



ArcelorMittal

**COLLECTIVE
AGREEMENT**

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between

ARCELORMITTAL WOODSTOCK TUBULAR PRODUCTS

Woodstock, Ontario

and

THE NATIONAL

AUTOMOBILE, AEROSPACE, TRANSPORTATION AND

GENERAL WORKERS UNION OF CANADA

CAW-CANADA AND ITS LOCAL 636

April 01, 2011 – March 31, 2014

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COLLECTIVE AGREEMENT

Between

ArcelorMittal Woodstock Tubular Products, Woodstock, Ontario hereinafter called
"The Company"

Of the First Part

and

NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND GENERAL WORKERS UNION OF CANADA, CAW-CANADA, AND ITS LOCAL 636, an unincorporated voluntary association, hereinafter called

"The Union"

Of the Second Part

1. PURPOSE

The purpose of this Agreement is to establish and maintain collective bargaining relations between the Company and its employees and to set up means for the prompt and equitable disposition of grievances. It is also to establish and maintain mutually satisfactory working conditions, hours and wages for all employees who are subject to the provisions of this Agreement.

2. RECOGNITION

- a. The Company recognizes the Union as the sole and exclusive bargaining agent for all employees in respect of hours, wages and all other working conditions.
- b. For the purpose of this Agreement, the term employee or employees shall mean an employee or employees at Woodstock, save and except Supervisor; persons above the rank of Supervisor, office staff and such other persons as may be agreed upon.

3. NON-DISCRIMINATION

- a. The Company and Union agree that every person has a right to equal treatment with respect to employment and in the course of their employment there will be no discrimination, interference, restraint, or coercion exercised by any of their respective representatives, with respect to any

employee because of his/her race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, handicap or union membership or activity.

4. RESERVATION OF MANAGEMENT RIGHTS

The Union acknowledges that it is the function of the Company to:

- a. Operate and manage its business in all respects in accordance with its commitments and responsibilities and to establish rules and regulations in order to maintain discipline, order and efficiency, provided such rules and regulations are not inconsistent with the terms of the Agreement.
- b. Hire, discharge, suspend, transfer, promote, demote, or otherwise discipline employees for just cause, provided that a claim of unfair promotion or demotion, or a claim that an employee has been suspended, transferred, discharged or disciplined without proper cause, may be the subject of a grievance and dealt with as hereinafter provided.
- c. Determine the products to be manufactured, the schedules of production, assignment of personnel, the location of departments and machines and the work to be done on them, method of manufacturing, engineering and design of products, control of raw material and parts.

5. STRIKES & LOCKOUTS

- a. In view of the reasonable procedure established herein for the disposition of employees' complaints and grievances, the Company agrees that it will not cause or direct any lock-out of its employees for the duration of this Agreement.
- b. The Union agrees for the duration of this Agreement that there will be no strikes or other collective action, which will stop or interfere with the production of the Company.
- c. The reference to "Strike" and "Lock-out" as used herein are agreed to have meanings as defined in the Ontario Labour Relations Act, S.O. 1995, and amendments thereto.

6. REPRESENTATION PLANT COMMITTEE & STEWARDS

- a. The Company acknowledges the right of the Union to appoint or otherwise select a Plant Committee of regular employees which will be known and recognized as the Plant Committee. The Plant Committee will consist of four (4) members, one of who may be designated as a benefits representative and who shall have at least one year's seniority. Members of the Plant Committee shall be retained on day shift only.
- b. The Company will recognize one (1) of the four (4) Committee persons as full-time Plant Chairperson who will receive a base rate which is equal to the highest classification pay rate currently in effect. A fully equipped office will be provided which shall be centrally located within the plant. Relocation will only occur due to business requirements.
- c. The Company will recognize and bargain with the said Committee on all matters properly arising during the time that this Agreement is in effect and the Company and the Committee will cooperate in the administration of this Agreement.
- d. The Company will recognize one (1) Steward for each department of a minimum of twenty (20). Departments of less than twenty (20) employees will be combined. The Union will appoint a temporary steward for off-shifts; such appointments will be posted by the Union for the department(s) concerned. Existing zones and representation may only be changed in agreement with the Company. All Stewards must have at least six (6) months seniority. Each of the three Skilled Trades Group will have their own Steward off shift.

- e. The Union acknowledges that Committeepersons and Stewards will continue to perform their regular duties on behalf of the Company. Before leaving his/her regular duties, a Committeeperson or Steward must obtain permission of his/her Supervisor, make known his/her destination and again report to his/her Supervisor at the time of his/her return. The elapsed time shall be recorded in the database, by the committee person or steward. He/she shall also report to the Supervisor of any department he/she has found necessary to visit, state the reason for doing so and secure permission before entering; the unavailability of a Supervisor shall not preclude entry into a department. Permission requested under this clause shall not be unduly withheld.
- f. The Union further agrees that there will be no Union activity during working hours, except that which is necessary in connection with handling of grievances and the administration of this Agreement and that there will be no solicitation of membership or collection of Union dues during working hours.
- g. Time spent during regular working hours by a Committeeperson, Steward or necessary employee(s), whose presence has been approved by the Company, in connection with the administration of this Agreement will be paid for at his/her applicable rate.
- h. On the request of either party, the Union Plant Committee and representatives of the Company shall meet at least once every month until the expiry of this Collective Agreement for the purpose of discussing issues relating to the workplace which effect the parties or any employee bound by this Collective Agreement. Such meetings will be held at a time agreeable to both parties.
- i. The company will meet with the Union in advance of implementing any changes that affect the bargaining unit. i.e. New or modified policies or work rules, discontinued production, layoffs etc.
- j. The Company will supply the Union with a list of Supervisors and any other persons with authority and will indicate the extent of their authority.
- k. The Union will supply the Company with a list of Committeepersons and Stewards and will indicate the zones represented.
- l. National Representatives and/or Local Representatives and or plant committee representatives may be present at any meeting between the Company and the Union when requested by either the Company or the Union.
 - i. The Company will recognize a women's advocate to be selected by those represented within the Union. The advocate may consult with employees and management to discuss issues that may be raised and may refer employees to community agencies and resources as appropriate. The advocate will act in an advisory capacity and will not have the authority to file grievances. In the conduct of their duties as a woman's advocate, the employee will be subject to the provisions herein that govern the plant committee and stewards in the conduct of their duties.
 - ii. The Company will provide a lockable file cabinet for the exclusive use of the women's advocate and access to private office space on an as required basis; typically this private space will be provided in the Health Center.
 - iii. The Company will provide a maximum of three days salary continuance when the women's advocate attends the annual three (3) day union sponsored advocate training session.

7. UNION SECURITY

- a. During the term of this Agreement, the Company will, as a condition of employment in the bargaining unit, require each new employee, after thirty (30) days of employment, to join the Union and to authorize the Company to deduct from his/her wages such initiation fees, dues and assessments, as may be required to join and remain in good standing.

- b. Present and future Union members of the bargaining unit will be required to pay Union monthly dues and maintain membership in good standing as a condition of employment.
- c. Any increase of dues or additional assessments will only be applied by the Company upon receipt of a written notification signed by the Financial Secretary of the Local Union 636.
- d. All monies so collected by the Company on behalf of the Union will be remitted to the Financial Secretary of Local 636 by the 20th of the current month.
- e. The Union and the employees agree that in return for such Union Security they must accept the Liability for any violation of the no-strike provisions of this Agreement and accordingly it is agreed that in the event of any violation of the no-strike clause (clause 5) of this Agreement, by the Union and/or the employees, or a group of employees, and the provisions of the Union Security clause will become null and void.
- f. The Company will pay 1¢ for each straight time hour worked into the Paid Education Leave Fund.
- g. The Company will pay 1¢ for each straight time hour worked into the Social Justice Fund.
- h. The Employer agrees to acquaint employees newly hired to the Woodstock facility with the fact a Collective Agreement is in effect. A new employee shall be advised of the name and location of his/her Union representative. Whenever the Union representative is employed in the same work areas as the new employee, the employee's immediate supervisor will introduce him/her to his/her Union representative who will provide the employee with a copy of the Collective Agreement.

The Employer agrees that a Union representative will be given an opportunity to meet with each new employee within regular working hours, without loss of pay, for fifteen (15) minutes sometime during the first thirty (30) days of employment for the purpose of acquainting the new employee with the benefits and duties of Union membership and the employee's responsibilities and obligations to the Employer and the Union.

8. COMPLAINT PROCEDURE

- a. An Employee or the Union, having a complaint within the terms and provisions of this Agreement shall, not later than ten (10) working days after the commencement of the alleged occurrence causing the complaint, accompanied by a Steward or Committee person, submit such complaint to the Supervisor of his/her Department. The Supervisor shall give a decision within two (2) full working days, unless a longer time is agreed upon by the conferring parties. When the complaint procedure has been adhered to and if the decision of the Supervisor is not considered to be satisfactory, the matter may then be dealt with under the grievance procedure.
- b. This will confirm understanding between the Company and the Union that blatant transfer violations will be handled in an expedient manner by the Supervisor as long as violation is without question. A request for an extension of time shall not be unreasonably withheld.

9. GRIEVANCE PROCEDURE

- a. If an Employee or the Union has complied with the provisions of the complaint procedure, the matter shall be reduced to writing within five (5) working days from receiving the Supervisor's answer at the complaint procedure stage, on a form supplied in quintuplicate by the Company, and the following steps of the Grievance Procedure shall be followed:

Step No. 1 (Supervisor)

- b. The written grievance in quintuplicate signed by the employee and the Steward or Committee person concerned shall be presented to the immediate Supervisor of the employee

concerned. After such discussion as is necessary the Supervisor shall give his/her answer in writing within two (2) working days, following receipt of such grievance.

- c. The Supervisor will return two copies of the grievance form to the Steward or Committeeperson concerned, retain two (2) copies, one of which he/she will immediately submit to his/her department Manager.

Step No. 2 (Department Manager)

- d. In the event that the proceedings of Step No. 1 do not result in a satisfactory settlement, a written appeal recorded on the grievance forms must be submitted to the Department Manager within five (5) working days. Upon receipt of an appeal, the Department Manager will meet with the Committeeperson and Steward if requested, the employee concerned, if requested by the Union, and with the Supervisor. In any grievance involving time standards the Industrial Engineering shall also be present; such meeting will be held within two (2) days unless a longer period may be agreed upon.

The Department Manager shall give his/her answer in writing within two (2) full working days following completion of the discussions or such longer time as may be agreed upon.

- e. The disposition of the grievance at the step will be entered on the copies of the grievance form held by the Department Manager, the Supervisor and also the copies held by the Steward or Committeeperson. Two (2) copies will be given to the Union and two (2) copies will be retained by the Department Manager, one of which will be forwarded to a duly designated representative of the Company.

Step No. 3 (Company Representative)

- f. If the decision as rendered in Step No. 2 is not satisfactory, written notice of appeal recorded on the grievance form must be presented to the Department Manager concerned, by the Chairperson of the Plant Committee within five (5) full working days, unless a longer period has been agreed on by the conferring parties. Such notice will immediately be forwarded to a designated Representative of the Company.
- g. The Plant Committee and a duly designated Representative(s) of the Company will meet at a time agreed upon, but no later than five (5) working days, or in the case of discharge, two (2) full working days after notice has been given, or such longer period as may be agreed upon.
- h. The written disposition of the Company Representative will be given within five (5) full working days following such meeting, or such longer period as may be agreed upon, and will be recorded on all copies held by the Company and the Union, and the Union will retain one copy.
- i. If the Company has a grievance it shall be taken up with the Plant Committee and a duly designated Representative(s) of the Company and written disposition must be given by the Union within five (5) full working days following the meeting, or such longer period as may be agreed upon.
- j. Following any grievance presented in writing to the Company, any questioning of an employee shall be in the presence of the Plant Committee Chairperson and the Committeeperson of the affected zone.

Step No. 4 (Arbitration)

- k. Failing satisfactory settlement in Step No. 3 either party may, by written notice to the other party, refer the grievance to arbitration. Any such notice for submission to arbitration must be made within thirty (30) working days after disposition in Step No. 3, or such time as may be agreed upon.

- l. Following receipt of notice to appeal to arbitration, the parties will, subject to mutual agreement, select a single arbitrator who in no way has been directly involved in attempts to settle the grievance.
- m. Following such agreement, within seven (7) calendar days or such longer period as is necessary, the parties shall request the Minister of Labour of the Province of Ontario to appoint an Arbitrator.
- n. With the selection or appointment of the Arbitrator, a meeting will be conducted as soon as possible to hear the evidence and presentation of both parties.
- o. The decision of the Arbitrator shall be final and binding on both parties of this Agreement.
- p. The Arbitrator shall not have jurisdiction to alter or change any of the provisions of this Agreement nor to substitute any new provisions in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Agreement.
- q. The Arbitrator may make adjustment on any grievance arising out of the interpretation or application of this Agreement.
- r. The parties hereto will jointly bear the expense of the Arbitrator.
- s. At any stage of the grievance procedure, the conferring parties may have the assistance of the employee(s) concerned and any necessary witnesses.
- t. If during the negotiations in connection with grievances, any investigation by either party is necessary, the Company will make all reasonable arrangements to permit the negotiating parties access to the plant and an opportunity to confer with the necessary witnesses and to view disputed operations or conditions.
- u. An employee shall be paid at his/her average earned rate for all time spent during regular working hours before the Arbitrator on the hearing of his/her appeal on a grievance, provided the Arbitrator rules in favor of the grievor.
- v. The time limit as outlined in the complaint and grievance procedure may be extended by mutual agreement. A request for a longer period shall not be unreasonably withheld. The grievance or complaint shall be considered settled, without precedent by the party that did not default the limit or mutually agreed upon time limits.

Grievance Commissioner

- w. As an alternative to the regular arbitration procedure provided for herein, the parties may agree in writing to jointly refer a grievance for final and binding arbitration to a Grievance Commissioner selected by mutual agreement of the parties. The Grievance Commissioner shall have the same powers and be subject to the same limitations as an arbitrator appointed pursuant to the regular arbitration procedures provided for herein.
- x. Through the Grievance Commissioner, the parties desire an expeditious means for the effective disposition of grievances, which the parties have agreed, may be handled in a summary manner. The rules governing the summary proceedings of the Grievance Commissioner are set out as follows:
 - i. The decision of the Grievance Commissioner shall be confined solely to the grievance(s) at hand. Such decision must be consistent with the provisions of the Collective Agreement and the Grievance Commissioner shall have no power to alter, modify or amend any part of this agreement.
 - ii. The decision of the Grievance Commissioner shall only apply to the grievance(s) at hand and shall not constitute precedent or be used by either as precedent in any future grievance(s). However, with respect to the grievance(s) at hand, the Grievance Commissioner's decision

shall be final and binding upon by the Company, the Union and the employees represented by the Union.

- iii. The Company and the Union shall each be responsible for one-half of any fees or expenses charged by the Grievance Commissioner.
- iv. The parties shall meet at least thirty (30) days prior to the scheduled hearing date set by the Grievance Commissioner in order to determine what facts can be agreed upon. All such facts shall be put together in a Joint Agreed Statement of Fact by the parties.
In addition, a Joint Statement of Evidence will be prepared by the parties which will outline all facts and assertions that cannot be agreed upon that each party considers relevant and intends to call evidence in respect of at the hearing of the grievance. Both the Agreed Statement of Fact and the Statement of Evidence will be signed by both the Company and the Union and will be provided to the Grievance Commissioner at least ten (10) days before the commencement of the grievance hearing.
- v. The purpose of the hearing is to clarify the issues or facts in dispute. At the hearing, the parties may make such further representations or advance such evidence as the Grievance Commissioner may permit or require, but the Grievance Commissioner shall not be obligated to conform to the rules of evidence.
- vi. The Grievance Commissioner shall be required to render a decision in writing including brief written reasons within seven (7) days of the conclusion of the hearing.
- y. No grievance will be referred to a Grievance Commissioner without written mutual agreement of the Company and the Union. In the absence of such written mutual agreement, all unresolved grievances will be referred for final and binding determination pursuant to the regular arbitration procedure set out in this Collective Agreement.
- z. Any grievance that is mutually agreed to be referred to a Grievance Commissioner cannot be unilaterally withdrawn by the Company or the Union from that process and referred to arbitration pursuant to the regular arbitration procedure contained in this Collective Agreement either before a decision is rendered by the Grievance Commissioner or at any time thereafter.

10. DISCHARGE CASES

- a. Whenever an employee, other than a probationary employee, is discharged, he/she will be interviewed, by his/her Steward or Committee person before he/she is required to leave the plant, unless because of the nature of the offence it is necessary to require the immediate expulsion of an employee from the plant.
- b. In cases of immediate expulsion, the employee's Steward or Committee person will be notified immediately and the Steward or Committee person will be given an opportunity to interview the discharged employee at some convenient location.
- c. "Should the Employee protest his/ her discharge as a Grievance, such protest shall be presented, in writing, within five (5) working days. The Grievance procedure commencing with Step No. 3, Sub-section (g), will then be followed. At this meeting the Parties may make any suitable arrangement deemed to be just and equitable under the circumstances".
- d. No grievance covering such discharge may be submitted to arbitration after thirty (30) working days (or such time as may be agreed upon) have elapsed from the date that Management's written decision is presented to the Union.
- e. In the case of Arbitration, the Arbitrator may direct any suitable arrangement deemed to be just and equitable under the circumstances.

11. ACQUIRING SENIORITY

- a. An employee shall be considered on probation until he/she has worked a total of sixty (60) days or four hundred and eighty (480) hours within a twelve (12) month period.
- b. The Company has full right to discharge or layoff probationary employees. The Company may terminate an employee during the probation period and this action is not subject to the grievance procedure, except where matters of discrimination or harassment are alleged. On discharge, upon request a reason will be provided to the Plant Chairperson. On matters concerning working conditions, probationary employees shall be entitled to the assistance of the Union and have recourse to the Complaint and Grievance procedures, but this right shall not apply in a case of discharge or layoff.
- c. Seniority will be acquired after an employee has served the probationary period as outlined in Section 11, sub-section (a) and (b) and his/her name will appear on the seniority list.
- d. "Seniority lists will be established on a plant-wide basis and will be issued January 1st., April 1st., July 1st., and October 1st., of each year".
- e. It is understood that, during the term of this Agreement, the provisions of the Seniority and other related clauses will be subject to change upon agreements between the Company and the Union.

12. ORDER OF SENIORITY

- a. As new Employees are hired, their names are entered in the employment record database in the order of hire. Thus, names of newly hired employees will appear in sequence in the order of hire. Upon their acquiring seniority, their names are entered on the permanent "Seniority and Classification Listing" in exactly the same order in which their names appear in the employment record database.
- b. On the seniority listing, the Employee's order of seniority is established by the order of listing. If more than one employee is hired on the same date they will be placed on the seniority list based on their date of birth Jan-4 before Feb-5, etc. The order of seniority on this listing is also indicated by the seniority number, which appears opposite each Employee's name in the right hand column of the listing page. The lower numbers establish a higher seniority. These numbers however, are not necessarily permanent, for as deletions in Employees occur their numbers are reassigned to allow the remaining number to close the gap(s). This article has no impact to seniority previous to March 31, 2007.
- c. In the event of the layoff of Employees whose names do not appear on the Seniority listing, probationary Employees are laid off first in the precise order in which their names are recorded in the employment record database. The name, which appears last, will be the first to be laid off and etc., under this procedure.

13. LOSS OF SENIORITY & RIGHTS

An Employee shall lose his/her seniority and all rights and his/her name shall be removed from all seniority lists for any one of the following reasons:

- a. If the employee is discharged and is not reinstated pursuant to the provisions of the grievance procedure herein.
- b. If the employee voluntarily quits his/her employment with the Company.
- c. If the employee is laid off and fails to return to work in accordance with Clause 18 "Seniority Applied to Recall".

- d. If the employee overstays his/her leave of absence granted by the Company, in writing, without securing extension of such leave unless he/she furnishes reasons satisfactory to the Department Manager.
- e. If the employee is laid off for a continuous period of
 - i. Twelve (12) months in the case of an employee with one (1) year's seniority or less at the date of layoff, or
 - ii. For a period equal to his/her seniority, in the case of an Employee with more than one (1) year's seniority at the date of layoff.
- f. If the employee fails to report for work within three (3) consecutive working days unless he/she furnished reasons satisfactory to the Department Manager for such failure.
- g. The Company will notify the Plant Chairperson at the end of the second (2nd) consecutive day of an employee's absence.

14. SENIORITY APPLIED TO PROMOTIONS & TRANSFERS ON JOB BIDS

- a.
 - i. Whenever permanent vacancies for promotion occur within the bargaining unit, notice of such vacancies shall be posted in the plant for a period of five (5) working days. Such posting shall be posted no later than Wednesday by 2:00 pm and removed no earlier than Tuesday at 2:00 pm of the following week.
 - ii. Temporary vacancies shall become permanent for purposes of bidding after forty (40) working days unless the time limit is extended by mutual agreement. In the event of a permanent vacancy caused by a promotion outside the bargaining unit, the vacancy shall be posted immediately.
 - iii. An employee will only enter a department on a job bid when no other bid employees in the department are transferred out. He/she will be considered permanent in accordance with his/her seniority.
 - iv. When an employee is transferred into a classification through job bidding he/she will receive the classification average for overtime equalization purposes.
- b. Notwithstanding job qualifications, placed on job bids by the Company, employees shall have the right to exercise a bid.
- c. Such permanent vacancies will be filled, based primarily on the ability of the Employee concerned to do the work, but as between two persons of approximately equal standing, seniority shall govern.
- d. In the event of a dispute involving sub-section (c) the Union shall have the right to select two (2) successful applicants having more seniority than the employee under dispute, who shall be given a fifteen (15) working day trial period, or the applicable extension provided in sub-section (g) below, to show equal or greater ability under normal instructions.
- e. The right of job bidding shall be restricted to employees who have attained seniority. A successful bid shall mean one on which the applicant has proven satisfactory on completion of his/her trial period.
- f. If there are no successful applicants to a job bid, the company will ask for a volunteer starting with high seniority non-bid employees. If there are no volunteers the company will assign the junior non-bid employee to the job. This will not be considered the act of job bidding for that employee.

g.

- i. If an employee so selected for a job does not prove satisfactory, or if the employee requests to opt out, the employee will be transferred back to the department from which he/she bid, with no loss of seniority or job classification as long as the transfer takes place within the following number of working days:

Standard number of working days	fifteen (15)
For Mill Operators/ Mill Team Leaders	sixty (60)

- ii. The Company and the Union will mutually agree upon any exceptions to the above. It is understood, based on business requirements, agreement will not be unreasonably withheld by either party.
- h. Once an employee enters or is on hold for a job bid, all previous bids will be nullified. (Not withstanding present bid).
- i. If an employee requests a transfer back to his/her prior classification, such shall be deemed a successful bid and shall be limited to two (2) only in a twelve (12) month period from the date of selection on the job bid from which the option was exercised.
- j. If any employee requests a transfer back to his/her prior classification or non-bid status, they shall receive their previous overtime hours recorded in their classification for equalization purposes.

15. TRANSFER

a.

- i. In the event of a scheduling manpower change in a department for the next scheduled workweek, non-bid employees will be the first to be transferred out by seniority. Then bid employees based on seniority within their department, providing that the employees who are entitled to remain on the basis of seniority are willing and able to do the work, which is available.

If the employee(s) affected is so transferred out and work opens up again in his/her permanent department, he/she will be given first opportunity to return provided he/she is willing and able to do the work which is available using seniority.

- ii. In the event of a work shortage for an employee as a result of an emergency breakdown, material shortage or an employee's job is shut down due to business requirements; the employee may be temporarily transferred to another assignment within the plant. If the work shortage or shutdown is expected to last longer than the balance of the current shift, they will be scheduled no later than the start of the following shift back into their regular bid department. Employees temporarily transferred will carry their base rate of pay during their time of transfer or given the rate of pay whichever is the greater.

If the employee affected is so transferred out and then work opens up again in his/her department, he/she will be given first opportunity to return, provided he/she is willing and able to do the work which is available using seniority. This seniority provision will only be applied on the current shift.

- iii. In the event a job is shut down prior to the beginning of a shift, non bid employees within the department will be first to be transferred out then the employee with the least seniority within the department on shift will be the employee transferred.

- iv. When an operation is shut down as a result of a breakdown, or a decision of management during a shift, the employee on that job will be the employee transferred, as per 15 (a) (ii).
- v. If the job remains down for the next scheduled shift the employee with the least seniority on shift in the classification will be the employee transferred as per 15 (a) (ii) and the employee transferred on the previous shift will be returned to their classification, seniority permitting.
- b. When two (2) employees in a department with equal skill and ability are transferred at the same time, the senior employee shall have the right to choose which job he/she wishes to perform.
- c. Transfers involving temporary Team Leaders shall be awarded to the most senior operator of the department concerned, but having due regard for skill and ability. If other than the most senior operator is to be transferred, this matter will be mutually agreed to between the Company and the Union before such a transfer takes place.
- d. Elected or appointed Committeepersons and Elected Stewards will not be transferred or scheduled out of their department(s) during their term of office. This concession to Committeepersons and Stewards will only apply when such Committeepersons and Stewards are able and willing to perform the available work. (The above language does not include off shift stewards).
- e. When a machine requiring a job bid is transferred from one department to another to perform similar work, the permanent operator(s) may exercise their right to transfer with the machine. The number of operator(s) will be limited to the work requirement at the time of machine transfer and the employee right to transfer will be based on seniority.

Special Transfer

- f. By mutual agreement between the Company and the Union, the seniority provisions of temporary transfer will not apply when an employee is transferred and is assigned on experimental work, production of samples, to support the skill level upgrading program, or when by reason of need of a certain skill or experience, it becomes necessary to utilize the services of a qualified employee for a period not to exceed fifteen working days, or such longer period(s) as may be mutually agreed upon. In such cases of transfers, the employee will carry their base rate of pay during their time of transfer or be given the rate of pay of the assignment, whichever is greater. The Union shall not unreasonably withhold agreement under this provision. The intent of this clause shall not be abused by rotations on successive occasions.
- g. When a machine requiring a job bid is transferred from one department to a High Tech Cell, to perform similar work, the permanent operator(s) may exercise their right to transfer with the machine. If the operator(s) exercise their right to machine transfer into High Tech Cell, they will be trained to operate all equipment within the cell.
- h. All work performed on machines located with a department will be done by employees in that department provided the employees that are available are qualified to perform such work satisfactorily.

launch Teams

- i. New programs and operations in this facility require effective and efficient launches. In order to provide for this initiative, there is a need for employees with special skill sets and exceptional teamwork characteristics to be assembled. The company in conjunction with the union shall assign employees who possess these skills into a "Launch Team". This team will remain intact for a period of nine (9) months after **P.P.A.P.** is complete or earlier, if the need is no longer required. In addition to the nine (9) months, the Union will recognize an additional period of three (3) months to conduct bidding for the position in the cell to replace the persons originally assigned. The company will inform the union of the date when **P.P.A.P.** is complete.

Employees assigned to a Launch Team will continue to receive the rate of pay of their current bid classification and their red circle or the rate of the launch area, whichever is greater. Non-bid employees assigned to a Launch Team will receive the average rate of pay of the preceding pay period or the rate of the launch area, whichever is greater.

Employees may be temporarily transferred from the launch team when business conditions require, with the intent of return at the earliest opportunity, in accordance with Article 15.

ARTICLE 15 – TRANSFER – CLARITY NOTE

The parties met on February 15, 16, and March 21, 22, 2011, at which time they discussed the application of Article 15 – Transfer.

Article 15(a)(i) addresses situations where there is a manpower change in a department for the next scheduled work week. Articles 15(a)(ii)(iii) address situations where there is a work shortage, job shutdown or operation shutdown. In total, Article 15(a)(i)-(iii) set out the procedure for transfer of employees out of a department where it becomes necessary to do so by virtue of the circumstances set out in Article 15(a)(i)-(iii).

Article 15(f) (Special Transfer) applies to situations where an employee is temporarily transferred to another job or department not due to manpower change, work shortage, job shutdown or operation shutdown in his/her home department, but rather, when it becomes necessary to utilize the services of a qualified employee, for reason of need of a certain skill or experience, to perform experimental work, to work on production of samples, or in support of the skill level upgrading program. The Company will backfill the job of an employee on special transfer in accordance with Article 15. The employee may only be transferred for longer than fifteen (15) working days with the agreement of the union. If transferred under Article 15(f), the employee shall receive the greater of their regular rate of pay or the rate of pay for the job they are being transferred into.

The Union has committed to supporting this understanding on transfers and communicating it to its members.

16. TRANSFER TO SALARY POSITION

- a.
 - i. The appointment or selection of employees for any Salary position not subject to the provisions of this Agreement, is not governed by this Agreement, but if any employee on a seniority list, is or has been so transferred or appointed and later is transferred back to the position which is governed by this Agreement within six (6) months, then the seniority which he/she has accumulated in such a Salary position shall be counted as service for seniority purposes. After six (6) months, seniority shall be lost. This will be held to one (1) occasion only.
 - ii. During such appointment / selection the employees will continue to authorize the company to deduct from his/her wages such fees, dues and assessments as may be required to remain in the union in good standing.
- b. Upon transfer back to the bargaining unit, employee(s) will have no permanent classification until such time as they exercise their right to a job bid.
- c. No member of the bargaining unit shall be laid-off or fail to be recalled from layoff in the event of an appointed / selected employee being transferred back into the bargaining unit.

Acting Supervisor

- d. An hourly employee shall not be appointed Acting Supervisor for more than a total of six (6) months per year.

Exceptions to the above will be replacements for supervisors who are on a temporary prolonged leave for health or other reasons and who will resume their position upon return.

If the Company offers an hourly employee a position in the Salaried group, all time the employee may have been an Acting Supervisor in the previous 12 months will be counted as part of the 6 month period to decide if she/he waives their right to return to the union.

NOTE: When appointed Acting Supervisor, by the Company the employee will for the duration of such an appointment, receive 80¢ per hour over and above his/her average earned rate.

Non-Bid Employees

- e.
 - i. All non-bid employees will be assigned to various departments on a per needed basis, based on skills, training, work experience.
 - ii. Non-bid employees will be the first to be transferred out of a department prior to bid employees being transferred for the next scheduled work week. The transfer of non-bid employees will be by plant wide seniority subject to the provisions of skill and ability under Article 15 (a).
 - iii. Transfer of bid employees will be governed as per the seniority provisions as outlined in Article 15
 - iv. For non-bid employees absence due to vacation or short term leaves of absence will be deemed not to be a transfer out of the department.
 - v. The Company will keep a record of all hours worked, refused, and unavailable, to calculate a non-bid employees average; this average will be maintained and carried with employees to be used in determining the eligibility for overtime during a departmental assignment. The Company will not be required to equalize overtime within the Non-Bid employee group.
 - vi. To minimize the number of non-bid employees, the Company will bid jobs as they become available as per the current Collective Agreement.
 - vii. Employees will be scheduled per our normal shift change procedures.
 - viii. Any non-bid employee transferred out to one of the production/skilled trades departments will be paid the base rate for the job being performed as applicable.

17. SENIORITY APPLIED TO LAYOFFS

- a. A layoff of employees shall be made on the basis of the plant-wide seniority list provided that the employees who are entitled to remain on the basis of seniority are willing and able to do the work which is available with normal instruction.
- b.
 - i. When an employee is on layoff for a period in excess of one hundred and fifty (150) consecutive working days, he or she shall relinquish all claim to any permanent classification.
 - ii. When a Non-Bid employee returns from layoff he or she will have no permanent department until such time as he or she exercise their rights to bid a job or is appointed by mutual agreement between the Company and the Union.

- iii. Notwithstanding the other provisions of this seniority section so long as other employees remain at work within his/her jurisdictions, a Committeeperson shall, for the purpose of representation, be retained at work on some job that is operating in his/her jurisdiction, provided that he/she is willing and able to do the work which is available.

18. SENIORITY APPLIED TO RECALL

Recall Procedure

- a. The parties have agreed that the following procedure will apply during a recall of employees. Employees will be recalled in accordance with the provisions of the Collective Agreement. In the event an employee is recalled in accordance with the provisions of the Collective Agreement he/she does not wish to answer a notice of recall in accordance with the provisions of the Collective Agreement he/she may elect to choose one of the following options:
 - i. Upon notice of recall an employee may elect to remain on layoff. Upon such election the employee shall be placed on the recall list at the position on the list in accordance with his/her seniority, in order of reverse seniority, and shall remain on the recall list seniority permitting.
 - ii. Subsequent to exercising (i) above the employee may make application to the Human Resources Department and at such time the employee shall return to his/her previous position on the recall list.
 - iii. Any employee who has exercised the option in (ii) above shall then be bound by the provisions of the Collective Agreement with respect to the recall provisions.
 - iv. In the event an employee has exercised option (i) and the Company exhausts the recall list above such employee shall be bound by the provisions of the Collective Agreement when given a notice of recall.
 - v. An employee who has exercised option (i) shall remain on the seniority list and shall not break seniority provided that an employee with lower seniority is at work. It is understood that an employee at the time his/her seniority would be broken shall be returned to the recall list and must accept any subsequent recall or their seniority shall be broken in accordance with the provisions of the Collective Agreement.
 - vi. Laid off employees who have not completed their vacation sheets in accordance with Schedule "C" (1) of the Collective Agreement will do so upon their return from layoff. The Company will endeavor to allow any request for vacation provided production requirements can be met. Any outstanding vacations must be taken with the terms and conditions of the Collective Agreement.
- b. When a recall occurs after the commencement of a work week and which involves the transfer of another employee, the recalled employee may be assigned work in a department other than his/her permanent department for the balance of that week. Thereafter, the employee shall, if eligible, exercise his/her right to return to his/her permanent department.

- c. All employees will be kept on the recall list until they have received and refused one (1) recall notice. Evidence of a refusal shall be in the form of
 - i. A signed refusal by the employee, or
 - ii. Failure by the employee to report to work within five (5) working days, or failure by the employee to advise the Company within forty-eight (48) hours, of his/her intention to return to work, after notification by registered letter to the employee at his/her last address on record with the Company.

19. RECORDS

It will be the responsibility of an employee to keep Human Resources informed of his/her correct address and information pertaining to his/her personal record at all times, and the Company only assumes responsibility for contacting an employee at his/her last address on record.

20. LEAVE OF ABSENCE

- a. The Company may grant a leave of absence retroactively or otherwise, regardless of outstanding vacations, for legitimate personal business. Seniority accumulates during any period of authorized leave of absence. Permission for such leave of absence must be in writing. Employees must use all available banked overtime prior to being granted a Leave of Absence of five (5) days or more.
- b. Any employee who provides satisfactory evidence of illness, will be automatically granted a sick leave for a period not to exceed ninety (90) days. If the sickness continued beyond ninety (90) days, sick leave shall be extended by Management upon receipt of satisfactory evidence of continued illness.

The confirmed inability of an employee to procure evidence of his/her legitimate illness will qualify the employee for absence beyond the initial ninety (90) day period.

- c. The Company will grant a leave of absence for a period of up to six (6) months for the purpose of serving a jail sentence as the result of a conviction arising out of the operation of a motor vehicle. An extension beyond six (6) months may, however, be granted by mutual agreement between the Company and the Union.
- d. Seniority shall accumulate for a period of time equal to half the length of his/her seniority with the Company or for a period of two (2) years whichever is the greater and thereafter seniority will not accumulate until he/she has recovered from his/her disability and becomes actively employed with the Company.
- e. In the event of an employee suffering a major non-occupational physical disability, exceptions may be made to the provision of the seniority section in the case of such employee by agreement between Management and the Plant Committee; but Management shall not be obligated to place any employee on any job under any of the provisions of this clause unless he/she is capable of efficiently performing the normal requirements of the job.
- f. Upon written request, received sixteen (16) hours - prior when possible, the Company will grant a leave of absence, without pay, to not more than seven (7) employees, exclusive of any employee on extended leave as provided in sub-section (g), to serve as delegates of the local Union for the transaction of Union business. Such leave of absence shall not exceed twenty-one (21) working days or his/her equivalent in working hours per employee, in each contractual year of this Agreement, exclusive of any absence necessary for contract negotiations concerning the Company. The Company will maintain regular pay for official union business and will invoice C.A.W. on a weekly or monthly basis.

It is agreed individuals who are designated for the Local Union are expected to notify the Company five (5) days in advance of their absence.

- g. Any extension to the time limit provided in (f) above will be limited to four (4) employees, (unless the number be increased by mutual consent), with a maximum absence of thirty-six (36) months per employee, with consideration of renewal upon written application.
- h. A leave of absence will be granted to employees elected to City or County Council for the purpose of attending meetings.

21. BEREAVEMENT PAY

- a. In the event of the death of a Father, Mother, Stepparents, Brother, Sister, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law, Grandchildren, Grandparents, an employee will be permitted time off with pay at average rate, provided the employee is able and does attend the funeral. The length of such absence with pay shall not exceed three (3) working days, which will include the next two (2) working days following the day of the funeral but not beyond. Bereavement leave for spouse and child or stepchild, will be five (5) days. Spouse's grandparent's one (1) day bereavement leave.
 - i. The intent of Brother-in-law is current spouse's brother. The intent of Sister-in-law is current spouse's sister. The intent of spouse's Grandparents is current spouse's Grandparents.
- b. Paid holidays shall not be considered as working days for the purpose of bereavement.
- c. A common-law spouse relationship will be recognized for bereavement pay purposes, provided that it has been registered by the employee, with Human Resources.
- d. In the event that an employee's Mother or Father dies outside Canada or the United States and he/she does not report for work, he/she will be entitled to receive three (3) days Bereavement Pay without having to attend the funeral.

22. JURY DUTY

The Company agrees to make up the difference between the Statutory pay for Jury Duty, Jury selection pay or subpoenaed witness pay and the employee's average rate, of any Employees so directed for such legally constituted duty. Such compensation shall be payable only if the employee gives the Company prior notice of jury duty. Upon his/her request, he/she will be permitted a change of shift of the work week corresponding to that in which he/she is required for such duty.

23. HEALTH AND SAFETY

- a. The Company will make every attempt to provide for the safety and health of the employees during the hours of their employment.
- b. Protective devices and other equipment deemed necessary to protect employees from injury shall be supplied by the Company; they must be worn.
- c. The current Safety Footwear Allowance granted to Employees for the purpose of purchasing of safety footwear will be up to \$190.00 effective January 1, 2011, \$190.00 effective January 1, 2012, \$190.00 effective January 1, 2013, which will be paid when original receipt for purchase is provided. Need in excess of two (2) pairs of safety footwear per calendar year, will be reviewed by the Company.
- d.
 - i. A qualified nurse will normally be scheduled to work day shift during the life of the Agreement. In the absence of the Nurse, the Company is not required to fill the position with

- another qualified nurse, but must have a qualified holder of a valid St. John's Ambulance Standard First Aid Certificate available.
- ii. If an injury requires prompt attention from a physician, the costs associated with transportation to and from a hospital by cab or ambulance will be borne by the Company. The Company will cover any costs incurred as a result of treatment that would have been previously covered by an in-house Nurse. The Company will make first aid kits available in the Mills Supervisor's office and the Health Center.
 - iii. iii) The Company will assign the Medical Emergency Phone, accessed by dialing Number 300 on any plant phone, to safety certified employees working on the off shifts (shifts other than day shifts Monday to Friday).
- e. All employees reporting back to work after an absence of three (3) or more days for medical reasons must first report to the Health Center for clearance prior to commencement of their first shift. Any employee who has received outside medical attention due to injury or accident, must also report to the Health Center prior to the commencement of their first shift.
 - f. The Company will continue the practice of supplying a sufficient number of coveralls. These coveralls will be kept in a secure area. The Company will supply a sufficient number of winter coats to employees who work outside. The Company will clean the winter coats when required.
 - g. The company will assign an Emergency Contact phone extension, accessed by dialing the plant phone number followed by extension number 231.
 - h. The Company will supply adequate production change room areas, as well will ensure that adequate refrigerators, microwaves, A/C etc. will be supplied in designated production lunchroom areas.

24. INJURY ALLOWANCE

An employee injured on the job shall be paid at the average earned rate for the balance of his/her shift on which the injury occurred, or on subsequent shifts, at the discretion of the Company, if as a result of such injury the employee is sent home or to an outside hospital by instructions of the attending Medical Officer or the Company's First Aid attendant.

25. BULLETIN BOARDS

Bulletin Boards shall be provided for, in various parts of the Plant, for the use of the Union. The Union may put on such Bulletin Boards such notices respecting Union affairs. The subject of all such notices shall be restricted to educational, recreational or social activities sponsored by the Union and notices of Union meetings and elections.

26. DISCIPLINE

- a. Discipline is defined as a verbal warning, written warning or suspension. A copy must be given to the Steward or Committeeperson.
- b. Such notation will be given within a reasonable period of time after the occurrence, which shall not exceed three (3) working days unless:
 - i. the employee is absent from the Plant, or
 - ii. negligence in workmanship is not previously revealed, or
 - iii. willful misconduct, willful falsification or willful fraud is the subject of the violations.
- c. In violations other than workmanship, when evidence of violation has not been obtainable, the time limit provided in sub-section (b) will be extended to ten (10) working days.

- d. Such notification(s) shall remain on the employee's record for twelve (12) months unless he/she has accumulated a continuous period of ten (10) clear months without further notations. In such an event, the Employee's record shall be cleared.
- e. When an employee is disciplined the employee will have his/her Steward or Committee person present, and, except in extreme circumstances, the interview will not proceed until a Union representative is present.

27. LIMITATION- PERFORMANCE OF WORK

Employees excluded in clause 2 (recognition) will not be allowed to perform any work normally performed by employees in the bargaining unit except in cases of emergency instruction and production of samples. Operators will not be displaced as a result.

Personnel from the Engineering Department and Technical staff may be used as a resource to correct, adjust, troubleshoot and carry out trials provided no bargaining unit employees are displaced as a result and they will not perform duties which a certified Journey person is recognized as being qualified to perform.

28. CONTRACTING OF WORK

Provided that time, quality and cost factors are reasonably equitable, no work will be contracted to outside contractors in the plant where seniority members are not fully employed unless on the basis of a negotiated agreement between Union and Management.

The Company agrees to meet with the Union Bargaining Committee in advance of any outside contracting/outsourcing of production work presently done in the Woodstock Plant. The purpose of this meeting will be to review the relevant factors and circumstances that would impact the feasibility of performing this work at the Woodstock facility.

Likewise during a period of layoffs or projected layoffs at the Woodstock Plant, the Company will meet with the Union Bargaining Committee at their request with the objective of discussing options with respect to the amount of outside contracting/outsourced work. The Company and the Union recognize that there are business reasons that impact outside contracting/outsourcing decisions.

29. OPERATOR MACHINE CHECKLISTS

The Company and the Union agree in principle that Operator Checklists will be further developed and implemented. The tasks performed by the operator will not include those duties, which a certified Journey person is recognized as being qualified to perform.

30. OPERATOR'S ON BREAKDOWNS

Operators according to seniority will be made available, when possible, to remain with the equipment on a breakdown to provide any assistance that is required.

31. SCHEDULES

Attached hereto and forming part of this Agreement are the following schedules:

32. JOB RATES

- a. Schedule "A" which is the schedule of the job classification presently in effect; rates of pay for each classification and provisions of payment etc., during the term of this Agreement.

- b. Conditional with the signing of this Agreement, the Company agrees to wage adjustments of those classifications in effect at the respective dates shown and listed under day rates of Schedule "A" and Schedule "F".

Apr. 1, 2011

Day Rate Classifications	1%
Skilled Classifications	1%

Apr. 1, 2012

Day Rate Classifications	1%
Skilled Classifications	1%

Apr. 1, 2013

Day Rate Classifications	1%
Skilled Classifications	1%

Non-Journeymen: See Schedule "A" above.

33. WORKING CONDITIONS

Schedule "B" which is a schedule of the detailed working conditions, hours of work, lunch periods, night shift bonuses, reporting in time, overtime conditions, rest periods, etc.

34. VACATION PAY

Schedule "C" which is a schedule of the plan of granting annual vacations with pay.

35. BENEFITS

Schedule "D" which outlines the insurance, sickness and accident, hospitalization and other benefits presently in effect and which shall be continued during the life of this Agreement.

36. TIME STANDARD

Schedule "E" containing time study clauses and guarantee of standards.

37. SKILLED TRADES

Schedule "F" containing Skilled Trades group classifications and clauses.

38. PENSION PLAN

The non-contributory Pension Plan, as amended by agreement, will be continued for the duration of this Agreement.

Amend Schedule "A" by providing the Monthly Basic Benefit and Monthly Disability Benefit Rates as follows:

Retirements on or after	Basic Benefit	Skill Trades	Disability Benefit	Disability Skill Trades
April 1, 2011	\$ 44.28	\$ 44.33	\$ 43.28	\$ 43.33
April 1, 2012	\$ 44.56	\$ 44.66	\$ 43.56	\$ 43.66
April 1, 2013	\$ 44.84	\$ 45.00	\$ 43.84	\$ 44.00

39. SUPPLEMENTAL UNEMPLOYMENT BENEFIT PLAN

The amended Supplemental Unemployment Benefit Plan, with benefits payable to eligible employees, will be continued for the duration of this Agreement.

40. INTERIM W.S.I.B. PAYMENTS

When an employee has applied for W.S.I.B. and has not had his/her claim approved within four (4) weeks from the date of application, and the delay is not due to the employee's failure to supply information in a timely fashion, he/she will be eligible to apply for Sickness & Accident Benefits. This agreement is contingent upon the employee signing a waiver for the Insurance Carrier, which allows W.S.I.B. to reimburse the Insurance Carrier directly upon approval of the W.S.I.B. claim.

41. WAIVER OF SENIORITY



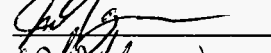

A Waiver of Seniority rights will be recognized for a period not to exceed one (1) hour when absenteeism and other unforeseen circumstances make it necessary to use available people for short periods, provided no more than one (1) transfer is involved. In cases where more than one (1) transfer is involved a four (4) hour waiver of seniority by mutual agreement will be recognized. It is agreed that the intent of this clause is to facilitate efficient production and should abuses occur, they will be dealt with promptly.

42. TERMINATION CLAUSE



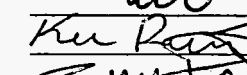
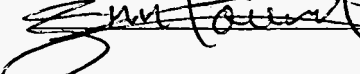
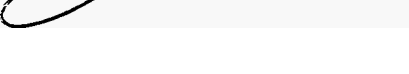
- a. This Agreement shall remain in effect until 12:00 o'clock midnight, March 31st, 2014 and unless either party gives the other party written notice of termination or the desire to amend the Agreement, then it shall continue in effect for a further year without change and so on from year to year thereafter.
- b. The parties hereto agree to exchange in writing all proposals and demands with respect to any proposed new Agreement and only such written submissions(s) that are exchanged not earlier than ninety (90) days and not later than sixty (60) days prior to the termination date of this Agreement, or in any subsequent year as provided by the extension in 42(a), will be considered for purpose of any new Agreement.
- c. The parties also agree that, unless extended by mutual agreement, a meeting will be held within ten (10) working days following receipt of either party of the other party's proposed amendments.

SIGNED THIS 28th **DAY OF** SEPTEMBER , 20 11

For the Company

B. Gordon 
M. Coull 
J. Mayne 
S. Shaw 

For the Union

S. Douglas, Chairperson 
B. Brownscombe, Committeeperson 
J. Popma, Committeeperson 
K. Rushton, Committeeperson 
J. Pound National Representative 

SCHEDULE "A"

1. SCHEDULE "A"

The job classifications, wage rates and provisions as set forth hereunder will apply for the life of this Agreement and shall be amended as provided under Section 33(b).

2. MATERIAL HANDLING DEPARTMENT

Material Movement will be classified as one dept. During the course of their regular shifts, they will be expected, when required, to assist in material movement throughout the plant.

3. HIRING RATE

New hire starting rate of 80% of base rate in yr 1, 95% of base rate in yr 2, full base rate in yr 3.

4. NEW JOB CLASSIFICATION & RATES

The parties agree to discuss the rates established covering new job classifications, In the event of a dispute between the Company and the Union regarding the establishment of such rates covering new job classifications, the matter may be treated as a complaint and referred to Step No. three (3) of the grievance procedure.

5. PAY ERRORS

In the event of a pay error involving an overpayment or an underpayment, it is agreed that adjustment will be made retroactively for the applicable period but such period shall not exceed three (3) calendar months prior to the registering of a complaint by an Employee or discovery date by the Company.

6. RATES OF PAY

The rates as shown for the classifications set forth in this schedule are for all rates.

7. DAY RATES

CLASSIFICATION	April 2011	April 2012	April 2013
MILL DEPARTMENT			
Team Leader	27.73	28.01	28.29
Mill Set-up & Operator	27.73	28.01	28.29
No. 9 Bundler & Test Saw Operator	26.72	26.99	27.26
External Set-Up	26.72	26.99	27.26
Steel Stores Operator	25.71	25.97	26.23
Slitter Set-up & Operator	25.71	25.97	26.23
Utility Operator	26.72	26.99	27.26
Mill 8 – Bundler/Crane Operator	26.72	26.99	27.26
Mill Tool Crib Attendant	25.71	25.97	26.23
TUBE PROCESSING DEPARTMENT			
Tube Processing Team Leader	26.72	26.99	27.26
Shipping Operator	25.71	25.97	26.23
Straightener/Scarf Bldg 18 Set-up Operator	25.71	25.97	26.23
Shear Set-up Operator	25.71	25.97	26.23

Manual Lathe Set-up Operator	25.71	25.97	26.23
Utility Operator	25.71	25.97	26.23
Furnax(Furnace)/Straightener Operator	25.71	25.97	26.23
Scarf Bldg 18	25.71	25.97	26.23
OCTG Attribute Table Operator	25.71	25.97	26.23

MATERIAL HANDLING DEPARTMENT

Material Handling Team Leader	26.72	26.99	27.26
Crane Operator Bldg 17, 18, 19, 21,22	25.71	25.97	26.23
Salvage Operator	25.71	25.97	26.23
Tube Processing Trucker/4-Directional	25.71	25.97	26.23
Auto Trucker	25.71	25.97	26.23

COLD DRAW DEPARTMENT

Cold Draw Team Leader	26.72	26.99	27.26
Eddy Tester Set-up Operator	25.71	25.97	26.23
Wet Works Operator	25.71	25.97	26.23
Drawbench/Pointer Set-up & Operator	25.71	25.97	26.23
Straightener Set-up Operator	25.71	25.97	26.23
Utility Operator	25.71	25.97	26.23
Shear/Finish Set-up Operator	25.71	25.97	26.23
Eitel Straightener Set-up Operator	25.71	25.97	26.23
Cold Draw T3 Operator	25.71	25.97	26.23

THREADING DEPARTMENT

T3T Team Leader	27.73	28.01	28.29
T3T Cell Operator	26.72	26.99	27.26

STOCKROOM DEPARTMENT

Stockroom Attendant	25.71	25.97	26.23
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QUALITY

Quality Control	25.71	25.97	26.23
Q.S. Facilitator	25.71	25.97	26.23

TOTAL PLANT

Maintenance Helper	25.71	25.97	26.23
Oiler	25.71	25.97	26.23

NOTE

Mill Operators

Special one-time adjustment of \$1.00 on April 1, 2011, to be applied before the 1% wage increase.

For Mill Operators in receipt of a red circle, their red circle rate will be decreased by \$1.00 effective April 1, 2011.

SCHEDULE "A" Incentive Replacement Premium (I.R.P.)

- a. Each employee hired on or before December **22, 2003** will have an individual IRP rate that is equal to their average hourly incentive received during the period July **1, 2002** to June **30, 2003**, as per Appendix A. The employee will continue to receive the employee's average hourly incentive for every hour worked as long as he or she remains in the classification that the employee held as of December **22, 2003**. If an employee who was hired on or before December **22, 2003** bids, is transferred or is assigned to a classification that is different from the classification that the employee held as of December **22, 2003**, the employee will receive the classification average of the position to which the employee has transferred, bid or been assigned.
- b. New processes or classifications established by the Company and Union after December **22, 2003** will have an IRP of **\$2.75/hr** only for those employees hired on or before December **22, 2003** whether they bid, transfer or are assigned to those classifications. As long as an employee remains in the classification (job bid) that the employee held as of December **22, 2003**, the employee will maintain his or her individual IRP. Employees whom the Company temporarily assigns to new processes or classifications will continue to receive, during the temporary assignment, the IRP rate, if any, that they were receiving in the classification that they held prior to the temporary assignment.
- c. An employee will not receive an IRP rate for time spent on rework, and will receive the base hourly rate for that time, in accordance with Schedule "A" of the Collective Agreement.
- d. Employees who are hired on or before December **22, 2003** and who occupy a Team Leader classification, other than the classification of Mill Team Leader, will receive a flat IRP of **\$4.25** per hour. Employees who are hired on or before December **22, 2003** and who occupy the classification of Mill Team Leader will receive a flat IRP of **\$5.25** per hour.
- e. It is jointly recognized that continually increasing productivity is one of the critical factors in the plant's future success. Accordingly, employees are required to maintain productivity levels. The Company and Union will meet quarterly to review productivity levels over the term of this Agreement. The Union and the employees will assist the Company in ensuring that productivity is sustained and improved in all production areas. The Company maintains the right to continually seek and implement cost, productivity, effectiveness, methods, process, equipment, tooling or other changes to improve the productivity and operating performance of the plant.
- f. When attending training or meetings, all employees who are hired on or before December **22, 2003** will receive the IRP that they were receiving in the last job they performed prior to beginning the training or meetings.
- g. The Company and the Union will review the progress during the joint union and management meetings to address any outstanding issues.

Effective April **1, 2007** the IRP system is eliminated and the following changes will be made:

- a. Set new base rates for all classifications at **\$25.46**, except Mill Set-up & Operator at **\$26.46**. All employees with a lower base rate will be moved up and the difference will be subtracted from their IRP red-circled number so the total hour rate is unchanged. Those employees who have a base rate and IRP that is less than **\$25.46** will be given the new base rate and not have a red-circled IRP. All bid employees will be red-circled until they move to another bid or retire.
- b. Reduce the number of classifications— per attached
- c. Base rate to include **\$2.75** of current IRP (**\$25.46**)
- d. Non-bid employees will have a base rate and no IRP of **\$25.46** irrespective of job performing.

8. COST OF LIVING ALLOWANCE

- a. In addition to the foregoing wage rates, the standard of living of the employee of the Company will be protected from fluctuations in the cost of living for the duration of this agreement by the following provision of the Cost of Living Allowance.
- b. The Cost of Living Allowance, provided for herein, shall be added to the hourly earnings of each employee for each hour worked. The amount of the Cost of Living Allowance in effect at the applicable time shall be included in computing Statutory Holiday pay, Bereavement Pay, Injury Allowance and gross pay for vacation purposes.
- c. The Cost of Living Allowance formula shall be determined in accordance with the provisions set forth hereunder with effect from the commencement of the first pay period immediately following the publication of the cost of living index in the months of March, June, September and December, for the previous month. The scheduled C.O.L.A. payments in March, June, September and December are based on the difference between the corresponding 3 month average CPI and the base 3 month average (e.g. June 2003 pay-out will be based on the difference between 3 month average for March, April and May, 2003 and the base CPI, and quarterly thereafter).
- d. No adjustment, retroactive or otherwise, shall be made due to any revision which may later be made in any published Statistics Canada Consumer Price Index.
- e. The amount of Cost of Living Allowance which shall be effective for any of the three (3) month periods as provided above, with \$0.01 adjustment upwards or downwards for each .0733 of a point change in the index (1992 = 100).

The C.O.L.A. shall be computed using the three month average of the 1992 CPI for June 1999, July 1999 and August 2002, as the base period 119.6. Cost of living adjustments will be made on a quarterly basis.

* Note

- a. Current Float remains intact. Beginning April 01, 2007, 50% of each quarterly C.O.L.A. adjustment (increase or decrease) will be retained by the Company for 11 quarters. The 12th quarter, 0% of the C.O.L.A. adjustment will be retained by the Company.
- b. That the Consumer Price Index, as presently compiled by Statistics Canada will be used for the purpose of calculating adjustments. Should the Consumer Price Index be amended in any way, such new index will not be used but instead the present one retained if available and if it is not available, then the parties shall endeavor to reach agreement on a new basis for calculating adjustment.

STUDENT AGREEMENT

- a. Students will be paid \$15.00 per hour for the summer term. Students will be returning to school about the last scheduled normal working day prior to Labour Day.
- b. If a student requests to go full time, the student will be terminated and may be rehired as a probationary employee as outlined in the contract.
- c. Each student will be required to sign an employment agreement.
- d. Students will not work weekday overtime until all seniority and probationary employees on the shift, within the department, capable of performing the work have been asked to work. Weekend overtime will be offered to seniority and probationary employees within the department first.

SCHEDULE "B"

1. HOURS OF WORK

The work week for employees may be forty (40) hour schedule composed of eight (8) hours per day, Monday to Friday **OR** an agreed upon alternative work schedules as per the "Alternative Work Schedules" Letter of Understanding.

The hours of work are as follows:

Eight (8) Hour Shifts

- 1st shift – 12 (midnight) to 8:00am
- 2nd shift – 8:00am to 4:00pm
- 3rd shift – 4:00pm to 12 (midnight)

Breaks and Lunch periods (includes travel time to and from work area) may be organized under one of the following three (3) Options:

Option A – Flex Break

Employees working under a "Flex Break" method of operation -where the work processes do not stop during shifts. Employees may exercise their discretion as to when their break and lunch periods are scheduled, as long as employees schedule their break and lunch periods within a reasonable timeframe on either side of the stated break and lunch periods outlined in Option B. The Company reserves the right to withdraw support for this increased flexibility in the timing of breaks and lunches if abused; in this situation Option B below will apply.

Break and Lunch periods, includes travel time:

- Five days X eight hours per day - forty (40) minutes

Option B – Defined Break Times

Eight (8) Hour Shifts:

- Break 15 minutes
2:15am/10:15am/6:15pm
to
2:30am/10:30am/6:30pm
- Lunch 25 minutes
4:30am/12:30pm/8:30pm
to
4:55am/12:55pm/8:55pm

The company or employees may exercise their discretion as to when their break and lunch periods are scheduled, as long as employees schedule their break and lunch periods within a reasonable timeframe on either side of stated break and lunch periods outlined in Option B

(Three buzzers will be utilized to identify each designated break and lunch period. One at the beginning of a break, a reminder buzzer will provide five minutes notice before the end of breaks and a third designates when processes are scheduled to start again.)

Option C – Processes where Tag Relief utilized

Tag Relief may be utilized to support a continuous run operation where Team Leaders, Non-bid employees or relief personnel are available to cover off co-workers for breaks and lunches. Employees may exercise their discretion as to when their break and lunch periods are taken to support increased flexibility required to cover-off co-workers in order to support non-stop production.

Break and Lunch periods:

- Five days X eight hours per day - forty (40) minutes

Seamless Shifts

The purpose of this provision is to ensure production equipment does not stop at shift change and employees are responsible to remain at their equipment until relieved by their "partner" on the next shift, where no shift is scheduled after the employee, he/she will work to the end of the shift. A "flex relief" process will allow employees the freedom to relieve each other up to one (1) hour before and after the regular shift end, with due notification to the supervisor. If more time is required, the employees affected will seek prior supervisory approval.

Continuous Run Operations

The Company may initiate a "Continuous Run" schedule for any process that business conditions deem necessary. The Company will provide 24 hours notice, where possible, to the Union and the affected employees prior to adding or deleting processes to be operated under a "continuous run" mode.

- All Mills
- Furnace
- Bldg 21 Straightener
- Cold Draw
- T3
- T3T

Where an operation is on continuous run, the provisions of Schedule "B", Article 1, may not apply. The Company may utilize direct, indirect and other employees to provide relief. Support groups such as Truckers, Cranes, Team Leaders and Skilled Trades may be designated to provide service to those designated pieces of equipment or processes on a continuous running basis. These continuous run principles will apply to rest periods, lunch periods and shift changes.

Alternative Work Schedule

See Letter of Understanding – Alternative Work Schedules

2. DAY DEFINED

For the purpose of the Agreement a day shall be defined as from MIDNIGHT to MIDNIGHT, and any work performed in a "Day" will be considered as having been performed on the calendar day on which the majority of assigned hours occurred. Where no majority has been established a "Day" shall be that on which the work commenced.

3. OVERTIME

- a.
 - i. All work performed in excess of the standard working shift shall be paid for at the rate of time and one-half on average earned rate for the day.
 - ii. In such a case the work performed for the whole of the overtime hours shall be paid for at the rate of time and one-half based on average earned rates for the overtime period.
 - iii. All employees will be paid the applicable rates for attending Employee Involvement Meetings.
- b. All work performed on Saturday shall be paid for at time and one-half, and all work performed on Sunday or a Statutory Holiday shall be paid for at double time, based on average earned rates.
- c. Company agrees, so far as possible, to equalize all overtime work among the Employees in the department usually performing such work. A record of overtime will be currently maintained and posted in each department, weekly.

The Company will initially offer overtime to the employees on the bid job on the shift using lowest hours, when two or more employee's hours are equal seniority will be the deciding factor.

Thereafter, the Company will offer the overtime to the employee on the bid job on the off-shift who has the lowest hours. When two or more employees' hours are equal, Seniority will be the deciding factor.

The Company will record hours paid/refused/not available, including the premium portion of the opportunity, but the sixteen hour level will not be used to determine when to go off-shift. The Company will schedule overtime on the basis of Monday to Sunday (with the exception that an employee who commences vacation on the Monday will not be offered overtime during the scheduled vacation.)

The Company will meet with the Union on a quarterly basis to ensure that the equalization of overtime is operating correctly. For equalization purposes, only hours paid, refused or not available, including the premium portion of the opportunity, in an employee's own bid job will be recorded.

- d. It is the function of the Company to determine when overtime is necessary and to schedule overtime work.
- e. Any offer of overtime, given at least ten (10) working hours prior to the overtime and which is refused, will be credited to the Employee for the purpose of equalization of overtime.
- f. While the Company acknowledges that the Union may reserve a policy regarding overtime the Union agrees that it will not, in any way, seek to discourage performance of scheduled overtime work.
- g. Where the Company cancels a Saturday or Sunday overtime day shift by calling the employee at home less than six (6) hours before the start of such shift, the employee will be paid two (2) hours at the applicable overtime rate. This payment shall not be made where the cancellation is caused by machine or equipment breakdown, shortage of materials or due to other reasons beyond the control of the Company.
- h. Operators will be paid double time for those hours worked in excess of 12 (twelve) consecutive hours in a shift (except Sunday).
- i. Hours of work may be changed without overtime provisions being applied by mutual consent of the Company and the Union. Such consent will not be unreasonably withheld by either party.
- j. If the correct low hour employee in a classification is not offered an unscheduled overtime opportunity, the issue will be raised within five (5) working days following the posting of such hours and the employee will be given the next overtime opportunity. If the second opportunity is missed,

the employee will be paid for both occurrences (only if the employee protested the first occurrence).

- k. Employees not reporting for overtime as scheduled will be charged two times (2X) the missed opportunity, unless a reason satisfactory to the Company is provided.
- l. For equalization purposes, only hours paid, refused or not available, including the premium portion of the opportunity, in an employee's own bid job will be recorded. An employee who works overtime in a department / classification other than their own department / classification will have that overtime charged to their home department / classification for the purpose of equalization.

Overtime Pre-Asking

- m. The Company agrees to post for weekend "scheduled" production overtime opportunities.

All overtime that becomes available after the Thursday posting will be considered "unscheduled" and employees shall not be charged for hours not worked.

- i. Sign up sheets for overtime will be posted at the employee entrance.
- ii. Employees wishing to work the scheduled overtime would sign up under the appropriate day and shift on the sign up sheet based on the posted overtime notification. When an employee signs up for overtime, they are to indicate at that time as to their availability to work a shift other than their own.
- iii. The sign up sheet shall remain posted until 2:00 p.m. Wednesday afternoon. An employee who has signed up for overtime will have the right to inform his/her Supervisor to remove his/her name from the list prior to the Thursday posting. If scheduled work is available, he/she will be charged.
- iv. When an employee is absent up until Wednesday at 2:00 p.m., he/she will notify their Supervisor of their intent to work the specific days requested.
- v. The Supervisor will post the list of employees scheduled to work overtime on the communication board no later than Thursday by end of each shift. Employees shall be chosen in accordance with 3 (c).
- vi. If an employee signs up and no work is available or overtime is cancelled, he/she will not be charged.
- vii. Employees who do not sign up or who have removed their name prior to the Thursday posting and work was available in their classification, will be charged for hours refused if overtime would have been awarded.
- viii. For unscheduled overtime requirements and for daily-extended shift overtime the Company will verbally canvass employees and overtime will be awarded as per article 3(c).
- ix. In the event that additional overtime employees are needed on a shift over and above the originally posted overtime requirements the overtime applicants that were unsuccessful in the original posted requirements on the shift will be given first opportunity to accept the requested overtime. In the event that overtime is needed that was not originally requested on the overtime request posting, this overtime will be offered to the employees in accordance with article 3(c).
- x. The Company and the Union agree to meet and discuss changes, if either party feels the sign up sheet is not working satisfactorily and any changes shall be made by mutual agreement of the parties.

- xi. The Company and the Union agree to meet and discuss any unusual circumstances that may arise regarding the overtime equalization in order to find a mutually agreeable solution to the situation.

Banked Overtime

- n. Banked overtime allows employees to receive lieu time for overtime hours worked, rather than to receive full overtime pay.

It provides employees with an opportunity to reduce loss of pay for statutory leave, such as emergency leave and family medical leave, by drawing on the overtime bank when these leaves are taken.

The banking of overtime is not intended to interfere with the efficient operation of the Woodstock facility and is subject for review as it is a new program, the company and the union agree to meet and discuss necessary modifications.

Banking overtime is subject to the following conditions:

- i. Only overtime worked on Saturdays and Sundays may be banked.
- ii. Employees must provide the Company with a declaration that the employee intends to bank the overtime prior to the overtime being worked.
- iii. Employees must provide the Company with a minimum of eight (8) days' notice of request to use banked overtime hours.
- iv. Use of banked overtime hours will be granted at the Company's discretion, with regard to operational requirements.
- v. No more than four (4) employees may use their banked overtime hours at any one time.
- vi. Requests will be granted based on seniority.
- vii. Banked overtime is to be taken in either four (4) or eight (8) hour increments.
- viii. Overtime hours may be banked to a maximum of forty (40) hours per year, non-cumulative.
- ix. The Company will pay out all unused banked overtime at December 31, or on the next following regular pay date.
- x. Only the straight time hours may be banked. The premium pay for overtime worked is paid on the employee's next regular pay date. For clarity, if an employee works eight (8) hours of overtime at time and one half, they will be paid four (4) hours pay on their next pay day and will be permitted to bank eight (8) hours.
- xi. Overtime will be banked at the employee's bid rate.

4. CHANGE OF SHIFT

- a. In the event the Company is obliged to schedule a change in shifts without prior notice being given at least sixteen (16) hours before such shift change, the Employees affected will be paid the applicable overtime rate for all hours worked on the first shift of the changeover.
- b. The overtime provisions of this section shall not be applicable when the Company's failure to give notice within the time limits shown herein are by reason of the Employee's absence from work of more than three (3) working days prior to such shift change or by reason of incorrect personal records.
- c. While no reason will be required by an Employee desiring an exchange of shift(s) the right to exchanging will be conditional on the following:

- i. Any exchange will only be permitted between employees having the same skills and abilities within the department providing the Supervisor on the shifts involved agree each employee can do the job involved.
 - ii. An employee desiring a shift exchange will, in advance of the day on which the exchange occurs, present to his/her Supervisor a form prepared for this use.
 - iii. The form will show the names, clock numbers and classification of both employees in the exchange, the applicable date(s) and shift(s) and will carry the signatures of the applicant and the person exchanging. The duration of such form will be limited to a two (2) week period and will require renewal for any further period.
- d. Any transfer from a Department or Classification to another Department or Classification or a layoff will revoke the right to exchange; cancellation will become effective the date of any transfer or layoff.
 - e. When a Department shift schedule is issued, the name of the applicant and the exchange employee will both appear on their regular shift list even though an exchange has occurred.
 - f. Should an employee originating the shift exchange or the employee contributing to the exchange, suffer an inequity of earnings, equalization of overtime hours or any other provision or benefit by reason of such exchange(s) such matters will not be a subject for complaint. Conversely, should any individual's shift exchange have adverse effect on any other employee(s) or give cause to contravention of any provision(s) of the Collective Agreement the right of the individual's exchange shall be disallowed.
 - g. While the Company will endeavor to accommodate an employee's desire to exchange shifts it remains the Company's prerogative to deny or cancel such a request if:
 - i. the department needs are impaired in any way.
 - ii. there is any objection by other employees, within the Classification or Department concerned, or by the Union for cause.

5. REPORTING ALLOWANCE

Unavailability of Work

- a. An employee who is scheduled to and reports for work at the beginning of his/her standard shift or half shift, will be given full shift hours or the balance of standard shift hours if work is available or if no work is available he/she shall be paid four (4) hours pay at his/ her day rate.
- b. An employee who is scheduled to and reports for work on a Saturday, Sunday or a Statutory Holiday, will be given full shift hours if work is available or the actual hours worked at the applicable overtime rate. In no case shall the Employee having reported, be paid less than four (4) hours at the applicable overtime rate.
- c. Sub-section (a) and (b) shall not apply in cases of emergency such as fire, flood or other major catastrophes or other conditions beyond the Company's control or by any labour dispute in the plant of the Company.

Call Back

An employee called back on an emergency breakdown after completing his/ her regular shift and having left the plant or on a Saturday, Sunday or Statutory Holiday not previously scheduled, shall be paid a minimum of four (4) hours at applicable overtime rate.

6. NIGHT SHIFT BONUS

- a. Employees scheduled to work on the afternoon shift shall be paid a shift bonus of fifty (50) cents per hour.
- b. Employees scheduled to work on the night shift shall be paid a shift bonus of sixty (60) cents per hour.
- c. Employees performing work before and/or continuing work beyond their assigned scheduled shift will be paid the applicable shift bonus.
- d. Shift bonus shall not be included with the base rate when calculating overtime premium.

7. STATUTORY HOLIDAYS

- a. Personalfloater day requires a minimum of one (1) week's notice for approval.
- b. For the purpose of the Agreement where reference is made to Statutory Holidays, the said Holidays shall be considered as follows:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Day before Christmas
Canada Day	Christmas Day
Civic Holiday	Day before New Year's
Day Before Labour Day*	Lottery Day

***Day Before Labour Day will be designated as observance for Family Day**

- Two (2) Floater Holidays
 - Two (2) Personal Floater Holidays
- for a total of sixteen (16) per year.

STATUTORY HOLIDAYS & FLOATERS 2011 (16 days)

NEW YEARS DAY	-	MONDAY, JANUARY 3, 2011
GOOD FRIDAY	-	FRIDAY, APRIL 22, 2011
VICTORIA DAY	-	MONDAY, MAY 23, 2011
CANADA DAY	-	FRIDAY, JULY 1, 2011
CIVIC HOLIDAY	-	MONDAY, AUGUST 1, 2011
DAY BEFORE LABOUR	-	FRIDAY, SEPTEMBER 2, 2011
LABOUR DAY	-	MONDAY, SEPTEMBER 5, 2011
THANKSGIVING DAY	-	MONDAY, OCTOBER 10, 2011
LOTTERY DAY	-	FRIDAY, DECEMBER 23, 2011
DAY BEFORE CHRISTMAS	-	MONDAY, DECEMBER 26, 2011
CHRISTMAS DAY	-	TUESDAY, DECEMBER 27, 2011
1 ST FLOATER	-	WEDNESDAY, DECEMBER 28, 2011
2 ND FLOATER	-	THURSDAY, DECEMBER 29, 2011
DAY BEFORE NEW YEARS	-	FRIDAY, DECEMBER 30, 2011
1 ST PERSONAL FLOATER		
2 ND PERSONAL FLOATER		

STATUTORY HOLIDAYS & FLOATERS 2012 (16 days)

NEW YEARS DAY	-	MONDAY, JANUARY 2, 2012
GOOD FRIDAY	-	FRIDAY, APRIL 6, 2012
VICTORIA DAY	-	MONDAY, MAY 21, 2012
CANADA DAY	-	MONDAY, JULY 2, 2012
CIVIC HOLIDAY	-	MONDAY, AUGUST 6, 2012
DAY BEFORE LABOUR DAY	-	FRIDAY, AUGUST 31, 2012
LABOUR DAY	-	MONDAY, SEPTEMBER 3, 2012
THANKSGIVING DAY	-	MONDAY, OCTOBER 8, 2012
DAY BEFORE CHRISTMAS	-	MONDAY, DECEMBER 24, 2012
CHRISTMAS DAY	-	TUESDAY, DECEMBER 25, 2012
1 ST FLOATER	-	WEDNESDAY, DECEMBER 26,
2 ND FLOATER	-	THURSDAY, DECEMBER 27, 2012
DAY BEFORE NEW YEARS	-	FRIDAY, DECEMBER 28, 2012
LOTTERY DAY	-	MONDAY, DECEMBER 31, 2012
1 ST PERSONAL FLOATER		
2 ND PERSONAL FLOATER		

STATUTORY HOLIDAYS & FLOATERS 2013 (16 days)

NEW YEARS DAY	-	TUESDAY, JANUARY 1, 2013
GOOD FRIDAY	-	FRIDAY, MARCH 29, 2013
VICTORIA DAY	-	MONDAY, MAY 20, 2013
CANADA DAY	-	MONDAY, JULY 1, 2013
CIVIC HOLIDAY	-	MONDAY, AUGUST 5, 2013
DAY BEFORE LABOUR	-	FRIDAY, AUGUST 30, 2013
LABOUR DAY	-	MONDAY, SEPTEMBER 2, 2013
THANKSGIVING DAY	-	MONDAY, OCTOBER 14, 2013
DAY BEFORE CHRISTMAS	-	TUESDAY, DECEMBER 24, 2013
CHRISTMAS DAY	-	WEDNESDAY DECEMBER 25,
1 ST FLOATER	-	THURSDAY, DECEMBER 26, 2013
2 ND FLOATER	-	FRIDAY, DECEMBER 27, 2013
LOTTERY DAY	-	MONDAY, DECEMBER 30, 2013
DAY BEFORE NEW YEARS	-	TUESDAY, DECEMBER 31, 2013
1 ST PERSONAL FLOATER		
2 ND PERSONAL FLOATER		

STATUTORY HOLIDAYS & FLOATERS 2014

NEW YEARS DAY	-	WEDNESDAY, JANUARY 1,
GOOD FRIDAY	-	FRIDAY, APRIL 18, 2014
1 ST PERSONAL FLOATER		
2 ND PERSONAL FLOATER		

- c. In the event that "Heritage Day" is proclaimed by the Government during this Collective Agreement, one (1) of the Floater Holidays shall be designated as such.
- d. Employees will be paid for regular shift hours on the Statutory Holidays listed above provided the following conditions are fulfilled;
 - i. The employee is not on layoff; or is not on leave of absence in excess of thirty (30) working days.
 - ii. The employee is not absent without authorized leave on the full working shift immediately preceding and following the Holiday. Such authorized leave must be in writing from his/her immediate Supervisor or the employee must present a Doctor's certificate certifying absence for legitimate medical reasons. Absence for non-occupational illness or accident will be recognized and the holiday paid for, if such absence does not exceed thirty (30) working days including the holiday, and provided the employee works all the scheduled hours of the shift on either the day immediately preceding and following the holiday(s).
 - iii. Should a multiple Statutory Holiday period be scheduled, an employee absent without reasons acceptable to the Company on both his/her last scheduled working day immediately preceding and his/her first scheduled working day immediately following the multiple

Statutory Holiday period, shall be ineligible for two (2) Statutory Holidays in the multiple Statutory Holiday period or if he/she is absent for one (1) qualifying working day, be ineligible for one (1) Statutory Holiday in the multiple Statutory holiday period but shall, if otherwise eligible receive pay for the remaining days, in the multiple Statutory Holiday period. (The day before and the day after).

- iv. The employee has completed his/her probationary period.
- e. Payment for standard shift hours, lost by observance of a holiday, will include applicable shift bonus, Cost of Living Allowance and will be made at average earnings from the previous weeks' earnings for the period immediately prior to the holiday.
- f. For any work performed on a holiday, payment will be made at double time for actual hours worked, plus the payment as provided in sub-section (d) for eligible employees or an employee may elect to be paid double time for work on such holidays and take a lieu day with pay as 7(d), to be taken in accordance with article 7(a).
- g. When a holiday occurs on a Saturday or on a Sunday, the Company will observe the paid holiday on a working day preceding or following the Statutory Holiday.

WEEKEND WORKER

The company may implement a Weekend Work Schedule in accordance with the following provisions:

1. This schedule would consist of either one (1) or two (2) twelve (12) hour shifts on Saturday and Sunday.
2.
 - a. Initially, vacancies on the weekend shift shall be filled by the most senior active employee(s) working in-week in the classification and department who volunteer for such vacancies, provided they have the skill and ability to perform the work in question. If there are insufficient qualified employees who have volunteered to fill the vacancies, such vacancies will be posted and filled in accordance with the Job Posting Provision (Article 14). After the initial vacancies have been filled all subsequent vacancies shall be posted in accordance with Article 14.
 - b. Employees who either volunteer or bid for the weekend work schedule shall have a six (6) calendar week opportunity to opt back to their former position.
 - c. In-week and weekend workers may voluntarily switch schedules in accordance with the change of shift language in Schedule B.
 - d. In the event the program is discontinued, either temporarily or permanently, weekend workers will be returned to their department and classification provided they have seniority. In the event this causes surplus employees within the department and classification, the weekend worker shall not be declared surplus provided he has seniority.
 - e. In the event of the reinstatement of the program, employees holding previous rights still within the classification will have the option to be returned in seniority order and all other vacancies will be in accordance with section 2 (a).
3. Premium pay will be made in accordance with the collective agreement. Cola will be paid on all hours paid (i.e.: Production workers, 42 hours; Skilled Trades workers, 44 hours).
4. Afternoon shift premium shall be paid for all hours paid on the 12 noon to 12 midnight shift. Night shift premium shall be paid for all hours paid after 12:00 midnight to 12 noon. In both cases the shift premium shall not be paid for more than 40 hours.

5. The union shall have the right to appoint pursuant to 6(d):
 - a. one (1) alternate Health and Safety Representative for each regular weekend shift.
 - b. Union Steward(s) for each regular weekend shift in accordance with Article 6(d).

6. In week overtime shall be handled as follows:
 - a. part shifts (up to 4 hours) to be applied to in-week workers.
 - b. Full shifts can be applied to weekend workers as follows:
 - i. First consideration shall be given to volunteers within the department and classification providing there has been a minimum of twelve (12) hours off work.
 - ii. Each weekend worker can be offered a maximum of one (1) shift of in-week overtime within his/her classification before in-week workers are asked.
 - iii. Weekend workers may then be asked to work any remaining unfilled overtime after in-week workers have been asked.
 - iv. In the event there are insufficient, available volunteers, Schedule B 3(e) shall apply, provided there has been a minimum of twelve (12) hours notice.
 - v. Any work in excess of two (2) in-week shifts shall be paid at the time and one-half premium, providing forty (40) hours have been worked including the previous Saturday and Sunday.
 - c. Required overtime on weekends, beyond the regular weekend work schedule, of two (2) hours or less will be offered to weekend workers. Overtime on weekends beyond the regular weekend work schedule, of more than two (2) hours will be offered in accordance with the normal overtime provisions.
 - d. The pay period for overtime purposes for the weekend work schedule shall begin on Monday and end the following Sunday.
 - e. During the Christmas shutdown period overtime will be offered to employees in the department usually performing such work, irrespective of whether they are on the weekend shift.

7. Employees working this Weekend Work Schedule will not equalize overtime with employees working a Monday through Friday schedule. Weekend workers shall equalize among themselves.

8. Report In Pay – Report-In Pay will be ten (10) hours at the regular straight time rate of pay.

9.
 - a. Weekly Indemnity – For the purposes of determining waiting period, a missed Saturday shall equal three (3) days of waiting period and Sunday shall equal four (4) days (e.g.: An employee missing a Saturday and Sunday weekend shift would be eligible for four/sevenths of the weekly benefit).
 - b. In the case of accident, out patient surgery or hospitalization, three/sevenths of the regular weekly benefit shall apply for Saturday and four/sevenths of the regular weekly benefit shall apply for Sunday (e.g.: If the employee remains on the same weekly indemnity claim, for subsequent Saturday & Sunday, the full weekly benefit will apply).
 - c. Pension Plan – hours will be calculated as hours paid instead of hours worked.
 - d. Paid Education Leave - for purposes of calculating Paid Education Leave fund, the assessment will be based on weekend hours paid. If a Weekend Worker works overtime during the week, the assessment will be based on weekday hours worked.
 - e. In the case of Short Work Week Benefits, the forty (40) hours work offered shall be on the basis of premium hours.

- f. Legal Services Plan – for purposes of calculating Legal Services Plan, the assessment will be based on weekend hours paid. If a Weekend Worker works overtime during the week, the assessment will be based on weekday hours worked.
 - g. Regarding bereavement, jury duty and subpoenaed crown witnesses, payment shall be applied on the basis of the premium rate and no payment shall be made for Monday through Friday.
10. Paid Holidays as per Schedule B -The employees who qualify shall receive eight (8) hours holiday pay at their straight time rate without additional time off.
 11. One (1) weekend (24 hours) to equal one (1) weeks vacation. The part weeks of vacation provided at Schedule "C", Section (c), (8), will be paid and not taken .
 12. When two (2) crews are involved, shift rotation shall be every two (2) weeks and shall be scheduled from 12:00 a.m. to 12:00 p.m. In the case of single crews, the schedule will be from 8:00 a.m. to 8:00 p.m. unless mutually agreed otherwise.
 13. Probation Period –For purposes of calculating the probationary period for weekend workers, hours paid will be used.
 14. Breaks and Lunch periods:
 - a. 2:00 a.m./p.m. 10 minutes
 - b. 4:00 a.m./p.m. 10 minutes
 - c. 6:00 a.m./p.m. 20 minutes
 - d. 8:00 a.m./p.m. 10 minutes
 - e. 10:00 a.m./p.m. 10 minutes
 15. The Company will meet with the union Plant Committee within the first two (2) months and quarterly thereafter to discuss problems that may arise. A Union Steward from the weekend shift may attend these meetings if requested by the Union. He/she will be paid a minimum of four hours.

16. NON-GUARANTEE OF WORK WEEK

It is mutually agreed that whereas the standard work week is referred to as forty (40) hours per week, the Company does not guarantee that it will provide this number of hours work per week to all employees, but will endeavor at all times to maintain the standard schedule of hours.

SCHEDULE "C"

VACATION PLAN

1. The Company will grant vacations in accordance with the Employment Standards Act of the Province of Ontario and further agrees to grant additional vacations to eligible employees, such additional vacations to be determined by continuous years of service.

Employees must return their vacation forms by no later than February 28, to their respective Supervisor.

For purposes of vacation schedule, credits will be determined as of June 30th, and vacation pay will be calculated as of the second last pay received in June for the current vacation year.

2. Employees who take authorized vacation prior to June 30th will be paid their base hourly rate and Red Circle, where applicable, minus all normal deductions in each week of scheduled vacation, but such payments will not be paid in excess of the employee's actual vacation accrual at that time. For vacations taken after June 30th each year, the employee's actual vacation pay accrual (less any vacation amounts paid to the employee prior to June 30th) will be divided by his/her outstanding vacation weeks to determine the precise amount of vacation pay to be paid in each scheduled vacation weeks to be taken during the balance of the vacation year.

Subsequent to June 30th, employees may request a payment of all or part of their actual vacation pay accrued provided such request is provided to Human Resources in writing two (2) weeks in advance of when the payment is required by the employee. This request for earned vacation pay will be included in the applicable weekly pay of the employee and will not require monies to be paid by manual cheque.

3. Employees will be eligible for vacation credits and vacation pay calculated on gross pay for work performed including Statutory Holiday pay and any vacation pay of the year previous, as follows:
 - a. Less than one (1) year's service - 1 week vacation with vacation pay of 4%.
 - b. One (1) year but less than four (4) years - 2 weeks vacation with vacation pay of 4%.
 - c. Four (4) years but less than five (5) years - 2 weeks vacation with vacation pay of 5% (* One additional week optional).
 - d. Five (5) years but less than ten (10) years - 3 weeks vacation with vacation pay of 6%.
 - e. Ten (10) years but less than thirteen (13) years - 3 weeks vacation with vacation pay of 8%. (* One (1) additional week optional).
 - f. Thirteen (13) years but less than twenty (20) years - 4 weeks vacation with vacation pay of 9% (one (1) additional week optional).
 - g. Twenty (20) years but less than twenty-three (23) years - 4 weeks vacation with vacation pay of 10% (* One (1) additional week optional).
 - h.
 - Twenty-three (23) years or more - 5 weeks vacation with pay of 11%
 - 23 yrs but less than 24 yrs: **Eight (8) hrs pay with option of time off
 - 24 yrs but less than 25 yrs: **Sixteen (16) hrs pay or schedule two eight (8) hour shifts of time off.
 - 25 yrs but less than 26 yrs: **Twenty-four (24) hrs pay with option of time off
 - 26 yrs but less than 27 yrs: **Thirty-two (32) hrs pay with option of time off

- 27 yrs or more: **Forty (40)hrs pay with option of time off
- * It is understood that those Employees who are eligible for the one (1) additional week, without pay, must declare that option by designating it, by February 28th, with their respective Supervisor. Employees with more than 23 years of service may utilize their optional vacation pay or time off noted above (** in h) as single days if they so choose.

4. In the event that a Statutory Holiday is observed within the employee's assigned vacation period in any current year, the employee is entitled to an additional day off – to be scheduled as per schedule B article 7 a). The employee may request this additional vacation day be authorized as per holiday procedure immediately before or immediately after his/her vacation or at a later date in the vacation year.
5. There will be a full or partial plant shutdown of up to two consecutive weeks through the July/August 2011 timeframe. All employees will be notified by February 1st with respect to when full or partial shutdown will occur.

Vacation weeks for production workers must be scheduled during the shutdown periods. Any employee who has less vacation weeks than the number of shutdown weeks, will be afforded first opportunity to work shutdown, if no work is available, will be granted an unpaid leave of absence.

In the event that customer requirements dictate that the plant shutdown be changed, the Union will work with Management to meet the customers' demands by mutual agreement, which will not be unreasonably withheld.

The Union will support the Company in obtaining the necessary vacation changes in order to meet customer requirements.

Beginning in 2012, there will be two (2) shut down periods of two (2) consecutive weeks through the July / August timeframe (effective beginning 2012). All employees will be notified by February 1st with respect to when these shutdowns will occur.

Vacation weeks for production workers must be scheduled during the shutdown periods. The plant will be divided into two (2) areas which shall be comprised of:

Area 1 (mills, tube processing, material handling)

Area 2 (cold draw, T-3, T3T, material handling, stockroom, quality, total plant)

Employees assigned to these areas as of February 28th will designate two (2) weeks of their credited vacation as per this agreement.

Any employee who has fewer vacation weeks than the number of shutdown weeks will be offered first opportunity to work their assigned shutdown. If no work is available, the employee will be granted unpaid leave of absence.

Beginning in 2012, the remaining vacations for employees in the production groups will be granted as per the following:

- i. 1 – 5 employees in a classification on February 28th will be granted up to one (1) employee vacation at a time.
- ii. 6 – 10 employees in a classification on February 28th will be granted up to three (3) employee vacations at a time.
- iii. 11 – 15 employees in a classification on February 28th will be granted up to six (6) employee vacations at a time.
- iv. 16 – 20 employees in a classification on February 28th will be granted up to eight (8) employee vacations at a time.

- v. 21 - 25 employees in a classification on February 28th will be granted up to ten (10) employee vacations at a time.
- vi. 26 or greater employees in a classification on February 28th will be granted up to fifteen (15) employee vacations at a time.

Beginning in 2012, the Company shall post vacation selections for employees' use no later than March 15th so that all shifting and bumping of vacations can take place by the end of March. If all vacation selections have been completed and an employee wishes to make a change, then all such changes will be granted on a first come, first serve basis subject to the scheduling provisions contained herein.

- 6. An employee on Compensation will be credited with being at work for vacation pay purposes and will be paid the applicable percentage of day rate for any hours he/she would have been scheduled to work had he/she not been on Compensation. Such credit as herein provided will be for the period of Compensation but not to exceed two (2) years from date of injury.
- 7. Employees terminating employment with the Company will receive payment for unused vacation credits earned to the date of separation in accordance with the provisions of sub-section (c) and with the Employment Standards Act of the Province of Ontario.
- 8. All employees must take their credited vacation, as determined by sub-section 3(c), within the current calendar year. An exception for purposes of long-term layoff and sickness would be by mutual agreement between the Company and the Union.
- 9. All vacation payouts will be computed on a weekly basis.

SCHEDULE "D"

BENEFITS

1. Employee Benefits :

a. Life Insurance:

Effective April 1, 2011	\$42,000
Effective April 1, 2012	\$42,000
Effective April 1, 2013	\$42,000

b. Accidental Death & Dismemberment:

Effective April 1, 2011	\$42,000
Effective April 1, 2012	\$42,000
Effective April 1, 2013	\$42,000

NOTE: The above Life Insurance benefit and AD & D benefit will be provided to Employees to age 65, active or retired.

c. Weekly Indemnity :

Eligible employees will receive payment from the first day of accident, first day hospital, fourth day of illness for a maximum period of coverage of forty-two (42) weeks (~~1-1-4-42~~). Effective April 1, 2011 the rate is \$575/week. Effective April 1, 2012 the rate is \$575/week. Effective April 1, 2013 the rate is \$575/week.

The Company will continue to register the plan with the Employment Insurance Commission.

This improved benefit is accepted by the Union as satisfying any and all share(s) of the E.I.C. Premium rebates to which the Union may have been entitled to, otherwise, under the present legislation rebates shall then become directly payable to the Company.

d.

- i. Manulife Drug Plan or it's negotiated equivalent providing a \$2.00 deductible per prescription.
- ii. A \$9.00 dispensing cap provided such is reasonably available in the area. Availability to be posted annually.
- iii. Positive enrolment / coordination of benefits

Generic drugs substitution except where overridden by prescribing doctor.

- e. Transition and Bridge Error! Bookmark not defined. **Benefit** of \$600.00 per month to the designated eligible survivor effective April 1, 2011.

- f. Dental Plan: The Company will provide coverage through Manulife.

Effective January 3, 1990, the Company will cover Phase 2 Orthodontics.

Effective April 1, 2011, the above plan will be provided at the 2009 O.D.A. Schedule of fees.

Effective April 1, 2012, the above plan will be provided at the 2010 O.D.A. Schedule of fees.

Effective April 1, 2013, the above plan will be provided at the 2011 O.D.A. Schedule of fees.

The plan now covers regular nine (9) month checkups, cleaning and x-rays.

- g. Hearing Aid Plan :

Effective January 2, 1994, a Hearing Aid Plan will continue to be provided.

- h. Remedial **Appliances** Error! Bookmark not defined. :

Effective January 2, 1994, the Remedial Appliance Plan will continue to be provided.

- i. Vision Care :

Effective April 1, 2011 a vision care plan will be provided for \$225.00 coverage.

Effective April 1, 2012 a vision care plan will be provided for \$225.00 coverage.

Effective April 1, 2013 a vision care plan will be provided for \$225.00 coverage

Effective April 1, 2011 the plan provides for bi-annual eye exams which are included in and subject to the \$225 in coverage.

- j. **Legal Services Plan :**

The Company will not provide any contributions to the "Legal Services Plan" from April 1, 2007 until March 31, 2008. Effective April 1, 2008 the company will contribute eight (8) cents per hour, on all wage-related compensated hours, for example each hour worked including overtime and paid holidays, to the establishment of a Legal Services Plan, such plan to be part of the existing CAW Legal Services Plan in effect with GM, Ford and Chrysler, with benefits commencing September 1, 1995. To be entitled for this benefit, you must have one (1) year of seniority.

k. Extended Health Care

2. Dependents Benefits

- a. Ontario Health Insurance Plan.
- b. Manulife Drug Plan, Dental, Hearing, Remedial and Vision Care Plans. (as provided above in (d), (e), (g), (h), (i), (j) and (k) and related clause(s).
- c. Effective January 2, 1994, dependent's coverage to age twenty-five (25) if attending a recognized school of learning.
- d. All benefits will be paid for six (6) months for the surviving spouse of active employees and retirees beyond the current month.

3. Pensioner Benefits

- a.
 - i. Effective April 1, 2011, Death Benefit - \$8,000 payable in event of the death of a Pensioner 65 years of age or over.
 - ii. Effective April 1, 2012, the amount will be amended to \$8,000 for Pensioners 65 years of age or over;
 - iii. Effective April 1, 2013, the amount will be amended to \$8,000 for Pensioners 65 years of age or over.
- b. Ontario Health Insurance Plan.
- c. Manulife Drug Plan, Dental, Hearing, Remedial and Vision Care Plans. (as provided above in (d), (e), (g), (h), (i), (j) and (k) and related clauses(s). This includes retirees for the remainder of this contract.

4. Laid-off Employees Benefits

- a. By terms of the current Collective Agreement, the Company will pay the premiums for the Drug, Dental, Life Insurance, Accidental Death & Dismemberment, Hearing Aid, Remedial Appliances and Vision Care Plans for a subscriber employee on layoff to the end of the nine (9) months next following the month of layoff.
- b. While the Company will not assume any premium costs for employee(s) on layoff beyond the period stipulated above, it agrees, however, to allow laid-off employee(s) continued coverage under the Drug and Dental Plans at their own expense provided that advance premium payments for the retention of the plans are received by the Company. These retention concessions are subject to the terms and conditions specified by the respective private carriers and are conditional upon the following:
 - i. That the Union through its local office, will submit to the Company a list of those laid-off individuals desiring continued coverage along with the appropriate premium payments corresponding with the individual's coverage status at the time of layoff.
 - ii. That such list will also show the individual Drug and Dental Plan certificate numbers for identification purposes.
 - iii. That the names and premium payments must be received by Human Resources by the 15th day of the eighth (8th) month following the month of layoff and each subsequent monthly date thereafter. Receipt of such premium payment(s) will ensure coverage for the month next following.

- iv. That failure of receipt of payment(s) by the Company on behalf of the individual will result in immediate cancellation of the Drug and Dental Plan coverage's without any right of reinstatement.
 - v. That the foregoing extended coverage(s) will be limited to a period not to exceed the twenty fourth (24th) month following receipt of the initial payment(s) for such continued coverage(s).
- c. Due to the experience rating factor of the Drug and the Dental Plans, the Company may periodically be subjected to fluctuating premium rates. Accordingly, the Company will inform the Union, through its local office, of any increases or decreases in the applicable premium rates to be applied to the individuals who are taking advantage of the extended Drug and Dental Plan coverage(s).

Single - \$ 156.02

Family - \$ 382.31

5. The coverage's outlined in Schedule D above will be administered in accordance with the terms and conditions established by the respective carrier.
6. The Company agrees that during the life of this Agreement it will continue its present practice of paying the premiums in full for the Insurance Benefits as provided herein.
7. Payment by the Company will cease when an employee is not actively employed except as provided under the following conditions:
 - a. During the life of an Employee who properly retires under the provisions of the non-contributory pension plan and provided the respective carrier continue to accept coverage.
 - b. When an Employee is granted a leave of absence for personal reasons, the Company will assume no responsibility for further payments beyond the end of the third calendar month.
 - c. In a case of extended sick leave, Sickness and Accident Insurance will terminate in accordance with the terms of the policy or when a claim is exhausted and/or in the case of sick leave and compensation, Life Insurance, Drug Plan and Dental Plan payment by the Company will not be made beyond the end of the eighteenth calendar month.
8. When following cancellation, an Employee is reinstated under benefits, such reinstatement shall be in accordance with the regulations of the respective carrier.
9. An eligible Employee will have their fringe benefit coverage's under Schedule "D" effective the first day upon return to work.
10. In the event of the discontinuance of any group benefit plan, the Company will negotiate with the Union for another carrier which will provide comparable benefits to the discontinued plan.

SCHEDULE "E"

TIME STANDARDS

It shall be the Company's responsibility to establish production standards and work detail specifications that:

1.
 - a. Are fair and equitable to the workers.
 - b. Are based on working capacities of a normal worker.
 - c. Give due consideration to the quality of workmanship required.
 - d. Give due consideration to fatigue, personal time and delays.
2. Full details of the Rest and Contingency allowances together with the method by which the Standards have been set, will be included in the set-ups of Standards. These set-ups, together with all the studies on which they are based, may be inspected at any time in the Industrial Engineering Office. The present system of calculating Rest and Contingency allowances will be continued.
3. A seniority Employee, when being time-studied, shall perform his work in accordance with the Company's instructions and shall co-operate to give a performance representative of the actual job being studied.
4. Before the Company time-studies any job and makes a record of such job, the worker who is to be studied shall be notified in advance and shall be told the purpose of the study.
5. Where more than one operator performs identical operations, at least two of the operators will be studied.
6. Elements of an operation can be struck out of a time study, provided that there is an explanation of the strike-outs.
7. As further operations are applied, a Work Detail Specification will be issued setting out the methods, material, equipment and quality to which the Standards apply.
 - a. In setting the Standards, full allowance will be made for the use of safety devices in the shop, and for the observance of the proper safety routines.
9. The principles applied to rework will be, whenever possible the operator causing rework will carry it out.
10. Each operator will be responsible for recording the details of his/her work.
11. The Company agrees to provide the Plant Committee Chairperson with a copy of the existing standards in effect and notice of any subsequent additions and deletions thereto.
12. The Union shall have the right to file a grievance concerning production standards except during the first ten (10) working days of any new application of standard(s), following which the provisions of subsection 13 shall then apply.
13. Standards shall be temporary for a period of ten (10) working days after which they shall become established standards. Any job for which a temporary standard or an established standard has been

issued is to be recorded as measured work, from the time that the Union is notified that the standard has been issued.

14. The Union may ask for further time studies to be taken of a job in dispute. A re-study will be conducted within five (5) working days or sooner if possible, provided the work is performed on the day shift and is continued through this period and further, provided the work load in the Industrial Engineering Department so permits.
15. When a disputed time standard has been processed to Step No. 2 of the grievance procedure, the Committeeperson, upon request, will be given in writing the available studies and/or data of the job upon which this standard is based.
16. In a case where a grievance is filed protesting that a standard is unfair or inequitable and is processed to Step No. 3 of the grievance procedure, the Union may then have the assistance of a staff member of the Union Industrial Engineering Department in examining the data pertaining to the grievance and, if necessary, will, in the presence of a Company Industrial Engineer representative, be permitted to study the operation involved.
17. An established standard shall not be changed except for the following reasons and to the following extent:
 - a. In the event of a clearly recognized clerical or measurement error which can be demonstrated to mutual satisfaction.
 - b. When a change in method, material, equipment or quality requirements does not change the established time standard 5% or more, it will be recorded and when the cumulative total of these changes amounts to 5% or more of the established time standards, the Standard Department will issue a new Standard based on a study of the element(s) involved.
 - c. Except by mutual agreement between the Union and the Company.
18. The Company will study any existing jobs with a view to make any possible changes (such as process, method, etc.) to achieve quality and productivity improvements.

SCHEDULE "F"

SKILLED TRADES GROUP

1. Employees in Skilled Trade classifications shall be limited to Journeyperson or Apprentices. All employees in the Skilled Trades group are subject to the provisions of the Collective Agreement, except as specifically covered in this schedule.

JOURNEYPERSON QUALIFICATIONS

2. A Journeyperson engaged by the Company shall mean one who:
 - a. Presently holds a Journeyperson classification in the plant in a Skilled Trades occupation, or
 - b. Has served a bonafide apprenticeship and has a certificate to substantiate his/her claim for such apprenticeship service, or
 - c. Has had eight (8) years of practical experience in a Skilled Trades classification in which he/ she claims Journeyperson designation and can prove same, or has a recognized C.A.W. Journeyperson card.
3. Data substantiating the qualifications of a Journeyperson or an Apprentice will be made available to the Skilled Trades Committee person upon request.

HELPER DEFINITION

4. The duties of a Helper/Non-Bid employee as provided within the trades classifications shall be to assist a Journeyperson and he/she will not be assigned nor will he/she perform any duties by which a Journeyperson is recognized.

RATE PROVISIONS

5. Rates negotiated for each classification shall be the guaranteed rates. The Skilled Trades Committee person will, at his/her request be informed of the rate or classification of any member of the Skilled Trades group.

DAY RATES (SKILLED TRADES)

6. The day rates of pay as set forth hereunder will apply for the life of this Agreement, as provided by 32 (b) in the body of the Agreement.

DAY RATES (SKILLED TRADES)

Classification	April 1, 2011	April 1, 2012	April 1, 2013
Skilled Trades Department			
Skilled Trade Team Leader	33.06	33.39	33.72
Electrician	32.05	32.37	32.69
Plumber & Pipefitter	32.05	32.37	32.69
Tool & Diemaker	32.05	32.37	32.69
Millwright/Machine Repair	32.05	32.37	32.69
Ivara Trades Team Member	32.05	32.37	32.69

A Skilled Trades Bonus will be effective on the date of ratification. It will be paid in the amount by which 15% of the Group Average Incentive Earnings (GAIE) exceeds the \$0.50 adjustment in the first year of the Collective Agreement, in the amount by which 30% of the GAIE exceeds \$1.00 in the second year of

the Collective Agreement and the amount by which 45% of the GAIE exceeds \$1.50 in the third year of the Collective Agreement. The GAIE will be calculated based on the formula provided by the Company on December 15, 1999. The GAIE will be calculated quarterly based on the Group Average Incentive Earnings of the previous quarter's average and paid weekly.

ACTING SUPERVISOR

7. An hourly employee shall not be appointed Acting Supervisor for more than a total of six (6) months per year. Exceptions to the above will be replacements for supervisors who are on a temporary prolonged leave for health or other reasons and who will resume their position upon return.

NOTE: When appointed acting Supervisor, by the Company the employee will for the duration of such an appointment, receive 80¢ per hour over and above his/her average earned rate.

LEADPERSON

- 8.
- a. A Leadperson shall be a Skilled Trades employee who, while engaged in his/her regular occupation, leads or processes the work of two or more others in his/her own department.
 - b. Only a Journeyperson shall be considered as a Leadperson.
 - c. A Leadperson shall have seniority as a Journeyperson in his/her respective trade and shall be subject to all the provisions of the Skilled Trades schedule.
 - d. Unless provided otherwise in the classifications a Leadperson shall receive twenty (20) cents per hour above the top rate of the trade supervised.
 - e. The Company agrees to special on the job training, related to special equipment, on Company time.
9. When it is of mutual benefit because of technical progression the Company will facilitate the advancement of skill and knowledge within the applicable trade.

APPRENTICES

- 10.
- a. The Apprenticeship Plan as provided shall be considered as forming part of the Skilled Trades provisions.

The Company will allow Apprentices time off with pay at straight time earnings in order to write their Certification of Qualification exam.

The Company intends to continue with the apprentice programs after the current apprentices have obtained 6000 hrs. It is the Company's intent to hire Apprentices in the electrical, Millwright/Machine Repair and Tool & Die depending on business activities and economical conditions.

Apprentices will be assigned to work under the direction of a Journeyperson Tradesperson only. Upon completion of 6,000 hours, an Apprentice will be allowed to work on their own.

Apprentices who have reached 6,000 hours, completed their intermediate training and are in full shift rotation will be afforded the opportunity to shift exchange with journeypersons in the same trade classification.

Apprentices will be expected to write certificate of qualification exams within (3) months of successful completion of the Apprenticeship Program, unless otherwise agreed upon by the Company and Apprentice Committee.

Apprentice Shift Schedule:

- 0 to 2,000 hours – Day shift only
- 2,000 to 6,000 hours – Day shift and Afternoons
- 6,000 and over hours – Midnights, Day shift and Afternoons

Apprentices in the Electrical and Machine Repair/Millwright classification will normally be rotated between Zone 1 and Zone 2 at six (6) month intervals.

The Board Allowance shall be increased to \$250, effective December 20, 1999.

- b. The Company has provided the union with a letter regarding classroom fees for apprentices.

APPRENTICE OVERTIME

The Company will continue with the practice of asking all Journeymen Tradespersons before Apprentices. Apprentices may be asked to work overtime before Journeymen Trades people to continue a job in progress, or, by mutual agreement, for a specific project or training.

ACQUIRING SENIORITY

11.

- a. New employees (except Apprentices) shall have their seniority established in accordance with probationary clause eleven (11) of the Collective Agreement and in their respective trade.
- b. Any employee working in any of the Skilled Trades listed herein shall at the signing of this Agreement have his/her seniority established in the following manner.
- i. Seniority presently acquired where such employee has Journeyman status.
 - ii. After the signing of this Agreement, anyone transferred into the Skilled Trades group shall have seniority in the Skilled Trades group as of the date of entry into that group.
 - iii. Employees who are working in a trade department who are not classified as a Journeyman shall have their seniority established under the general provisions of the Contract.

TRANSFER ON JOB BID

12. When an employee is transferred through job bidding procedure to a Skilled Trade classification, he/she will be considered as a probationary employee for one hundred (100) working days, and, if he/she is transferred out within the one hundred (100) working day period, he/she will return to his/her original department without loss of seniority or job classification.

LAYOFFS & RECALLS

13. In the event of a reduction of work, Journeyman employees working within their Skilled Trades classification shall be laid off in the following order:

- a. Temporary or probationary employees in Skilled Trades classifications (with the exception of Apprentices) will be laid off first when a reduction of the force is necessary within their respective classification, on the basis of date of entry.
- b. When a reduction of the work forces is necessary within a respective classification an employee will be transferred under the terms outlined in the general contract provisions firstly, or they may elect to take a lay off and maintain seniority in their trades classification. An employee so exercising his/her right to transfer to employment in another department or choosing to elect to take lay-off shall return at the earliest opportunity to his/her original Skilled Trade classification. Failing to do so, he/she shall then forfeit his/her claim to recall to his/her former Skilled Trades occupation.

HOURS OF WORK

14.

- a. The standard working week for an employee(s) shall be forty (40) hours composed of eight (8) hours per day, Monday to Friday inclusive. Standard daily shift hours of work are as follows:
 - 1st shift - 12 midnight to 8:00 a.m.
 - 2nd shift - 8:00 a.m. to 4:00 p.m.
 - 3rd shift - 4:00 p.m. to 12 midnight.
- b. (Any exception to the above shall be by agreement between the Company and the Union).

Mill Utility Electrician	Overtime will not be paid for 1st hour 7-8.
Motor Mechanic	If employee doesn't want to participate,
Oiler	they may opt to work 8-4
Maintenance Helper/Labourer	

SKILLED TRADES CONTINUOUS RUN

15.

- a. Continuous Run principles will apply to breaks, lunch period and shift changes.
- b. One Electrician and one Millwright from Zones 1 and 2 on each shift, will be scheduled on Continuous Run. One Tool & Die person from the Tool Room will be scheduled on each shift for Continuous Run and to support Production.
- c. The continuous run responsibilities will be shared equally whenever possible, between all Trades Personnel, regardless of seniority. The Plumber and Mechanic will not be included in Continuous Run.
- d. Lunch periods and breaks for Skilled Trades scheduled on Continuous Run will be staggered as follows:

	12:00 - 8:00	8:00 - 4:00	4:00 - 12:00
	2:15 - 2:30 a.m.	10:15 - 10:30 a.m.	6:15 - 6:30 p.m.
Cont. run	2:30 - 2:45 a.m.	10:30 - 10:45 a.m.	6:30 - 6:45 p.m.
	4:30 - 4:55 a.m.	12:30 - 12:55 p.m.	8:30 - 8:55 p.m.
Cont. run	4:55 - 5:20 a.m.	12:55 - 1:20 p.m.	8:55 - 9:20 p.m.

- e. It is the responsibility of the Skilled Trades personnel to notify their Supervisor to have a replacement Tradesperson to continue with breakdowns.
- f. When a shift trade between employees occurs and one or both as scheduled on Continuous Run, it is understood that the person trading assumes the Continuous Run responsibility.
- g. When a Tradesperson is scheduled on Continuous Run and is absent due to vacation, sick, LOA, etc., the Senior Tradesperson, through to the most Junior on shift, will be given a choice to assume Continuous Run responsibilities.
- h. Skilled Trades Personnel who are scheduled on Continuous Run will receive \$3.75 per hour for two hours maximum in an eight hour shift.

Those Skilled Tradespersons (as indicated on the schedule) will be scheduled for Continuous Run and will assign Account #3056 to their respective time cards, with no time allotted against the process line. Account #3056 entitled "Maintenance Support" relates to the Trades Tradesperson performing Continuous Run.

OVERTIME – SKILLED TRADES

16.

- a. It is the function of the Company to determine when overtime is necessary and to schedule overtime work.
- b. Any offer of overtime which is given at least ten (10) working hours prior to the overtime and which is refused will be credited to the employee for purposes of equalization of overtime.
- c. The Union agrees that it will not, in any way, seek to discourage performance of scheduled overtime work.
- d. The Company agrees that overtime is to be spread out as equally as is practical among the employees in their classification, with consideration to be given employees with existing overtime inequities. A record of overtime worked for each employee will be posted each day for employees use, with a total carried forward each two (2) weeks.

The Company will initially offer overtime to the employees on the bid job on the shift. Thereafter, the Company will offer the overtime where possible to the senior employee on the bid job on the off-shift who has the lowest hours.

The Company will record hours paid/refused/not available, including the premium portion of the opportunity, but the sixteen hour level will not be used to determine when to go off-shift. The Company will schedule overtime on the basis of Monday to Sunday (with the exception that an employee who commences vacation on the Monday will not be offered overtime during the scheduled vacation).

The Company will meet with the Union on a quarterly basis to ensure that the equalization of overtime is operating correctly. For equalization purposes, only hours paid, refused or not available, including the premium portion of the opportunity, in an employee's own bid job will be recorded.

- e. Employees excluded in Clause 2 (recognition) will not be allowed to perform any work normally performed by employees in the bargaining unit except in cases of emergency, instruction, experimental and development work on machinery or equipment.
- f. Hours of work may be changed without overtime provisions being applied by mutual consent of the Company and the Union. Such support will not be unreasonably withheld.

- g. Employees not reporting for overtime as scheduled will be charged two times (2X) the missed opportunity, unless a reason satisfactory to the company is provided.
- h. Employees, when asked if available for overtime will inform supervisors of all shifts available (even though they may not be available for their own shift). Overtime will be afforded as per Schedule F article 14.
- i. All work performed in excess of the standard working shift shall be paid for at the rate of time and one-half on average earned rate for the day.
- j. All work performed on Saturday shall be paid for at time and one-half and all work performed on a Sunday, or a Statutory Holiday shall be paid for at double time, based on average earned rates.
- k. Skilled Trades personnel will be paid at the double time rate for any hours worked in excess of ten (10) consecutive hours from Monday through Friday. Skilled Trades person will be paid at the double time rate for any hours in excess of eight (8) hours on Saturday.

OVERTIME – SIGN-UP

17.

- a. Sign up sheets for each classification will be posted in Supervisor's office no later than 2:00p.m. each Monday (Tuesday if Monday stat holiday).
- b. Employees wishing to work the scheduled overtime would sign up under the appropriate day and shift on the sign up sheet based on the posted overtime notification. When an employee signs up for overtime, they are to indicate at that time as to their availability to work a shift other than their own.
- c. The sign up sheet shall remain posted until 2:00 p.m. (noon if Friday a stat holiday) Wednesday afternoon. An employee who has signed up for overtime will have the right to inform his/her Supervisor to remove his/her name from the list up to this time without penalty. If work is available, he/she will be charged.
- d. When an employee is absent up until Wednesday at 2:00 p.m., (noon if Friday a stat holiday) he/she will notify their Supervisor of their intent to work the specific days requested.
- e. In the event that employees wish to sign up after Wednesday 2:00 p.m. they will be given the opportunity up to noon Thursday. This will be done verbally to the on shift maintenance supervisor. Preferential treatment will be given to employees signed up by Wednesday 2:00 p.m. (clause not applicable if Friday is a stat holiday).
- f. The list of employees scheduled to work overtime will be listed on the communication board no later than Thursday 2:00 p.m. (Wednesday 2:00 p.m. if Friday a stat holiday). Additional work requirement will be given to employees signed up first.
- g. If an employee signs up and no work is available or overtime is cancelled, he/she will not be charged.
- h. Employees who do not sign up, but work was available in their classification, will be charged for hours refused if entitled.
- i. For unscheduled overtime requirements (either extended or full) the supervisors will ask for volunteers using low hours, on shift employees and seniority as per the collective agreement.
- j. Overtime will be afforded as per Schedule F Article 14.

BANKED OVERTIME

18. Banked overtime allows employees to receive lieu time for overtime hours worked, rather than to receive full overtime pay.

It provides employees with an opportunity to reduce loss of pay for statutory leave, such as emergency leave and family medical leave, by drawing on the overtime bank when these leaves are taken.

The banking of overtime is not intended to interfere with the efficient operation of the Woodstock facility and is subject for review as it is a new program, the company and the union agrees to meet and discuss necessary modifications.

Banking overtime is subject to the following conditions:

- i. Only overtime worked on Saturdays and Sundays may be banked.
- ii. Employees must provide the Company with a declaration that the employee intends to bank the overtime prior to the overtime being worked.
- iii. Employees must provide the Company with a minimum of eight (8) days' notice of request to use banked overtime hours.
- iv. Use of banked overtime hours will be granted at the Company's discretion, with regard to operational requirements.
- v. No more than four (4) employees may use their banked overtime hours at any one time.
- vi. Requests will be granted based on seniority.
- vii. Banked overtime is to be taken in either four (4) or eight (8) hour increments.
- viii. Overtime hours may be banked to a maximum of forty (40) hours per year, non-cumulative.
- ix. The Company will pay out all unused banked overtime at December 31, or on the next following regular pay date.
- x. Only the straight time hours may be banked. The premium pay for overtime worked is paid on the employee's next regular pay date. For clarity, if an employee works eight (8) hours of overtime at time and one half, they will be paid four (4) hours pay on their next pay day and will be permitted to bank eight (8) hours.
- xi. Overtime will be banked at the employee's bid rate.

REPRESENTATION

19. The Company will recognize and the Skilled Trades group will select a Journeyperson representative for the purpose of grievances, appeals and bargaining. When Skilled Trades issues are involved during contractual negotiations the Company will recognize an additional Journeyperson if requested by the Union.

CONTRACTING OF WORK

Contracting Out for the Maintenance Manufacturing Engineering Group

20. Provided that time, quality and cost factors are reasonably equitable, no work will be contracted to outside Contractors in the plant where seniority members are not fully employed unless on the basis of negotiated agreement between Union and Management.

It is recognized and understood that, at times and for various reasons it is not considered practical or advisable for certain work to be performed in-house. The Company reserves the right to decide how and by whom any work is to be performed.

- a. It is the policy of the Company to fully utilize its own employees in the skilled trade classification in the performance of maintenance, fabrication and installation of equipment customarily performed by the skilled trades workforce in the plant, provided we have the necessary facilities and equipment and can perform the work required with our own workforce in a manner that is competitive in terms of cost, quality or within determined time lines without compromising existing maintenance programs and work schedules.
- b. If scheduled work which is under the control of the Maintenance/Manufacturing Engineering departments has been awarded to and outside contractor on a time and material basis within the plant and overtime opportunities (additional to worked stipulated with contractor) are required, an equal amount of ArcelorMittal Trade employees (within the effected classification) will be offered the same opportunity for such overtime.
- c. If outside contractors are awarded a major project contract by the Maintenance/Manufacturing Engineering departments and working within the plant and overtime opportunities are required and a skilled trades launch team is assigned the most prevalent trade on the launch team will be given the same opportunity for such overtime.
- d. Maintenance management shall meet no less than semi-annually with the skilled trade's committee person to review projected workloads regarding the installation, maintenance and repair of existing or new equipment.

The company agrees to notify the Skilled Trades Committee person, in writing prior to contracting out of work, which is under the control of Maintenance/Manufacturing Engineering departments, with a copy to the Plant Chairperson, except in the case of an emergency, in which case verbal notice will be given. Notice will be given fourteen (14) days in advance, when possible.

To meet customer requirements and improve efficiency, the Company must be supplied with adequate Skilled trades coverage. If the situation cannot be resolved, between the Company and the Union, the Company will make other arrangements, which many include the use of contractors.

UPGRADING OF SKILL LEVEL

21. The Company is endeavoring to upgrade the skill level of all our employees. All trades people will continue to be afforded the opportunity to receive specialized training in their specific trade. When practical our skilled people will be given the opportunity to formally apply said training.

The Company will develop a Skilled Trades training schedule which will be presented to the Skill Trades Committee person.

TRAINEE ASSIGNMENT

22.
 - a. For training purposes, the Company may select and assign a number of trainees, not in excess of 3% of the Skilled Trades work force, to do work regularly performed by Employees covered by this Agreement. It is agreed that no bargaining unit employee will be laid off as a direct result of a trainee(s) work effort and trainee(s) will not be assigned to plant duties for the sole purpose of increasing production. However, it is mutually understood that, as a result of their gaining practical experience it will be inevitable that such trainee(s) will affect limited amounts of production work.

- b. During the above training period, no hourly paid worker shall suffer a rate reduction because of such assignment, nor will any trainee(s) be assigned to perform work that would displace an employee from his/her classification in the department or division. Each trainee shall be introduced to the Committee person concerned.

TRADE COUNCIL DEDUCTION

- 23. The Company will, apply one annual dues deduction from Journeypersons for membership in the Skilled Trades Area Council. Such deduction will be applied in January of each year and remitted to the Financial Secretary of the Local Union. All Journeypersons are required to pay these annual dues.

TOOL ALLOWANCE (SKILLED TRADES)

- 24.
 - a. The Company agrees to continue to supply all necessary tools and equipment at no cost to the employees to ensure that a proper job is performed. To guarantee the proper tools and equipment are utilized, the Company will consult with the qualified Tradesperson on the development of a tool list for the purchase of such equipment and tools. Apprentices will be supplied with a tool box.
 - b. Effective April 1, 2003 a \$275.00 Tool Allowance will be paid (with receipts) to all Tool & Die makers and Tool & Die Apprentices for replacement and maintenance of personal tools on their hiring anniversary.

SKILLED TRADES VACATION

- 25.
 - a. Skilled Trades will return their vacation forms by February 28th to their Supervisor
 - b. The Company will grant vacations to employees in the Tool and Die Maker, Electrician, and Millwright classifications as outlined in Article 22.b.i, 22.b.ii, 22.b.iii and/or 22.b.iv.
 - i. If the number of employees in a classification as outlined in article 22.b. is fifteen (15) or lower on February 28th, the company will grant vacations up to four (4) employees at a time.
 - ii. If the number of employees in a classification as outlined in article 22.b. is sixteen (16) up to and including (20) on February 28th, the company will grant vacations up to five (5) employees at a time.
 - iii. If the number of employees in a classification as outlined in article 22.b. is twenty-one (21) or greater on February 28th, the company will grant vacations up to six (6) employees at a time.
 - iv. During the designated full or partial 2011 summer shutdown the company will grant up to six (6) electricians, seven (7) millwrights and six (6) tool and die makers vacation. This will apply to a maximum of one (1) two (2) week period per year."
 - v. All skilled trades classifications not mentioned in article 22.b. including apprentices will be granted vacations in accordance with the provisions of the Collective Agreement.
 - c. Beginning in 2012, there will be two (2) shut down periods of two (2) consecutive weeks through the July/August timeframe.

Employees within the Skill Trades classifications mentioned in 22(b) will be granted vacations in accordance with Articles 22(b)(i), 22(b)(ii), and 22(b)(iii). Furthermore, the Company will grant two (2) additional employees vacation allotment during these designated shutdown periods.

- d. It is the Company's responsibility to notify junior employees affected under Article 22 vacation's allotments no later than one (1) week after the closing date (February 28), [by the end of the first week of March], if necessary changes have to be made these changes must be made by employees affected, no later than the second week after the closing date (February 28), [by the end of the second week of March].

Any vacation changes made after the final closing date will be based on a first come, first serve basis, regardless of the departmental seniority.

TRANSFER TO SALARY POSITION

26.

- a. The appointment or selection of trades persons for any salary position not subject to the provisions of this agreement, is not governed by this agreement, but if any trades person on a seniority list, is or has been so transferred or appointed and later is transferred back to the position which is governed by this agreement within six (6) months, then the seniority which he/she accumulated in such a salary position, shall be counted as service for seniority purposes. After six (6) months, seniority shall be lost. One (1) occasion only. During such appointment / selection the employees will continue to authorize the company to deduct from his/her wages such fees, dues and assessments as may be required to remain in the union in good standing.
- b. Upon transfer back to the bargaining unit, within the six (6) month window, trades persons will return to their respective trade classification.
- c. No member of the bargaining unit will be laid off or fail to be recalled from lay off in the event of an appointed / selected employee being transferred back into the bargaining unit.

MAINTENANCE ZONE LANGUAGE

27.

- a. Maintenance will be split into three (3) Zones as follows:
- i. ZONE 1 Mills, Tube Processing, Drive Shafts
 - ii. ZONE 2 Cold Draw, T3, T3T, Material Handling
 - iii. ZONE 3 Maintenance Shop (Tool Room, Stores, General Service Department)
- b. There will be no Electricians/Millwrights scheduled in Zone 3 except for the Trades Committeeperson.
- c. The Trades will be assigned to each Zone as per the attached Schedule (Exhibit 1). Trades rotation from Zone to Zone will be handled as follows:
- d. In Zones 1 and 2, Trades person in each trade will replace one Trades person after six (6) months, another six (6) months later. If after the sixth month assignment, only one Skilled Trades person of their classification in either of their assigned Zones, wishes to be transferred to the opposite Zone, the Company will ask in order of seniority personnel to which the individual wishes to be transferred to. If no personnel volunteers, the low seniority person will be transferred. If an individual requests a change after four (4) months, the Company will endeavour *to* accommodate them.
- e. Trades person from one production Zone will be assigned to another Zone as required to support breakdowns and/or planned work initiatives as scheduled.

- f. The Tool Room will assign, on the off-shift, a number of Tool and Die Makers to each Production Zone. When support is needed, Supervision will attempt, when possible, to pull from the Tool & Die group dedicated to their Zone when breakdowns occur.
 - g. Vacation scheduling and overtime equalization will be per the Collective Agreement.
 - h. Change of Shift – If it becomes necessary to schedule a change of shift within a zone, the senior through to the most junior Tradesperson will be given the first opportunity to change shifts (Apprentices with less than 6,000 hours will not be included).
Shift changes within and outside Zones must be approved by the Maintenance Manager only. Production must not be adversely affected.
 - i. Trades and Stores Personnel in all Zones will support Continuous Running processes as per the Collective Agreement.
 - j. All Trades person(s) will be responsible to report their activities accurately in the data system (on-line reporting) as outlined by the reliability group. (i.e. for Planned and breakdown work). Examples can include but not limited to:
 - Start and End Times
 - Reason for Failure
 - Corrective Action Taken/Recommendations
- * NOTE: The reliability group will provide direction and training as required.
- k. In the event of a cutback within a Zone, the senior through to the most Junior Tradesperson will be given the first opportunity to be transferred to another Zone (i.e.: per the weekly schedule only).
 - l. The Company will ensure that adequate refrigerators, microwaves, etc., will be supplied in designated trades lunchroom areas.
 - m. The Company will supply all necessary tools and related equipment to make the Maintenance activities in all Zones as efficient as possible. All equipment, etc. must be justified and proven to be cost effective to the Company.
 - n. During Plant shutdowns, Zone Maintenance does not apply for purposes of scheduling Maintenance Personnel.
 - o. The Company will supply adequate trades change room areas. The current shower facility in the tool & die washroom will be available primarily for the skilled trades personnel. The shower facility will also be available in emergency situations.

TOOL & DIE TASK GROUP

28. The Company and the Union agree to set up a task group made up of several Tool & Die makers, the Skilled Trades Committeeperson and/or Plant Chairperson and representatives from the Company with the intention to look at ways to reduce the amount of outside contracting and to develop a machine replacement plan in the Tool Room. All recommendations made by the task group must be justified and cost effective and require the approval of top Management.

The Company and the Union agree to meet quarterly as a minimum.

TECHNOLOGY COMMITTEE

29. Two (2) members of the Skilled Trades group as well the Skilled Trades Committee person. Two (2) members representing the company as well the Maintenance Engineering Group Leader will be recognized as the Technology Committee.

The purpose of the committee is to review new programs, equipment, processes and training programs. This committee will jointly develop training programs. The Technology Committee will meet on a minimum quarterly basis.

Time permitting the recommended training may be completed prior to new equipment installation if all cost justifications and approvals are obtained.

LETTERS OF UNDERSTANDING

Unless expressly set out and included in this Collective Agreement, all other Letters of Understanding entered into between the parties are null and void and are not in force and effect and may not be relied upon by either party.

Employee Involvement

The Company, the Union and the Company's employees agree to the importance of Team Work and Continuous Improvement as being critical factors to our future success in the marketplace. In this spirit, the Company, the Union and the Company's employees will continue to work cooperatively to make improvements in areas including, but not limited to, safety, productivity, quality, elimination of waste (material, scrap, operating supplies, energy, etc.) and cost reduction and to otherwise provide overall superior customer service and satisfaction.

Annuities

Effective April 1, 1994, the parties agreed to the purchase of annuities which provide for payments which are not incorporated in the pension plan. In the event that, under the conditions of a plant closure, whether due to insolvency, bankruptcy or other financial limitations, the Company is unable to fulfill its obligations in respect of these annuities, ArcelorMittal Woodstock agrees to make these annuity benefits available to those employees who are eligible to elect to receive them during the term of this Collective Agreement.

National Day of Mourning

Each year on April 28 at 11:00 a.m., work will stop and one minute of silence will be observed in memory of workers killed or injured on the job.

Early Retirement With 10 Or More But Less Than 30 Years Of Credited Service

For an employee who retires prior to his/her normal retirement date during the period from April 1, 2011 to March 31, 2014 pursuant to Section 5.02 of the Pension Agreement and who, at the date of his/her retirement has attained age 60 and has ten (10) or more, but less than thirty (30) years of credited service, the Company will either purchase from an insurance company or pay directly, an annuity contract in the employee's name to provide the employee with a monthly pension equal to the difference between the amount of the monthly pension computed in accordance with Section 6.01 and the amount of monthly pension computed in accordance with Section 6.03(2)(B) of the Pension Agreement.

Early Retirement Offer -Age **57** With **30** Years Of Credited Service

The Company offers any hourly employee who is at least fifty-seven (57) years old and has thirty (30) or more years of credited service at his/her date of retirement occurring during the period from April 1, 2011 to March 31, 2014, a temporary monthly pension equal to the bridging benefit rate in effect at the employee's date of retirement, as detailed in Schedule "A" of the Pension Agreement, multiplied by the employee's credited service to his/her date of retirement, to maximum of thirty (30) years.

This temporary monthly pension would commence on the employee's date of retirement and would cease on the earlier of the first day of the month immediately following the employee's date of death or the first day of the month immediately following the employee's attainment of age sixty (60), at which time normal bridging benefits from the pension fund will begin, except in the case of death.

This temporary monthly pension described above will be provided to the employee through an annuity contract purchased by the Company from an insurance company in the employee's name.

Tuition Reimbursement

1. The course of study must be work related (including secondary school courses) and approved in advance by the employee's Department Manager.
2. The course must be certified as having been successfully completed and receipts provided before reimbursement.
3. The employee will be responsible for working his/her scheduled shift or for obtaining a shift change in accordance with the Company's procedure.

S.U.B. Fund

The Company will maintain the S.U.B. Fund at a normal level and will not fall below an 80% minimum level for the term of the contract.

Employees with at least one year's seniority are eligible to collect up to thirty-two (32) weeks of benefits in accordance with the S.U.B. Plan.

Past Service Adjustments

The Company will give credit for pension purposes to employees for the year 1978 to 1989 in accordance with the list attached hereto for credited service lost due to layoffs. If there is an error in this list, the parties will act reasonably in resolving and failing agreement any dispute may be referred to arbitration. If this amendment does not receive the required approval from Revenue Canada, the parties will meet to determine an alternative method for providing the benefit, provided it will not result in any additional cost to the Company.

Employees who retired during the period of November 4, 1996 to March 31, 1997 will have their basic monthly pension increased to the amount that takes effect April 1, 1997 (\$26.50).

Employees who retire prior to January 1, 1990 will be paid a \$300 lump sum payment in each year of the Collective Agreement.

These pension increases will be retroactive to the date of retirement. Indexing as of 1/1/94 will be recalculated on the basis of the \$21.00 basic benefit amount, and each eligible retiree will receive a lump sum payment equal to \$1.50 times credited service for each month between the date of retirement and April 1, 1994.

HEALTH AND SAFETY

COMPANY DUTIES

1. The Company shall institute and maintain all precautions to guarantee every worker a safe and healthy workplace and to protect the environment outside the workplace. The Company shall comply in a timely manner with the Occupational Health and Safety Act, its regulations, codes of practice and guidelines and all relevant environmental laws, regulations, codes of practice and guidelines.

JOINT HEALTH, SAFETY, ERGONOMICS & ENVIRONMENTAL COMMITTEE

2.
 - a. The Company and the Union agree to maintain the established Joint Health, Safety and Environmental Committee in accordance with the Occupational Health and Safety Act, its regulations, codes and practice and guidelines. The Union representation on this Committee shall be chosen by the Union. At no time shall the number of Company members be allowed to outnumber the amount of Union members. The three (3) Union representatives will be elected or selected at large.
 - b. Two co-chairpersons shall be selected from and by the members of the Committee. One of the co-chairpersons shall be a Union member chosen by the Union members of the Committee. The other co-chairperson shall be a Company member.
 - c. The Union co-chairperson shall be allowed time as required on health and safety issues. He or she shall be paid at the same rate of pay as he or she was paid prior to being chosen for the position and shall receive raises according to the negotiated increases in the Collective Agreement.
 - d. The Committee shall assist in creating a safe, healthy and ergonomically sound place to work and one which does not harm the environment, shall recommend actions which will improve the effectiveness of the health, safety and environment program and shall promote compliance with appropriate laws, regulations, codes of practice and guidelines.
 - e. Without limiting the generality of the foregoing, the Committee shall:
 - i. Determine that inspections have been carried out at least once a month.
 - ii. Determine that accident and incident investigations have been made.
 - iii. Recommend measures required to attain compliance with appropriate laws or which will correct hazardous conditions or conditions which may harm the environment.
 - iv. Union members on the Health & Safety Committee can participate in and keep record of all types of inspections and work refusals.
 - v. Consider recommendations from the workforce with respect to health, safety and environmental and ergonomic matters and recommend implementation where warranted.
 - vi. Hold regular meetings at least once a month or more frequently if mutually agreed upon by the Union and the Company co-chairperson for the review of:
 - reports of current accidents, industrial diseases, and environmental accidents and incidents, and their causes and means of prevention;
 - remedial action taken or required by the reports of investigations or inspections; any other matters pertinent to health, safety, ergonomics and the environment.

- vii. Have access to and promptly receive copies of all reports, records, and documents in the Company's possession or obtainable by the Company pertaining to health, safety, ergonomics or environmental matters.
- f. Time spent by members of the Committee in the course of their duties shall be considered as time worked and shall be paid in accordance with the terms of this agreement.

EDUCATION AND TRAINING

- 3. Three bargaining unit members of the Joint Health, Safety, Ergonomic and Environmental Committee will attend the Workers Health and Safety Agency Certification Course (3 weeks) and training in ergonomics. Such courses will be selected by mutual agreement between the Union and the Company. The Company will pay the cost of the courses, the employees' wages, and the cost of mileage and lodging, if required.

DISCLOSURE OF INFORMATION

- 4. The Company shall provide the Union and Committee with written information which identifies all the biological agents, compounds, substances, by-products and physical hazards associated with the work environment. This information shall include but not be limited to the chemical breakdown of trade name descriptions, relevant information on potential hazards, results of testing to determine levels of contamination, maximum allowable levels, precautions to be taken, symptoms, medical treatment and antidotes.

RIGHT TO ACCOMPANY INSPECTORS

- 5. The Union co-chairperson or alternate shall be allowed to accompany government inspectors (health and safety or environment) on an inspection tour and to speak with the inspector out of earshot of any other person.

LOCKOUT PROGRAM

- 6.
 - a. Both parties recognize the need for a lockout procedure.
 - b. The lockout procedure and training program shall be developed by the committee.
 - c. Employees who may be at risk because they are required to set up or to repair or maintain machinery, equipment or systems where lockout is required, shall receive lockout training.
 - d. The Company shall provide employees with sufficient numbers of personal locks to ensure that all equipment is locked out before being repaired, maintained or set up.
 - e. No Supervisor or employee shall remove another person's lock.

RIGHT TO REFUSE

- 7.
 - a. The Company shall ensure that all employees are informed that they have the right to refuse hazardous work which may harm them or any person.

- b. When a worker exercises his or her right to refuse, he or she shall notify the Supervisor who shall promptly notify a Union and a Management representative on the Health & Safety Committee who shall participate in all stages of the investigation.
- c. The Company shall ensure that no worker is asked or permitted to perform the work of the worker who refused unless the second worker is advised of the reasons for the work refusal in the presence of the Union Health & Safety representative
- d. If the Union Health & Safety representative and the Management Health & Safety representative cannot agree on a remedy to the work refusal, a government inspector shall be called in.
- e. No employees shall be discharged, penalized, coerced, intimidated or disciplined for refusing hazardous work.

GRANDFATHERED CLASSIFICATIONS

The Company and the Union agree that Grandfathered Job Classifications will not be part of the Collective Agreement, and therefore, will not be rebid. However, the Company and the Union agrees that until all of the Grandfathered employees either retire, bid out of a Grandfathered classification or agree to give up their Grandfathered position, the Grandfathered job classifications will be recognized.

SUBSTANCE ABUSE ASSISTANCE

The Company and the Union mutually agree that assistance for substance abuse will be made available for any employee on a per need basis.

LETTERS OF UNDERSTANDING

The Company agrees to abide by the Employment Standards Act, 2000 presently in place, as it pertains to layoff notice requirements. If the act is amended, the Company and the Union will meet to discuss how any such amendments will be dealt with.

LETTER OF UNDERSTANDING

Further to discussions held between the Company and the Union during the process of negotiations for the next collective agreement, the Company confirms it's intention to cover the cost of the fees associated with the classroom portion of apprenticeship training, for the term of the agreement.

ALTERNATIVE WORK SCHEDULE

During the current negotiations, the parties discussed at length the advantages of an alternative work schedule which would accommodate the needs of our employees and at the same time recognize the Company's needs to maintain quality, efficiency and capacity utilization.

In meeting these objectives it was further recognized that such a work schedule, while maintaining current compensation levels, must not represent an increase in cost to the Company.

During the current negotiations, the parties further discussed the advantages of alternative work schedules due to the changing dynamics of the industry. Accordingly, the parties recognize that alternative work schedules could be a strategy to increase capacity utilization and a factor contributing to the enhancement of employee job security.

As a result of these discussions, the parties agreed to establish a joint study group comprised of the Union bargaining committee and an equal number of representatives designated from the Company.

The joint study group will be responsible for examining different operating approaches, including alternative work schedules, which are currently being experimented with or utilized within the industry to maximize capacity utilization.

The results of the joint study group will be communicated to both the Company and the Union and that subsequent to an agreement between the parties, the agreement would require ratification of the CAW membership prior to its implementation.

EXCESS HOURS OF WORK AGREEMENT

The parties hereto agree as follows:

1. The parties acknowledge that:
 - a. the Company operates a manufacturing facility in Woodstock Ontario;
 - b. the Union has bargaining rights for certain employees at the above-noted facility (the "Employees") and the parties have entered into a collective agreement (the "Collective Agreement") for the above-noted facility.
 - c. from time to time, the Employees work hours in addition to their regular work hours (as either specified or agreed upon as such), which may result in the Employees working hours in excess of the maximum daily and/or weekly hours of work permitted by subsection 17(1) of Ontario's Employment Standards Act, 2000 S.O. 2000, c. 41, as amended (the "ESA, 2000").
2. The parties enter into this Excess Hours of Work Agreement in accordance with subsections 17(2) and (3) of the ESA, 2000 in order for the Company to permit the Employees to work hours in excess of the maximum daily and/or weekly hours of work permitted by subsection 17(1) of the ESA, 2000 and the provisions of the Collective Agreement.
3. From time to time and as may be required, the Employer may offer Employees the opportunity to voluntarily work hours in addition to their regular work hours to meet the Company's operational needs. These hours would be subject to payment for overtime hours in accordance with the Collective Agreement.
4. When Employees are offered the opportunity to voluntarily work hours in addition to their regular work hours, the Employees may work these additional hours up to a maximum of 12 hours per workday and/or 60 hours per workweek (except where there are emergency circumstances for working beyond these limits in accordance with Section 19 of the ESA, 2000, subject to payment for overtime hours in accordance with the Collective Agreement.
5. The Company will seek approval from the Director of Employment Standards in accordance with the provisions of the ESA, 2000 to permit the Employees to voluntarily work up to a maximum of 12 hours a day and 60 hours per week. If such approval is granted, the Employees will not work more than the specified number of excess hours approved by the Director of Employment Standards.
6. The Agreement comes into effect on March 31, 2010.
7. This Agreement shall not alter or amend any provisions of the Collective Agreement between the parties.

SHIFT ROTATION PRACTICES

The Company agrees to maintain the current long standing shift rotation practices presently in place. All employees will be afforded the opportunity to shift rotation with the understanding that this practice will be fairly equalized among all seniority members. The Company agrees to meet with the Union when necessary to ensure that shift rotation practices are done correctly, in the event of a dispute, the Company and the Union will work together to resolve any issues by mutual agreement.

SENIORITY NOT TO BREAK

The Company agrees further to Article 13 (Loss of Seniority & Rights) of the general provisions that recall rights will be extended until September 30, 2012. For all unionized members if during such time period they may otherwise break seniority. This Agreement will not set a precedent or prejudice the rights of the Union in any other situation.

STEEL STORES

The Company and Union having held discussions surrounding the changing market place demands, the critical need for continuous improvement as to the inventory control in the Steel Stores area and how these factors play an important role in the future success of operations at ArcelorMittal, Woodstock, agreed to the following L.O.U.

The parties agreed to the amalgamation of the following classifications: Steel Stores Trucker, Steel Stores Receiving Crane, Non Bid Receiving Assignee, and Steel Stores Operator into a Singular Job bid in which all duties of each classification as per Schedule "A" Article 7 become blended into the Steel Stores Operator bid, with the following conditions to be adhered to:

1. All current operators in the affected classifications will be given first opportunity to transfer into the newly crafted bid with the intent and in the spirit of Article 15(g)(i)(ii).
2. The current operator holds rights to the Steel Stores trucker bid will maintain the current base rate of pay and red circle (No economic loss) at time of signing of this agreement and the Operator's agreement to transfer into the Steel Stores Operator bid. Further to this the Company will continue to recognize the employee's right to a Grandfather to the Steel Stores Trucker bid.
3. The Company agrees to schedule one Steel Stores Operator per shift into this classification to support the Mill Department when this department is scheduled to operate on more than one shift.
4. The Company and Union agree to meet and discuss any circumstances that may arise due to the amalgamation of the mentioned classifications and to find mutually agreeable solutions to the situations.
5. The Company and Union agree that this L.O.U. will not serve as a precedent or in any way prejudice the Company's or Union's rights or position in any other situations.
6. This Letter of Understanding shall remain in effect until the expiration of the current Collective Agreement.

JOINT ANTI-HARASSMENT POLICY LETTER BETWEEN ARCELORMITTAL, WOODSTOCK AND UNION

The parties discussed Human Rights issues in the workplace, and have committed to implementing this letter of agreement for the benefit of ArcelorMittal Woodstock Employees.

This letter of agreement should be read in conjunction with the Company policy on Workplace Harassment.

Workplace Harassment Defined

Harassment is defined as a "course of vexatious comment or conduct that is known or ought reasonably be known to be unwelcome", that denies individual dignity and respect on the basis of the grounds such as gender, disability, race, color, sexual orientation or other grounds prohibited by applicable human rights laws. At ArcelorMittal Woodstock all employees are expected to treat others with courtesy and consideration and to discourage harassment.

The workplace is defined as all company facilities and premises.

Obligation of Employees

Employees are obligated to bring any complaint of harassment to the attention of the Human Rights representative for the company or the union as soon as possible. If the Company/Union are not made aware of any issues of harassment they may be unable to address such issues. Employees are obligated to not engage in acts of harassment.

What Harassment is not

Properly discharged supervisory responsibilities including disciplinary action is not considered harassment. Neither is this policy meant to inhibit free speech or interfere with the normal social relations that are part of life in ArcelorMittal Woodstock.

Filing a Complaint

If an employee believes that he/she has been harassed on the basis of any of the ground stated above, that employee should:

- Tell the alleged harasser(s) to stop, if possible
- Document the event(s), complete with the time, date, and location, names of witnesses and details of each event if possible.
- If the harassed employee does not feel able to approach the alleged harasser(s) directly, or if, after being told to stop, the alleged harasser continues, the harassed employee should:
- lodge a complaint either directly through a person on his/her behalf with any company or union representative.

Investigation

In minor cases, the company and union agree that the union and the company may try to resolve a harassment complaint informally using the Internal Procedure without a full investigation when so requested by the complainant. All cases of harassment will be handled by the Manager of Human Resources and Union Human Rights Representative.

The outcome of this attempted resolution will be communicated to both the union and the company. If the complainant disagrees with the attempted resolution, or if the complaint involves more than minor issues there will be a joint investigation of the complaint. Once informed of a complaint requiring joint

investigation, the human rights representative will immediately inform his/her counterpart and together these two will conduct a thorough joint investigation. Where the complainant is a woman and the complaint involves sexual harassment or gender discrimination, the joint investigation team will include at least one woman.

The joint investigation will include an interview of the complainant and may include interviewing the alleged harasser, witnesses and other persons identified in the complaint. It is the intention of the Company and Union that, in most cases, the investigation will take place within (5) days and shall be concluded fifteen (15) days of the lodging of a complaint. An extension to the time limits may be necessary in some cases.

The interview timing and location will recognize the need to maintain confidentially the identity of the complainant to the fullest extent possible and only persons with a need to know will be informed of the complaint. Records of the investigation, including interviews, evidence and recommendations will be securely maintained in the office of the Company Manager of Human Resources with access given to the Union Human Rights Representative upon request.

Resolution

Upon completion of their joint investigation, the investigators will present their report to the Manager of Human Resources and Unit Chairperson. The company agrees that within 14 days of receiving the joint investigation report the company will make a conclusion and final resolution of the complaint.

Violation of this policy may lead to discipline up to including termination.

The purpose of this policy and procedure is to allow the CAW and ArcelorMittal Woodstock the opportunity to address and resolve the internal problems related to the objective of achieving a harassment free workplace. This policy and procedure in no way precludes the complainant's right to seek action under the applicable human rights legislation.

The parties also agree to communicate this information about the procedure to the workforce prior to (date) through local union newsletters, bulletin board notice and company publications.

OUT OF COUNTRY TRAVEL

Employees required to travel out of country on company business may apply for travel insurance before leaving. Cost of the travel insurance will be covered by the company upon providing proof of insurance.

MEAL REIMBURSEMENT FOR UNSCHEDULED OVERTIME

Reimbursement for one meal during unscheduled overtime to a maximum of \$10.00 shall be provided on the employees next pay stub.

LEAVES OF ABSENCES TO TRY ALTERNATE EMPLOYMENT OPPORTUNITIES

This letter of understanding sets out the details and conditions reached between the Union and Company regarding Leave of Absences for employees to try alternate employment opportunities.

1. Employees will be granted a one-time up to six (6) months leave of absence if they are on a pending lay-off notice.
2. Employees must provide a copy of the necessary Time Off Request Form (T.O.R.F.), completed two weeks prior to a leave of absence start date request.

3. The Union and the Company agree that this L.O.U. will not serve as a precedent or in any way prejudice the Union's or Company's rights or position in any other situations.
4. Benefit coverage will expire at the end of the third calendar month (CBA Schedule "D", item 7(b)).

SKILL LEVEL UPGRADE

The Company agrees to develop training programs to increase employee flexibility and skill level of its employees. The purpose of training is to provide employees with the necessary skills to fill in on processes in case of absences and vacations. The Company will first provide opportunities for training to volunteers. Employees so selected will be assigned for training by seniority. In the event that an insufficient number of employees volunteer for training, then non-bid employees may be assigned for training at the discretion of the Company up to 3% of the active workforce level.

The Company and Union agree that any employee scheduled for training will be for a maximum period of fifteen (15) days within a calendar year. During such assignment the employee will continue to receive the rate of pay of their current bid classification or the rate of the training assignment, whichever is greater.

The Company and Union agree to act jointly to establish and develop skill level upgrading programs and to jointly oversee the implementation of these programs.

It is further agreed that the Company will require the ability to backfill any void created due to the skill level upgrading program. Vacancies will be filled in accordance with Article 15.

WORKFORCE REDUCTION PLAN

The Workforce Reduction Plan (WRP) will be offered to employees where permanent layoffs are to occur. The WRP allows employees to voluntarily accept a permanent layoff in order to preserve the employment of a fellow bargaining unit member, by permanently laying off employees in reverse order of seniority. Employees will be provided with Employment Standards Act working notice of termination prior to being permanently laid off.

Under the WRP, employees will be offered their severance pay entitlement under the Employment Standards Act and Collective Agreement.

The severance pay entitlement will be calculated according to the following formula: one week's severance pay per year of service, plus a prorated amount for a partial year of service, to a maximum of 26 weeks' pay.

The amount of severance pay received will be reported to Employment Insurance (EI) under the WRP. EI will then provide EI benefits to qualifying employees in accordance with the EI rules, regulations and policy.

The WRP is conditional upon approval by EI. In the event that temporary or permanent layoffs are necessary, employees who have not selected and/or qualified for the WRP will receive their regular notice of termination and severance pay entitlement under the ESA and the Collective Agreement.

LETTERS OF UNDERSTANDING

The Company agrees to abide by the Employment Standards Act, 2000, as amended from time to time, as it pertains to layoff notice requirements. If the act is amended, the Company and the Union will meet to discuss how any such amendments will be dealt with.

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INSURANCE PLANS ELIGIBILITY

All full-time, hourly employees will be insured for the following benefits:

Life	Drug
Accidental Death and Dismemberment	Remedial appliances
Weekly Indemnity	Hearing Aid
Dental	Vision Care

The Benefits Program requires “**positive enrolment**”. This means you must list your dependents on your enrolment form(s) or claims for them may be denied.

Dependants are covered to age twenty-five (25) if attending a recognized school of learning.

You will also participate in the Transition and Bridge Plan provided you have eligible dependants as defined.

Retired employees are covered for all benefits with the exception of Transition and Bridge and A.D. & D. and Weekly Income.

EFFECTIVE DATE OF COVERAGE

Your Extended Health Care Benefits are effective on **the date you complete four hundred and eighty (480) hours worked.**

Your Dental Plan coverage becomes effective after **one year** of employment on your anniversary date.

GENERAL

If you are not actively at work on the date your benefits would normally become effective, they will commence on your return to work for full-time and full pay.

All benefits provide you with protection on and off the job.

Weekly Income Benefits are payable for sickness, or any accidents, which occur off the job. They are also payable for those occupational sickness or accidents, which would not normally be covered by Workers' Compensation. Coverage, during lay-off or approved leave of absence will be as outlined in the Collective Agreement.

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LIFE INSURANCE

AMOUNT OF BENEFIT

The amount of Life coverage for which you are insured is:

Effective April 1, 2011	\$42,000
Effective April 1, 2012	\$42,000
Effective April 1, 2013	\$42,000

DEATH BENEFIT

If you should die, regardless of the cause, the amount shown above will be paid to your beneficiary. You may change your beneficiary at any time subject to the laws governing such changes.

WAIVER OF PREMIUM

If you should become totally disabled prior to age 65 and remain disabled for at least six months, your Life Coverage will remain in force, without payment of premiums. Satisfactory proof of disability must be submitted within 6 months of the commencement of disability and when requested thereafter.

As long as you continue to be disabled, premiums will be waived. The coverage will remain in force until the time it would normally have ceased if you were not totally disabled. However, your Life Benefit does not terminate on Contract termination.

RETIREMENT COVERAGE

If you retire on the Company Pension Plan prior to attaining age 65 the full amount of the Life coverage will remain in force until your 65th birthday at which time it will reduce:

Effective April 1, 2011	\$8,000
Effective April 1, 2012	\$8,000
Effective April 1, 2013	\$8,000

ACCIDENTAL DEATH AND DISMEMBERMENT

The Accidental Death and Dismemberment Benefit is payable if, as the result of an accident, you should die or loose your sight or certain other members of your body. The full amount of the benefit:

Effective April 1, 2011	\$42,000
Effective April 1, 2012	\$42,000
Effective April 1, 2013	\$42,000

The percentage of the full amount payable varies depending on the extent of the loss, as shown in the following table:

<u>Loss Incurred</u>	<u>Amount Payable</u>
Life	100%
Both hands or both feet.....	100%
Sight of both eyes	100%
One hand and one foot	100%
One hand and sight of one eye	100%
One foot and sight of one eye	100%
One hand or one foot	50%
Sight of one eye	50%
Thumb and any finger of the same hand25%

Death or loss must occur as a direct result of and within three hundred and sixty-five (365) days of an accident.

To be considered accidental, death must result directly from:

1. An accidental injury visible on the surface of the body or disclosed by an autopsy.
2. A disease or infection resulting directly from an accidental injury.
3. An accidental drowning

EXPOSURE OR DISAPPEARANCE

Accidental Death and Dismemberment Benefit will be payable if you:

1. Die or suffer one of the specified losses as a direct result of exposure to the elements following an accident, or
2. Disappear as a result of an accident, where the conveyance in which you were traveling is wrecked or sunk and the body is not found within one year following the accident.

WAIVER OF PREMIUM

Refer to Life Insurance –Waiver of Premium.

EXCEPTIONS AND LIMITATIONS

Payment of Accidental Death and Dismemberment Benefit will not be made for losses directly or indirectly due to or resulting from:

1. Suicide or self-inflicted injuries or illness while sane or insane.
2. Insurrection, war, service in the armed forces of any country in a state of war or participation in a riot.
3. A bodily or mental infirmity, which existed before or commenced after the injury.
4. An infection or disease, which existed before or commenced after the injury and is unrelated to the injury.

TERMINATION OF COVERAGE

Coverage ceased upon termination of employment or retirement, whichever first occurs.

WEEKLY INCOME BENEFIT

WEEKLY INCOME

If you are totally disabled, unable to work, and under continuing care of a physician, you will receive a weekly income:

Effective April 1, 2011	\$575
Effective April 1, 2012	\$575
Effective April 1, 2013	\$575

Your benefits will commence on the earlier of:

- a) The 4th day of a disability caused by sickness. **You must see a Doctor in the first 4 days to be eligible for benefits beginning the 4th day.**
- b) The 1st day of a disability due to an accident. **(Providing you have seen the Doctor with 24 hours after the injury incurred).**
- c) The 1st day of hospitalization. Benefits will commence on 1st day of hospitalization or outpatient surgery.
- d) Proof of disability must be received within 90 days from the date disability commenced to be eligible for payment

During any one period of disability, your benefits will continue until you recover up to a maximum of 42 weeks.

RECURRENT DISABILITY

Should an employee return to full-time active employment after having been absent and in receipt of weekly indemnity benefits and then within a two week period of time suffers a recurrence of the disability, it will be considered one period of disability unless the subsequent disability is due to entirely unrelated cause or causes. If the disability is unrelated or the employee has returned for two weeks it will be considered a new period of disability.

EXCEPTIONS AND LIMITATIONS

Disability Income is not payable for the following:

1. A disability caused by self-inflicted injuries or illness.
2. A disability resulting from insurrection, war, service in the armed forces of any country, or participation in a riot.
3. Any disability for which you are entitled to benefits under any Workers' Compensation Act.
4. At any time when you are on vacation and receiving pay.

5. Cosmetic surgery or treatment (when so classified by Manulife Financial) unless such surgery or treatment is for accidental injuries and commenced within 90 days of an accident.

PREGNANCY BENEFITS

Complications due to pregnancy are covered. However, any disability due to any cause will not be eligible for benefits at any time when you are on pregnancy leave of absence or could be placed on such leave by your employer in accordance with relevant Provincial Statutes or the leave agreed upon by you and your employer.

TERMINATION OF COVERAGE

Benefits terminate immediately upon termination of employment.

TRANSITION AND BRIDGE

This benefit is designed to provide your dependants with financial security in the event of your death.

ELIGIBLE SURVIVORS

1. Your eligible survivors can be either legally married to the insured employee, or although not legally married to the insured employee, continuously cohabits with the employee in a conjugal relationship which is recognized as such in the community in which they reside, for at least 18 consecutive months, immediately preceding the death of such employee. The term conjugal relationship shall be deemed to include a conjugal relationship between partners of the same sex and is under age 65, (while the insured employee is alive), a resident of the same country as the employee, is dependent upon the employee for financial support.

OR

2. Children who fall into all of the categories below:
 - (a) An unmarried child (including adopted, foster and stepchildren) of yours or your spouse.
 - (b) Dependent upon you for support and maintenance.
 - (c) ~~Is~~ less than 21 years of age.

OR

3. Your natural or legally adoptive parent.

In addition, any type of survivor must be dependent upon you for their financial support, to be eligible to receive this benefit. Although all of the above qualify as eligible survivors the benefit is payable to only one of the types just described. The benefit would be payable to your spouse if you have one. If you do not have an eligible spouse

then the benefit will be paid to any eligible children. In the absence of eligible children the benefit will be paid to your eligible parents.

Your eligible survivors who will receive the benefit will be determined at the time of your death.

AMOUNT OF BENEFIT

April 1, 201 ■.....\$600.00 per month.

PAYMENT OF BENEFIT

The first payment is due on the last of the month following the month on which you die.

The length of time for which the benefit is payable will vary according to whether it is your spouse, children or parent(s) who are your survivors.

SPOUSE

Benefits payable to your spouse will continue until your spouse:

1. Remarries
2. Dies
3. Reaches age 65, or
4. Has received 24 monthly payments, whichever occurs first.

NOTE: If your spouse is 45 years of age or more at the time of your death, then they may continue to receive benefits after 24 monthly payments have been made.

CHILDREN

The children's benefit will be paid directly to any child who is at least 18 years old, provided that you have no surviving spouse. For children less than 18 years old, the children's benefit will be paid to any person or institution appearing, in Manulife Financial opinion, to have assumed principal support and custody of that child.

Benefits payable to your children will continue until your children:

1. Marry
2. Attain age 21
3. Die, or
4. Have received 24 monthly payments.

PARENTS

Benefits payable to your parents will continue until your parents:

1. Die, or
2. Have received 24 monthly payments

WAIVER OF PREMIUM

In the event of total disability, the same conditions as set out under "Waiver of Premium" for Life Insurance will apply.

HEALTH CARE

EXPENSES COVERED

Effective April 1, 2011 the following benefits are covered:

Practitioner/ Service	Coverage
Physiotherapist	\$225 per participant per year
Speech Therapist	\$225 per participant per year
Chiropractor, Podiatrist, Osteopath, Naturopath	\$225 per participant per year
Psychologist/ Counsellors	\$225 per participant per year
Registered Nurse & Registered Practical Nurse	as prescribed medically necessary by physician
	\$10,000 annual maximum
	\$30,000 lifetime maximum
Chiropractor & Massage Therapy <i>only</i>	Chiropractor claims to be paid from 1 st dollar – regardless of whether or not the provincial plan has been used. Coverage remains at \$225.00 per participant per year.
Land & air ambulance	as medically necessary

The above payments are payable only after OHIP or government plan coverage has been exhausted. The maximum payment per visit for treatment and therapy is \$10.00

All treatment and therapy must be prescribed medically necessary by a physician

EXPENSES NOT COVERED

No payment will be made for:

1. Self-inflicted injuries or illness while sane or insane.
2. Any injury or illness for which the insured person is entitled to indemnity or compensation under any Workers' Compensation Act.
3. Charges levied by a physician or dentist for his time spent traveling, broken appointments, his transportation costs, room rental charges or for advice given by him by telephone or other means of telecommunication.
4. Cosmetic surgery or treatment (when so classified by Manulife Financial) unless such surgery or treatment is for accidental injuries and commenced within ninety (90) days of an accident
5. Injury resulting directly or indirectly from insurrection, war, service in the armed forces of any country or participation in a riot.
6. Services, treatment or supplies, eligible under this Plan and payable under any government plan, whether or not the claimant is covered under such a plan. Manulife Financial will only consider that amount of any eligible expense which is over and above the amount that would be payable by the government plan.
7. Examinations required for the use of a third part.
8. Travel for health reasons.
9. Dental treatment received from a dental or medical department maintained by an employer, an association or a labour union.
10. The replacement of an existing dental appliance, which has been lost, mislaid or stolen.
11. Any charges for services, treatment or supplies for which there would be no charge except for the existence of coverage.
13. Drugs, sera, injectables and supplies, and appliance or equipment, which are not approved by the Health and Welfare Canada (Food & Drugs) or are experimental or limited in use whether or not so approved.
14. Dental services and supplies rendered for full mouth re-construction, for a vertical dimension correction, or for a correction to temporal mandibular joint dysfunction.

OPTIONAL SEMI-PRIVATE HOSPITALIZATION COVERAGE – if applicable (PREMIUMS PAID BY EMPLOYEE)

An employee will be reimbursed for hospital charges for semi-private room and board in excess of ward accommodation, provided Manulife Financial receives proof of claim. If confinement is in a private room, the amount eligible will be limited to the cost of semi-private accommodation in the same hospital.

PROSTHETICS AND DURABLE EQUIPMENT BENEFIT

This benefit will provide reimbursement for the following items, provided they are reasonable and customary and have been recommended as necessary by a physician. ***To be covered under this benefit however, the advice in writing of the attending physician must include a description of the equipment as well as the reason for use or the diagnosis.***

PROSTHETIC AND ORTHOTIC APPLIANCES

Coverage includes such items as:

1. External prosthesis and orthotic appliances that replace all or part of:
 - a) a body organ (including contiguous tissue) or,
 - b) the functions of a permanently inoperative or malfunctioning body organ.
2. Artificial arms, legs, eyes, ears, noses and larynxes.
3. Prosthetic lenses for people lacking an organic lens or following cataract surgery.
4. Aniseikonic lenses and external cardiac pacemakers.
5. Above and below knee or elbow prosthesis.
6. Terminal devices such as a hand or hook whether or not an artificial limb is required.
7. Rigid or semi-rigid supporting devices (such as braces for legs, arms, neck or back).
8. Splints and trusses
9. Appliances essential to the effective use of an artificial limb or a corrective brace.
10. Ostomy sets and accessories.
11. Catheterization equipment and urinary sets.
12. Breast prosthesis including surgical brassieres.
13. Orthopaedic shoes, custom made, stock or modified shoes prescribed by a medical doctor or podiatrist, which are medically required to correct a specific medical condition. 100% of the total cost of the shoe to a maximum of \$1500.00 per year, plus any modifications required or the cost of adjustments to existing orthopaedic shoes up to a maximum of two (2) pairs every 24 months will be allowed.
Orothopaedic safety boot coverage is for active employees only see Amendments p.3 paragraph 4.
14. Eligibility for orthotics or orthotic sandals: Benefits covers either custom made orthotics **OR** custom made orthotic sandals **BUT NOT BOTH.** (I.e.: if you were to purchase one pair of orthotics, you would not be eligible for sandals, Orthotics must be custom made from a mould, cast or computer. One **(1)** pair of orthotics every year, maximum allowance \$450.00 per pair.
15. Elastic support stockings, up to \$25 per calendar year.
16. Fibreglass casts.

Benefits payable will also include replacement, repairs, fitting and adjustment of eligible items.

Durable Medical Equipment

Coverage includes such items as:

1. Hospital beds, rails, cradles and trapezes.
2. Crutches, canes, patient lifts, walkers and wheelchairs.
3. For bed confined patients – bedpans, commodes and urinals.
4. Oxygen sets, respirator/ventilators and I.V. stands. **If the prescription is for oxygen, your physician must indicate how it is to be administered and with what type of apparatus.**

5. Decubitus (ulcer) care and dialysis equipment.
6. Dry heat and ice applications devices.
7. Intermittent pressure units and vaporizers
8. Traction equipment.
9. Neuromuscular stimulants, sitz and standard whirlpool baths.

In addition to being reasonable, customary and medically required the following must be true of the equipment, in order for it to be eligible:

1. It must be appropriate for use in the home and able to withstand repeated use.
2. It must primarily and customarily be used for medical purpose and not generally useful in the absence of illness or injury.

Medical equipment rented for longer than was originally specified, must be re-certified by the physician before the date when the rental was expected to cease.

In the event of the death of the patient, benefits for the rental of equipment will be payable until 30 days after the date of death. Benefits will be paid based on either renting or purchasing the equipment, depending on which is determined by Manulife Financial to be the more reasonable approach, based on the physician's original estimate of the duration of the need for the equipment.

If equipment is purchased, repairs will be eligible for coverage (excluding routine periodic maintenance).

EXCLUSIONS

Benefits will not be payable for the following:

1. Dental appliances.
2. Non-rigid appliances and supplies such as garter belts and supports, corsets, and corrective shoes (unless it is part of an orthotic appliance).
3. Deluxe equipment, such as motor driven wheelchairs and beds, unless they are necessary for the effective treatment of your condition and required for you to operate it yourself.
4. Items that are not primarily medical in nature or are for comfort and convenience. For example, bedboards, overbed tables, air conditioners, telephone arms, bathtub lifts.
5. Physician's equipment such as infusion pumps, sphygmomanometer and stethoscopes.
6. Disposable supplies such as sheaths and bags.
7. Exercise equipment such as an Exercycle or Moore wheel, Hygienic equipment, such as a bidet toilet seats and bathtub seats. Self-help devices such as elevators and sauna baths.
8. Corrective shoes and arch supports.

9. Appliance or equipment necessary because of injury or illness arising due to, or in the course of employment.
10. Charges for the completion of Insurance Forms.
11. Eyeglasses for cosmetic purposes.

HEARING AID BENEFIT

Under this benefit, reimbursement will be provided for one hearing aid, per ear, once every 3 years, purchased on the recommendation of a physician.

If an eyeglass-type hearing aid is purchased, payment will be based on the cost of one regular hearing aid.

This benefit does not cover repairs and replacement parts for hearing aids.

VISION CARE BENEFIT

1. Frames, lenses and the fitting of prescription glasses, including prescription sun glasses and contact lenses, in any 2 consecutive calendar years, up to a maximum payment per insured person:

Effective April 1, 2011	\$225
Effective April 1, 2012	\$225
Effective April 1, 2013	\$225

Effective April 1, 2011, plan provides for bi-annual eye exams which are included Included in and subject to the \$225 in coverage.

2. Contact lenses prescribed for severe corneal astigmatism, severe corneal scarring, keratoconus or aphakia, provided visual acuity can be improved to at least the 20/40 level by contact lenses (but cannot be improved to that level by regular glasses), up to a maximum payment of \$225 per insured person in any 2 consecutive calendar years for you and your dependants

Employees to be reimbursed a **one - time payment of two times the bi-annual vision care benefit** in lieu of any other vision care benefit during the 48 month period to be applied towards laser eye surgery.

Vision Care expenses are eligible when recommended by a physician (including an ophthalmologist) or an optometrist.

PAY DIRECT DRUG BENEFIT

On behalf of each covered individual of your family this benefit reimburses you for the following eligible drugs and supplies in **excess of the \$2.00 deductible for each item purchases.**

Dispensing Fee:**\$9.00 cap provided such is reasonably available in the area**

Eligible expenses must be:

3. medically necessary;
4. dispensed by a pharmacist, physician or dentist;
5. reasonable and customary (as determined by Manulife Financial in both quantity dispensed, and in comparison with prices generally charged in the area in which the expense is incurred;
6. **Generic drugs substitution except where overridden by a prescribing doctor.**

Eligible expenses include:

7. Drugs, sera and injectables purchased when prescribed by a physician or dentist.
8. Medically necessary supplies available without a prescription required as a result of a colostomy or ileostomy or for the treatment of cystic fibrosis, diabetes, Parkinsonism and heart disease.
9. Nicotine replacement drugs, subject to a six-month maximum supply during the person's lifetime.

DENTAL BENEFIT

On behalf of each covered individual in your family, the Dental Benefit will reimburse you for all eligible dental expenses.

TREATMENT PLAN

In order for you and your dentist to learn in advance how much Manulife Financial will apply and how much must be paid by you, it is recommended that a Treatment Plan be filed with Manulife Financial whenever the total cost of the proposed dental work is expected to exceed \$500. This Treatment Plan identifies coverage and limitations for specific service and clarifies insurance percentages, specific limits and Dental Fee Guide allowance before dental treatment commences. The Treatment Plan is not intended to limit you in your choice of dentist, or to tell you or your dentist what treatment should be performed or to tell the dentist what fee to charge, nor to guarantee reimbursement after coverage ceases.

A Treatment Plan is a plan of dental treatment (including x-rays if required) showing the patient's dental needs, a written description of the proposed treatment necessary in the professional judgment of the dentist, and the cost of the proposed treatment.

ELIGIBLE EXPENSES

Eligible Expenses are those which are recommended as necessary by a physician or dentist that are not in excess of the suggested fee for General Practitioners in the 1992 Dental Fee Guide or the minimum fee specified in the 1992 Denturist Fee Guide of the Province of Ontario. Effective April 1, 2011 the fee guide will be changed to the 2009 Ontario Dental Fee Guide; effective April 1, 2012 the fee guide will be changed to the 2010 Ontario Dental Fee Guide; effective April 1, 2013 the fee guide will be changed to the 2011 Ontario Dental Fee Guide.

There are several dental procedures, which are covered by Provincial Health Plans up to certain maximums. If the dentist or dental surgeon chooses to charge more than that payable by the Provincial Plan, legislation in some provinces does not permit the excess charges to be eligible under the plan.

Situations may arise when alternate methods of treatment may be available. It is solely for you and your dentist to decide which method will be employed. As the basis for determining its liability, Manulife Financial reserves the right to use the least expensive method of treatment that would provide a professionally adequate result.

Only those treatments listed are eligible.

BENEFITS PAYABLE AT 100% -- PART A

Diagnostic services

<u>CODE</u>	<u>SERVICE</u>
01101	Complete Oral Exam – Primary Dentition (once every 3 years)
01102	Complete Oral Exam – Mixed Dentition (once every 3 years)
01103	Complete Oral Exam – Permanent Dentition (once every 3 years)
01201	Recall Oral Exam (once every 9 months)
01205	Emergency Exam
01204	Specifics Oral Area Exam

RADIOGRAPHS

02101, 02102	Complete series periapical films (once every 3 years)
02111	Single periapical film
02112	Two periapical films
02113	Three periapical films
02114	Four periapical films
02115	Five periapical films
02116	Six periapical films
02117	Seven periapical films
02118	Eight periapical films

02119	Nine periapical films
02120	Ten periapical films
02131	Single occlusal film
02132	Two occlusal films
02133	Three occlusal films
02134	Four occlusal films
02141	Posterior bitewing – single film (once every 9 months)
02142	Posterior bitewing – two films (once every 9 months)
02143	Posterior bitewing – three films (once every 9 months)
02144	Posterior bitewing – four films (once every 9 months)
02201	Extra Oral – single film
02202	Extra Oral – two films
02203	Extra Oral – three films
02204, 02209	Extra Oral – four films
02504	Temporomandibular Joint Film, Closed & Open of each side four films
02601	Panoramic Film (once every 3 years)

TEST AND LABORATORY EXAMINATIONS

04101	Bacterial Cultures (non-endodontic)
04201	Dental Caries Susceptibility Test
04311, 04312	Biopsy – soft tissue
04321, 04322	Biopsy – hard tissue
04401	Cytological Exam
04501	Pulp Vitality Test

CASE PRESENTATION

05201, 05202, 05209 consultation with patient (2 units of time every 12 months)

PREVENTIVE SERVICES

11101	Dental Prophylaxis – primary dentition (once every 9 months)
11102	Dental Prophylaxis – mixed dentition (once every 9 months)
11103	Dental Prophylaxis – permanent dentition (once every 9 months)
12101	Topical Fluoride (once every 9 months)
	OR
12102	Supervised Fluoride Brush-in (once every 3 months)
13211	Plaque Control Program (once only, maximum \$20)
13401	Pit and Fissure Sealants
15101	Space Maintainer – stainless steel band with wire attachment
15201	Space Maintainer – stainless steel crown with wire attachment
15301	Cast Space Maintainer
15302	Cast Space Maintainer with intra-alveolar attachment
15403	Removable Acrylic Space Maintainer

RESTORATIVE SERVICES

21101	Amalgam – primary teeth, one surface
21102	Amalgam – primary teeth, two surfaces
21103	Amalgam – primary teeth, three surfaces
21104	Amalgam – primary teeth, four surfaces
21105	Amalgam – primary teeth, five surfaces
21211	Amalgam – permanent anterior and bicuspid teeth, one surface
21212	Amalgam – permanent anterior and bicuspid teeth, two surfaces
21213	Amalgam – permanent anterior and bicuspid teeth, three surfaces
21214	Amalgam – permanent anterior and bicuspid teeth, four surfaces
21215	Amalgam – permanent anterior and bicuspid teeth, five surfaces
21221	Amalgam – permanent molar teeth one surface
21222	Amalgam – permanent molar teeth, two surfaces
21223	Amalgam – permanent molar teeth, three surfaces
21224	Amalgam – permanent molar teeth, four surfaces
21225	Amalgam – permanent molar teeth, five surfaces
21401	Retentive Pins – one pin
21402	Retentive Pins – two pins
21403	Retentive Pins – three pins
21404	Retentive Pins – four pins
21405	Retentive Pins – five pins
22401	Silicate – Class I and V
22411	Silicate – Class III
23101, 23401	Acrylic or Composite – Class I and V
23102, 23402	Acrylic or Composite – Class III
23103, 23104, 23403, 23404	Acrylic or Composite – Class IV
23111, 23411	Acrylic or Composite – Class I and V Acid Etch
23112, 23412	Acrylic or Composite – Class III Acid Etch
23113, 23114, 23413, 23414	Acrylic or Composite – Class IV Acid Etch
23211, 23221, 23501, 23311, 23321, 23511,	Acrylic or Composite, posterior, one surface – Class V only Acrylic or Composite, posterior, one surface Class V only, Acid Etch
23312, 23322, 23512,	Acrylic or Composite, posterior, two surfaces

ENDODNOTIC SERVICES

Includes pulpectomy, biomechanical preparation, chemotherapeutic treatment and obliteration.

33101	Root Canal Therapy – one canal
33301	Root Canal Therapy – one canal, partially developed root
33102	Root Canal Therapy – two canals
33302	Root Canal Therapy – two canals, partially developed roots
33103	Root Canal Therapy – three canals

33303	Root Canal Therapy – three canals, partially developed roots
33104	Root Canal Therapy – four canals
33304	Root Canal Therapy – four canals, partially developed roots
32221, 32222	Emergency procedures
39931	Sedative Dressing
39921, 39922	Pulp Mummification

PERIODONTAL SERVICES

43411 – 43416 Incl.	Adjunctive periodontal services
43419	
43421 – 43426 Incl.	
43429	

DENTURE SERVICES

54201, 54202, 54209	Minor Denture Adjustments
55101	Repair Complete Upper Denture
55102	Repair Complete Lower Denture
55301	Repair Partial Upper Denture
55302	Repair Partial Lower Denture
55201	Repair Complete Upper Denture – impression needed
55202	Repair Complete Lower Denture – impression needed
55203	Repair Complete Denture – impression needed
55401	Repair Partial Upper Denture – impression needed
55402	Repair Partial Lower Denture – impression needed
55403	Additional Partial Denture – impression needed
55201, 55301, 55401	Other Denture Repairs
56231	Reline Complete Upper Denture – lab processed (once every 3 years)
56232	Reline Complete Lower Denture – lab processed (once every 3 years)
56241	Reline Partial Upper Denture – lab processed (once every 3 years)
56242	Reline Partial Lower Denture – lab processed (once every 3 years)
56311	Rebase Complete Upper Denture (once every 3 years)
56312	Rebase Complete Lower Denture (once every 3 years)
56321	Rebase Partial Upper Denture (once every 3 years)
56322	Rebase Partial Lower Denture (once every 3 years)

SURGICAL

71101	Removal single erupted tooth
71109	Removal each additional tooth – same surgical site
71201, 71209	Removal single erupted tooth – complicated
72111, 72119	Removal tooth – soft tissue coverage
72331, 72339	Removal of residual roots – hard tissue coverage

BENEFITS PAYABLE AT 100% - PART B

ANAESTHESIA

92101, 92102	Anaesthesia
92212 – 92219 Incl.	
92222 – 92229 Incl.	
92252 – 92259 Incl.	
92311	
92312 – 92319 Incl.	
92331 – 92339 Incl.	
92341	

BENEFITS PAYABLE AT 90% - PART C

DIAGNOSTIC SERVICES

02304	Sinus examination (minimum 4 films)
02401, 02404, 02409	Sialography
02411, 02412, 02419	Use of radiopaque dyes
02509	Temporomandibular joint films
02701- 02704 Incl.	Cephalometric radiographs
02709	
02751, 02752, 02759	Tracing or radiographs
02801, 02802, 02809	Interpretation of radiographs from another source
029131 – 02934 Incl.	Tomography
02939	
02921	Hand and wrist (as diagnostic aid for dental treatment)
04911, 04921, 04922	Tests and laboratory examinations
04923, 04931	

BASIC RESTORATIONS

22201, 22211, 22301	Stainless steel and polycarbonate crowns
22311, 22401, 22411	

EXTENSIVE RESTORATION OF TEETH

24101 - 24104 Incl.	Gold foil restorations
24201, 24203	
25111, 25112, 25113	Metal inlay restorations
25511	
256041 – 25605	Retentive pins in inlays and crowns

25131 – 25133 Inc. 27111, 27114, 27211 27214, 27301, 27311 27401, 27409, 27711 27721 25712, 25713 25721 – 25723 Incl. 20111, 20119, 20121 20129 29101 – 29103 Incl. 29109	Porcelain restoration Crowns (single restorations only) Post and Core Other restorative services
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ENDODONTIC SERVICES

20111, 20119, 20121 20129 3221 ■, 32212, 32231 32232 33601 – 33604 Incl. 33611 – 33614 Incl. 34111 – 34113 Incl. 34131 – 34132 Incl. 34211 – 34214 Incl. 34141, 34221, 34121 34401, 34402	Pulp cappings Pulpotomy Apexification Insertion of dentogenic media Periapical Services Root Amputation
39100, 39110 39201 – 39203 Incl. 39309 39301 – 39303 Incl. 39501, 39502, 39503	Gingival Curettage Hemisection Intentional removal, apical filling reimplantation

PERIODONTAL SERVICES-(diagnosis and Treatment of Gum Tissue)

41101, 44109 41221, 41229	Non-Surgical Services
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SURGICAL SERVICES

42001 42002 42003 42100, 42103 42104 42200, 42300 42310 42500	Gingival curettage Gingivoplasty Gingivectomy Osseous surgery Osseous grafts Soft tissue grafts Vestibuloplasty Post surgical treatment
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43311 Adjunctive periodontal services

PROSTHETIC SERVICES

56331, 56332 Remake partial denture
56511, 56512, 56521 Tissue conditioning
56522
66111 – 66113, 66119 Repair of fixed bridge restoration
66301 – 66303 Incl. Recementation of fixed bridge
66309

ORAL SURGERY

72211, 72219, 72221 Surgical removals
72229, 72231, 72239
72511, 72519, 72521 Removal or residual roots
72529, 72631, 72639
72641, 72649
72531, 72539 Exposure of tooth including orthodontic attachment
73111, 73119, 73121 Alveoloplasty
73129
73211, 73219, 73221 Gingivoplasty
73152, 73153, 73154 Osteoplasty
73161
74631 – 74638 Incl. Surgical excision
74111 – 74118 Incl.
75121 Trephination and drainage – hard tissue
76961, 76962, 76963 Miscellaneous

77801, 77802 Frenectomy
79601, 79603 Post surgical treatment

ADJUNCTIVE GENERAL SERVICES

92350 Anaesthesia
96201 General Anaesthetics, only when administered by a separate qualified dentist or medical doctor, other than attending dental surgeon and only when medically necessary and administered in conjunction with oral or dental surgery.

BENEFITS PAYABLE AT 50% - PART D

PROSTHODONTIC SERVICES

51101 – 51103 Incl.	Complete dentures (once every 5 years)
51301 – 51303 Incl.	
51601 – 51603 Incl.	
52101, 52102, 52111	Removable partial dentures (once every 5 years)
52112, 52201, 52202	
52211, 52212, 52301	
52302, 52311, 52312	
52401, 52402, 52411	
52412, 52501, 52502	
52511, 52512, 52800	
53101, 53102, 53103	
53104, 53201, 53202	
53203, 53211, 53212	
53301, 53302, 53304	
53401, 53402, 53501	
53502, 53611, 53612	
53613, 53621, 53622	
53623, 53701, 53702	
53704, 53711, 53712	
54301 – 54303 Incl.	Denture adjustments
54401 – 54403 Incl.	
54501 – 54503 Incl.	

PROSTHODONTIC SERVICES FIXED

62101, 62103, 62501	Pontics (once every 5 years)
62502, 62701, 62702	
67321, 67322, 67331	Retainers inlay and onlay (once every 5 years)
67102, 67201, 67211	Retainers crowns (once every 5 years)
67212, 67301, 67311	
67312	
69301 – 69305 Incl.	Retentive pins in abutments

BENEFITS PAYABLE AT 50% - PART E

ORTHODONTIC SERVICES

All necessary dental treatment, which has as its objective the correction of malocclusion of the teeth.

\$1,500 per person in a lifetime for orthodontic services

\$2,000 per person per calendar year of all expenses excluding orthodontic treatment

CLAIM PROCEDURES

DEATH AND ACCIDENT PROTECTION

If you should die or suffer a dismemberment, your employer will provide the necessary claim form.

DISABILITY INCOME

Claim forms are available from the Human Resources Department. You and your employer must complete certain portions of the form and your doctor must complete the Attending Physician's statement. Once the form is completed, it should be returned to the Human Resources Department. In order to be eligible for payment, Weekly Indemnity claims must be submitted within 90 days of the commencement of total disability.

HEALTH CARE

If expenses are incurred due to hospital confinement, a claim form should be completed by the hospital. When completed, this claim form may be submitted to your employer who will forward it to Manulife Financial. Normally the hospital will send the bill directly to Manulife Financial.

If expenses other than hospital charges, are incurred, obtain a claim form from your employer. Complete the form and return it, along with any original receipts, to the Human Resources Department who will forward it to Manulife Financial.

There are two ways of handling Pay Direct Drug Claims:

1. At a participating pharmacy, you do not have to pay for the eligible items you require (other than the **(\$2.00)** deductible). The pharmacy and Manulife Financial take care of the settlement of your claim without involving you.
2. At a non-participating pharmacy or if you purchase items directly from a physician or dentist, you **DO HAVE TO PAY** for the eligible items you require. In these instances, obtain a claim form from your employer. Complete the claim form and return it, along with your itemized bills, to your employer who will forward it to Manulife Financial

NOTE: Original receipts in support of claims will not be returned but will be retained by Manulife Financial.

If Dental expenses are incurred, obtain a claim form from the Human Resources Department, have your dentist complete the form, complete your portion of the form and return it to Manulife Financial. Written proof of claim must be given to Manulife Financial by the end of the calendar year following the year in which the expense was incurred.

For all Health Care Benefits, when your insurance terminates for any reason, written proof of claim must be given to Manulife Financial within 90 days of the date of termination of insurance.

TERMINATION OF INSURANCE

Insurance for you and your dependants will cease on the earliest of the following events:

1. Termination of your employment.
2. On the date you reached age sixty-five (65)– for A.D. & D.
3. If you should die.
4. If you enter the armed forces on a full-time basis.
5. Termination of the policy.

LIFE CONVERSION OPTION

Should you terminate your employment, you may convert your Group Life Insurance and the commuted value of your Transition and Bridge Benefit (regardless of health) to an individual policy, provided Manulife Financial receives your written application for conversion, along with the necessary premium, within 31 days of the date of termination.

The types of policies available for conversion are:

1. Term Insurance for a 1-year period which, after the year has passed may be converted (without evidence of insurability) to any of the policies described in points 2 or 3.
2. Non-convertible Term Insurance for the period of up to your 65th birthday.
3. Regular Life or Endowment.

The conversion policy will not include disability, double indemnity, dismemberment or accidental death provisions.

Should you die during the 31-day period in which you are eligible to make application for conversion, the amount of your Group Life Insurance and your regular monthly survivor benefit will be paid to your beneficiary.

EXTENSION OF BENEFITS

Disability Income

If you are totally disabled on termination of employment or lay-off, Weekly Indemnity benefits may be extended for a limited time period, depending on the date disability commenced and/or when notice of termination of lay-off was given. Details of this extension are set out in the Group Policy.

HEALTH CARE

If you are totally disabled when your Hospital and Medical Benefits terminate, benefits for such disability will be payable, as long as you remain disabled, up to a maximum period of:

1. Hospital – 90 days after termination.
2. Medical – 365 days after termination.

If one of your covered dependents is hospitalized when your insurance terminates, then benefits will be payable in the same manner as your own, until your dependent is discharged from the hospital. Extension of Hospital and Medical benefits will cease if the policy should terminate.

In most cases no Dental benefits are payable for expenses incurred after the date your insurance terminates, even if a Treatment Plan has been filed and benefits have been determined by Manulife Financial prior to the date your insurance terminates. However, benefits are payable under the following circumstances:

1. Where an impression for a denture (including crowns, inlays or onlays) was taken prior to the date your insurance terminated and the denture is installed after the insurance terminates, Dental Expenses in connection with this procedure and incurred within 30 days after the termination of insurance are eligible.
2. If your insurance terminates due to your death, dental expenses incurred on behalf of your dependents will be eligible for payment provided:
 - a) The services are rendered within 90 days following your death; and
 - b) They are part of a series of planned dental services started prior to your death or rendered at definite dental appointments made prior to your death.

CO-ORDINATION OF BENEFITS

This plan includes a co-ordination of benefits provision. This provision operates in the event that you, or your spouse, are covered under more than one Group Health or Dental Plan, and allows the claimant to receive reimbursement of up to 100% of incurred expenses.

The majority of today's plans include a co-ordination of benefits provision however, if a plan does not have such a provision, it is always considered the first payor for all members of the family.

When both plans include the provisions, the order of payment is as follows:

1. Your first payor is Manulife Financial, your second payor is your spouse's plan.
2. Your spouse's first payor is her/his plan and Manulife Financial is the second payor.
3. For dependent children, the first payor is the plan of the parent whose birthday is first in the year.

When eligible expenses are incurred, claims should be submitted to the first payor in the normal manner. When the first payor provides for partial reimbursement, expenses can then be submitted to the second payor for a total reimbursement by all payors of up to 100% of the expense.

When submitting under the second payor, include any information and payment details provided by the first payor.

This booklet is designed to outline the Benefits for which you are eligible and does not Create or confer any contractual or other rights. All rights with respect to the Benefits of an insured person will be governed solely by the Group Policy(ies) issued by Manulife Financial.

SUPPLEMENTARY UNEMPLOYMENT BENEFIT (S.U.B.)

This is a negotiated employee benefit plan, which is fully funded by the Company. The purpose of the plan is to provide income, payable out of the Trust Fund, to eligible member in the event of a lay-off.

In the event of a discrepancy between this booklet and the Agreement and Supplemental Unemployment Benefit Plan for Local 636 C.A.W. Members (as amended April 1, 1994 and registered with H.R.D.C.), the latter will govern

ELIGIBILITY

- a) To qualify, you will be required to have accumulated at least one year of seniority and to be in active Service in the Bargaining Unit or to have been in such Active Service within the past 31 days.
- b) You must have to your credit at least one (1.00) Credit Unit.
- c) Generally speaking, you must be eligible for an Unemployment Insurance Benefit.
- d) You are required to report to Payroll bi-weekly as directed.

WAITING PERIOD

Following a lay-off and in keeping with the eligibility requirements, you will initially be subject to a one week waiting period. Additional future waiting periods will be one week per year.

ACCRUAL OR CREDIT UNITS

You will be credited with Credit Units for each full work week for which you receive pay from the Company for a least 32 hours in that week as follows: (a) one quarter (.25) of a credit unit for employees with less than 10 years of seniority; **OR** (b) one-half (.50) of a credit unit for employees with 10 or more years of seniority. Effective January 2, 1993 you are limited to a maximum of 32 credit units.

CANCELLATION OF CREDIT UNITS

For every benefit week claim paid, you will be deducted one (1) credit unit.

Your credit units will be forfeited, if at any time, you have a break in seniority in accordance with the Collective Agreement.

When the Trust Fund Position is less than 85%, an increased cancellation rate is in effect. This is governed by the Fund Position and your seniority.

AMOUNT OF SUPPLEMENTAL BENEFIT

The Weekly Benefit payable will be the lesser of:

- a) 95% of you weekly after tax straight time pay including the cost of living, this amount being further subject to the following reductions:
1. \$7.50
 2. gross unemployment insurance;
 3. other claimed earnings:

OR

- b) After January 3, 1978 the amount of \$100.00

YOUR FIRST S.U.B. PAYMENT

In as much as S.U.B. is paid in the second week of a lay-off which happens to be a U.I.C. waiting period, neither your S.U.B. nor U.I.C. Benefits will be affected thereby.

BENEFIT TAX STATUS

Benefits received under this plan are considered as earnings and therefore would be deemed taxable in the hands of the employee.

The above outlines only the Supplementary Unemployment Benefit for which you are eligible and does not create or confer any contractual or other rights. All rights with respect to the S. U.B. benefits of a member will be governed solely by the negotiated text of the S.U.B. Plan

AUTOMATIC SHORT WORK WEEK BENEFITS PLAN

ELIGIBILITY

- a) During such week the employee performed some work for the Company, but had less than forty (40) available hours;
- b) Has at least one (1) year seniority;
- c) Was on a qualifying lay-off for some part of the week.

AMOUNT OF SHORT WORK WEEK BENEFITS

An amount equal to 80% of the employee's base hourly rate plus 100% of cost of living allowance.

CANCELLATION OF CREDIT UNITS

Same as Supplementary Unemployment Benefits Plan.

NON – CONTRIBUTORY PENSION PLAN

The Hourly Pension Plan benefits are secured in a Trust Fund. The following is a summary of the major provisions of the Plan currently in effect.

BEGINNING OF PLAN

The Plan was introduced November 1, 1957 and past service prior to this date was credited back to the date of hire for continuous service.

ESTABLISHMENT OF CREDITS

With the introduction of the Plan, "Service Credits" were established each calendar year on the basis of hours for which an employee receives pay including hours of absence when in receipt of Workers' Compensation benefits, when absent as an elected Union official or engaged on approved local Union business.

ELIGIBILITY

All bargaining unit hourly employees with seniority are automatically eligible.

COST OF PLAN

The Company pays the entire cost of the negotiated Pension Plan

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PENSION REQUIREMENTS

When you elect to retire, there are various forms necessary for completion to establish an individual's Pension file. The Company can give an explanation. Of particular importance is the responsibility of an employee to present satisfactory evidence of birth date, in advance of making application. In the event that a Survivor Option is elected, evidence of the birth date of the spouse, along with a copy of your marriage certificate, must also be presented to the Company. Such personal documents will not be retained by the Company but will be recorded and returned promptly to the applicant.

PENSION BENEFITS

1. Normal Retirement becomes effective at age 64 if you have two or more years of credited service. Benefit rate is as follows:
Effective April 1, 2011 – Production \$44.28 Skill Trade \$44.33
Effective April 1, 2012 – Production \$44.56 Skill Trade \$44.66
Effective April 1, 2013 – Production \$44.84 Skill Trade \$45.00
Multiplied by the number & fractions of years of credited service.
2. Early Retirement can become effective after age 55 and completion of 10 years of credited service with a pension based on your credited service to date of early retirement. If you commence receiving payments prior to age 62, your pension will be reduced by $\frac{1}{2}$ of 1% for each month between your early retirement date and your 62nd birthday.
3. Unreduced Early Retirement benefits are payable if you have 30 years of credited service and are 55 years of age or more. These benefits are payable at the same rate as the Normal Retirement Benefit.

SUPPLEMENTAL BENEFIT

Anyone electing an Early or Normal Retirement Pension is, in addition, also entitled to a pension Supplement at age 60. Benefit rate is as follows: January 3, 1990 (\$19.50) multiplied by the number of years of credited service, with a maximum of such years equal to 30.

DISABILITY RETIREMENT

You may elect this type of Pension if you have a minimum of 10 years of credited service, and are afflicted by a permanent, total disability, which prevents you from continuing employment with the Company or elsewhere.

The Disability Pension Benefits is as follows:

Effective April 1, 2011 – Production	\$43.00	Skill Trade	\$43.00
Effective April 1, 2012 – Production	\$43.00	Skill Trade	\$43.00
Effective April 1, 2013 – Production	\$43.00	Skill Trade	\$43.00

Multiplied by the number of years of credited service.

Manulife Financial Internet Instructions

The following instructions are to be used to register for viewing your claims history online.

- Go to www.manulife.ca
- Select Group Plans
- Select Benefit Plans
- Select Plan Member
- Select Register
- Fill out information – then submit. When filling out your information it is to your benefit to write down your password and reminder phrase and keep it in a safe place.
- Via mail, you will receive from Manulife a registration number. This will be sent to your home address.
- Use the registration number to go online and login.
- Once you have logged in with your registration # etc., you will need to use your Group/plan # which is 84240, your Plan member/certificate number which is your current employee # and your password in future when logging in.
- This will allow you to view your claims history at any time

If you have any difficulties in doing this or do not have internet access. You can access this information via telephone by calling 1-800-268-6195.

	DRUGS		DENTAL	
	Group # / Plan #	Div. #	Group # / Plan #	Div. #
Current Employees	84240	42	84241	42
Retirees (over 65)	84240	47	84241	47

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