

(d) Fails to return to work within five (5) working days after notice of recall to work to his last address on record with the Company, unless a justifiable reason is furnished to management or the employee can clearly prove it was impossible to notify the Company;

(e) Fails to report to work on the first day following the expiration of a leave of absence unless a justifiable reason is given, or the employee can clearly prove it was impossible to notify the Company;

(f) Is laid off for a continuous period equal to the seniority he has acquired at the time of such lay off or for one (1) year whichever is longer;

(g) Is on an approved sick leave of absence for a continuous period equal to the seniority he has acquired at the time of such sick leave or for one (1) year whichever is longer. Exceptions may be made to Article 27(g) on an

individual case basis where the medical evidence indicates that an employee would be able to return to regular duties after completion of medical treatment.

UNION SENIORITY

28. The Plant Committeepersons shall head the seniority list during their term of office and shall resume their former standing on the seniority list upon termination of such office. However, this clause shall be used for layoff and recall only and shall not be used for transfer or overtime purposes. In the event overtime **is** worked and a Steward or Committeeperson is not scheduled the Union may appoint **a** Steward from the overtime crew **as** originally scheduled.

TRANSFERS AND JOB ASSIGNMENTS

29. The right to make job transfers within a wage classification and to make transfers between wage classifications is essential to the maintenance of efficiency, and is the sole responsibility of the Company. It is agreed, however, that the right to make transfers between wage classifications be subject to the following limitations:

(a) Job vacancies need not be posted in cases where the vacancy is expected **to** last for a period of forty-five (**45**) days or less, unless such period is extended by written mutual agreement. This provision cannot be used in conflict with standard job posting provisions.

(b) For other than replacement jobs, the junior employee in the department and shift able to perform the work shall be transferred plant wide and receive the higher rate or maintain his own rate of pay, whichever is greater.

(c) For replacement jobs, replacement employees will be used whenever possible. After the replacement list is exhausted these positions will be filled by offering it to the capable people by seniority. If no one accepts, it would be demanded by juniority, this is shift effected.

(d) Labour Pool employees carry department seniority but within their own group.

(e) If there are employees on layoff from the classification, department and shift where the vacancy occurs, (but still within the plant) they shall be returned by seniority, as soon as practical provided they are able to perform the work and shall receive the higher rate or maintain his/her own rate of pay, whichever is greater.

(f) The Company and the Union **will** work co-operatively to insure that all medical disqualifications and modified duties are handled in a proper and concise manner. The Company will have meetings with the employee and the Union as soon as practical in order to resolve the issues. Permanently restricted employees may apply for permanent restricted duty positions and when all other factors are equal, seniority will be the governing factor. The Union will be updated weekly of employees assigned to modified assignments.

This is with the understanding that in some instances the employee may be returned to work prior to said meeting being held.

JOB POSTING

30. When permanent job vacancies occur or new jobs are created, employees on the active seniority roll **will** be given an opportunity to bid for such jobs. All jobs posted for bid will remain posted on the bulletin boards for the three regular working days (72 hours) and will specify job classification, department, present shift arrangement and rate of job vacancy. All job postings will have a deadline time of four (4) P.M. Any job posted on the bulletin boards after four (4) P.M. will remain posted for one additional day.

31. Employees who bid must do so **in** writing to their supervisor on duplicate forms provided for that purpose. The form **will** be signed by the supervisor and the bidder. One (1)

copy will be given to the bidder as a receipt.

32. (a) An active employee may bid for a posted job vacancy. Active employee for the purpose of job posting shall mean all employees on the seniority list.

(b) Anyone off work for any reason exclusive of layoff for fifteen (15) months, their job shall be posted. If they return to work they can return to their original classification seniority permitting.

(c) Selection of an employee to the vacancy shall be based on seniority.

(d) The Company will post the names of successful job bidders on the main bulletin boards and will give a copy of the completed posting to the Chairperson.

(e) An employee may not bid for a posted classification on which he has previously experienced a disqualification unless during the period between his disqualification and the next posting of the classification, he has acquired additional skills and experience which warrant consideration.

(f) Successful bidders will be frozen from bidding for a period of six (6) months, beginning on the date following the final day of posting unless changed by mutual consent and so noted on job posting. Time limits will be voided if an employee is laid off from his classification, or is bidding to a newly established classification, or is bidding for an apprenticeship opening, or is bidding for a postable steady day job, or is bidding for a skilled trades job.

33. Once an employee is awarded a bid, he will be placed on the job as soon as reasonably possible, and his seniority shall apply to the new classification in accordance **with** the terms of this Agreement.

34. An employee awarded a bid and subsequently disqualified by the Company after a trial on the job will

displace the junior employee within the plant, excluding restricted duty jobs or other jobs assigned to accommodate employees needing consideration, and shall be open to job bidding. In the event an employee is disqualified for any other reason than above, Article 32 (f) would apply.

35. When a steady day job becomes available within a classification and department and such requirement results in the addition of another employee to that classification, the steady day job will be posted. If no additional personnel are required the senior employee presently in the classification will be offered the day job. If an employee is a successful bidder or laid off to a classification with a steady day job, that employee has the right to the steady day job seniority permitting.

36. If there are no successful bidders to a posted vacancy, the Company will fill the job with the high seniority Labour Pool person. If a vacancy still exists, the Company will be free to fill such jobs. A second posting may be done before filling from Labour Pool upon mutual agreement from both parties, in writing.

LAYOFF AND RECALL PROCEDURE

37. For purposes of seniority application with respect to layoff and recall procedure, the plant shall be divided into the following departments:

Forge
Heat Treat
Assembly
Stress and Autophoretic
Miscellaneous
Skilled Trades

LAYOFF PROCEDURE

38. In applying the layoff procedure, the Company will follow the Government Standards' requirement of notification.

(a) In the event of a reduction in force within a department, the employees with the least seniority will be removed from the classifications affected by the reduction.

(b) Employees affected by the application of paragraph (a) above will be assigned jobs, within the department, which they are capable of performing.

(c) Employees laid off from a department shall be the most junior employees within the department, unless junior employees are assigned to jobs that senior employees are not capable of performing in accordance with paragraph (b) above.

(d) Once an employee is laid off from this department, he will be eligible, seniority permitting, to displace the most junior employee working elsewhere in the plant provided he is capable of performing the work required. If he is not capable of performing the job occupied by the most junior employee, he will be assigned to the job occupied by the next most junior employee which he is capable of performing. If additional layoffs occur and other employees have been temporarily assigned to the classifications affected, plant wide seniority will govern who is removed from the classification. The same rules will apply departmentally.

(e) Training of **Laid Off** Employees:

In case of a reduction in force in-plant training will be provided to endeavour to retain the high seniority employees.

TEMPORARY LAYOFFS

39. The Company may temporarily layoff employees due to breakdown of equipment, shortage of material, temporary changes in schedules, and other holdups of like nature, and should this become necessary, the junior employee on the job classification within the department and shift affected may be laid off for a period not to exceed three (3) work days

before the Company is obligated to apply paragraph (b), (c), and (d) of the lay off procedure.

RECALL PROCEDURE

40. Recalls from permanent plant layoff will be handled in the following manner. When an opening occurs in a specific classification an employee working in the department will first be recalled to his home classification on a seniority basis. Second, an employee laid off from the department and working elsewhere, will be recalled to the vacancy on a seniority basis, provided he is capable of performing the work. Third, an employee laid off from active employment, will be recalled to the vacancy on a seniority basis, provided he is capable of performing the work.

(a) Employees who have telephones will be called by telephone. The Company will record the time, date and person receiving the call.

(b) Employees without a telephone will be notified of their return to work by registered mail.

(c) Employees shall notify the Company of any change of address and/or phone number within five (5) days, either by registered mail, or in person, at the Human Resources office, when they shall secure a receipt. An employee who does not return to work when called, due to this failure to comply with this section, shall forfeit his right to recall until an opening occurs, after he/she first reports.

(d) Probationary employees that were laid off but not terminated for just cause will remain on the seniority list and will be recalled before any more hiring is done. These probationary employees will have recall rights for a period of one year from their original date of hire.

GENERAL

41. An employee transferred to a job outside the bargaining unit but within the Wallaceburg operation after the signing date of this Agreement shall at the end of three (3) months return to the bargaining unit only as a new hire.

42. Management personnel shall not perform work which falls within the scope of the bargaining unit, except for training or extraordinary circumstances. In the event the Union raises the issue, both parties agree to investigate and resolve the problem. If it is found that this Article has been violated, the eligible employee shall receive the appropriate redress at the applicable rate. Such redress shall be a minimum of four (4) hours.

43. The Company will provide the Union with a list of factory supervisory personnel and their general area of responsibility.

44. The Company and the Union agree that the provisions of this Agreement shall apply to all employees without regard to race, colour, creed, **sex**, national origin, marital status and/or as set out in the Ontario Human Rights Code.

45. In the event of an employee suffering a major disability, exception may be made to the seniority provisions of this Agreement in favour of such employee by agreement between the Company and the Union.

INVENTORY

46. The Company will notify the Union of its inventory staff seven (7) days in advance. Employees needed during inventory on their regular jobs will be required to work. In the event less than the full compliment is required to work in any classification the method of assignment of employees working in that classification will be to solicit volunteers by seniority and if there are not sufficient volunteers, the junior employee(s) in that classification will be required to work. In

the event Skilled Trades Helpers are required to work the method of assignment of employees working will be to solicit volunteers by seniority and if there are not sufficient volunteers, the junior employee(s) will be required to work. Beyond this group, additional employees will be offered inventory work on a voluntary basis, departmentally as needed on a seniority (including preferred seniority) basis, with the understanding that the needed number of employees by juniority, will be required to work.

47. Non-bargaining unit employees may perform any necessary inventory work.

SAFETY AND HEALTH

48. (a) It is agreed that the Occupational Health and Safety Act RSO 1990, C.O.I. as amended by S.O. 1992, C.14, S.2 hereafter referred to as the Health and Safety Act is incorporated into and forms part of this Agreement. The Company and Union agree to abide by those provisions unless this Agreement provides otherwise. Amendments to the Health and Safety Act other than those indicated above shall not be incorporated into this Agreement except upon written agreement of the parties.

(b) The Company agrees to provide training as required for the inplant Joint Health and Safety Committee members, alternates and appointed Safety Committee representative from the bargaining committee.

(c) The Joint Health and Safety Committee will be given a copy of the accident report within two (2) working days of the report being completed (including signing) and in addition the employee shall receive a copy of the W.C.B. Form 7 upon request. The Joint Health and Safety Committee will perform investigations where necessary, of all lost time accidents, property damage and near miss accidents and/or incidents in an effort to prevent their recurrence.

(d) It is recognized that there may be situations in the plant where the working environment, temperature, and humidity become extremely uncomfortable for the operators involved. During these situations, common sense will prevail, and the operators will be afforded additional relief.

49. (a) The Company agrees to provide up to one (1) pair of prescription safety glasses per year for production employees (up to two (2) pairs per year for Skilled Trades employees) if required due to change in prescription or damage incurred in the performance of their assigned work.

The Company will assume the cost of no-line bifocals.

(b) The Company agrees to establish a preferred supplier as selected by the two parties for the dispensing of prescription glasses. Any employee wishing to purchase elsewhere will be reimbursed up to a maximum of \$20.00 toward dispensing and fitting glasses upon presentation of a proper receipt.

(c) For employees that use non-prescription safety glasses, damaged safety glasses will be replaced upon presentation to the Company. For lost, stolen or misplaced non-prescription safety glasses, the Company will supply up to a maximum of two (2) pair per year per employee.

50. The Company will pay up to \$75.00 every twelve (12) months for the purchase of safety shoes for every seniority production employee. All seniority Skilled Trades employees will receive \$75.00 towards the purchase of safety shoes every eight (8) months. Payments as above will be made on presentation of their receipt.

The current practice of accrual will be continued for the term of this Agreement.

51. (a) Where the nature of the task assigned to an employee requires the use of special equipment or protective clothing, such equipment or clothing will be furnished by the

Company at no cost to the employee, provided it is not of the type normally purchased by employees for their job.

(b) Two (2) pairs of coveralls, bib aprons and/or shop coats will be supplied for all set-up and utility classifications on a one time basis only. The Company will replace/repair same when damaged/worn and maintain an adequate supply to be signed in/out.

If these coveralls, shop coats, or bib aprons are returned to the stockroom worn out they shall be replaced by the Company.

Replacement people for these same classifications will be able to draw coveralls, shop coats or bib aprons from the stockroom as required for that period of time and then returned.

(c) Damaged clothing due to extraordinary circumstances will be handled and governed by the following criteria per incident:

1. Damage must be reported immediately to determine the value of professional cleaning.
2. Employees are encouraged to wear clothing which will incur normal work wear and tear.
3. All damaged clothing will be evaluated for repair/replacement limited to fifteen dollars (\$15) per shirt, thirty-five dollars (\$35) per pants, forty dollars (\$40) per coat, ten dollars (\$10) for miscellaneous and full reimbursement of safety shoes.
4. Shop coats are provided by the Company to prohibit damage to personal clothing.
5. The Company reasonably expects shop coats to be worn during all abnormal work.
6. This Section does not preclude the present use of coveralls.

MEDICAL CLAIMS REVIEW

52. STEP 1 - If an employee objects to the Insurance Company's disposition of a claim, the objection must be filed in writing and submitted to the Human Resources Manager.

STEP 2 - The Human Resources Manager will send a copy of the filed objection to the Insurance Administrator. The Administrator **will** review the matter and reply to the employee through the Human Resources Manager.

STEP 3 - If the matter is still not resolved, a meeting will be scheduled normally within thirty (30) days, unless extended by mutual agreement, and will include the Insurance Administrator, a Union representative, and a representative of the Insurance Company who will issue a final disposition of the matter. The Union can apply for arbitration if a meeting is not held within the thirty (30) day time period.

INJURY ALLOWANCE

53. (a) In case of an injury causing lost time, which is approved by the Medical Department, the employee involved will be paid for the balance of the shift on the day of injury, at his applicable rate of pay.

(b) Any employee who sustains an industrial injury, and has returned to work and leaves work for a portion of a day to obtain prescribed treatment for the injury, approved by the Company's Medical Department or by his own physician, will be paid his applicable rate for the time lost from his scheduled work day.

BULLETIN BOARDS

54. The Plant Committee may have use of bulletin boards in the plant, one at the front designated area and one in the back designated area. It is agreed that the use by the Committee **of** such bulletin boards shall be restricted to

posting thereon of only such notices of Union activities and other Union materials which have received the approval of the Company, prior to posting. The approval of the Company will not be withheld when subject matter of all such notices is restricted to employee recreational or social activities, notices of Union meetings, or notices of results of Union elections.

CONFERENCES

55. Conferences will be held at the request of either party.

LEAVES OF ABSENCE

56. When returning from a leave of absence, the employee must contact the Human Resources Department one (1) day prior to the expiration of his formal leave in order to minimize the delay in returning to work.

57. If the employee engages in other employment while on leave of absence without receiving consent from the Company, he will be considered as having voluntarily quit and shall be so notified.

58. Requests for leaves will be processed as follows:

(a) **Industrial injury:** An industrial injury and/or occupational diseases incurred in the plant, occupational disability leave will be granted automatically and seniority will accumulate for the period of disability.

Any total temporary disability Compensation claimant would receive benefit coverage same as those on S&A to a maximum of twelve (12) months.

(b) **Sickness and Accident:** Sickness and accident leaves of absence will be granted for non-occupational sickness and accident when substantiated by satisfactory medical evidence and the employee's seniority will

accumulate in accordance with the terms of this Agreement. The Company reserves the right to request a complete physical examination by a physician selected by the Company before granting or extending the leave and before permitting the employee to return to work.

In the event there is a disagreement between the employer's physician and the employee's physician regarding the medical evidence presented at the time of return from injury or illness the question shall be submitted to a third physician selected by the two parties. The medical opinion of the third physician will be binding to both parties. The expenses of the third physician will be paid by the Company.

The Company will continue current practice of paying doctor's fees and mileage. Any Doctor's notes required by the Company will be reimbursed to a maximum of twenty dollars (\$20.00) per note.

(c) Personal Leaves: Requests for personal leaves for acceptable reasons may be made to the employee's supervisor on a form provided. Such leaves will be granted if approved by the Company.

The employee shall gain seniority for the month following the month of said leave.

Extensions may be granted for compassionate reasons.

(d) Union Leaves: A seniority employee who is elected or appointed to a full time position with the Union shall upon application in writing by the Union to the Human Resources Manager, be granted a leave of absence for one (1) year. Upon similar application by the Union made within the period of such leave, the Company will grant an extension thereof on similar terms. Upon three (3) days written notice, where possible, from the local Union leaves of absence shall be granted for up to five (5) employees for a period not to exceed ten (10) working days for purposes of attending Union

conferences and conventions. Requests in excess of the above limits to attend conferences and conventions will be reviewed by management based on operating conditions.

(e) Pregnancy Leave: Pregnancy leaves of absence will be granted in compliance with the Employment Standards Act.

(f) Parental and adoption leaves of absence will be granted in compliance with Bill C-21 UIA 57 (13) Ontario Bill 14 or as amended.

(g) Educational and Political: Educational and political leaves of absences may be granted with no Company-paid benefits and no accumulation of seniority.

PRODUCTIVITY

59. The Company agrees that in establishing the standard of a fair day's work, it will do so on the basis of fairness and equity consistent with the quality of workmanship, efficiency of operation, and the reasonable working capacities of normal operators. The Company reserves the right to alter a fair day's work standard in the event of a change in any feature of a job or job sequence. The Union shall have the right to question a fair day's work standard through the established grievance procedure.

60. The establishment of production standards and methods and means of establishing such standards are the function of management. When a finalized standard is established, upon its finalization a copy shall be given to the Union.

61. The Company and the Union recognize that job security and continuous improvement depend upon constantly improving product quality. To achieve this, the parties will encourage people to contribute their ideas for job and process improvements and the Company in turn, will review its ideas for major improvements and equipment changes

with the Union and the people who could implement these changes.

62. It is recognized and agreed by the Union that the Company is entitled to a day's work for a day's pay.

HOURS OF WORK AND OVERTIME

63. The Company shall have the right to continue present and establish future starting and quitting times and lunch periods. The Committee Chairperson shall be notified ~~two~~ (2) days in advance of such changes, after discussions with the Union. The Company will undertake to post the shift schedule for the next week by 10:00 p.m. on Wednesday.

64. The normal shift hours on three (3) continuing shifts for production and service operations shall be: 7:00 a.m. to 3:00 p.m.; 3:00 p.m. till 11:00 p.m.; 11:00 p.m. to 7:00 a.m.; with a 20-minute paid lunch period. The normal shift hours for other than three (3) shift operations will be: 7:00 a.m. to 3:30 p.m.; 3:30 p.m. to 12:00 a.m.; 10:30 p.m. to 7:00 a.m. with a 30-minute unpaid lunch period. Employees assigned to ~~two~~ (2) or three (3) shift operations will rotate every two (2) weeks. The normal three (3) shift rotation will be days to midnights to afternoons.

65. For the purpose of computing overtime pay, the normal work week will not start before 11:00 p.m. Sunday night, the normal working day is eight (8) hours and the normal working week is forty (40) hours.

VOLUNTARY OVERTIME

66. The Company and the Union recognize the need for overtime schedules beyond the normal work week for good business purposes and will work together in trust of the fact that the voluntary concept will help the needs of the employees and not impede the needs of the plant.

It is understood that this voluntary concept of overtime does

not relieve the obligations of an employee who accepts such overtime to work the full period of the scheduled overtime.

67. The right to decline overtime work may be exercised only by each employee acting separately and individually, without collusion, conspiracy, or agreement with, or the influence of, any other employee or employees of the Union. Violation by an employee(s) of this section shall subject him to discipline.

68. (a) It is further understood that in emergency situations, discussed by the parties, overtime may be required. The distribution of overtime work will continue to be in accordance with past letters of understanding between the parties unless mutually revised.

(b) If overtime changes on Friday, the eligible employees that would not have known of the change in schedule will be called and canvassed. A Union Representative will be present. It is the employees responsibility to provide the Company with their current phone number.

An employee must notify his supervisor in writing on the appropriate triplicate form on the day prior to being on vacation of his/her intent to work the overtime.

69. It is also recognized that there are unique overtime requirements in the Skilled Trades Department upon which the plant is dependent. In certain situations, certain employees may have to perform overtime work. This will be done in line with the voluntary overtime concept.

70. Time and one-half will be paid for:

(a) Time worked in excess of eight (8) hours in one (1) day.

(b) Time worked in excess of forty (40) hours in one (1) week.

(c) Time worked on Saturday.

71. Double time will be paid for:

- (a) Time worked on Sunday.
- (b) Time worked on contractual holidays.
- (c) Time worked in excess of eleven (11) hours in any one (1) work day, Monday through Friday.
- (d) Time worked in excess of eight (8) hours on Saturday.

72. If the overtime required is not scheduled by noon Thursday, those employees who refuse to work will not be charged. Those who work will be charged.

73. The Company will equalize overtime among employees within the same classification, shift and department.

Overtime will be distributed in accordance with the applicable Letter of Understanding.

74. (a) In the event an employee is overlooked in equalization, he will head the list for the next scheduled Saturday and Sunday within his/her classification, shift and department. Where an employee or his Union representative has brought the oversight to the attention of the supervisor and the employee concerned is again overlooked, the Company agrees to reimburse the employee for the time of the work period involved in the second oversight.

(b) If the supervisor is notified before the overtime is worked and does not correct it, the employee entitled to work shall be paid the same as had he worked.

REST PERIODS

75. [a]The Company will provide one (1) ten (10) minute rest period during the first half of an employee's shift, and one (1)

ten (10) minute rest period during the second half of an employee's shift. The time of such rest period shall be determined by the Company.

(b) In the event an employee is scheduled to work ninety (90) or more minutes overtime, at the end of his regular shift, he will be given one (1) ten (10) minute rest period. In addition if a scheduled break falls within his work period the employee would be entitled to said break.

NEW CLASSIFICATIONS

76. In the event the Company establishes a new classification not included in the Appendix 'A' of this Agreement, the Committee Chairperson will be notified of the assigned rate of pay and job content within fifteen (15) days of the establishment of the classification. Such assigned rate of pay shall be subject to review with the Shop Committee within thirty (30) days of notification. In the event of a dispute arising as to the rate or job write-up, it may be referred to Step III of the Grievance Procedure.

WAGES

77. (a) A list of job classifications and corresponding straight time hourly rates is attached as Appendix 'A' of this Agreement and shall become effective June 1, 2000.

(b) Effective upon first pay period after ratification, the straight time hourly rates for each classification will be increased by forty (40) cents per hour.

(c) Effective June 1, 2001, the straight time hourly rates for each classification will be increased by thirty-five (35) cents per hour.

(d) Effective June 1, 2002, the straight time hourly rates for each classification will be increased by thirty-five (35) cents per hour.

(e) Effective June 1, 2003, the straight time hourly rates

for each classification will be increased by fifty (50) cents per hour.

(f) For the purpose of student hiring (summer employment) the rate to be paid will be seventy percent (70%) of the rate posted in Appendix 'A' of the effected classification.

(g) The Company agrees to pay all employees on a weekly basis as follows:

(1) Day and Afternoon shifts on Thursdays

(2) Midnight shift on Fridays

(3) In the event of a contractual holiday falling on a Friday, cheques shall be issued one day in advance.

(h) Employees temporarily transferred shall receive the rate of their regular classification or the rate of classification to which they are transferred, whichever is higher. Employees reassigned for other than temporary transfer shall receive the rate of the job to which they are assigned. All hourly rate changes shall become effective at the start of the first full shift following the transfer.

(i) Wage Inequities

These wages to be added on to Appendix 'A' Wage & Classification Schedule:

All current Utility	\$.10 cents first year of Agreement
Industrial Millwright	\$.10 cents each year of the Agreement
(UAW Machine Repair Ticket)	
Industrial Electrician	\$.10 cents each year of the Agreement
Industrial Millwright Apprentice (Minimum)	\$.10 cents each year of the Agreement
Industrial Electrical Apprentice (Minimum)	\$.10 cents each year of the Agreement.

LEAD HAND

78. Temporary lead hands will be elected each September by the employees from amongst the group to be led. Before any lead hand could be used for more than thirty (30) days the Company and the Union will meet and discuss the extension. The extension may be granted by written mutual agreement.

There may be exceptions where the lead hands may be required for a period longer than thirty (30) days, i.e. supervisor on sick leave, vacation periods, or leaves of absences, where the temporary lead hand is used to cover this for that period of time.

REPORTING PAY

79. (a) Any employee called to work or permitted to come to work without having been properly notified that there will be no work shall receive a minimum of four (4) hours pay at the rate he would have earned had he worked. This provision shall not apply when such lack of work is due to a labour dispute, or other causes beyond the control of the Company, however the Company will endeavour to contact the employee.

(b) All employees who show up for work and are asked to stay by the Company shall be paid a minimum four (4) hours at the applicable rate.

CALL-IN PAY

80. If an employee has left the plant and is called back to take care of an emergency and such hours do not extend into his normal shift, he will receive a minimum of four (4) hours pay. Such employee will be assigned only to emergency work or other essential work on his own classification.

In the event that a portion of the emergency four (4) hours extends into his regular shift, he will be paid for such portion at the premium rate.

NIGHT SHIFT PREMIUM

81. An employee assigned to the second shift will receive thirty-three (33)cents per hour in addition to his regular rate and an employee assigned to the third shift shall receive thirty-three (33)cents per hour in addition to his regular rate.

82. For the purpose of night shift premium, any shift where the major portion of hours fall between 4:00 p.m. and 12:00 midnight, shall be considered second shift. Any shift where the major portion of hours fall between 12:00 midnight and 8:00 a.m. shall be considered third shift.

HOLIDAY PAY

83. Each employee will be paid eight (8)hours pay at his regular straight time hourly rate (exclusive of shift and overtime premium) for the following statutory holidays:

The **First Year** of the Agreement:

Canada Day	July 3, 2000
Civic Day	August 7, 2000
Labour Day	September 4, 2000
Thanksgiving Day	October 9, 2000
Christmas Shutdown	December 22, 25, 26, 27, 28, 29, 2000
	January 1,2, 2001
Heritage Day	February 19, 2001
Good Friday	April 13, 2001
Victoria Day	May 21, 2001

The **Second Year** of the Agreement:

Canada Day	July 2, 2001
Civic Day	August 6, 2001
Labour Day	September 3, 2001
Thanksgiving Day	October 8, 2001
Christmas Shutdown	December 24, 25, 26, 27, 28, 31, 2001

Heritage Day	January 1,2, 2002
Good Friday	February 18, 2002
Victoria Day	March 29, 2002
	May 20, 2002

The **Third Year** of the Agreement:

Canada Day	July 1, 2002
Civic Day	August 5, 2002
Labour Day	September 2, 2002
Thanksgiving Day	October 14, 2002
Christmas Shutdown	December 23, 24, 25, 26, 27, 30, 31, 2002
	January 1, 2003
Heritage Day	February 17, 2003
Good Friday	April 18, 2003
Victoria Day	May 19, 2003

The **Fourth Year** of the Agreement:

Canada Day	June 30, 2003
Civic Day	August 4, 2003
Labour Day	September 1, 2003
Thanksgiving Day	October 13, 2003
Christmas Shutdown	December 24, 25, 26, 29, 30, 31, 2003
	January 1,2, 2004
Heritage Day	February 16, 2004
Good Friday	April 9, 2004
Victoria Day	May 24, 2004

provided he meets all of the following eligibility requirements:

- (a) The employee must have attained seniority as of the date of the holiday.
- (b) Employees with the necessary seniority who have been laid off in reduction of force or who have gone on sick leave within twenty (20) days prior to the holiday shall receive pay for such holiday.
- (c) When **an** employee is on approved leave of absence

or had been laid off in a reduction of force, and returns to work following the holiday but during the week in which the holiday falls or the next scheduled day after the holiday, he shall be eligible for pay for that holiday.

(d) If a holiday occurs during an employee's vacation period he will be given an additional vacation day at the holiday pay rate.

VACATION PAY

84. Each employee as of June 30 will be eligible for a vacation allowance based on a percentage of his earnings including improshare from the pay period ending on the date nearest June 1 of the preceding year to the pay period ending on the date nearest to May 31, as follows:

(a) Less than one (1) year seniority as of June 30, four (4) percent of earnings. (No vacation time entitlement).

(b) One (1) but less than three (3) years seniority as of June 30, four (4) percent of earnings or eighty (80) hours pay, at his straight time hourly rate, whichever is greater (two (2) weeks vacation time).

(c) Three (3) but less than five (5) years seniority as of June 30, five (5) percent of earnings or eighty (80) hours pay at his straight time hourly rate, whichever is greater (two (2) weeks vacation time).

(d) Five (5) but less than ten (10) years seniority as of June 30, six (6) percent of earnings or one hundred and twenty (120) hours pay at his straight time hourly rate, whichever is greater (three (3) weeks vacation time).

(e) Ten (10) but less than twenty (20) years seniority as of June 30, eight (8) percent of earnings or one hundred and sixty (160) hours pay at his straight time hourly rate, whichever is greater (four (4) weeks vacation time).

(f) Twenty (20) years or over as of June 30 - ten (10) percent earnings or two hundred (200) hours pay, at his straight time hourly rate, whichever is greater (five (5) weeks vacation time).

(g) Employees with any vacation entitlement may request up to five (5) days of this entitlement on short notice (less than one (1) week) as a paid personal absence. This request must be approved by the employee's immediate supervisor. The employee will be paid for these vacation days only during the week they were taken. This amount will then be deducted from his/her year-end vacation pay entitlement. These days will be approved beginning August 15 of each year through May 31 providing there is enough vacation accrual to cover the vacation time requested.

(h) The Company will encourage all employees to take their vacation entitlement.

(i) In order to qualify for guarantee hours the employee must work or be compensated for a minimum of six hundred (600) hours.

(j) Vacation pay will be pro-rated for the purposes of income tax, CPP, and EI deductions on a weekly basis, as long as this does not conflict with the Revenue Canada policies.

85. The Company may close the plant or any part thereof for vacation purposes. The starting date and length of vacation shutdown will be posted on the bulletin boards as soon as possible in advance of the shutdown. However, if such shutdown is impractical, every reasonable effort will be made to schedule time off for vacation purposes in keeping with the employee's desire, requirements of customers and the operating conditions of the plant. In scheduling time off for such purposes, the Company will give preference to the wishes of employees in order of seniority requirements.

The Company will make every effort to schedule vacation shutdown and individual employee vacations during the months of July and August. The Company will discuss possible vacation schedule arrangements with the Union no later than April 1 of each year. Employees will have until April 15 of each year to submit vacation requests. The Company will notify the employees of the results of their requests no later than April 30 of each year.

BEREAVEMENT PAY

86. When a death occurs in his/her immediate family (current spouse) parent or step-parent, parent or step-parent of current spouse, grandparent or grandparent of current spouse, brother or step-brother, or brother or step-brother of current spouse, sister or step-sister, or sister or step-sister of current spouse, or brother-in-law, or sister-in-law, child or step-child, grandchild, an employee on request will be excused for any three (3) regularly scheduled days of work, (or fewer days as the employee may be absent) during the three (3) days (excluding Saturdays and Sundays and vacations pre-approved) or in the case of seven (7) day operations, excluding regular days off, immediately following the death providing he attends the funeral.

In the case of current spouse, child, step-child or grandchild, parent or step-parent, the employee's request will be extended for an additional two (2) days.

The requirement to attend the funeral shall be deemed to be met if the employee attends a specific memorial service, whether or not the remains of the deceased is physically present at the service. Where the employee cannot attend the funeral he/she shall upon request be granted one (1) day compassionate leave.

For the purpose of current spouse clarification, you must notify the Human Resources office as to whom your current spouse is, to qualify for bereavement benefits, otherwise the person that you are legally married to will be considered your

current spouse.

After making written application therefore the employees shall receive pay for any scheduled hours of work up to eight (8) hours per day for which he is excused (excluding Saturdays and Sundays). Payment shall be made at the employee's regular straight time hourly rate on last day worked exclusive of all premiums.

JURY DUTY AND WITNESS PAY

87. Jury duty and witness pay will be provided in accordance with the following provisions:

The Company agrees to make up the difference between the jury duty and witness pay and an employee's normal straight time pay, exclusive of the night shift premium, for straight time hours he would have worked when such an employee is called for jury duty, or has been subpoenaed in a court of law.

TECHNOLOGICAL CHANGE

88. (a) Where the Company introduces technological changes or automates its plant processes and such changes affect the content of jobs held by bargaining unit personnel, the Company agrees to fill such new or changed jobs with bargaining unit personnel and accordingly to sponsor or carry out such training as may be required to enable employees to fill such jobs.

(b) The Company is willing to explore new avenues to increased communication and to expand our employees knowledge base. To that end the Company will work with the Union to set up a workable programme to achieve the above stated goals.

GROUP INSURANCE

89. For employees actively at work on June 1, 2000, (or

upon return to work if later), life insurance will be \$23,000.00.

Accidental death and dismemberment (double indemnity) insurance coverage will take effect and be covered in the Employee's Insurance Handbook June 1, 1992, (as above).

For retirements commencing on or after June 1, 2000, the Company will provide paid-up life insurance of \$10,000.00.

Effective June 1, 2000 (or upon return to work if later), the weekly S&A benefits will be \$472.00 per week or the UIA rate then in effect whichever is greater. Thereafter, the UIA rate will be maintained as provided in paragraph 61 (c) of the Unemployment Insurance Act, and shall not fall below the current rate of \$472.00 per week or the UIA rate in effect on June 1, 2000 whichever is greater. Effective June 1, 2001 the weekly rate will be \$477.00, effective June 1, 2002 the weekly rate will be \$482.00, effective June 1, 2003 the weekly rate will be \$487.00.

LONG TERM DISABILITY PLAN

90. The Company will provide long term disability insurance for eligible continuing disability claims. The employee must exhaust S&A benefits and be wholly and continuously unable to perform any work, except for certain rehabilitation situations. The LTD benefit will be the same amount as the S&A benefit reducible by any retirement or disability benefits for which the employee is eligible and any governmental disability and/or age benefit for which the employee is eligible. Such benefit is payable until no longer eligible, or age 65, whichever occurs first.

HOSPITAL-SURGICAL-MEDICAL

91. (a) Company will provide hospital-surgical-medical benefits including the Green Shield or equivalent plan for prescription drugs in accordance with the terms and conditions of the plan in effect immediately prior to May 31,

2000, and such benefits shall remain in effect for the term of this Collective Agreement.

(b) The Company will provide Green Shield T4 Extended Health Care Plan at a 50% co-pay to employees who desire this option. There is a one time yearly enrollment. This benefit will commence on June 1, 2000.

92. Hospital and medical benefits shall be provided on the basis of ward accommodations under OHIP and supplemental unlimited semi-private accommodations under Green Shield or equivalent plan.

93. (a) The Green Shield or equivalent plan for prescription drugs sponsored by the Ontario Hospital Association, will be provided for the employee, employee's spouse, and all unmarried, unemployed children up to the age of twenty-one (21) years (35cents (\$.35) Co-pay).

(b) For employees actively at work on May 31, 2000, (or upon return to work if later), and with any dental claims commencing on or after May 31, 2000, the Company will apply the Ontario Dental Association's 1998 Fee Guide for General Practitioners ODA, Green Shield 8J or equivalent plan providing certain periodontal and endodontic services, with no maximum. Orthodontics at fifty percent (50%) with a one thousand dollars (\$1,000.00) life time maximum and dentures at fifty percent (50%) for all employees, employee spouses and dependent children under twenty-one (21) years of age.

(c) For employees actively at work on January 1, 2001, (or upon return to work, if later) and with any dental claims commencing on or after January 1, 2001, the Company will apply the Ontario Dental Association's 1999 Fee Guide for General Practitioners ODA Green Shield 8J or equivalent plan.

(d) For employees actively at work on January 1, 2002,

(or upon return to work, if later) and with any dental claims commencing on or after January 1, 2002, the Company will apply the Ontario Dental Association's 2000 Fee Guide for General Practitioners ODA Green Shield 8J or equivalent plan.

(e) For employees actively at work on January 1, 2003, (or upon return to work, if later) and with any dental claims commencing on or after January 1, 2003, the Company will apply the Ontario Dental Association's 2001 Fee Guide for General Practitioners ODA Green Shield 8J or equivalent plan.

(f) For employees actively at work on January 1, 2004, (or upon return to work, if later) and with any dental claims commencing on or after January 1, 2004, the Company will apply the Ontario Dental Association's 2002 Fee Guide for General Practitioners ODA Green Shield 8J or equivalent plan.

(g) Effective June 1, 2000, a Vision Care Programme will be provided through Green Shield or equivalent on the basis of one hundred and fifty dollars (\$150.00) maximum every eighteen (18) month period, covering each family member for the following items: lenses, frames, contact lenses. Fitting and dispensing costs to be paid for by Company. The benefit may also be used for charges incurred to repair existing glasses (frames and/or lenses). Eyeglasses must be purchased and repairs made for your use or the use of a recognized dependent. The coverage is not transferable.

Effective June 1, 2003, a Vision Care Programme will be provided through Green Shield or equivalent on the basis of one hundred and seven@-five dollars (\$175.00) maximum every eighteen (18) month period, covering each family member for the following items: lenses, frames, contact lenses. Fitting and dispensing costs to be paid for by Company. The benefit may also be used for charges incurred to repair existing glasses (frames and/or lenses). Eyeglasses must be purchased and repairs made for your use or the use

of a recognized dependent. The coverage is not transferable.

(h) Effective June 1, 2000, Out of Province coverage through Green Shield or equivalent plan will be provided for **employee, employee's spouse, and all unmarried unemployed** children up to the age of twenty-one (21) years. (This coverage will be the same as was in the Blue Cross Deluxe Travel Plan).

(i) In the case of a death of a covered employee, the Company will continue coverage for all dependents of that employee for a period of six (6) months following the month the death occurred. In the case of a death of an employee who is continuing his/her coverage on a self pay basis through the Company plan, the same opportunity will be made available for continued coverage of the employee's dependents on a self pay basis six (6) months following the month the death occurred.

(j) **Any** employee with benefit coverage under Hospital-Surgical-Medical coverage provided by the Company and who subsequently becomes ineligible for coverage while on W.S.I.B., S&A or L.T.D. will be allowed to maintain benefit coverage previously provided for by the Company on a self-pay basis at the Company group plan rate.

PAID PERSONAL SICK DAYS ,ATTENDANCE INCENTIVE

94. In order to encourage perfect attendance and provide employee's payment for short term illness not covered by S&A benefits [such as waiting days, approved sick days off] the Company will provide all regular employees with the opportunity to earn a maximum of six (6) paid personal sick days through perfect attendance.

Employees who work all available scheduled hours Monday through Friday five (5) days, forty (40) hours plus any overtime volunteered for, shall be given one-half (1/2) day credit for each month after any two (2) consecutive months that they qualify for perfect attendance and any one (1)

month thereafter.

For the purpose of qualifying as above the following are excepted:

- (a) Vacation Time Off
- (b) Jury Duty, Witness Duty
- (c) Bereavement Leave
- (d) Paid Holidays
- (e) Company Business Out of Plant
- (f) Union Leaves (other than full time)
- (g) Short Work Week - S.U.B.
- (h) **Laid Off** Full Shift or Current Practice of Injury Allowance

Each December employees that have not used up their accrued days would receive payment in lieu of days earned. This cheque would be issued the second pay period each December at the applicable S&A rate of pay.

SUPPLEMENTAL UNEMPLOYMENT BENEFITS PLAN

95. The Company agrees to continue the current supplemental unemployment benefit agreement amended to provide two (2) tiers:

1. Over one (1) year up to ten (10) years
2. Over ten (10) years.

Current funding formula to remain in effect, as outlined in the Employee Pension, S.U.B. and Insurance Handbook.

PENSION PLAN

96. The Company agrees to continue the current pension plan agreement with surviving spouse's option with changes as outlined in Employee Pension, S.U.B. and Insurance Handbook.

COST OF LIVING ALLOWANCE

97. A cost of living allowance will be determined in the manner and to the extent hereinafter set forth in accordance with changes in the Consumer Price Index published by the Dominion Bureau of Statistics (All items: 1971 equal 100). One cent (**it**) for each 0.35 movement of the index (Inoperative for the duration of the Agreement).

PREFERENTIAL HIRING

98. [a] After ratification, should there be a layoff or shutdown at either plant, the employees affected by such shutdown or layoff would be hired at the other plant, at the top rate of pay, by seniority, with full benefits, pension and vacation rights, before any hiring is done from the outside.

There would be no transfer of seniority between plants in regards to layoff or shutdown.

In case of plant shutdown the Company would maintain the employees required for the shutdown.

If the plant that remains open is in a hiring position, all employees hired from the other plant would be placed on the seniority list in the same order that they were on the seniority list of the plant they came from regardless of the date of transfer.

(b) Oxford Automotive agrees that in the event of a plant shutdown or relocation of the plant in North America, preferential consideration will be given to employees making application at new or existing locations. It will be the Company's Policy to give serious consideration to such employees since they often possess the skill and ability required.

SKILLED TRADES

99. All employees classified in the Skilled Trades

Department are subject to all the provisions of the Collective Agreement except as specifically provided in the Skilled Trades section.

(a) The Skilled Trades Department shall be composed of the following occupational groups:

Industrial Electrician
Industrial Millwright (UAW Machine Repair Ticket)

(b) The term journeyman as used in this section shall mean any person who:

- (1) is a seniority employee working within the journeyman classification as of, or prior to the effective date of this Agreement, or
- (2) has satisfactorily completed a bona fide apprenticeship of three and one-half (3 1/2) to four (4) years or eight thousand (8,000) hours, and has a certificate to substantiate his claim of such apprenticeship service or
- (3) has had eight (8) years of practical experience in a Skilled Trades classification in which he claims journeyman designation and can prove same. A U.A.W. journeyman's card will be considered as evidence of such experience.
- (4) Pertinent information of a non-confidential nature regarding this section will be made available to the Skilled Trades representative if there is any question concerning a newly hired journeyman as to his status.

(c) In the event of a reduction in force in the Skilled Trades Department, employees will be laid off from their

respective groups in accordance with the following procedure:

- (1) Skilled Trades Helpers
- (2) Probationary employees
- (3) The most junior employee within the classification
- (4) Recalls will be in the reverse order of layoff.

(d) When an emergency situation arises (eg. machinery break down) the Company may appoint helpers to work with skilled tradesmen, provided they have the ability and adaptable skills to do the job required. All time spent as a Skilled Trades Helper will not entitle the helper to qualify under Section 99(b) (3) for journey person status.

Any job task that would last for any period less than eight (8) hours, the utility classification on the job would be used with communication to the Skilled Trades representative. Any work over eight (8) hours would be discussed with the Skilled Trades representative prior to being implemented.

The Company shall provide the helper with basic tools and toolcart, which must be signed in or out.

In the event of overtime or shutdown, the Company would canvas the capable employees by hours, then seniority in the utility classification: then the Company would draw from the helpers list, by seniority, of capable employees to work with the Skilled Tradesperson, for specific job tasks such as Eyes, Rolls, Long Tapers, etc.

If one of the abilities required by the Company was welding, then the helper would have to furnish written proof (eg. testimony, certificates) or take a pre-determined practical welding test before the Skilled Trades representative and administered by capable Company official and/or accredited agency or institution.

A list of people to be used as Skilled Trades Helpers shall be posted each November for the term of the Collective Agreement.

For summer or Christmas shutdown a ratio of up to three (3) helpers may be utilized to work with a journeyman. Any ratio beyond this will be discussed with the Skilled Trades representative.

(e) Skilled Trades seniority date shall be date of entry into the Skilled Trades classification in which a person is employed. Such seniority shall not be applicable to production departments.

(f) In the event the Company establishes a new classification and it is mutually agreed that such classification is a bona fide apprenticeship trade (International U.A.W.), that classification shall be included in this section of the Agreement.

(g) When a job in a Skilled Trades classification, as listed is discontinued or eliminated the following procedure will apply. Such employee will exercise his Skilled Trades seniority for the purpose of displacing the junior employee in a Skilled Trades classification or trade for which he is qualified or shall exercise all his Company seniority in accordance with paragraph (d) of the Layoff Procedure.

(h) Should a Skilled Trades employee become medically unfit, both the Company and the Union will cooperate in endeavouring to place such an employee on a job he is capable of performing taking his total seniority with him.

(i) If it is necessary for the Company to reduce the number of Skilled Trades employees within a classification and should the Company be able to employ an employee so laid off in one of the production areas, the employee may accept such employment and shall have Seniority in the production area as of the date of entry into production, although he will continue to accumulate seniority within his

Skilled Trades classification, and will maintain his Skilled Trades rate of pay for a period of twelve (12) months.

(j) Skilled Trades representation will be given a list of overtime hours worked when requested. All hours for light up and shutdown will not be charged.

(k) Concerning outside protective clothing, a sufficient supply of ten (10) coats and ten (10) insulated coveralls will be kept in the stockroom for control to assure that no one need work outside without adequate protective clothing.

(l) Concerning gas fitting, pressure welding, hydraulics and electronics, the Company will arrange for training courses for our own Skilled Trades people in an effort to reduce the need to rely on outside people for these functions.

The Company will post any planned training and review applicants with the Skilled Trades Representative. The Skilled Trades representative will be notified well in advance of any training.

(m) At the present time, the Company is providing its own metric tools for use on metric equipment. We feel this is sufficient for the amount of metric equipment now in use. If the need should increase to where the Company finds it necessary for people to have their own metric tools, the Company will provide them.

(n) Electricians and Industrial Millwrights will **work** cooperatively in the changing of electric motors in the best interest of both parties to maintain an efficient operation of the plant.

(o) When it is required for Skilled Trades employees to work twelve (12) hours or more they would be allowed an extra twenty (20) minutes paid lunch after the completion of the first two (2) hours of overtime.

(p) Contracting Out

It has not been and never will be management's intent to displace skilled tradesmen with outside contractors, with that in mind the Company will utilize seniority journeymen employees whenever possible to perform required work.

The Company will not eliminate jobs or deprive employees of overtime by outsourcing work performed by our Skilled Tradesmen. Skilled Trades employees will be given first opportunity to fulfill the task required when the work can be performed in a timely and cost efficient manner.

The Company shall ensure Skilled Trades personnel are properly trained on any new piece of equipment and/or machine installed in the plant.

In the event of using outside contractors, the following procedure will take place:

In all cases, except where time and circumstance prevent it, the Company will hold advanced discussions and provide a form containing proper documentation to the Union, prior to contracting out work. The written notice will describe the nature, scope and approximate dates of work performed and the reason why the Company is contemplating contracting out work. Outside contractors should all have confined space training when applicable, their own coveralls and tool kits.

(q) (1) During the months of July and August, the Company will allow a minimum of six (6) Industrial Millwrights and a minimum of three (3) Industrial Electricians vacation each week.

This will be done in accordance with their standing on the Skilled Trades seniority list with the understanding that alternative means may have to be used for coverage. Skilled Trades Helpers will be given first consideration dependent upon availability and capabilities.

The Company shall endeavour to schedule individual vacation requests during July and August.

(2) Equipment in the maintenance shop is **off** limits to all employees. Those excepted would be Skilled Trades, Apprentices, and Skilled Trades Helpers.

(3) All others in the plant must first obtain permission from the Skilled Trades supervisor before utilizing any equipment in the maintenance shop.

(4) As in the past the Company shall provide janitorial coverage during all shutdowns as required. For weekend overtime janitorial services shall be asked to work as required.

(r) Temporary (and back-up) Lead Hands in the Skilled Trades Department will be elected by the shift effected and shall be paid fifty cents (\$.50) per hour above the rate he leads. Elections will be held every two years in November.

(s) An Apprenticeship Agreement is a part of this Agreement and is attached hereto as Appendix 'D'.

OUT SOURCING

100. If it is determined by the Company that out sourcing is required, the details of such action will be discussed with the in-plant Committee. There are times that new work methods are of an experimental nature which may require that work be done by out sourcing. When a practical in-house method is established, the work will be brought in-house as soon as possible.

DURATION

101. This Agreement shall continue in full force and effect until 12:01 a.m. on June 1, 2004 and thereafter unless requests for changes, modifications or cancellations are made by either party within ninety (90) days written notice.

**INTERNATIONAL UNION, UNITED AUTOMOBILE,
AEROSPACE AND AGRICULTURAL IMPLEMENT
WORKERS OF AMERICA (UAW-CLC) LOCAL NO. 251**

Arden Smith _____

Robert Brown _____

Wilfred Fields _____

Gerald Renaud _____

Charles Pollock _____

William Pollock,
President Local 251 _____

Don Caryn,
International **Rep.** U.A.W. _____

OXFORD AUTOMOTIVE INC.

Don Gillier _____

Paul Miller _____

Bill Johnston _____

APPENDIX 'A'
WAGE & CLASSIFICATION SCHEDULE

	Upon Ratification May 1, 2000	June 1, 2001	June 1, 2002	June 1, 2003
Forge Department				
Shear & Press Utility, Relief & Set-up Op.	\$18.41	\$18.76	\$19.11	\$19.61
Crane Operator	\$18.24	\$18.59	\$18.94	\$19.44
Eyeline Utility, Relief & Set-up Op.	\$18.51	\$18.86	\$19.21	\$19.71
Eyeline Set-up & Op.	\$18.31	\$18.66	\$19.01	\$19.51
154/181 Set-up, Utility, Relief & Set-up Op.	\$18.51	\$18.86	\$19.21	\$19.71
Roll & Press Utility, Relief & Set-up Op.	\$18.41	\$18.76	\$19.11	\$19.61
Long Taper Roll Utility, Relief & Set-up Op.	\$18.51	\$18.86	\$19.21	\$19.71
412 Set-up Utility, Relief & Set-up Op.	\$18.51	\$18.86	\$19.21	\$19.71
Long Taper Roll Set-up & Op.	\$18.31	\$18.66	\$19.01	\$19.51
Magazine Set-up & Op.	\$18.16	\$18.51	\$18.86	\$19.36
Heat Treat Department				
Walking Beam Loader	\$18.11	\$18.46	\$18.81	\$19.31
Draw Furnace Unloader	\$18.11	\$18.46	\$18.81	\$19.31
Heat Treat Relief & Shoot Auxilliaries	\$18.13	\$18.48	\$18.83	\$19.33
Heat Treat Utility, Relief & Set-up Op.	\$18.41	\$18.76	\$19.11	\$19.61
Aux. Line Utility, Relief & Set-up Op.	\$18.41	\$18.76	\$19.11	\$19.61
Assembly Department				
Assembly Set-up & Op.	\$18.11	\$18.46	\$18.81	\$19.31
Bulldozer Set-up & Op.	\$18.19	\$18.54	\$18.89	\$19.39
Assembly Repair Set-up Op.	\$18.11	\$18.46	\$18.81	\$19.31
Assembly Utility, Relief & Set-up Op.	\$18.31	\$18.66	\$19.01	\$19.51
Stress Peen Set-up & Op.	\$18.16	\$18.51	\$18.86	\$19.36
Stress Peen Utility, Relief & Set-up Op.	\$18.36	\$18.71	\$19.06	\$19.56
Autophoretic Set-up & Op.	\$18.11	\$18.46	\$18.81	\$19.31
Autophoretic Utility, Rel. & Set-up Op.	\$18.31	\$18.66	\$19.01	\$19.51
Miscellaneous Department				
Boneyard Operator	\$18.11	\$18.46	\$18.81	\$19.31
Material Handler	\$18.11	\$18.46	\$18.81	\$19.31
Sample Maker	\$18.41	\$18.76	\$19.11	\$19.61
Scrap Detail	\$18.11	\$18.46	\$18.81	\$19.31
Quality Auditor	\$18.36	\$18.71	\$19.06	\$19.56
Quality Coordinator	\$18.36	\$18.71	\$19.06	\$19.56
Lubricator	\$18.66	\$19.01	\$19.36	\$19.86
Janitor	\$17.86	\$18.21	\$18.56	\$19.06
Stockroom Attendant	\$18.11	\$18.46	\$18.81	\$19.31
Chairperson (20¢ above plant average or own rate (greater of Two))				

Lead Hands shall receive forty cents (40¢) per hour above the rate of the highest classification he/she leads. (If the labourer classification is established during the life of the Collective Agreement, it would be the same as the Janitor rate at the time activated with AIF included.)

Skilled Trades Department				
Industrial Millwright (UAW Machine Repair Ticket)	\$21.61	\$22.06	\$22.51	\$23.11
Industrial Electrician	\$21.66	\$22.11	\$22.56	\$23.16
Industrial Millwright Apprentice (Minimum)	\$18.36	\$18.81	\$19.26	\$19.86
Industrial Electrical Apprentice (Minimum)	\$18.41	\$18.86	\$19.31	\$19.91

Skilled Trades Helpers shall receive one dollar (\$1.00) per hour below journeyman's rate of the trade classification hours.

APPENDIX 'B'
PENSION PLAN

PAST SERVICE

Past service shall be credited to the nearest one-tenth (1/10) of a year.

FUTURE SERVICE (PART TIME)

If you have been working **two** (2) consecutive calendar years and your income exceeds \$9,275.00 or your have worked seven hundred (700) hours per year in each of the previous two (2) consecutive calendar years, you qualify to join the pension plan and become a member. You do not have to meet the earning test again as long as you remain an active employee.

FUTURE SERVICE (FULL TIME)

The employee who has seventeen hundred (1700) or more compensated hours shall be credited with a full year. If less than seventeen hundred (1700) hours, a proportionate credit will be given to the closest one tenth (1/10) of a year.

TRANSFER OF SERVICE

Effective June 1, 1989, employees currently *working* at either Wallaceburg or Chatham who acquire seniority at the other location will have their service at the location credited for pension purposes.

CREDIT TO SERVICE (SALARY)

Salary employees transferred to hourly rate jobs shall be granted credited service equal to that accumulated prior to transfer to the nearest one-tenth (1/10) of a year.

LOSS OF CREDITED SERVICE

The employee who quits, is discharged or released or who suffers a break in seniority will lose all credited service under this Plan. (Less than two (2) years service after January 1, 1987.)

PORTABILITY

If you terminate employment and are not then entitled to receive a pension commencing immediately, you may choose to transfer the entire value of your vested pension benefits out of the pension plan. You may transfer this amount:

(1) to another pension plan of your new employer if that pension plan allows transfer or

(2) to a locked in R.R.S.P. The benefit will be placed in your own R.R.S.P. until you actually commence your retirement, or

(3) to purchase an annuity from an insurance carrier.

NORMAL RETIREMENT AGE

Age sixty-five (65) shall be the normal and automatic retirement age and an employee will be eligible for a pension benefit at such age provided he has **two (2)** years of service under this Plan.

NORMAL RETIREMENT BENEFIT

Article II Section 1 (b) will be changed to read:

Employees retiring on or after June 1, 2000 shall receive \$32.00 per month for each year of credited service.

Employees retiring on or after June 1, 2001 shall receive \$33.00 per month for each year of credited service.

Employees retiring on or after June 1, 2002 shall receive \$34.00 per month for each year of credited service.

Employees retiring on or after June 1, 2003 shall receive \$35.00 per month for each year of credited service.

Effective June 1, 2000 employees who retired prior to May 31, 2000 will have their pension increased by \$1.00 per month for each year of credited service.

Effective June 1, 2002 employees who retired prior to May 31, 2000 will have their pension increased by \$1.00 per month for each year of credited service.

PENSION SUPPLEMENT

Effective June 1, 2000 a pension supplement of five dollars (\$5.00) per month per year of service will be available to employees between the ages of sixty-two (62) and sixty-five (65) with twenty (20) years seniority.

This supplement will not be reduced by any C.P.P. benefit a qualified employee is eligible for.

EARLY RETIREMENT BENEFITS

If you are at least sixty (60) years old and have completed ten (10) or more years of credited service, you are eligible to retire early and receive an early retirement pension.

If you retire early, you may elect to receive either an unreduced pension deferred to any date after you reach age sixty-two (62) or immediate pension reduced actuarially to reflect the fact that you will receive benefits prior to age sixty-two (62).

PERMANENT AND TOTAL DISABILITY RETIREMENT

If you become totally and permanently disabled before retiring, and if you have completed ten (10) years of credited

service under Plan PP, you will be entitled to retire with a disability pension. This pension will be equal to your accrued pension up to the date of your retirement with no reduction for early payment.

If you are not eligible to receive old age or disability benefits under any federal or provincial programme, you will also be entitled to a monthly temporary pension equal to \$10.00 for each year of credited service, up to a maximum of \$250.00. Temporary pension payments will cease when you either reach the age of sixty-five (65) or become eligible for federal or provincial old age or disability benefits, whichever is earlier.

VESTING

Your benefits are subject to two vesting rules:

(1) If you have completed ten (10) years of credited service, you are vested in those benefits earned up to January 1, 1987.

(2) If you have been a member of Pension Plan PP for at least two (2) years, you are vested in those benefits earned on and after January 1, 1987.

PRE-RETIREMENT DEATH BENEFITS

If you should die while you are an active employee, your beneficiary may be entitled to receive benefits from the Plan.

The type and amount of the benefit will depend on whether or not your beneficiary is your spouse, and your age and service at the time of your death.

If you should die after attainment of age sixty (60) and you had completed at least ten (10) years of service with the Company the following benefits will be paid:

If you have an eligible surviving spouse and you have selected the Pre-Retirement Joint and Survivor Option, your spouse will receive:

- (1) a monthly pension equal to 50% joint and survivor option based on your vested benefits earned prior to January 1, 1987, plus
- (2) the greater of
 - (a) a monthly pension equal to 50% and survivor option based on your vested benefits earned on and after January 1, 1987, or
 - (b) the value of your vested benefits earned on and after January 1, 1987, paid either as a monthly pension or in a lump sum.

If you have not elected the Pre-Retirement Joint and Survivor Option and you have an eligible surviving spouse, your spouse will receive the value of your vested benefits earned on or after January 1, 1987, paid either as a monthly pension or in a lump sum.

If you do not have an eligible spouse but you have a designated beneficiary, then your beneficiary will receive a lump sum payment equal to the value of your vested benefits earned on and after January 1, 1987.

If you should die before you attain age **sixty** (60), or before you have completed at least ten (10) years of service with the Company, the following benefits will be paid:

- (1) if you have an eligible surviving spouse, your spouse will receive the value of your vested benefits earned on and after January 1, 1987, paid either as a monthly pension or in a lump sum
- (2) if you do not have an eligible spouse but you have a designated beneficiary, your beneficiary **will** receive the value of your vested benefits earned on and after January 1, 1987, paid in a lump sum.

Regardless of your age or service with the Company, if you

should die without either an eligible spouse or a designated beneficiary, your estate will be paid a lump sum benefit equal to the value of your vested benefits earned on and after January 1, 1987.

Life Insurance off-set has been removed from the Pension Plan, effective June 1, 1997.

GROUP BENEFIT COVERAGE

Benefit coverage for all retirees excluding out-of-province, S&A, L.T.D., and A.D.&D., effective June 1, 1997.

APPENDIX 'C'
LETTERS OF UNDERSTANDING

Assembly Off-Line Jobs
Bereavement Leave
Changing Induction Coils (LongTaper)
Coveralls
Employee Assistance Programme
Employee Benefits
Flow Line Manufacturing
Improshare Programme
Lift Truck Maintenance
Light Up
Lubrication Work
Memorandum of Understanding
Overtime Procedure
Part-time and Continuing Education
Police Retention
R.R.S.P. - Payroll Deduction
Replacement Procedure
Restricted Duty Positions
Sickness and Accident
Skilled Trades Tool Allowance and Replacement
Skilled Trades Training
Skilled Trades Vacation
Smoking Cessation
Smoking Policy
Special Pension Provision
Special Retirement Provision
Student Employment
Tag System Procedure
Trading Shifts
U.A.W. Paid Education Leave
Union Office
Vacation Entitlement of Non-Credited Service
Vending Services

LETTER OF UNDERSTANDING

SUBJECT ASSEMBLY OFF-LINE JOBS

Date: June 1, 2000

The following procedure will be used when utilizing employees for off-line jobs in Assembly Department:

Off Line jobs will be those not specified by contractual language (i.e. "Spray Painting" when done off line and repacking). The procedure will be **ask** by seniority and demand by juniority (shift effected).

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

Subject: **BEREAVEMENT LEAVE**

This notice serves to confirm the discussions held at recent contract negotiations that the Company will review each incident of "step" relation bereavement leave on an individual basis for special consideration of leave and payment.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT CHANGING INDUCTION COILS (LONG TAPER)

This **is** a part of the Electrical Department's job. However, when Electricians are not available to perform this work, the Long Taper Utility person may be utilized, provided they have been properly trained for both the physical and safety aspects of the job.

It is also understood prior to the start up. the coil buss bar hook up will be checked by an Electrician.

The Long Taper Utility person shall receive one dollar (\$1.00) per hour below the Electrician's wages while performing this work.

Sincerely yours,
Don Gillier, Plant Manager

LETTER OF UNDERSTANDING

SUBJECT COVERALLS

All Skilled Trades, Apprentices and Lubricators

The Company will supply an adequate supply to fifteen (15) pair of coveralls, that shall be rented, repaired and kept clean in the Stockroom each week during the life of this Agreement.

Newly hired Skilled Tradesmen upon reaching seniority shall also fall into the regular rotation.

Apprentices from within the plant will upon date of entry fall into the regular rotation.

Apprentices from outside the plant would upon reaching seniority then fall into the regular rotation.

Lubricators would receive coveralls after a successful bid, or upon reaching seniority, and then fall into the regular rotation.

The Company will be completely responsible for renting and maintaining all coveralls.
(e.g. washing, repairing, etc.)

The Company will supply adequate locker storage facilities.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT EMPLOYEE ASSISTANCE PROGRAMME

This notice serves to confirm the discussions held at recent contract negotiations that the Company agrees to meet with the Union to establish an E.A.P. service during the tenure of this Agreement (no later than January 1, 1998).

The Company will afford S&A benefits to employees missing work because of participation in recognized treatment programmes for Alcohol or Drug abuse. While the vast majority of programmes should fall within the normal S&A period, the Company will consider extensions to the S&A period where appropriate.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.
Wallaceburg Plant

To Whom It May Concern:

SUBJECT: EMPLOYEE BENEFITS

The Company agrees to provide and maintain administration services for employee benefits outlined in the Collective Agreement as well as administration services for legislative employee benefits such as W.S.I.B., during normal office hours, during all regularly scheduled work days (Monday through Friday) at the Wallaceburg facility.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT FLOW-LINE MANUFACTURING

This letter serves to advise that at recent contract negotiations, the Company advised the Union of its plans to proceed with Product Flow-Line implementation during the lifetime of this Collective Agreement and will meet regularly with the Union for the purpose of cooperative and mutually satisfactory achievement of the transition.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT: WALLACEBURG PLANT - IMPROSHARE PROGRAMME

In response to the question regarding the duration of the current Improshare Programme at the Wallaceburg Plant raised during our recent contract negotiations, please be advised the Improshare Programme will remain inactive for the duration of this Agreement.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT LIFT TRUCK MAINTENANCE AND UP-KEEP

This notice serves to confirm the discussion held at recent contract negotiations regarding the condition of lift trucks.

Operators should be completing their daily checklists. The Company will have the checklists picked up and input into a database. The information will be promptly analyzed and distributed to the appropriate Management representative and lift truck mechanic.

Management will also make available to all supervisors, the telephone number to contact the lift truck mechanic in case of any breakdowns that may occur on a regularly scheduled shift.

The required annual lifting inspections will be performed and proper records kept.

Sincerely yours,
Don Gillier, Plant Manager

LETTER OF UNDERSTANDING

SUBJECT: LIGHT UP

It is mutually agreed between Oxford Automotive Inc., Suspension Division and U.A.W. Local 251, Wallaceburg Unit that:

The current practice paying all Skilled Trades four (4) hours pay at double time for light **up** at start of the scheduled work week shall continue for the duration of *this* Agreement.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT LUBRICATION WORK

In our recent negotiations we discussed Industrial Millwright employees doing lubrication work. Industrial Millwright employees will not be required to do lubrication work. However, this will not impede the tradesmen obligation to lubricate new or repair installations such as bearings, etc. which is a part of his normal function.

Sincerely yours,
Don Gillier, Plant Manager

MEMORANDUM OF UNDERSTANDING

As a reflection of the improved relationship between OXFORD AUTOMOTIVE INC., SUSPENSION DIVISION, WALLACEBURG, ONTARIO (hereinafter called "The Company") and the INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW-CLC) Local No. 251, (hereinafter called "The Union"), the parties agree that this Memorandum of Understanding will substitute for the non-economic provisions of the Labour Agreement on a trial basis between now and the end of the regular contract term. All economic provisions of the Labour Agreement remain in effect as written. The Union may cancel all or any part of this Memorandum on three (3) days notice in which event the regular contract language will reapply.

The purpose of this Memorandum is to:

- (1) remove what appears to be unnecessary restrictions, regimentations, and mistrusts contained in the non-economic labour contract provisions in order that
- (2) the parties can further their efforts to work together co-operatively with less reliance on a legalistic relationship and more emphasis on a responsible, mutual respect relationship.

REPRESENTATION

The Union is represented on the day shift by five (5) area Committeepersons, one (1) of whom is a full time Chairperson elected plant wide. The Committeepersons will work in their elected zones with the following breakdown:

- Zone 1 - Assembly Dept. and Stress and Autophoretic Dept.;
- Zone 2 - Forge and Heat Treat;
- Zone 3 - Miscellaneous;
- Zone 4 - Skilled Trades.

These Committeepersons and one (1) Steward, two (2) for Assembly on each late shift occupied (area defined below) shall function as explained below under "Resolution of

Problems". To provide continuity of representation, the Committeeperson and Steward will be retained on layoff situations on work they can perform.

Stewards area of representation on the second (2nd) and third (3rd) shift shall be Forge, Heat Treat, Assembly, (includes Autophoretic and Stress Peens), Miscellaneous, and Skilled Trades Departments.

RESOLUTION OF PROBLEMS

There are two basic ways the parties will attempt to resolve any problems that anse concerning employee relationships.

The first way involves general concerns, not expressed as the specific complaint of an individual employee or a few employees. These concerns may be existing problems or anticipated situations and may be brought to light by either the Company or Union. These matters will be discussed between the Company and Committee at any time with the basic objective of:

1. Investigating and understanding all relevant facts and points of view; and
2. Arriving at a mutually agreeable solution to minimize the likelihood of specific employee complaints.
3. The second (2nd) way would be through the formal grievance procedure.

PLANT HARMONY

To help further mutual respect and an adult relationship, it is recognized that each employee must respect the rights and privileges of his fellow employees and the necessity for the entire operation to achieve responsible objectives.

This approach relies upon mutual respect and self-discipline. It is basically an "adult system". There will be no so-called "corrective disciplinary steps" such as probations or warnings or disciplinary demotions. However, a suspension

may occasionally be necessary.

In the event of individual conduct disrespectful of the group, the incident will be reviewed by the supervisor with the individual and Union representative to get the pertinent facts and, if a problem does exist, counselling **will** be provided to help resolve the situation. The nature and extent of counselling will vary with the individual circumstances. The objective is to arrive at a common understanding of responsible conduct. Thereafter, the individual is entrusted to discipline himself to that common understanding. If experience shows that the individual's conduct or self-discipline cannot co-exist with the rights of the group, then the relationship will be discontinued. This process is subject, of course, to Union review, representation and involvement at any time.

SENIORITY

Layoffs and Recalls:

The parties may wish to explore alternative ways to respond to losses in business including voluntary layoffs, work sharing, or any variety of ways for reducing hours. If no agreement or alternative appears suitable for the particular circumstances, the Layoff Procedure in the Collective Agreement shall apply.

GENERAL PROVISIONS

(1) The Company, at its will, may at any time invite representative(s) of the Union to attend typically managerial conferences – either as observers or participants.

(2) The Union, at its will may at any time invite representative(s) of the Company to attend typically Union conferences – either as observers or participants.

(3) The Company and the Union will provide each other information *to* assure that this Agreement is being well implemented, such as seniority lists, Union representative lists, successful bidder lists and the like.

LETTER OF UNDERSTANDING - OVERTIME PROCEDURE

Method of Soliciting for Overtime

1. (a) The eligible employee(s) shall be those with the least number of overtime hours in the classification, department and shift effected capable of performing the work (including weekend overtime).

(b) For replacement jobs replacement employees that have not been offered overtime shall be offered overtime by low hours and seniority, this is shift effected. If all replacement employees on the shift have been offered overtime, the overtime would be offered in accordance with the replacement procedures.

(c) In the event of crossing shifts the vacancy shall be filled by classified people before 1(b) above would be used.

2. If all hours are equal in the classification, soliciting will be done by seniority.

3. If the spread gets seventy-five (75) hours or more (minus penalty hours) in any one (1) classification the employees in that group must cross shifts (for weekend overtime only) in order to equalize and then revert back to shift effected after the spread is reduced to thirty-six (36) hours or less.

4. (a) In the case of other than routine or classified overtime work, the overtime will be solicited plant wide.

(b) If a specific area is scheduled for cleanup those employees normally assigned to that area will be offered the overtime by hours and seniority shift effected. Beyond this group the work would be offered departmentally then plant wide, shift effected by hours and seniority. This section does not apply during vacation shutdown, Christmas shutdowns or any other shutdowns.

5. In soliciting for Saturday and Sunday overtime within the same weekend, both days will be offered to the employee with

the least number of overtime hours in the classification.

Either Saturday, or Sunday, or both Saturday and Sunday may be worked, however both days will be charged against an eligible employee.

Contractual holidays will be offered in the same method as weekend overtime and those employees eligible for the weekend overtime will also be eligible for the contractual holiday overtime.

6. If the overtime required is not scheduled by noon Thursday, those employees who refuse to work will not be charged. Those who work will be charged.

7. Full time employees within a department, shift effective, will be canvassed before students within the department, shift effective. If it is necessary to canvas for overtime outside the department, full time employees, shift effective and capable will be canvassed before students, shift effective and capable.

Method of Recording Overtime

An overtime record shall be posted in each department and recorded daily by the supervisor.

1. Overtime hours shall be recorded as hours worked or solicited. (This will be paid hours.)

2. Any employee who refused to work will be charged the number of paid hours refused. (This is done by placing an "R" above the hours on the overtime sheet.)

3. No more than two (2) employees will be charged for any specific job, i.e. the employee who actually worked and one (1) employee who was eligible to work but refused.

4. Penalties for overtime abuse are as follows:

- (a) 1. Any employee who accepts weekend overtime and fails to report for any reason other than death in family or W.S.I.B. will be charged the hours accepted plus two times this amount. This will be noted with a "P" above the hours on the overtime sheet.

2. Any employee who accepts weekend overtime and cancels after the end of his Thursday shift (holiday – Wednesday) will be charged the hours accepted plus three times this amount. This will be noted with a "P" above the hours on the overtime sheet.
 - (b) Any employee who fails to complete the shift for any reason (other than death in family, S&A, W.S.I.B. or sent home due to lack of work) will be charged the number of paid hours scheduled plus two times the number of paid hours not worked. This will be noted as in paragraph 4(a) above.
 - (c) Any employee who accepts daily overtime and notifies his/her supervisor of a change which results in a rejection within the last hour of his/her scheduled shift the employee will be charged hours accepted plus three times this amount. This will be noted with a "P" above the hours on the overtime sheet.
5. Employees will assume the highest number of overtime hours (minus penalty hours) within their new classification when they are:
- (a) Transferred through job posting
 - (b) Newly hired
 - (c) If everyone is laid off the first person called back to the classification would assume high hours that had been accumulated in that classification, or the department average if no hours in the classification.
6. In the case of temporary transfers (to fill the overtime scheduled) the hours of overtime worked will be charged

back to that employee's home base.

7. In the case of replacement employees, the employee would assume the highest number of hours in the classification.

8. Employees on leaves of absence, vacation, sick leave, temporary transfers, laid-off classification, compensation, etc. will upon their return, assume their previous overtime difference, i.e. if there was a five (5) hour difference with the highest when they left, they would assume the same difference upon return (minus penalty hours).

9. All overtime to be recorded and submitted to the Human Resources Department daily by the supervisor, and a copy of the master monthly overtime sheets shall be submitted to the Union Committee weekly.

10. If after accepting an overtime assignment, an employee notifies his/her supervisor of a change which results in a rejection of such overtime before the end of the shift on Thursday (holiday - Wednesday), will be charged only for the paid hours solicited and will not be charged under the overtime abuse section 4 (a) above.

11. After accepting a daily overtime assignment an employee notifies his/her supervisor of a change which results in a rejection before the last hour of his/her scheduled shift the employee would be charged for only the paid hours solicited and will not be charged under the overtime abuse section 4 [a]1 above.

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

**SUBJECT PART-TIME AND CONTINUING
 EDUCATION SCHEDULING**

This notice serves to confirm the discussions held at recent contract negotiations that the Company will continue its current practice of accommodating employees taking part-time and continuing education by:

1. Make every effort to make their own shift change.
2. If unsuccessful above, applying to the Shift Co-ordinator and/or Human Resources for permission to change their scheduled shift.

It is understood that the above must be done in advance and is for approved educational programs only.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT POLICE RETENTION

In **our** recent negotiations, the Company said it would continue its cooperation with the Police Retention Program, which enables people confined in less serious offences to meet their obligations to their employer in order to not automatically forfeit seniority in accordance with Paragraph 27 (c).

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT R.R.S.P. PAYROLL DEDUCTION

The Company will provide payroll deduction services for employees who elect to register their own private R.R.S.P. The financial institutions will be jointly designated by Company and Union.

Sincerely yours,
Don Gillter, Plant Manager

**LETTER OF UNDERSTANDING
- REPLACEMENT PROCEDURE**

The following rules apply for the selection and use of replacement positions.

FORGE DEPARTMENT

Crane Operator

- 1) Shear & Press Utility, Relief & Set-up Op.
- 2) Department wide by seniority, those capable, shift effected (excluding 412, Eyeline Utility, 154/181 Utility, L. T. Utility]

Long Taper Set-up, Utility, & Relief

- 1) 412 Utility laid off at time, shift effected would be used before replacements
- 2) Long Taper Set-up & Operate
- 3) Department wide

Long Taper Set-up & Op.

- 1) Eyeline Set-up & Op., Shear & Press Utility

Eyeline Set-up, Utility & Relief

- 1) 154/181 Set-up & Op. laid off at time, shift effected - would be used before replacements
- 2) Eyeline Set-up & Op.

412 Set-up, Utility, Relief & Set-up Op.

- 1) Long Taper Roll Set-up, Utility & Relief laid off at time, shift effected - would be used before replacements
- 2) Long Taper Roll Set-up & Op.

154/181 Set-up, Utility, Relief & Set-up Op.

- 1) Eyeline Set-up, Utility & Relief laid off at time, shift effected - would be used before replacements

2) Eyeline Set-up & Op.

HEAT TREAT DEPARTMENT

H. T. Relief & Shoot Aux. 1) Any Utility laid off at the time within the dept.- would be used before replacements
2) Walking Beam Loader, Draw Furnace Unloader

H. T. Utility, Relief & Set-up Op.

1) Any Utility laid off at the time within the dept., shift effected - would be used before replacements
2) Walking Beam Loader, Draw Furnace Unloader, H. T. Relief & Shoot Aux.

Aux. Line Utility, Relief & Set-up Op.

1) Any Utility laid off at the time within the department shift effected - would be used before replacements
2) Walking Beam Loader, Draw Furnace Unloader, H. T. Relief & Shoot Aux.

ASSEMBLY DEPARTMENT

Assembly Repair Set-up & Op.

1) Assembly Set-up & Op., shift effected

Bulldozer Set-up & Op.

1) Assembly Set-up & Op., shift effected

Assembly Utility, Relief & Set-up Op.

1) Bulldozer Set-up & Op., Assembly Set-up & Op., Assembly Repair Set-up & Op., shift effected

Stress Peen Set-up, Utility & Relief
1)Stress Peen Set-up & Op

Autophoretic Utility, Set-up & Op.
1) Autophoretic Set-up & Op.,
shift effected

MISCELLANEOUS DEPARTMENT

Lubricator 1)Miscellaneous Department
wide
2)Plant wide, people capable

Sample Maker 1)Miscellaneous Department
wide
2) Plant wide, people capable

Material Handler 1)Plant wide, capable and
available, shift effected
(excluding Utility classifications)

Boneyard Operator 1)Material Handlers
2) Assembly Department
(excluding utility)

Scrap Detail 1)Material Handlers

Stockroom Attendant 1)Miscellaneous Department,
capable and available
2)Plant wide, shift effected
(excluding Utility
Classifications, Sample Maker,
Quality Auditor)

Quality Auditor 1)Miscellaneous
Department
2) Capable and available plant
wide, shift effected (excluding
Utility classifications)

RULES FOR REPLACEMENT PROCEDURE:

1. After the replacement list is exhausted you ask by seniority and demand by juniority those employees capable of performing the classification he/she is replacing. (This is shift effected.)
2. For steady days, replacement employees will be solicited by seniority for a period of greater than one week.
3. No more than one replacement position will be allowed per employee.
4. Replacements shall be canvassed as required.
5. An employee making any permanent shift change forfeits his replacement posting.
6. Replacement postings to be posted annually.
7. No disqualifications are allowed, unless disqualified by the Company or for medical reasons as confirmed by Company review.
8. Any employee in need of training to perform their replacement job, will be trained as soon as reasonably possible within receiving their replacement posting.

June 1, 2000

Local 251 UAW -CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT: RESTRICTED DUTY

This notice serves to confirm the understanding reached at recent contract negotiations that the Company will create restricted duty positions of one (1) Paint Reclaim Operator, one (1) Caretaker and at least one (1) Information Systems Recorder to be administered by the language under Article 29 (f) for permanently restricted duty employees.

Employees rate would be maintained at their last posted position.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

SUBJECT: SICKNESS AND ACCIDENT

During our recent negotiations, it was agreed that should an employee not receive Sickness and Accident benefits within two (2) weeks from application, the Company will advance the employee 90% of benefits, provided they sign the proper release to reimburse the Company.

For uncontested W.S.I.B. claims benefits not received within two (2) weeks from application, the Company will advance the employee 90% of benefits, provided they sign the proper release to reimburse the Company.

The Company agrees to allow employees to file for S&A benefits while their W.S.I.B. claim is being disputed.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

To Whom It **May** Concern:

**SUBJECT: SKILLED TRADES TOOL
ALLOWANCE/REPLACEMENT**

Industrial Millwrights and Electricians will be allowed on a semi-annual basis to purchase tools through the Company. A maximum per installment will be \$200.00 with three (3) payroll deductions. [Over the year a total of six (6) payroll deductions (\$400.00)]. Any employee wishing to pay cash under this plan may do so.

The Company recognizes there may be legitimate situations which may occur when the above time and dollar limitation are inappropriate. In those instances, the Company will continue to evaluate such requests based on circumstances.

The Company will replace any broken or stolen tools incurred by the Skilled Tradesmen in the normal line of duty at Oxford.

Over the life-time of this Agreement, each Skilled Tradesperson will receive a three hundred (\$300.00) tool allowance, effective September 1, 2000. Newly-hired journeypersons will, upon obtaining seniority become eligible for this tool allowance.

Apprentices, on completion of their Certificate of Qualification, will become eligible for this tool allowance.

Sincerely yours,
Don Gillier, Plant Manager

LETTER OF UNDERSTANDING

SUBJECT: SKILLED TRADES TRAINING

This notice serves to confirm the discussion held at recent contract renegotiations that the Company plans to continue offering training, both in-house and off-site, for its Skilled Trades employees.

The Company will post any planned training and review applicants **with** the Skilled Trades Representative. The Skilled Trades Representative will be notified well in advance of any training.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT: SKILLED TRADES VACATION

This notice serves to confirm the discussions held at recent contract negotiations whereby the Company advised the Union it will continue the practice of reviewing Skilled Trades vacation applications in excess of Article 99(q)(1) provisions for 6 and 3 respectively and will not arbitrarily deny such requests.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT SMOKING CESSATION

For any employee who is interested in seeking assistance to quit smoking, the Company will reimburse the employee **fifty** percent (50%) of the cost of **a** successful, recognized cessation programme up to a maximum **of** one hundred dollars (\$100.00) per employee upon graduation.

Sincerely yours,
Don Gillier, Plant Manager

LETTER OF UNDERSTANDING

SUBJECT: SMOKING POLICY

While it is Company policy to not allow smoking on Company property, the Company agrees to continue current practice of providing outside covered smoking areas north of the employee entrance, south of the rear employee entrance and the outside of the Autophoretic overhead doors. In addition three (3) enclosed smoking areas will be provided by the Company for employees to be used during incimate weather. These will be incorporated into the current smoking areas.

Smoking **is** allowed on Company property in these areas only and when **on** scheduled shifts during assigned break periods only.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

June 1, 2000

Local 251 UAW - CLC
Oxford Automotive Inc.

To Whom It May Concern:

SUBJECT SPECIAL PENSION PROVISION

This notice serves to confirm the understanding reached at recent contract negotiations to continue, for the duration of the Agreement, pension entitlement for William Pollock.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW- CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT: **SPECIAL RETIREMENT PROVISION**

This notice serves to confirm the understanding reached at recent contract renegotiations to provide, for the duration of the Agreement, a one-time \$2000.00 payment (RRSP or otherwise) for employees retiring (must be age 58 or older).

Sincerely yours,
Don Gillier, Plant Manager

MEMORANDUM OF AGREEMENT

SUBJECT: STUDENT EMPLOYMENT

It is mutually agreed between Oxford Automotive Inc., and U.A.W. Local 251, Oxford Unit that:

Students hired for summer employment, or during their school break, will not be eligible to qualify for seniority status. Students wishing seniority status may do so by application for permanent employment.

The Company agrees that no student will be hired at the Oxford Wallaceburg plant if there are any probationary employees laid off.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

LETTER OF UNDERSTANDING

SUBJECT: TAG SYSTEM

Suggested Guidelines:

(1) All employees involved in the Tag System would be placed in individual groups of two (2) or three (3) within their own classification. This would be a work exchange within the individual group.

(2) No employee is to be allowed to work over twelve (12) hours.

(3) You must be relieved before leaving work station. When relieved you may punch out and go home still receiving pay for eight (8) hours.

(4) **Any** tagging in excess of ten (10) minutes either early or late must be pre-arranged with your group and the supervisor notified.

(5) If you come in early and the employee you are tagging has been transferred out of classification to another job, you would take their place wherever and finish out the shift.

(6) Any employee that moves into a classification during the duration of his shift that involves a tag still maintains his regular stop time.

Any employee that is temporarily transferred into a classification before his normal start time may leave at the end of his shift once he/she has eight (8) hours on his/her time card, and has been relieved by his/her tag.

(7) There will not be any regular scheduled tags in excess of one half (1/2) hour before the employees normal start time.

Maintain current procedures.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

LETTER OF UNDERSTANDING

SUBJECT TRADING SHIFTS

Employees may trade shifts on regularly scheduled, non-overtime shifts per the following procedure:

1. It is the responsibility of the two (2) employees to obtain written approval of both their supervisors on the proper form.
2. The trades are only for employees in the same scheduled classification and trades must work in the traded position, seniority permitting.
3. Trades carry their seniority but no replacement job or preferential rights are carried.
4. The Company will not arbitrarily withhold or deny trade requests.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

LETTER OF UNDERSTANDING

SUBJECT: U.A.W. PAID EDUCATION LEAVE

The Company agrees to pay into a special fund one (1) cent per hour per employee for all hours worked for the purpose of providing paid education leave. Starting June 1, 2003 the contribution will be increased to two (2) cents. Said paid education leave will be for the purpose of upgrading the employees skills in all aspects of Trade Union functions. Such monies to be paid on a quarterly basis into a trust fund established by the International Union, U.A.W. Local 251 and sent by the Company to the Education Leave Program Administration Office.

Our mailing address is:

U.A.W. Local 251
88 Elm Drive South
Wallaceburg, Ontario
N8A 5G4

The Company further agrees that members of the bargaining unit, selected by the Union to attend such courses, will be granted a leave of absence without pay for twenty (20) days of class time, plus travel time where necessary, such leave to be intermittent over a twelve (12) month period from the first day of leave. Employees on such leave of absence will continue to accrue seniority and benefits during such leave.

Sincerely yours,
Don Gillfer, Plant Manager

June 1, 2000

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT UNION OFFICE

This notice serves to confirm the discussions held at recent contract negotiations that the Company agrees to provide the Union with a proper office location furnished with computer, printer, phone [including voice mail], filing cabinets, desk and chair, and table with chairs, and fax availability (confidential) at Human Resources **by** no later than September 1, 1997.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT: **VACATION ENTITLEMENT OF
NON-CREDITED SERVICE**

This notice serves to confirm the understanding reached at recent contract negotiations that current employees will receive vacation entitlement for any previously uncredited service with Eaton Yale Ltd.

Sincerely yours,
Don Gillier, Plant Manager

June 1, 2000

Local 251 UAW-CLC
Oxford Automotive Inc.

Attention: A. Smith, Plant Chairperson

Dear Mr. Smith:

SUBJECT VENDING SERVICES

This notice serves to confirm the discussions held at recent contract negotiations that the Company will administer the pop and coffee machines in the back cafeteria and outside the front cafeteria so that any net profits (after all costs of operation) are forwarded to the Joint Social Committee, exclusive of any Company support of the annual Children's Christmas **Party**.

Sincerely yours,
Don Gillier, Plant Manager

APPENDIX 'D'

APPRENTICESHIP STANDARDS

INDEX

Article 1	Definitions
Article 2	Applications
Article 3	Apprenticeship Eligibility Requirements
Article 4	Credit for Previous Experience
Article 5	Term of Apprenticeship
Article 6	Probationary Period
Article 7	Hours of Work
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Article 10	Wages
Article 11	Related Instruction and School Attendance
Article 12	Joint Apprenticeship Committee
Article 13	Coordination of Apprentices
Article 14	Consultants
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APPENDIX 'D'

Revised and Updated June 1, 2000

APPRENTICESHIP STANDARDS

The following standards of apprenticeship covering the employment and training of apprentices in the trades included in these standards have been agreed to by Oxford Automotive Inc., Suspension Division and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, U.A.W. and its Local No. 251.

PURPOSE

The purpose of these standards is to make certain that proper care is exercised in the selection of apprentices and that the methods of training are uniform and sound, with the result that they will be equipped for profitable employment, and to further the assurance to the Company of proficient journeymen at the conclusion of the training period.

Representing the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Skilled Trades Department.

THESE STANDARDS OF APPRENTICESHIP ARE TO BE UNDER THE SUPERVISION OF A JOINT APPRENTICESHIP COMMITTEE.

FOR THE UNION

Arden Smith _____

Robert Brown _____

Charles Pollock _____

Gerald Renaud _____

Wilfred Fields _____

William Pollock _____

Don Caryn _____

FOR THE COMPANY

Bill Johnston _____

Don Gillier _____

Paul Miller _____

Robert Huson _____

**CONSULTANTS: Representing the Ministry of
Colleges and Universities**

**Representing the International Union, United
Automobile, Aerospace and Agricultural
Implement Workers of America, Skilled Trades
Department.**

ARTICLE 1 - DEFINITIONS

a) The term "Company" shall mean the duly authorized representative of Oxford Automotive Inc., Suspension Division, Wallaceburg, Ontario.

b) The term "Union" shall mean the duly authorized representatives of the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, U.A.W. and its Local Union No. 251.

c) "Registration Agency" for the apprentice as a student covering related instruction, shall mean the nearest Community College selected or the Kent County Board of Education.

d) "Apprenticeship Agreement" shall mean a written agreement between the Company and the person employed as an apprentice, and his parent or guardian (if he is a minor) which agreement shall be approved and signed by the Chairperson and Secretary of the Committee and registered with the Registration Agencies and the Local Union.

e) "Apprentice" shall mean a person engaged in learning and assisting in the trade to which he has been assigned under these standards and who is covered by a written agreement providing for this training in accordance with these standards of apprenticeship and who is registered with the Registration Agencies.

f) "Committee" shall mean the Joint Apprenticeship Committee organized under these standards.

g) "Apprentice Coordinator" shall mean the person employed by the Company or the person assigned the responsibility to perform the duties outlined in these standards of apprenticeship.

h) "Standards of Apprenticeship" shall mean this entire document, including these definitions.

i) "Journeymen" as used in ARTICLE 8 hereof, means

employees in a specific trade and shall not be construed to include journeymen employed in other trades.

ARTICLE 2 – APPLICATIONS

1. Seniority Employees (Restricted Pool)

(a) Notice of apprenticeship openings will be posted on the Company's bulletin boards as per the job posting language of the Collective Agreement.

(b) Applications for apprenticeship will be accepted by the Human Resources Department from seniority employees [employees within the bargaining unit) who consider themselves eligible under this programme of training.

(c) Employees who bid must do so in writing to their supervisor on duplicate forms provided for that purpose. The forms will be signed by the supervisor and the bidder. One (1) copy will be given to the bidder as a receipt.

(d) Applicants meeting the minimum eligibility requirements as outlined in ARTICLE 3 will be turned over to the Joint Apprenticeship Committee for approval or disapproval.

2. Outside Applicants

(a) When apprenticeship openings exceed the number of qualified seniority employees, or if there are no qualified seniority applications, the Company shall notify the local schools and public employment service by mail of the available openings, the minimum qualifications for eligibility, the closing date for application, and where to file.

(b) After a preliminary check of each application by the Human Resources Department, those meeting the minimum eligibility requirements outlined in ARTICLE 3 will be turned over to the Joint Apprenticeship Committee for approval or disapproval.

3. Standards Used for Apprentice Selection

All selections for apprenticeship from among bargaining unit applicants that qualify, as per ARTICLE 3, shall be by seniority.

**ARTICLE 3 - APPRENTICESHIP
ELIGIBILITY REQUIREMENTS**

Selection of apprentices under this programme shall be made from qualified applicants, excluding present journeymen, on the basis of qualifications and seniority alone and without regards to race, creed, colour, national origin, sex or occupationally irrelevant physical requirements. In accordance with the objective standards which permit review, after full and fair opportunity for application this programme shall be operated on a completely non-discriminatory basis.

In order to be eligible for apprenticeship under these standards, the applicant must meet the following minimum qualifications:

- (a) Applicants must be eighteen (18) years of age or older.
- (b) Must have Grade twelve (12) education or its equivalent,
- (c) All applicants for apprenticeship must successfully pass the required Apprentice Selection Test Battery. (Pass in all four (4) parts sixty-five (65) percent, non-seniority seventy (70) percent).
- (d) Exceptions to these requirements may be made by the Joint Apprenticeship Committee for applicants who have unusual qualifications which may apply to the apprenticeship.

ARTICLE 4 - CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous related experience in an apprentice training programme, or a Skilled Trades classification in any plant, may be given up to the total time required on any phase of the apprentice shop training or related training schedules. Credit for such previous experience shall be given to the apprentice at the time he has satisfactorily demonstrated that he possesses such previous experience

and is able to do the job. Related training credit shall be given to the apprentice at the time that he has demonstrated that he possessed the educational knowledge for which he is requesting credit under the related training schedule. At the time such credit is given, the apprentice's wage rate shall be correspondingly adjusted within the apprentice rate schedule based on the amount of credit given toward completion of the shop training schedule. Credit for previous related experience shall be limited to a maximum total of four thousand (4,000)hours.

ARTICLE 5 - TERM OF APPRENTICESHIP

The term of apprenticeship shall be as established by these Apprenticeship Standards in accordance with the schedule of work processes and related instruction as outlined in Appendices attached hereto.

Each phase of the scheduled hours of shop training will be considered complete if it is within (plus or minus) ten (10) percent of the figure shown in the Appendix. Not more than five (5)percent of the total time may be assigned to optional work as set forth in the Standards. Deviations from the limitations of this paragraph may be approved by the Joint Apprenticeship Committee.

ARTICLE 6 - GRACE PERIOD

The first five hundred (500)hours of employment for every apprentice shall be a grace period. During this grace period, the apprentice, if he is a seniority transferee, may elect to return to available work as per the Collective Agreement and his Apprenticeship Agreement will be cancelled by the Joint Apprenticeship Committee. In addition, if the apprentice is not suitable to Company standards, he may be returned to available work as per the Collective Agreement. The Registration Agencies shall be advised of all such cancellations, or if the employee is not suitable to Company standards.

In no event shall an apprentice acquire apprentice seniority until he has acquired seniority as a Company employee.

ARTICLE 7 - HOURS OF WORK

An apprentice shall work the same hours during the contractual work week and be subject to the same conditions as the skilled workers of his trade employed by the Company. Apprentices may work overtime hours providing that all skilled workers of that trade in that department have been given first opportunity. In case an apprentice is required to work overtime, he shall receive credit on the term of apprenticeship for only the actual hours worked.

The Joint Apprenticeship Committee may limit the hours of overtime work of an apprentice where excessive work schedules interfere with his related training.

ARTICLE 8 - RATIO

The ratio of apprentices to journeymen shall be one (1) apprentice to each eight (8) journeymen employed in a respective trade. In trades where there are less than eight (8) journeymen, one (1) apprentice may be assigned in that trade. In the Machine Trades, the number of journeymen on which to base the number of apprentices shall be the total of journeymen classified in the specific trade as:

- (a) tradesmen
- (b) operators of basic and promotional machines and/or operations.

When there are no journeymen laid off or available in a trade, the Joint Apprenticeship Committee may mutually agree to add apprentices over and above the one (1) eight (8) ratio, if acceptable to the Ministry of Colleges and Universities.

When a reduction in force occurs in a trade where apprentices are employed, apprentices first shall be laid off until the ratio of apprentices to journeymen is one (1) to eight

(8) or major fraction of eight (8). Thereafter, apprentices shall be laid off proportionately to maintain such ratio.

In the event the ratio at the time of layoff is less than one (1) apprentice to eight (8) journeymen, then the ratio existing at the time of layoff shall be maintained, based on the major fraction principle, until all journeymen in the respective trade are recalled.

The apprentices will exercise their seniority in their own group. For example, if there are four apprentices in any specific trade and a reduction in this number is required due to lack of work, the first hired shall be the last laid off and the last laid off shall be the first to be reinstated.

In the event the reduction in force is due to unusual circumstances, including, but not confined to: a transfer of or discontinuance of an operation, major technological developments, the elimination or consolidation of classifications, the discontinuance of a shift, or a drastic reduction in the level of work resulting in a heavy reduction in the skilled work force; the parties locally shall mutually agree to an acceptable layoff and recall plan as per the current Collective Agreement. Such a layoff plan may provide for reducing the ratio below one (1) to eight (8), or for laying off apprentices in a particular trade.

An employee having seniority in the plant who enters the apprentice training program, shall, during the period of his apprenticeship, retain seniority in his former seniority group and, if laid off or dismissed from the apprentice training program, he shall be returned to his former seniority group in the plant in line with such established seniority in his former seniority group.

When the work force is increased in a trade, apprentices must be recalled according to trade apprentice seniority when the journeymen increase permits the maintenance of the ratio used at the time of layoff. Thereafter, all

apprentices in a trade shall be recalled before any new journeymen shall be hired.

ARTICLE 9 - DISCIPLINE

The Committee shall have the authority to counsel an apprentice and to cancel the Apprenticeship Agreement of the apprentice at any time for cause pertaining to his apprenticeship such as:

- (a) Inability to learn
- (b) Unsatisfactory work
- (c) Lack of interest in his work or education.

Such counselling or cancellation shall not be subject to the Grievance Procedure.

This shall not limit the right of the Company to discipline an apprentice for cause for matters not related to his training as an apprentice. Such discipline by the Company shall be subject to the Grievance Procedure.

ARTICLE 10 - WAGES

Apprentices in each of the trades covered by these standards shall be paid a progressively increasing schedule of wages as follows:

- 1st 1000 hours -
not less than sixty-five (65) percent of the journeyman's wage rate.
- 2nd 1000 hours -
not less than seventy (70) percent of the journeyman's wage rate.
- 3rd 1000 hours -
not less than seventy-five (75) percent of the journeyman's wage rate.

4th 1000 hours -
not less than eighty (80)percent of the
journeyman's wage rate.

5th 1000 hours -
not less than eighty-five (85)percent of
the journeyman's wage rate.

6th 1000 hours -
not less than ninety (90)percent of the
journeyman's wage rate

7th 1000 hours -
not less than ninety-five (95)percent of
the journeyman's wage rate.

At completion of 8,000 hours and successfully passing the
Certificate of Qualification (COQ) the classification rate of
the trade.

The apprentice shall be paid his regular hourly rate for actual
school attendant, if during regular working hours. If the
apprentice is sent to Community College, Trade School or
other outside course, for any period of time, the Company
agrees to make up the difference in pay between the regular
subsidy received from the Ministry of Colleges and
Universities and the regular pay he would have received had
he remained in the plant.

The Corporation agrees to pay, on behalf of apprentices
covered by this Agreement, registration fees and/or tuition
required in connection with related training under the
Apprentice Programme.

If the apprentice is laid off, he may elect to continue school
classes. Tuition, and time spent in class during such layoff
period will be paid upon the return of the apprentice to the
Apprenticeship Programme. Tuition and book receipts will

be presented to the Company by the apprentice,

The apprentice shall also receive the applicable percentage of the annual improvement factor and the full amount of all cost of living increases and the full amount of all improshare payouts that is accorded ail plant employees, plus ten cents (10¢) for each year of the current Collective Agreement.

Hours spent in classroom instruction shall not be considered hours of work in computing overtime.

Apprentices who are given credit for previous experience shall be paid, upon signing the Apprenticeship Agreement, the wage rate for the period to which such credit advances them.

Bargaining unit employee will start at not less than \$18.36 per hour plus cost of living allowance plus improshare until normal advancement within the Apprenticeship programme places them at a higher rate.

When an apprentice has satisfactorily completed the applicable number of hours-on-the-job training and minimum school hours, and passed his Certificate of Qualification [COQ] he is to receive not less than the rate paid to skilled journeymen in the trade in which he has served his apprenticeship.

1) Industrial Millwright Apprentice

Starting wage effective upon ratification and for each corresponding year of the Collective Agreement shall be as listed in Appendix 'A'.

Upon Ratification	\$18.36
June 1, 2001	\$18.81
June 1, 2002	\$19.26
June 1, 2003	\$19.86

Wage schedule for bargaining unit employees as follows:

At completion of 1000 hours - additional 41¢/hour or 65%
At completion of 2000 hours - additional 41¢/hour or 70%
At completion of 3000 hours - additional 41¢/hour or 75%
At completion of 4000 hours - additional 41¢/hour or 80%
At completion of 5000 hours - additional 41¢/hour or 85%
At completion of 6000 hours - additional 41¢/hour or 90%
At completion of 7000 hours - additional 41¢/hour or 95%
At completion of 8000 hours and successfully passing the
COQ to classification rate.

2. Industrial Electrical Apprentice

Starting wage effective upon ratification and for each
corresponding year of the Collective Agreement shall be as
listed in Appendix 'A'.

Upon Ratification	\$18.41
June 1, 2001	\$18.86
June 1, 2002	\$19.31
June 1, 2003	\$19.91

Wage schedule for bargaining unit employees as follows:

At completion of 1000 hours - additional 36¢/hour or 60%
At completion of 2000 hours - additional 36¢/hour or 65%
At completion of 3000 hours - additional 36¢/hour or 70%
At completion of 4000 hours - additional 36¢/hour or 75%
At completion of 5000 hours - additional 36¢/hour or 80%
At completion of 6000 hours - additional 36¢/hour or 85%
At completion of 7000 hours - additional 36¢/hour or 90%
At completion of 8000 hours - additional 36¢/hour or 95%
At completion of 9000 hours and successfully passing the
COQ to classification rate.

ARTICLE II - RELATED INSTRUCTION AND SCHOOL ATTENDANCE

a) Each apprentice shall enroll and attend classes for not less than a minimum of three and one-half (3 1/2) hours weekly and for a total minimum number of related instruction hours as outlined in the Appendix for each particular trade, according to instructions by the Joint Apprenticeship Committee. Each apprentice, after enrollment in such classes, shall be registered with the Kent County Board of Education as an apprentice student.

b) Approval of Classroom Instruction
The location and quality of the classroom instruction shall meet with the approval of the Joint Apprenticeship Committee. The schedule of related instruction shall be outlined in Appendices attached hereto, or as may be supplied by the Community College or the Local Board of Education.

c) Enforcement of School Attendance
In case of failure on the part of any apprentice to fulfill his obligation as to school attendance, the Joint Committee may suspend or revoke his Apprenticeship Agreement, and the Company hereby agrees to carry out the instructions of said Committee in this respect. The apprentice and his parent or guardian hereby agree to abide by any such determination of such Committee.

The Registration Agencies and the Local Union, the Local Board of Education, and the U.A.W. shall be notified of any such cancellation as this will terminate the eligibility of the apprentice as a student.

ARTICLE 12 - JOINT APPRENTICESHIP COMMITTEE

There is hereby established a Joint Apprenticeship Committee as defined in ARTICLE 1. This Committee shall be composed of an equal number of members, half of whom

shall represent the Company and half of whom shall represent the Union. The Committee shall elect a Chairperson and a Secretary. When a Company member is a Chairperson, a Union member shall be Secretary, and vice-versa. The Committee shall meet at least once a month or on call of the Chairperson or Secretary or any ~~two~~ (2) members of the Joint Committee. The Union shall appoint journeymen from the plant who preferably have completed formal apprenticeships, as members of the Joint Apprenticeship Committee.

Each Union member of the Joint Apprenticeship Committee will be paid his regular rate for time spent working on official business of the Joint Apprenticeship Committee for the hours he would otherwise have worked in the plant.

It shall be the duty of the Committee:

- 1) To see that each prospective apprentice is interviewed and impressed with the responsibilities he is about to accept, as well as the benefits he will receive. This will allow the Committee to designate whom they choose as interviewers, not necessarily Committee members.
- 2) To accept or reject applicants for apprenticeship after preliminary examination by the Human Resources Department of the Company.

The acceptance or rejection of applications for apprenticeship shall be governed by the standards established herein and shall not be subject to review through the Grievance Procedure.

- 3) To place apprentices under agreement.
- 4) To hear and decide on all questions involving the apprentices which relate to their apprenticeship.
- 5) To work out with the Local Board of Education the form,

content and schedule of the course or courses of instruction to be provided. The Committee will also cooperate with the school authorities in coordinating the related classroom instruction with the apprentice's basic schedule of work experience.

- 6) To offer constructive suggestions for improvement of training on the job.
- 7) To certify the name of graduate apprentices in accordance with ARTICLE 17. No certificates will be issued unless approved by the full Committee.
- 8) The Company will see to it that the minutes of the Committee meetings will be furnished to and approved by the Joint Apprenticeship Committee.
- 9) In general, to be responsible for the successful operation of the apprenticeship standards in the plant and the successful completion of the apprenticeship by the apprentice under these standards.
- 10) The elected Skilled Trades committee person may attend all apprenticeship meetings with voice but no vote.

ARTICLE 13 - COORDINATION OF APPRENTICES

Apprentices shall be under the general direction of the Apprentice Co-ordinator and under the immediate direction of the supervisor of the department while working with a journeyman to whom assigned. The Apprentice Co-ordinator is authorized to move apprentices from one department to another in accordance with the predetermined schedule of work training. No apprentice may be retained on a scheduled work process for the period longer than the time scheduled for such work process unless permission is granted in writing by the Committee.

The Apprentice Co-ordinator, or an individual charged **with**

this responsibility in consultation with the Joint Committee, shall prepare adequate record forms to be filled in by the supervisor under whom the apprentices receive instruction and experience. Supervisors shall make a report at least every thirty (30) days to the Apprentice Co-ordinator on the work and progress of the apprentices under their supervision. These reports shall be submitted to the Joint Committee for its approval or disapproval.

If the Apprentice Co-ordinator finds that an apprentice shows a lack of interest or does not have ability to become a competent mechanic, he shall place all the facts in the case before the Joint Committee for its decision. Under these circumstances, an apprentice may be permitted to continue in probationary status, required to repeat a specified process or series of processes, or his Agreement may be terminated. The Registration Agencies and the Union shall be advised of all terminations and the reasons therefore.

ARTICLE 14 - CONSULTANTS

The Committee may request interested agencies or organizations to designate a representative to serve as consultant. Consultants will be asked to participate without vote in conferences on special problems related to apprentice training which affect the agencies they represent.

This provision shall not be construed to compel any changes in these standards.

Should any dispute arise which cannot be satisfactorily settled within the Committee, either party may ask the Registration Agency to consider the matter.

ARTICLE 15 - SENIORITY

Upon satisfactory completion of the Apprenticeship Programme, the apprentice will be given 100% of the time on

course seniority in the plant or corporation where the apprenticeship is completed as a journeyman.

ARTICLE 16 - APPRENTICESHIP AGREEMENT

Every Apprenticeship Agreement entered into under these Apprenticeship Standards shall contain a clause making the Standards part of the Agreement with the same effect as if expressly written therein. For this reason every applicant (and his parent or guardian, if he is a minor), shall be given an opportunity to read the standards before he signs his Apprenticeship Agreement.

The following shall receive copies of the Apprenticeship Agreement:

- 1) The Apprentice
- 2) The Company
- 3) The Joint Apprenticeship Committee
- 4) Registration Agencies
- 5) The Local Union

ARTICLE 17 - CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon completion of the apprenticeship under these Apprenticeship Standards, the Joint Apprenticeship Committee will request the Industrial Training Branch of the Ministry of Colleges and Universities that a Certificate of Qualification (COQ) signifying completion of the apprenticeship be issued by the Industrial Training Branch of the Ministry of Colleges and Universities.

Upon receiving the Certificate of Qualification (COQ), the Chairperson and Secretary of the Joint Committee will have the right to review said certificate.

ARTICLE 18 - MODIFICATION OF STANDARDS

These Apprenticeship Standards may be amended or new schedules added at any time upon mutual agreement of the

Company and the Union, and shall not be subject to the normal Collective Bargaining process.

ARTICLE 19 - TOOL ALLOWANCE

After completing the first five hundred (500) hours of employment as an apprentice, the apprentice will be paid one hundred dollars (\$100.00) for the purchase of tools and will be furnished a tool box, which will become the property of the apprentice upon graduation. Upon satisfactory completion of the second five hundred (500) hours of work in the apprenticeship programme, the apprentice may receive the balance of the tool allowance of six hundred dollars (\$600.00) upon presentation of receipt of purchase. Management will assist the apprentice in obtaining tools.

**SCHEDULE OF WORK PROCESSES
FOR INDUSTRIAL MILLWRIGHT APPRENTICE**

	Hours
Dismantling, moving, erecting machinery & equipment	2000
Repairing & rebuilding pulleys, belting, conveyors, cranes, elevators, furnaces, shotblast	2000
Repairing & rebuilding conveyors drives and replace speed reducers & reduction boxes	1000
Floor layout and installation of machinery and equipment	1328
Installation of electric motors, (does not include wiring)	500
Steel fabrication and misc. iron	500
Related instruction	672
	<hr/>
Total	8000

**SCHEDULE OF RELATED INSTRUCTION
FOR INDUSTRIAL MILLWRIGHT APPRENTICE**

First Year

	Hours
Use, care & reading of tools	20
Shop arithmetic	20
Algebra	20
Machine tool operation theory	44
Blueprint reading & drawing	44
Safety	20
Total	<u>168</u>

Second Year

	Hours
Shop geometry	24
Handbook	52
Fundamental shop drawing symbols	52
Technical english	20
Elementary physics	20
Total	<u>168</u>

Third Year

	Hours
Shop mathematics	60
Welding theory	16
Schematic drawing and floor layout	80
Elementary physics	12
Total	<u>168</u>

Fourth Year

	Hours
Shop mathematics (including trigonometry)	60
Schematic drawing and floor layout	16
Strength of materials	80
Social economics	12
Total	<u>168</u>

**SCHEDULE OF WORK PROCESSES
FOR INDUSTRIAL ELECTRICAL APPRENTICE**

	Hours
Trade practice	900
Electrical and electronic theory	1000
Blueprints	500
Writing methods, power distribution, conduits, raceways and busways, illumination	1800
Rotating equipment	600
Drive systems A/C - D/C	500
Cranes elevating and hoisting equipment	250
Welding devices	250
Furnace heating	500
Programmable controllers	1200
Instrumentation	500
Troubleshooting	<u>1000</u>
Total	9000

**SCHEDULE OF RELATED INSTRUCTION
FOR INDUSTRIAL ELECTRICAL APPRENTICE**

First Year	Hours
Shop arithmetic & algebra	20
DC fundamentals, electroplating, batteries and mechanics	30
Wiring, magnetism and armature winding	32
Generators and motors	35
DC controllers and cranes	35
Blueprint reading and drawing	8
Electronic theory I	<u>8</u>

Total 168

Second Year	Hours
Shop geometry, trigonometry & vectors	52
AC fundamentals and AC circuits	54
Transformers, polyphase systems & alternators	54
Electronic theory II	<u>8</u>

Total 168

Third Year	Hours
Single and multi-speed AC motors and stator winding	52
AC controllers and press controls	54
Instruments, relays, reactors and lightening arrestors	54
Electronic theory III	<u>8</u>

Total 168

Fourth Year	Hours
Industrial electronics and control welding	56
Blueprint reading and drawing	56
National electrical code	<u>56</u>

Total 168

ARTICLE 20 – APPROVAL

These Standards or any changes or amendments to these Standards will be submitted to the International Skilled Trades Department of the U.A.W. and the Company for approval before becoming effective.

APPROVED BY

SKILLED TRADES DEPARTMENT, U.A.W.

OXFORD AUTOMOTIVE INC., SUSPENSION DIVISION

INTERNATIONAL UNION, UNITED AUTOMOBILE,
AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS
OF AMERICA, U.A.W. and its LOCAL UNION NO. 251

INDUSTRIAL TRAINING BRANCH OF THE MINISTRY OF
COLLEGES AND UNIVERSITIES

CONSULTANTS

Representing the Ministry of Colleges and Universities

Representing the International Union, United Automobile,
Aerospace and Agricultural Implement Workers of America,
U.A.W., Skilled Trades Dept.
