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**PARTNERSHIP AGREEMENT**  
**AND**  
**COLLECTIVE AGREEMENT**

Between

ELECTRICAL SAFETY AUTHORITY

and

POWER WORKERS' UNION

CANADIAN UNION OF PUBLIC EMPLOYEES—C.I.C.

LOCAL 1000

**April 1, 2003 – March 31, 2005**

10/20/03  
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### NOTE

In order to readily identify changes in this Agreement from the previous one, new changes are printed **bold**.

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## Partnership Agreement

### Section I-- Partnership Vision Principles

#### 1. Partnership Vision

The Electrical Safety Authority and the Power Workers' Union wish to create a working partnership that will encourage the success of our business in a rapidly changing environment and enhance public safety. The parties understand that by focussing on the customer, the parties will maximize financial success and viability, and enhance employee job security. Employees are encouraged to participate in the operation of the business by enhancing and improving business operations, customer satisfaction, the way we work, and the quality of work life.

#### 2. Partnership Principles

1. Decisions will be made considering balancing the needs of the business, customers and the employees.
2. ESA will develop its own staff first.
3. We will strive for open and honest communication.
4. We will have effective, meaningful involvement of our staff in the business
5. We will share information
6. We will have a proactive problem solving process.

#### 3. Partnership Agreement

The parties agree that they will pursue processes that make the relationship effective and a "Partnership Committee" will be **formed to** discuss these processes and evolving business **issues**, at a minimum, on a quarterly basis.

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COLLECTIVE AGREEMENT  
BETWEEN

THE ELECTRICAL SAFETY AUTHORITY (The Company)

and

POWER WORKERS' UNION (PWU), CANADIAN UNION OF PUBLIC EMPLOYEES, Local 1000 - CLC, hereinafter referred to as the "Union" which executes this Agreement by *D.F. MacKinnon, P.J. Kelly, T. Pigeau* who have been duly appointed for the purpose, in accordance with the constitution of the Union.

WHEREAS the Union has requested the Company to enter into a Collective Agreement and the Company has consented thereto:

NOW THIS AGREEMENT WITNESSETH

that there shall be two parts, namely, Part 'A' - General Items and Part 'D' - Weekly-Salaried. It is also witnessed that the Company and the Union agree each with the other as follows:

ARTICLE 1  
RECOGNITION  
COLLECTIVE BARGAINING UNIT

- 1.1 The Company recognizes the Union as the sole bargaining agent for all regular, part-time and temporary employees', but excluding:
- (a) Employees now represented by other bargaining agents
  - (b) Persons above the rank of working supervisor.
  - (c) Persons who exercise managerial functions in accordance with the Ontario Labour Relations Act.
  - (d) Persons employed in a confidential capacity in matters relating to labour relations in accordance with the Ontario Labour Relations Act.
- 1.2 When an employee is removed from normal duties to act in a vacated position or relieve for an incumbent or perform a temporary assignment, the following shall apply:
- (a) When the length of time involved is known to be three months or less, the employee will retain his/her present jurisdictional status.

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<sup>1</sup> "Employees" are employees pursuant to the *Labour Relations Act* for Ontario SO, 1995, c.1 Schedule A, as amended.

- (b) When it is expected that the length of time will be longer than three months, the employee will be excluded or included at the commencement of his/her new responsibilities. However, in the event the period is actually less than three months:
- (1) in exclusion cases, the Union will be reimbursed the dues which would have been paid:
  - (2) in inclusion cases, the Union will reimburse the employee the dues which have been paid.
- (c) When the length of time is unknown, the employee will retain his/her present jurisdictional status up to the three month period. If the period extends beyond three months, the employee will then be either included or excluded.

## ARTICLE 2 GRIEVANCE PROCEDURE

- 2.1 This procedure shall not apply to Union concerns regarding the adequacy of job documents and/or the rating, for jobs covered by the Clerical-Technical Job Evaluation Plan, which shall be processed in accordance with the challenge procedures contained in the Clerical-Technical Job Evaluation Manual.
- 2.2 Any allegation that an employee has been subjected to unfair treatment or any dispute arising out of the content of this Agreement shall be understood to be a fit matter for the following grievance procedure. All matters of grievance by any employee or group or class of employees for whom the Union is the bargaining agent and which the Union may desire to present shall be dealt with in accordance with the following procedure.
- 2.3 It is mutually agreed by the parties hereto that it is the spirit and intent of this Agreement to adjust grievances promptly. Therefore, any employee covered by this Agreement having a grievance may present such grievance to the representative of the Union appointed by the Union for that purpose. The Union representative may then proceed to have such grievance adjusted in accordance with the following steps established hereby for the purpose of adjusting grievances.
- 2.4 Grievances

Grievances are to be filed within thirty (30) days from the date that the grievor knew or should have known the facts giving rise to the grievance. The Company is to reply in writing within seven (7) days.

Steps in grievance process: Non-disciplinary matters:

- Step 1 Within seven (7) days of reply or time limited for reply, a meeting with contact supervisor.
- Step 2 If Step 1 meeting not held or if grievance not resolved at Step 1, grievances go to next scheduled meeting of Grievance Review Board.

## 2.5 Grievance Review Board

The Grievance Review Board shall consist of two Union representatives (Divisional Chairs) and two Management representatives (at a high level), who will have the authority to agree unanimously to a final and binding settlement of any grievance or unanimously agree to the scheduling of any grievance.

Grievance Review Board meetings are to be scheduled regularly as agreed to by the parties or ordered by the Chief Arbitrator in all work locations. The purpose of the Grievance Review Board will be to attempt to settle all cases, failing which the Grievance Review Board will agree to facts where possible and ensure that all documentary and other evidence is disclosed by the parties.

If not resolved at the Grievance Review Board, grievances move to arbitration. Unless the parties agree to regular arbitration, or Mr. Martin Teplitsky or the Deputy Chief Arbitrator so order, all grievances shall be submitted to Expedited Arbitration.

## 2.6 Disciplinary Matters

- 2.6.1 Prior to the imposition of any disciplinary penalty, the Company shall hold a Disciplinary Interview, which shall replace Step 1 of the grievance process.
- 2.6.2 The Company shall provide the Union and any employees who may be disciplined three (3) days' notice of the Interview.
- 2.6.3 The Interview shall take place between the Company, the Union and the accused individual.
- 2.6.4 The Company shall set out its allegations and except where the allegations could constitute a criminal offence, the Union or the individual(s) shall set out their version of the events. Minutes, but not a transcript, of the Interview setting out the substance of the discussion shall be taken.
- 2.6.5 The minutes of the meeting shall be provided to the Union and the accused individual(s) within seven (7) days of the Interview.

- 2.6.6 The Union and the accused individual(s) shall forward a written reply to the minutes, if any, within seven (7) days of receipt of the minutes.
- 2.6.7 Should the Company choose to impose discipline, the Union has ten (10) days to file a grievance commencing at Step 2.
- 2.6.8 Nothing in the disciplinary interview process is intended to interfere with the Company's right to investigate matters.
- 2.7 Facilities and Costs
- 2.7.1 The Company shall provide the necessary facilities for all meetings in the grievance process.
- 2.7.2 Maintenance of normal earnings and payment of expenses shall be provided by the Company for all Union representatives on a grievance committee.
- 2.7.3 The fees of all arbitrators and costs associated with arbitration hearings shall be shared equally by the parties, subject to current practices.
- 2.8 Dispute Resolution— Article 8, Plan B and OGLs

Any Article 8, Plan B or OGL disputes shall be resolved on an expedited basis as set out below:

- 2.8.1 The Union shall commence this dispute resolution process by filing a grievance with the relevant contact supervisor. The parties shall meet within seven (7) days to attempt to resolve the grievance. Failing a resolution of the matter within fourteen (14) days of filing the grievance, the matter will be referred to the next meeting of the Job Classification Committee (JCC). Failing resolution at that meeting, the grievance shall be referred to the Job Classification Tribunal (JCT).
- 2.8.2 The JCC shall sit monthly or as otherwise agreed to by the parties and consist of two (2) union and two (2) employer representatives. It shall have the power to resolve any Article 8 and Plan B disputes referred to it by unanimous agreement.
- 2.8.3 The JCT shall consist of a Chair, a Union nominee and a Company Nominee. The parties hereby nominate Chris Paire and John Murray as their nominees. Martin Teplitsky shall be the Chair and may, after consultation with the parties, appoint his successor as Chair.



- 2.8.4 The JCT shall hear grievances on an expedited basis and decide at least fifteen (15) grievances per day. No decision of the JCT is precedent setting unless the JCT expressly declares it to be so.
- 2.8.5 Briefs shall be prepared by each party for each grievance including a statement of facts, brief argument and the relevant provisions of the Collective Agreement. These briefs shall be provided to the Chair of the JCT at least 7 days prior to any hearing date. The Chair of the JCT will advise which grievances will require witnesses for credibility issues. The parties will also exchange these briefs.
- 2.8.6 The JCT shall determine its own procedure, may admit evidence that would not be admissible in court and may rely on such evidence to render a decision. The JCT shall have the power and authority to determine the real issues in dispute between the parties in any particular case and to relieve against time limits in the grievance process. All decisions will be final and binding. All arbitrators shall have the power to make interim relief orders. The JCT shall take into consideration the relevant terms of the collective agreement and its appendices.
- 2.9 Facilities and Costs
- 2.9.1 The Company shall provide the necessary facilities for all meetings in the Article 8, Plan B, and OGL grievance process.
- 2.9.2 Maintenance of normal earnings and the payment of expenses shall be provided by the Company for all Union representatives on a dispute resolution committee as per Article 2.8.
- 2.9.3 The fees of the JCT Chair and the costs associated with JCT hearings shall be shared equally by the parties. Each party shall pay its own nominee on the JCT.
- 2.10 The Company will finalize any formal grievances presently in the process of completion but not finalized before the Agreement is signed.

## ARTICLE 2A DISCIPLINE AND DISCHARGE

- 2A.1 Any allegation that an employee has been demoted, suspended, discharged or otherwise disciplined without just cause shall be a fit matter for the grievance and arbitration procedures as provided for in this Collective Agreement.
- 2A.2 When disciplining or discharging probationary employees for just cause, it is recognized that the probationary period is an extension of the selection process and that they have short service.

Therefore, the threshold for discipline and discharge may be less than that of a regular employee in similar circumstances.

- 2A.3 Disciplinary penalties resulting in a suspension without pay will not be imposed until a final decision, (agreement between Union and Management, or an arbitrator's judgment) has been reached
- 2A.4 Unless otherwise agreed to, after a letter(s) of reprimand **and/or** disciplinary penalty has been on an employee's file for a maximum of two years, and there have been no further occurrences, then the letter(s) of reprimand **and/or** disciplinary penalty will be removed from all files.
- 2A.5 A** copy of all letters of employee reprimand **and/or** disciplinary penalties shall be sent **to** the Chief Steward, except in cases where in the Company's opinion the matter involved is **of** confidential nature. In the latter instance, the letter will state that the Union has not received a copy **of** the letter.

This shall not prevent a supervisor from taking on-the-job disciplinary action including immediate suspension subject to later confirmation.

### ARTICLE 3 ARBITRATION

#### 3.0 THE REGULAR ARBITRATION PROCESS

The regular arbitration process will continue on the basis of the practice currently adhered to by the parties, but any disputes relating to such practice or any requests for changes in the practice may be referred to the Chief Arbitrator for a ruling.

- 3.1 This procedure shall not apply to Union allegations of unfair treatment or Union concerns regarding the adequacy of job documents and/or the rating, for jobs covered by the Clerical-Technical Job Evaluation Plan which shall be processed in accordance with the challenge procedures contained in The Union Clerical-Technical Job Evaluation Manual.
- 3.2 Where a difference arises between the parties relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may, after exhausting any grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the first party's appointee to an

arbitration board. The recipient of the notice shall within 10 days, advise the other party of the name of its appointee to the arbitration board. The two appointees so elected shall, within five days of the appointment of the second of them appoint a third person who shall be the chairperson.

If the recipient of the notice fails to appoint an arbitrator or if the two appointees fail to agree upon a chairperson within the time limited, an appointment shall be made through the facilities of the Ontario Labour Management Arbitration Commission or the Minister of Labour, upon the request of either party. The Arbitration Board shall hear and determine the difference or allegation and shall issue a decision and the decision shall be final and binding upon the parties and upon any employee affected by it. The decision of a majority shall be the decision of the Board of Arbitration, but if there is no majority, the decision of the chairperson shall govern. However, in no event shall the Board of Arbitration have the power to change, alter, modify or amend any provision of this Agreement.

### 3.3 Principles of Expedited Arbitration

- (a) Arbitrators shall decide at least fifteen (15) grievances each day.
- (b) The decisions are precedent setting and shall be accompanied by reasons on any non-factual issues.
- (c) No award shall be issued without the written approval of the Chief Arbitrator or Deputy Chief Arbitrator.
- (d) The parties may use the services of counsel.

#### 3.3.1 Chief Arbitrator and Deputy Chief Arbitrator

The Chief Arbitrator will have exclusive, final and binding authority over all issues relating to the scheduling of cases, including decisions as to who hears which case and when it is heard and shall have the power to relieve against time limits, including those in the grievance process and the referral to arbitration in respect of all cases.

#### Powers of the Chief Arbitrator in the Expedited Process

- (a) The Chief Arbitrator will have the power to:
  - (i) appoint arbitrators;
  - (ii) assign grievances for resolution;
  - (iii) schedule hearing dates in consultation with the parties.

Any of the Chief Arbitrator's powers may be assumed by the Deputy Chief Arbitrator.

#### Powers in the Regular Process

- (a) To determine the hours within which arbitrations are conducted.
- (b) To assist in reducing the cost, and reducing the delay and increasing the efficiency of the regular arbitration process.

#### 3.3.2 All Arbitrators

All arbitrators are to determine their own procedure, may admit evidence that would not be admissible in court and may rely on such evidence to render a decision. All arbitrators will have the power and authority to determine the real issues in dispute between the parties in any particular case and to relieve against time limits in the grievance process. All arbitrators' decisions will be final and binding, except those decisions of expedited arbitrators other than the Chief Arbitrator, which will not take effect until approved by the Chief Arbitrator or the Deputy Chief Arbitrator. All arbitrators shall have the power to make interim relief orders.

### ARTICLE 4 WORKING CONDITIONS

- 4.1 Working conditions during the term of this Agreement shall be as outlined in this Agreement and in Negotiated Policies and Practices and Mid-Term Agreement' except such Mid-Term Agreements as are agreed obsolete by the parties.

In addition, the general environmental privileges surrounding an employee shall also be considered as working conditions. These privileges would include such things as wash-up time, transportation facilities, safety appliances, general safety or health precautions.

- 4.2 Any modification within the confines of this Agreement shall be subject to agreement by the Company and the Union's executive. Changes to the undernoted subjects, however, can be made with the written agreement of the Divisional Chairperson with the exception as noted in 4.2 (e) and may be cancelled by either party upon the giving of 30 days' notice:

- (a) Changes in working hours between the hours of 7:00 am to 6:00 pm for an individual, work group or crew.

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<sup>2</sup> A Mid-Term Agreement is a modification of the Collective Agreement executed by the parties on the prescribed form (a specimen of which is shown below) during the term of the Collective Agreement.

- (b) The extension of acting positions beyond 90 days as outlined in Part 'D', Section 6.2.
- (c) Modifications to hours of work (specific) at all locations for banked time arrangements.
- (d) Local extensions to a maximum of three months beyond the normal 12 accumulated months (in which there have been no breaks in employment exceeding five months) on the use of temporary employees to meet short term staffing requirements without invoking regular-seasonal status.<sup>3</sup>
- (e) Arrangements allowing flexibility for employees assigned to temporary work headquarters subject to PWU Divisional Vice-president approval.

4.3 Unless specifically referred to in a Mid-Term Agreement the pertinent provisions of the Collective Agreements shall apply.

### MID-TERM AGREEMENT TITLE

|        |      |
|--------|------|
| Number | Date |
|--------|------|

It is jointly agreed that the following Mid-Term Agreement shall form part of the Collective Agreement between the parties:

#### SAMPLE

|             |       |
|-------------|-------|
| THE COMPANY | UNION |
|-------------|-------|

### ARTICLE 5 UNION SECURITY

- 5.1 All employees covered by this Agreement who are members of the Union on the date hereof shall, as a condition of employment, maintain such membership.
- 5.2 Employees who are not members on the date hereof but who become members of the Union subsequent to said date shall as a condition of employment, maintain their membership thereafter.
- 5.3 New employees shall, as a condition of employment, be or become members of the Union within 15 days of their engagement and

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<sup>3</sup> For the period January 1, 2003 to July 1, 2004 the Cambridge Customer Service Centre will comply with the language of Part A, 1.0, 1.41, 1.42, of the Memorandum of Agreement dated December 3, 2002

shall, as a condition of employment, maintain their membership thereafter.

- 5.4 Membership as a condition of employment as specified in 5.1, 5.2 and 5.3 shall not apply while membership is withheld or suspended, or where a member ~~is~~ expelled by the Union.
- 5.5 In all cases for employees in the Collective Bargaining Unit as defined in Article 1, the Company shall be responsible for the signing of dues authorizations and shall deduct from the weekly wages of each employee, an amount equal to the weekly union dues in effect at the time and shall transmit the monies so deducted to the Secretary-Treasurer of the Union at the times designated by the Union.
- 5.6 A Union representative will be given an opportunity to conduct an orientation session for new probationary/regular employee(s) or temporary employees with greater than 6 months' service within regular working hours at a time and of a duration that is mutually agreeable between the Company and the Union. The purpose is to acquaint the new employee with the benefits and duties of union membership.
- 5.7 The Company will not oppose any action by the Union to discipline its members as identified in its constitution.

#### ARTICLE 6 NO DISCRIMINATION

- 6.1 The Company shall not discriminate against an employee because of membership or activity in the Union or the exercise of his/her lawful rights, and any employee covered by the Agreement who feels that he or she has suffered discrimination shall have the right to seek redress in accordance with Grievance and Arbitration Procedures.
- 6.2 An employee who has a complaint with respect to discrimination in the employment relationship, as envisioned under the Human Rights Code, will have access to the internal Human Rights resolution process if he/she so desires. The employee, if he/she so desires, may have a Union representative present. The complaint, the Human Rights resolution process and the results of same shall not be subject to the grievance/arbitration process.

#### ARTICLE 7 MANAGERIAL RIGHTS OF THE COMPANY

The Company has and shall retain the exclusive right and power to manage its business and direct its working forces including, but without restricting the generality of the foregoing, to right to hire, suspend, discharge, promote,

demote, and discipline any employee. The Company shall exercise the said functions in accordance with the provisions of this Collective Agreement.

## ARTICLE 8 JOB CLASSIFICATION AND WAGE RATES

Job classification and wage rates shall be as they appear in wage schedules constituting part of this Agreement. The Company shall discuss with the Union any changes to existing job classifications and wage rates, or the introduction of new job classifications and new wage rates. Where a difference arises between the parties, the Company may introduce the new or amended job classification or wage rates; but either party may require that the difference between them be submitted directly to the arbitration process as detailed in Article 2.8 and the decision shall be binding on both parties.

## ARTICLE 9 SPECIFIC MATTERS OF AGREEMENT

- 9.1 These matters are to be dealt with in accordance with Parts 'A','D' and The Union Clerical-Technical Job Evaluation Manual.
- 9.2 Where a new field of endeavour is undertaken by the Company and the employees concerned fall within the jurisdiction of the Union by virtue of Article 1, the question of whether such employees will be covered by an existing part of the Collective Agreement, an existing part of the Collective Agreement with special provisions or modifications, or a new part of the Collective Agreement will be one for joint agreement.

## ARTICLE 10 SELECTION TO VACANCIES AND PLACEMENT OPPORTUNITIES

- 10.1 Vacancies
- 10.1.1 No person shall be appointed to a vacancy in the PWU - CUPE Local 1000 jurisdiction until all qualified PWU - CUPE Local 1000 represented applicants have been selected. This restriction is limited to situations involving inter-union jurisdiction and does not apply to non-union personnel. Temporary employees will be given fair and objective consideration **over** external applicants.
- 10.1.2 If an employee is appointed to a vacancy within the PWU - CUPE Local 1000 jurisdiction from a bargaining unit which restricts seniority in the Company to its own membership, his/her seniority

will be limited to service within the PWU - CUPE Local 1000 bargaining unit.

- 10.1.3 In filling vacancies within the PWU - CUPE Local 1000 bargaining unit, the Company will take into consideration whether the vacant position is supervisory or non-supervisory.

The following will apply:

(a) Supervisory Positions

1. In considering applicants for supervisory positions, primary consideration should not be given to seniority but to personal qualities such as leadership, reliability, judgment, ability to organize and instruct and an understanding and a display of the practice of good human relations. For supervisory positions, an endeavour will be made to select the most promising candidate.
2. Only those individuals satisfactorily possessing the above characteristics, as assessed by the Company, should be considered. Where practicable, applicants for supervisory positions should be interviewed by the supervisor responsible for the selection. Seniority will govern only in cases where there does not appear, in the Company's opinion, to be much difference in qualifications.
3. For the purpose of this article, supervisory positions will include:
  - (a) Senior Inspector
  - (b) Clerical-technical jobs which are credited with degree 3 or higher in the Responsibility for Supervision factor of the Clerical-Technical Job Evaluation Plan.
4. The Selection Process for **CSS** Sales Inspector, **CSS** Delivery Inspector and Training Inspector positions is as per the following:
  - Joint Agreement on Selection Criteria – **Including** Supervisory Criteria
  - Communicate Job Availability Criteria to Staff
  - Advertise Positions for Vacancies, or
  - Communicate availability for re-assignments to affected local Team **Member(s)**
  - Interview Candidates
  - **Selections** based on “best matching criteria”



- Provide feedback and development package **to** non-selected applicants
  - All paid the **same ~ FEAI**, Inspector, **CSS** Sales, **CSS** Delivery and Training Inspectors
5. The provisions of Article 10.1.3 A-3 above will not affect the status of incumbents for Union representation or the future posting of vacancies as they may occur.
  6. Appointments to positions above the jurisdiction of the Union shall not be subject to the Grievance Procedure. However, the Company will give due consideration to representations of the Union where there is evidence of obvious irregularities or discrepancies.
- (b) Non-Supervisory Positions

Exceptions: Positions identified in Section 10.2 of this Article.

1. The Company will use all available information and determine those applicants who are qualified to fill the vacancy.

One of the requisites is the minimum years of experience as set out in the job specification. Before any consideration is given to seniority the supervisor responsible for making the selection must determine, from the list of applicants, those employees who have the qualifications to do the job satisfactorily.

A recommendation by the supervisor should then be made from the qualified employees, overall seniority being the governing factor.

An employee's experience with another company will be taken into consideration in determining his/her qualifications for a position.

2. Tenure

The senior qualified candidate will be selected to the vacancy providing that *he/she* satisfies one of the following criteria:

- 2.1 Promotion: The applicant has been employed for a minimum of six months in his/her current position.
- 2.2 Laterals and Demotions: The applicant has been employed for a minimum of three years in the same

Work Headquarters at the end grade of his/her current position.

- 2.3 Exception: The above restrictions for 2.1, Promotion: 2.2, Laterals and Demotions may be waived by the Company:
- (a) for all applicants to a vacancy if it is in the Company's interest to do so and it is so identified in the posting for the vacancy;
  - (b) when there are medical reasons related to the employee or his/her immediate family as verified by the Chief Physician/Manager of the Health Services Department.
- 2.4 Tenure Selection Priority: All employees are eligible to apply. Jobs will be posted in one of the following ways:
- i) The job is posted with tenure:
    - (a) the senior qualified applicant with tenure will be selected.
    - (b) the senior qualified without tenure will be selected.
  - ii) The job is posted without tenure:
    - (a) the senior qualified applicant will be selected.
3. The Company may request a waiver of Posting and/or Selection from PWU - CUPE Local 1000 when there are medical reasons related to the employee or his/her immediate family, as verified by the Chief Physician/Manager of the Health Services Department. If the waiver request is agreed to by the Union, the employee will be appointed to the position.
4. Management reserves the right to restrict the application of Article 10.1.3 B-2 when the selection of candidates, for whom it may result in a lateral or demotion, reduces the capability in a given classification below that considered by Management as required for the effective continued operation of the sending department at a location. In such situations, only those senior qualified candidates will be selected from that department at a location which will not adversely affect its effective continued operation: the

remaining senior qualified candidates will be selected from other departments at a location on the same basis. Location is as defined in 11.3.

Employees will receive written notice from his/her supervisor if their selection may be voided because they cannot be released. A copy of this written notice is to be given to the local steward.

(c) General

1. If the candidate selected has already been appointed to another position, but has not yet reported to the new job, he/she shall be given the opportunity of choosing the one he/she prefers unless it is in the Company's interest that he/she accept the first appointment.
2. On request, the Company will explain, in writing, to any unsuccessful applicant for an advertised vacancy, the reason why he/she was not selected for the position.
3. Details of requirements for notification of applicants are found in Part 'A', Item 17.0.

10.1.4 The following definitions shall be used to determine an employee's entitlement to be considered for a non-supervisory vacancy:

(a) Seniority

Except as provided in Section 10.1 of this Article:

1. An employee's seniority, for purposes of selection to vacancies, shall be the service credit as defined in Part 'A', Item 5.0.
2. Service with an acquired company will be added to the employee's seniority.
3. The total service credit with the Company will be used for comparing seniority of applicants rather than service in a position, trade, or occupation.

(b) Base Weekly Income

1. The maximum base rate per classification as shown on wage schedules 20, and 21

(c) Promotion Application

1. Where the base weekly income (maximum rate) of the advertised position is higher than the base weekly income (maximum rate) of the applicant's present position.
2. Where an employee submits an application to a position of equal rating (same base weekly income) which requires fewer normal weekly hours of work.
3. Where an employee who presently occupies a position regularly requiring or subject to shift work, applies for a position of equal rating (same base weekly income) but not regularly requiring or subject to shift work.

(d) Lateral Application

Where the maximum rate (base weekly income) of the position applied for is equal to the maximum rate of the applicant's present position and the factors identified in 10.1.4C(2) and 10.1.4C(3) do not exist.

(e) Demotion Application

Where the maximum rate (base weekly income) of the position applied for is lower than the maximum rate of the applicant's present position.

## 10.2 Placement Opportunities

The following classifications are considered Placement Opportunities:

- jobs below Grade 55 covered by the Clerical-Technical Job Evaluation Plan.
1. Placement opportunities will be internally advertised province-wide for the same time period as vacancies. Similar placement opportunities that occur within four months of the posting date of the advertisement will not require posting.
  2. All employees are eligible to apply to placement opportunities and will be given fair and objective consideration prior to hiring of applicants from outside the Company. When making appointments to placement opportunities, seniority will not be the governing factor.
  3. The senior qualified journeyman applicant for whom the placement opportunity represents an equal classification<sup>4</sup> will be selected subject to the following:

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<sup>4</sup>Equal Classification - as defined in Article 11.

- (a) The employee must have tenure in accordance with Article 10.1.3 (b) (2), Tenure.
- (b) The employee must be releasable in accordance with the provisions of Article 10.1.3 (b) (4).
- (c) Employees with documented performance deficiencies or job related health limitations as identified by the Health Services Department may not be eligible for lateral considerations.
- (d) When a placement opportunity is filled by the senior qualified applicant as per the above, the resulting backfill placement opportunity will be filled in accordance with provisions of paragraph 10.2 (2).

4. Selection Priority

Selections will be made in the following order:

- i) Senior qualified journey person applicants for whom the placement opportunity is an equal classification
  - (a) those with tenure;
  - (b) those without tenure
- ii) Applicants selected on the basis of fair and objective consideration.

5. Placement opportunities are different from vacancies, hence there shall be no requirement upon the Company to apply the provisions related to Posting of Vacancies contained in Part 'A', Item 17.0. The successful applicant will be identified in the Selection Notices.

10.3 Transportation and Moving Expenses

Candidates selected to vacancies which represent a lateral or demotion in accordance with Article 10.1 and employed for a minimum of **four** years in their current work headquarters shall be entitled to moving expenses in accordance with the provisions of Part 'A', Item **24.0**

Candidates selected to placement opportunities as per Article 10.2 will not be automatically entitled to the moving and transportation expenses provided in Part 'A', Item **24.0**. Reimbursement of any such expenses incurred by the employee, in whole or in part, shall be at Management's discretion.

Employees appointed to positions which are filled due to an agreed to waiver of posting and/or selection, as provided in 10.1.3 (b) (3), will **be** entitled to moving expenses in accordance with the provisions of Part 'A', Item **26.0**.

#### 10.4 Transition Provisions

- (a) After March 31, 2002, an employee in a bargaining unit who is in receipt of a notice of termination/layoff from that bargaining unit or who has been laid off and subject to recall or who has been identified as overcomplement is eligible to apply to posted vacancies and placement opportunities in another bargaining unit. He/she will be given fair and objective consideration for employment before new hires. A successful applicant will transfer his/her service credit and seniority credits to the new Company. No employee hired pursuant to this Article will be entitled to any relocation or moving expenses under the provision of any collective agreement.
- (b) Employees in a bargaining unit who are not covered by Item 10.4 (a) or (b) may apply for posted vacancies and placement opportunities in another bargaining unit. The employer in receipt of the application has no obligation to consider the application of such employee(s) from another bargaining unit. A successful applicant will transfer his/her service and seniority credits to the new employer.
- (c) The provisions of Article 10.4 (a), (b) and (c) have no application to any person who was not an employee of Ontario Hydro on August 31, 1998 or whenever the move to successor collective agreements is complete.
- (d) Any service credit restoration, as per Part A, Item 5.0, shall include service earned as an Ontario Hydro employee and service earned as an employee of any Ontario Hydro successor company.

ARTICLE 11  
SURPLUS STAFF PROCEDURE

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Note:

Appendices A & B of Article 11 form part of this collective agreement. Any changes to lists, including the addition or deletion of locations, worksites and work centres shall require joint agreement.

#### 11.0 WORKSITE/LOCATION REDEPLOYMENT

This provision may be implemented and completed without activating Article 11 in total.

1. Within a worksite<sup>5</sup>, management may deploy employees within equal classifications.
2. Where management has identified an over-complement in a classification at a worksite(s) and an under-complement at another worksite(s) in an equal classification<sup>6</sup>, management may deploy employees from an over-complement worksite to an under-complement worksite on a senior choice/junior force basis until either the over-complement or under-complement ceases to exist, whichever occurs first.
  - (a) A junior employee who refuses to be transferred will be subject to discipline up to and including termination. All disputes regarding the discipline and termination of an employee who refuses a transfer will be referred to Martin Teplitsky for resolution on an expedited basis. An employee who is terminated for refusing a transfer under the terms of this agreement shall be eligible to receive reduced severance pay pursuant to Article 11.14.1(i) as well as Article 11.14.2 (Benefit Continuance/Tuition/Outplacement Services), if the proposed transfer is to a location that is not within a reasonable commuting distance from his/her residence.

Where an employee is terminated for refusing to transfer to a location which is within reasonable commuting distance from

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<sup>5</sup> As defined by Article 11, Appendix B

<sup>6</sup> As defined by Article 11



his/her residence, there is no severance or other provisions payable to such employees.

- (b) Management has the right to determine the classification(s), number of over-complement positions, number of under-complement positions and the worksite(s) that will be dealt with under each operation of this provision.
- (c) Management will provide at least four **(4)** weeks' notice to employees in the over-complement classification and worksite of the intended date of transfer by posting in the over-complement worksite(s) a notice which sets out:
- the affected classifications;
  - number of positions to be filled;
  - under-complement worksite(s); and
  - proposed transfer date.

Subsequent to this four (4) **week** posting employees designated for transfer will be provided with at least two (2) weeks' notice of their actual transfer date. In determining an employee's transfer date the company will consider the personal circumstances of the employee and the business needs of the company.

- (d) Employees transferring will be entitled to moving expenses and housing assistance as set out in Part A, Item 26 except where as a result of the transfer the employee has a different work headquarters that is within a reasonable commuting distance from his/her residence.

3. Under-complement positions that remain vacant after the operation of 1 and 2(a) will be posted in accordance with the Collective Agreement.
4. If the transfer results in a move to a lower-rated equal classification, wage maintenance as per 11.19 will apply.
5. There will be no permanent transfers under this Article into a worksitelcentre which has been identified as a worksitelcentre to be closed permanently during the 18 month period following intended transfer date.

#### 11.1 Surplus Staff Procedure – Sequence of Events

1. The Company will give initial notice of termination/layoff in accordance with Article 11.5.

2. Employees will be required to complete and return the Option/Election Form and Location Preference Ranking Form within 2 weeks from the date of last posting of the initial notice of termination/layoff in accordance with article 11.4. The Company will confirm to the Union the date of last posting.

#### NOTE

The first time the company initiates a layoff of employees under this Article, the two week period referred to above will be extended to one month from the date of last posting of the initial notice of termination/layoff.

3. The Company will confirm to employees the information received from employees on their Forms.
4. After all data is collected and the Company is in a position to apply Article 11, there will be a "freeze" period during which vacancies<sup>7</sup> will be held open. This period shall be for a minimum of one month before employee displacement rights are determined and announced by the Company. These vacancies may be filled on a temporary basis during this freeze period pending the determination and announcement of the results of the application of Article 11.
5. Employee displacement rights will be determined and those employees who will be displaced, laid off and/or terminated shall be identified. All displacements and the names of employees to be laid off or terminated will be identified "on paper" at the outset prior to implementation of any changes resulting from the announced reduction of complement.
6. The names of the employees who will be displaced, laid off and terminated shall be announced.
7. After the Company announces the results of the application of Article 11, employees displacing into another location will be identified and worksite/centre preference will be determined by seniority on a senior choice/junior force basis.
8. The "freeze" on filling vacancies ends at the time of the announcement. During the period after the announcement and prior to the date of termination set out in the initial notice of termination/layoff, the Company, pursuant to Article 10, will post vacancies which remain unfilled after the displacement process and new vacancies as they arise. If vacancies remain unfilled after the Article 10 process, during the period prior to the layoff fair and

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<sup>7</sup> Where vacancies are mentioned throughout this article, this should be read to apply to both vacancies and placement opportunities.

objective consideration for such vacancies will be given to applications from employees to be laid off.

9. The implementation of displacements, layoffs and terminations pursuant to the Article 11 process will commence on the date of termination/layoff identified in the initial notices unless extended by the Company in accordance with the Employment Standards Act and regulations and subject to any "reversals" which may have occurred as a result of employee terminations.

#### 11.2 Application

- (a) This procedure applies only to the bargaining unit in this collective agreement.
- (b) This procedure applies to regular full-time and regular part-time employees. The displacement and recall rights of probationary employees, security staff and regular-seasonal employees are limited to those contained in 11.12.
- (c) The Company will supply the PWU with an accurate computerized seniority list (see note below) separated by Occupational Group Listings (OGL's) and sorted by province and locations on February 1st and August 1st and at the time the Company gives initial notice of termination/layoff under this Article.

The Company will also post a seniority list in each worksite on February 1 and August 1 and at the time that the Company gives initial notice of termination/layoff. The seniority list will be a single list of employees which will include the following information (subject to revision after consultation with the Company and the PWU):

- Name/employee number
- ECD
- Base OGL
- Level
- OCC code
- Title
- Building code
- Geographic location
- Status
- Business

In the absence of a challenge in writing by the union within thirty (30) calendar days of posting, the seniority list will be deemed to be accurate and the union will not subsequently be able to challenge the accuracy of the list. In the event of a challenge, the parties will try to resolve any differences. If there is no agreement, either party may

refer the challenge to Arbitrator Teplitsky under the expedited dispute resolution process for deciding OGL disputes.

## NOTE

The computerized seniority list provided to the PWU will contain the following data:

Last Name, Initials, ECD, Occupational Code, Job Title, Schedule, Base Occupational Group Number, Grade, Location, Building Code, Payroll Number, Business Unit, Division, Department, Hours of Work, Date of Notice of Termination/Layoff, Date of Expiry of Recall, End Rate of Classification.

- (d) Medically Restricted at Work (MRAW) employees who have had a special position created for them cannot be displaced. In the event that there is a closure of a worksite or the special position is redundant, the MRAW employee will displace in accordance with this Article and where necessary be accommodated in accordance with applicable legislation. For purposes of Article 11 the MRAW employee will be deemed to be in the classification held immediately prior to being placed in the special position.
- (e) Performance Limitations: When an individual has a verifiable physical or medical limitation and is not required to be accommodated under the Human Rights legislation and which prevents him/her from performing the essential functions of a job in his/her Occupational Group Listing (OGL) into which he/she may be displaced, and which is voluntarily identified in advance of determination of displacement rights following notice of layoff, the Company and the Union will meet to discuss this individual. It is understood that if there is no mutual agreement the Company may proceed to implement the layoff. Nothing in this Article is intended to require any employee to self-identify or to modify in any way the rights or obligations of the Company, Union or employee under the human rights legislation.
- (f) Employees on pregnancy/parental leave, or assignment outside Ontario or approved leaves of absence, vacation, sick leave will be subject to this process and be required to participate as *if they were* in their regular position. Such employees will assume their new positions upon return and until such time the positions will be filled on a temporary basis if required by the Company.

The company will make reasonable efforts to contact personally employees on such leave but in any event such employees will be provided with written notification that the Company has initiated lay-off procedures and that their employment status may be affected.

The Company can rely on the last address and telephone number provided by the employee.

- (g) Employees on LTD including those in a LTD funded Rehabilitation and Re-Employment Program may not displace nor are they subject to displacement.
- (h) Notwithstanding the provisions of this Article an employee who is within five years of normal retirement or within five years of eligibility for *undiscounted* pension when faced with displacement or layoff, with joint agreement may be given special consideration for worksite protection/preference.
- (i) Notwithstanding the provisions of this Article, the parties may make special arrangements for employees who are disabled to the extent that alternative employment would be difficult to find.

### 11.3 Definitions

- 1. "Base weekly rate" and "base hourly rate" include pay equity adjustments.
- 2. "Classification" shall mean an employee's trade or job title
- 3. "Equal Classification" or "Equal" is a classification in an employee's OGL where the base weekly rate or base hourly rate is the same except that:
  - (a) For the purposes of displacements in a Location (but not displacements in the Province) for all weekly salaried clerical/technical employees on salary schedules 20 and 21, an "equal classification" will include classifications in the employee's OGL which have a base weekly rate of one salary grade lower than the salary grade of the classification of the employee being displaced;
  - (b) For pay equity adjusted rates, equal will be deemed to be those jobs whose terminal rates meet or exceed the Step 3 rates listed on Salary Schedule 20.

Example 1: Grade 55 + PEA, equivalent to Grade 57, Step 2 = Grade 56 and can displace Grade 56 jobs under Article 11 (Grade 56 (no PEA) can also displace this Grade 55 job).

Example 2: Grade 55 + PEA, equivalent to Grade 58 Step 2 = Grade 57 and can displace Grade 57 jobs under Article 11 (Grade 57 or 56 (no PEA) can also displace this Grade 55 job).

4. Lower: Lower Classification or Lower is a classification in an employee's OGL where the base weekly rate or base hourly rate is lower except for all weekly salaried clerical employees on salary schedules 20 and 21 where for purposes of displacement in a Location the base weekly rate is 2 or more salary grades lower.

For pay equity adjusted rates, lower will be deemed to be those jobs whose terminal rates are lower than the Step 3 rates listed on Salary Schedule 20.

Example 1: Grade 56 (no PEA) is lower than a Grade 55 + PEA equivalent to Grade 57 Step 3.

5. "Worksite" is a place of operations as identified by building code(s) and identified in Appendix A. An employee's worksite will be their regular work headquarters as defined in Part A, Item 20.2.
6. "Work Centre" as identified in Appendix A.
7. "Location" means a geographic area which includes worksite(s) and/or work centres. Locations are identified in Appendix A.
8. "Occupational Group List (OGL)" means a jointly agreed to list of Equal and Lower classifications into which an employee can exercise displacement rights. OGLs are equals and lowers within the appropriate job family which an employee can satisfactorily perform within a reasonable period of familiarization and orientation.
9. "Surplus Employee" is an employee who has been given notice of termination/layoff by the Company or an employee who may be displaced or who is displaced from his/her position.
10. (a) "Seniority" means the service credit as defined in Part A Section 5.0, except for the restrictions contained in Article 10.1.2.
- (b) Where employees have the same seniority the employee with the highest employee number is deemed to be the more senior employee.
- For purposes of determining displacements, layoffs and terminations, seniority will be calculated as of the date of the initial notice of termination/layoff. For all other purposes including subsequent layoffs, seniority will continue to accrue.
11. "Job Family" is a collection of jobs or job classifications involved in the same general nature of work.

It is recognized that some jobs straddle two (2) job families, e.g., technical-clerical. For these exceptions, jobs from both families may be included in the OGL.

The family for those jobs which do not neatly fall into one of the below will be jointly determined as required.

There are five families as listed below:

Clerical: Involving gathering, analysing, processing, recording, disseminating information or data, and/or the operation of miscellaneous office machines or equipment.

Technical: Involving the choice, application and/or manipulation of formulae, principles, techniques or natural laws in practical, mechanical or industrial arts or applied sciences.

12. "Former Classification" is defined as the position (classification) last held by the employee within five years of the Notice of Termination/Layoff excluding relief, acting and temporary assignments.

#### 11.4 Occupational Group Listings (OGLs)

1. For a job to be included in an OGL, it must be a job which can be satisfactorily performed by the average employee in the surplus classification within a reasonable period of familiarization and orientation. This period will vary depending on the complexity of the job.
2. All existing jobs are placed in OGLs. OGLs shall be part of this agreement but shall be published in a separate publication.
3. New OGLs shall be jointly developed for new jobs or for existing jobs which have materially changed or for jobs which have the wage rate adjusted. If the parties cannot agree on an OGL, the dispute will be referred to Arbitrator Teplitsky for resolution in accordance with Article 11.4.2.

#### 11.4.1 Failure to Demonstrate Qualifications

Once an employee displaces into a position in an OGL, the employee must be able to demonstrate an acceptable level of performance within a reasonable period of familiarization and orientation. Failure to achieve an acceptable level

of performance in this time will result in layoff with severance as per 11.14 and recall rights to their pre-displacement classification.

#### 11.4.2 Expedited Grievance and Arbitration Process for Job Classification Grievances and OGL Dispute Resolution

If the parties cannot agree on an OGL the disputes will be referred to Arbitrator Teplitsky for resolution pursuant to Article 8 Dispute Resolution- Article 8, Plan B and OGL Process.

1. In the event of any lay-off, it is the parties' intention that best efforts will be used to resolve outstanding disputes before the beginning of the "freeze" period which precedes the announcement of displacement rights and the expedited procedure established herein will be used for this purpose. Where possible, priority shall be given to those disputes which could have an influence on classifications which may be affected by the proposed layoff. However, any unresolved disputes will not stop the company from implementing any terminations/layoffs.

#### 11.5 Notice of Termination/Layoff

1. The Company will give initial notice of termination/layoff to the most junior employees in a classification in a worksite. Notices listing those employees receiving initial notice of termination will be posted. at all Company worksites/centres. Pursuant to the terms of this article, employees receiving such notice will be permitted to take another position in the Company as a result of which some other person either loses his/her position and is permitted to take another position or loses his/her employment. Such notice shall be deemed to be notice of termination to all affected employees including to those employees who may be displaced and to those employees whose employment is terminated or who are laid off.
2. Employees receiving initial notice of termination/layoff will be provided with **2** months' notice of termination/layoff. An employee who has been given notice of termination/layoff may be given temporary work following the date of termination in accordance with the Employment Standards Act and regulations.
3. When a employee is given notice of termination/layoff the Company will notify the Union office and Chief Stewards within three working days from the date the employee is notified. The Union will be responsible for keeping the Company advised of the names of all Chief Stewards.

#### 11.6 Employee Elections

1. All employees will be required to supply the Company, by a date determined by the Company, with information necessary to enable



the Company to make decisions relating to employee displacements in Locations, and the Province. This information will be provided by employees on the Option/Election Form and a Location Preference Ranking Form, both of which are computer readable. The employees will rank all locations outside of their own in order of preference on the Location Preference Ranking form.

2. The information provided by the employee on the forms will amount to a decision by each employee, unless amended as set out in 11.6.4. The Company will be entitled to rely on this information for purposes of applying the provisions of Article 11.
3. In addition to providing other information requested on the Forms provided, employees shall elect to be placed into positions in their OGLs in one of two streams, either the Equal Stream or the Lower Stream. The employee may also elect to displace outside his/her OGL pursuant to 11.10.1 (2) by supplying the required information.
4. Employees will have two calendar weeks (Note: The first time the company initiates a layoff of employees under this Article, the two week period referred to herein will be extended to one month from the date of last posting of the initial notice of termination/layoff) from the date of last posting of initial notices of termination/layoff to return the forms to his/her Human Resources Office. The employee will be provided with a written confirmation of the information provided. Employees may ask the Company to amend the information contained in the forms within 21 days from the date of mailing of the confirmation by the Company. Such request to amend shall be made in writing by submitting a new Form to his/her Human Resource Office within the 21 day period. If there is no request to amend by the employee within 21 calendar days after mailing of the confirmation by the Company, the information contained in the confirmation shall be deemed accurate for all purposes.

#### 11.7 Failure to Complete the Form

Any employee failing to supply the information requested on the forms (within the stipulated time), who receives initial notice of termination/layoff or is displaced, will be deemed to have chosen a lower classification in his/her Location and will not be entitled to displace into an equal or lower classification in the Province regardless of seniority. If there is no position in a lower classification in the Location into which he/she can displace, the employee will be laid off with recall or severance rights as per 11.14.

#### 11.8 Cash Out During the Notice Period

Where a reduction in complement is to take place in a classification in a Location, all employees in that classification (or in an equal classification) in that Location may notify the Company of their desire to resign from the Company

during the notice period. Upon request by an employee, the Company will provide relevant pension and benefit information to enable him/her to make an informed decision prior to being required to give notice of his/her intention to cash out during the notice period. Written notification by the employee of his/her desire to resign must be given within 7 days of receipt of the notice of termination/layoff. From the total number of eligible employees who indicate that they wish to resign, the Company will accept on a seniority basis a number from the classification (or an equal classification) equal to the number of surplus employees in the classification in that Location. Those employees accepted must resign and will receive:

- (i) severance pay as per article 11.14; and
- (ii) **Three Years of Service or Less**  
**Base pay from the employee's date of resignation to the end of the two (2) month notice period provided in the notice of termination/layoff. For those employees who resign within the seven (7) day period and whose resignation is accepted the base payment will be two (2) months pay.**
- (iii) **Greater Than Three Years of Service**  
**Base pay from the employee's date of resignation to the end of the two (2) month notice period provided in the notice of termination/layoff. For those employees who resign within the seven (7) day period and whose resignation is accepted the base payment will be five (5) months pay.**

Where the number of eligible employees who have resigned in the 7 day period is less than the number of surplus employees in a classification in the Location, additional resignations will be accepted on a first come basis from employees in that classification (or in an equal classification) until the freeze period commences or until the resignations from eligible employees equal the number of surplus employees in the classification in the Location. The resignation by the employee must be in writing in order to be accepted by the Company.

Employees who resign with cash out may not be from the worksitelcentres or the actual classification with the surplus and a deployment of employees to other worksitelcentres within the location may be required to balance the complement.

To achieve this balance between worksitelcentres the most senior employee who is prepared to accept the transfer and who is in the classification or an equal classification in which there is an overcomplement, and is at the worksitelcentre from which an employee is to be transferred will be selected to the position. In the absence of senior volunteers, the most junior employee in the classification or an equal classification will be transferred to the position.

## 11.9 General

1. All employees work at a worksite or work centre in a Location
2. Each employee shall have the responsibility to notify the Company of his/her current address and telephone number and any subsequent change. The Company shall be entitled to rely on the last address and telephone number furnished by the employee for all purposes.
3. Grievances under this agreement or a predecessor agreement which have not been resolved before the commencement of the freeze period do not affect the Company's right to layoff pursuant to Article 11.
4. At least one month before the determination of employee rights and the announcement of the results of the application of Article 11, a freeze period shall be implemented wherein all vacancies shall be held and filled temporarily where necessary. This freeze on filling vacancies shall end when the results of the application of Article 11 are announced.

#### 11.10 Senior Choice/Junior Force (Province Displacement)

The principle of "senior choice/junior force" is designed to allow senior employees to have Location preference where it is available. Employees who can be displaced in a Location, in the Province are always the most junior employees in the classification into which the more senior employee can displace.

Therefore, the Locations in which the most junior employees in a classification are employed are the Locations which are available to more senior employees who may wish to exercise displacement rights out of one Location and into another in the Province. Where there are junior employees in Locations who may be displaced, senior employees will be given Location preference to the extent possible. However, the Company will assign an employee to an available position to a location in the Province where the employee's preference is not accommodated (i.e., he/she can be forced to accept a particular Location).

#### 11.11 Displacements

- (a) Subject only to the provisions of paragraph 11.11.1 (2), an employee can only displace another employee of less seniority in classifications within his/her occupational group list.

Regular-Seasonal and Temporary positions and Agency employees are also displacement opportunities for regular employees in the absence of any regular positions.

- (b) A regular full time employee may elect, in advance on the Option/Election Form, to decline all available regular part time

positions. A regular part time employee may elect in advance, on the Option/Election Form to decline all available full time regular positions. The employee must indicate his/her choice on the election option form failing which the employee will be deemed to have chosen to displace into both regular full time or regular part time positions.

Each employee must indicate his/her status (i.e.. regular full-time or regular part-time) on the Option/Election Form. The employee's designation must be accurate. The employer will confirm the designation.

- (c) When an occupational group has more than one classification at the same level, the least senior employee shall be the most junior among all of the classifications at that level.
- (d) A vacancy within an employee's OGL is deemed to be the junior equal (see process in 11.11.1 below) or lower, (see process in 11.11.3 below) in all applications of the displacement process.
- (e) Displacements shall be on a senior choice, junior force basis
- (f) Apprentices or Trainees are granted displacement rights into the classifications listed in the OGL of his/her terminal rated classification. An Apprentice or Trainee can displace a junior employee within his/her OGL including a Journey person. If an Apprentice or Trainee displaces a Journey person in an equal classification, the apprentice or Trainee will continue in the apprenticeship program and will be paid as per their progression schedule.
- (g) Seniority rights outside the Location are only exercisable in the Province by employees with seniority of two (2) years or more.

#### 11.11.1 Equal Stream

1. At the location an employee must displace the least senior employee in an equal classification. Refusal to accept results in termination of employment. If no position is available, then:

Where an employee has so elected on the Option/Election Form, he/she must displace the most junior employee with less seniority in the Province in the employee's former classification provided the employee was in the classification within five years of the date the notice of termination/layoff was issued pursuant to 11.5. Failure to accept results in termination of employment. If no position is available, then;

The employee will move to the "Lower Stream", or, if eligible, the surplus employee who has elected to displace in an equal

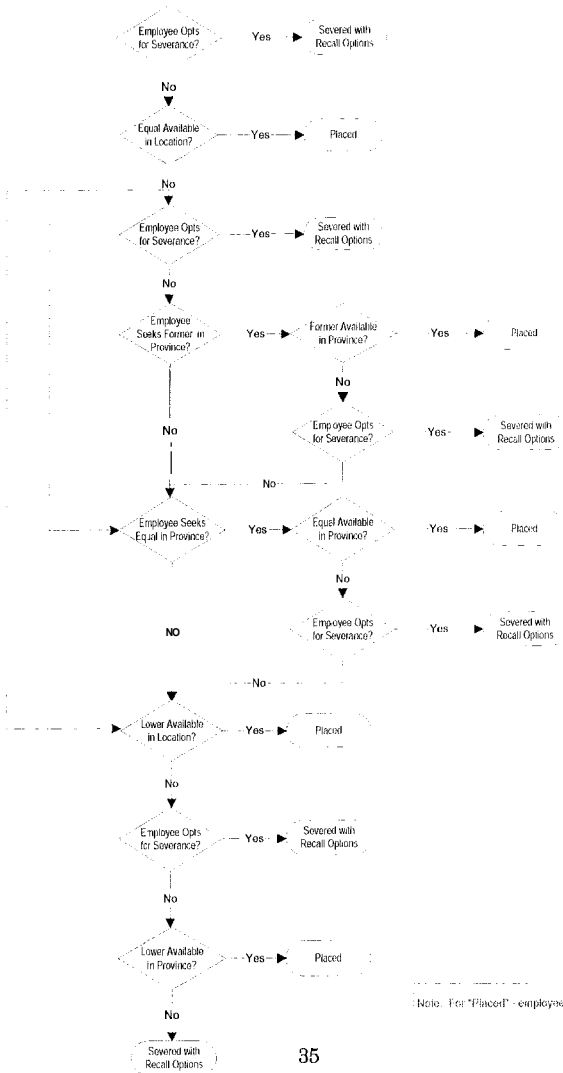
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classification in the Province must displace the most junior employee with less seniority in the Province. Refusal to accept results in termination of employment. If no position is available, then;

4. The employee will move to the "Lower Stream"

## Article 11 Displacement Flowchart

(This chart shall be read in conjunction with the text of the Collective Agreement)



Note: For "Placed" - employee must take if available

### 11.11.2 Lower Stream

1. An employee who has elected to displace in the Lower Stream must displace the least senior employee in an equal classification in the Location. Refusal to accept results in termination of employment. If no position is available, then;
2. An employee who has elected to displace into a lower classification and an employee not placed in the Equal Stream must displace the most junior employee with less seniority in next lower classification in his/her Location. If no position is available, then the employee will go to lower classifications in descending order in his/her Location until placed. Refusal to accept results in termination of employment. If no position is available, then;
3. An employee who has elected to displace into a lower classification must displace the most junior employee with less seniority in next lower classification in the Province. If no position available then the employee will go to lower classifications in the Province in descending order until placed. Refusal to accept results in termination of employment. If no position is available, then:
4. The employee is laid-off with recall rights.

### 11.11.3 Senior Choice/Junior Force (Within Location)

After the Company announces the results of the application of Article 11, employees displacing into another location will be identified and worksitelcentre preference will be determined by seniority on a senior *choice/junior* force basis.

Employees displacing into a location will be given worksitelcentre preference within the location to the extent possible on a seniority basis. Where there is more than one (1) employee displacing into a classification in a location, the principle of senior choice junior force will be applied to displace the most junior employees in the classification in the worksites/centres. In the absence of senior volunteers, the most junior employee in the classification will be transferred to the position.

### 11.12 Displacement and Recall Rights

The following sets out in full, the displacement, recall and severance rights, if any, for Security Staff, Probationary and Regular-Seasonal.

#### 11.12.1 Probationary Employees

1. A probationary employee will displace the junior employee of lesser seniority in the next lower classifications in their OGL in descending order within his/her worksitelcentre.

2. If 1. is not available, a probationary employee can displace a temporary employee in an equal or lower classification in his/her occupational group within his/her worksitelcentre.
3. If 2. is not available, a probationary employee can displace an agency employee in an equal or lower classification in his/her occupational group within his/her line of business in head office or within his/her worksite/centre outside of head office.
4. If 3. is not possible, employment is terminated
5. Probationary employees shall not be entitled to recall rights or severance pay.

#### 11.12.2 Regular Seasonal

1. A Regular Seasonal employee can displace a temporary employee in an equal or lower classification in his/her occupational group within his/her worksitelcentre.
2. If 1. above is not available, a regular seasonal employee can displace an agency employee in an equal or lower classification in his/her occupational group within his/her worksitelcentre.
3. If 2. above is not available, employment is terminated
4. Regular seasonal employees shall be entitled to recall to temporary positions for a period of three years from the date of last termination.
5. A regular seasonal employee shall be entitled to recall to their Location, provided they have at least 24 months accumulated service.
6. To be recalled the employee must have filed a written request with the Company prior to March 1 of each year.
7. A person who is recalled by the Company shall be personally contacted when possible. Failing this contact a recall notice shall be forwarded by registered mail addressed to the last known address that he/she has recorded with his/her human resources manager. They shall be obliged to advise his/her supervisor of his/her intention to return to work within three working days and shall be available for work within five working days after receipt of recall notice.
  - (a) Except in case of sickness, failure to be available for work within five days of issuance of the recall notice shall make him/her ineligible for any further recall.



(b) It shall be the person's sole responsibility to inform the Union and the personnel manager in writing of any change of address. The Union will be notified in writing when persons are recalled to vacancies.

8. The Company shall notify the employee in writing at time of termination of the recall procedure. If the employee is not considered suitable for recall they shall be notified in writing and a copy of this letter shall be given to the employee's Chief Steward. Upon request the Company will provide the employee with the reasons why they are not considered suitable for recall.
9. The Company may hire a temporary employee for a period not exceeding one month without using this recall procedure.
10. Summer students both secondary and post secondary levels have no rights to this recall procedure.
11. A Recall List from each work Location for regular-seasonal employees shall be provided to the Chief Steward concerned.
12. Regular seasonal employees shall not be entitled to severance pay except in the case of permanent layoff. When permanently laid off severance pay will be calculated on actual time worked.

#### 11.13 Permanent Location Closings

There will be no permanent displacements or moves into a worksite/centre which has been identified as a worksite/centre to be closed permanently during the 18 month period following notice of layoff/termination.

#### 11.14 Severance Pay

Except as set out in 11.14.1 employees eligible for severance under Article 11 will receive the following:

- (a) An employee receiving severance pay waives any other rights under Article 11.
- (b) An employee may direct all or a portion of his/her payment into an RRSP up to the amount permitted by law. The employee shall provide the Company with the TD2 Form directing the payment into his/her RRSP.
- (c) An employee entitled to severance pay under 11.14 may elect to take a lump sum severance payment, or severance may be divided into two (2) equal instalments, the first on the date of termination and the second on or about January 15 of the following year, subject to statutory deductions, which is the lesser of:

- (i) 3 weeks' base pay per year of service up to a maximum of 78 weeks' base pay (payments for incomplete years of service will be pro-rated); or
  - (ii) an amount which equals base pay from the end of the notice period until the end of the month in which the employee reaches his/her 65th birthday.
- (d) For purposes of clarification at any time during the three (3) year recall period, a laid off employee may opt for his/her full severance entitlement, once this election is made all recall rights will cease.
- (e) For regular part-time employees severance payments shall be pro-rated.

#### 11.14.1 Reduced Severance Pay on Refusing a Position

1. An employee who refuses to accept a position under Article 11.11.1 or 11.11.2 (except in 2. below) will be terminated and is disqualified from receiving severance pay under Article 11.14 and shall have no recall rights under Article 11.17. Such employees may elect to take a lump sum severance payment, or severance may be divided into two (2) equal instalments, the first on the date of termination and the second on or about January 15 of the following year, subject to statutory deductions which is the lesser of:
  - (i) two weeks' base pay per year of service up to a maximum of 52 weeks' base pay (payments for incomplete years of service will be pro-rated); or
  - (ii) an amount which equals base pay from the end of the notice period until the end of the month in which the employee reaches his/her 65th birthday.
2. In cases where an employee refuses to accept a position where the new classification provides either a reduction of base wages of two (2) or more salary grades for job evaluated positions or in excess of 10% for others, the employee will receive severance pay pursuant to 11.13.
3. An employee may direct all or a portion of his/her payment into an RRSP up to the amount permitted by law. The employee shall provide the Company with the TD2 Form directing the payment into his/her RRSP.
4. For regular part time employees severance payments shall be pro-rated.

#### 11.14.2 Benefit Continuance/Tuition/Outplacement Services

A surplus employee who takes severance pay and terminates his/her employment is entitled to:

- i) coverage under the Company's Health and Dental Plan for a period of six (6) months from the date of termination of employment or until the commencement of alternate employment whichever occurs first;
- ii) reimbursement for tuition fees and other associated expenses up to a maximum of \$5000.00 upon production of receipts from an approved educational program within 12 months of his/her termination;
- iii) outplacement services: the Company will determine the level of service and the service provider.

#### 11.15 Failure to Report to Assigned Positions

In the event that an employee declines an assigned position and is terminated, or does not displace into a job occupied by another employee, or terminates after displacing another employee, the Company may reverse the displacement and leave the employee who would have been displaced in his/her job or return the displaced employee to his/her job. In all instances as described above the terminating employee will be entitled to severance pay in accordance with the appropriate sections of this Article.

Any vacancy which results from such a reversal will be filled by moving the previous incumbent back to his/her job. In other words, the chain of bumps (i.e., the displacement thread) caused by the initial reversal will be reversed except in circumstances set out below.

Where an employee has relied to his/her detriment on the announced relocation, and would be prejudiced by revocation of the displacement, the employee will not revert to his/her original position. Where the Company would be prejudiced, the employee will not revert to his/her original position even if the employee does not object.

The declining of an assignment will not require the Company to re-do the Article 11 process.

#### 11.16 Selection to Vacancies

After the end of this freeze period all positions which remain unfilled and any new vacancies which arise shall be posted under Article 10. Applications from employees who are to be laid off shall be given fair and objective consideration for vacancies during the period before the layoff occurs in the event that the vacancy is not filled pursuant to the Article 10 process. Employees who, prior to being laid off, applied for vacancies continue to be entitled to fair and

objective consideration for those vacancies after lay-off. If selected to a vacancy posted prior to the date of layoff, the employee is eligible for moving expenses under Article 11. Among successful applicants seniority shall govern selection where all other factors are relatively equal.

11.16.1 No person outside the Union's jurisdiction will be selected to a vacancy commencing with the issuance of the notice of termination/layoff pursuant to 11.5 until:

- (i) All qualified PWU members are selected, includes persons on the recall list, and,
- (ii) All PWU applicants entitled to fair and objective consideration are selected pursuant to 11.16.

#### 11.17 Recall

1. Laid off employees who do not receive severance payments shall have recall rights.
2. Employees who are laid off will be entitled to recall to classifications in their OGL for a period of three (3) years from the date of his/her layoff. Recall lists will be maintained province wide.

If a person is recalled within one year of the date he/she was laid off, entitlement to vacation credit, seniority, and sick leave credits shall be the same entitlement as on the day of termination less any vacation allowance received at termination.

If a person is recalled during the second or third year after layoff, he/she shall be treated as a new employee for all purposes. Service credit will be restored in accordance with Part A, Item 5.3.

Reinstatement in the pension plan shall be in accordance with the pension regulations.

3. A person who is recalled shall be personally contacted by the Company where possible. Failing this contact, a recall notice shall be forwarded by registered mail addressed to the last known address that he/she has recorded with his/her Human Resources Manager. They shall be obliged to advise his/her supervisor of the intention to return to work within five (5) working days and shall be available for work within ten (10) working days after receipt of the recall notice.

#### NOTE

- (i) It shall be the employee's sole responsibility to inform the Union and the Human Resources Manager in writing of any change of address. The Union will be notified in

writing when employees are recalled to vacancies.

- (ii) Except in the case of sickness, failure to be available for work within ten (10) days after the receipt of recall notice shall make him/her ineligible for any further recall.
- 4. Except as noted later in this paragraph, if an employee refuses recall to a regular full time equal position or lower position at the location level he/she will be removed from the recall list and be entitled to reduced severance pay in accordance with 11.14.1. In cases where an employee refuses to accept recall to a position where the new classification provides either a reduction of base wages of two (2) or more salary grades for job evaluated positions or in excess of 10% for others, the employee will remain on the recall list. Refusal to accept recall to any position outside the Location will not result in loss of recall rights.
- 5. At any time during the three (3) year recall period, a laid off employee may opt for his/her full severance pay entitlement. Once this election is made all recall rights will cease.
- 6. If at the end of the three (3) year recall period an employee has not been recalled or has not elected to receive severance pay, he/she will automatically receive the full severance pay entitlement.
- 7. An employee who is laid off and does not elect to accept severance payment shall be entitled to receive:
  - i) coverage under the Company's Health and Dental Plan for a period of six (6) months from the date of commencement of layoff or until the commencement of alternate employment whichever occurs first; and
  - ii) reimbursement for tuition fees and other associated expenses up to a maximum of \$5000.00 upon production of receipts from an approved educational programme within 12 months of his/her layoff; and
  - iii) outplacement services: the Company will determine the level of service and the service provider.
- 8. Persons on the recall list will be recalled for vacancies contained in their OGL's which are posted as per Article 10 and 11.16 prior to the selection of candidates to whom they are senior.
- 9. People on recall will have the first priority on a seniority basis for temporary positions in their OGL arising at their location which were not filled by any displacements. Where such a temporary position

also represents a recall opportunity for a regular seasonal, the position will be offered on seniority.

#### 11.18 Limitation to Turnover

- (a) A maximum of 51 percent (51%) of employees in a classification in a worksite/centre may be displaced during any 12-month period. Where there is only one employee in the classification in the site/centre he/she may be displaced.
- (b) The limitation to turnover (51%) will apply to all personnel within a classification within a worksite/centre regardless of assignment to day work or shift work.
- (c) Notwithstanding the above, where the classification is found in more than one line of business in a work centre, not more than 75% in the classification in a line of business in a work centre may be displaced during any 12 month period.
- (d) Where employees displace to vacant positions such vacancies will not be counted as part of the percentages applied to limitation to turnover.

#### 11.19 Wage Maintenance

When an employee displaces another employee and is reclassified to a lower-rated position, or when an employee is selected to a lower rated vacancy pursuant to 11.16 they will receive wage maintenance. His/her wage rate will be adjusted downward in accordance with the following:

- (i) Employees with two or more years' service will have their rate frozen for a period of three months at which time a four percent reduction in rate will take place. Subsequent reductions of four percent (4%) will take place annually thereafter until the maximum rate for the lower rated job is reached.
- (ii) Employees with less than two years' service will have their rate frozen for a period of three months, after which time their rate will be adjusted to the maximum rate for the new job.

#### 11.20 Moving Expenses

Notwithstanding Part A, Item 26 the Company will not be required to pay the moving expenses of an employee householder who displaces another employee or is selected to a vacancy and as a result has a different regular work headquarters which is within reasonable commuting distance from his/her residence. Where an employee is entitled to receive moving expenses, the amount of expenses will be in accordance with Part A, Item 26. Such moves will be treated as Company-initiated moves.

Except as is provided for in 11.16, the Company will not be required to pay moving costs of an employee who is recalled from layoff.

## ARTICLE 12 PURCHASED SERVICES AGREEMENT

### 12.0 SCOPE

This Article has been developed jointly in a spirit of co-operation and trust. It is intended to provide a joint approach to making good business decisions which involve the use of purchased services. Its application calls for these decisions to be made in the same spirit of co-operation and trust.

What follows is based upon the belief that there is a value and benefit to the employee, the co-operation and the customer if:

- There is a greater involvement by employees in the decision-making process.
- There is an improved understanding as to why purchased services are used.
- Employment security is enhanced by a productive, healthy, and cost effective organization.
- Union and Management work together and act responsibly, balancing the interests of the customer, the company and the employee in decisions relating to the use of purchased services.

This is a way of deciding how work gets done. It is not intended to hinder getting work done.

### 12.1 ASSIGNMENT OF WORK

#### 12.1.1 Philosophy

It is the Company's intent to use regular staff to perform most of its work of a continuing nature. Furthermore, the Company will strive to provide regular staff with stability of employment.

The parties agree that a consistent, managed and joint approach to the assignment of work within the Company is necessary to provide security for employees, a more effective, productive organization and an excellent product for the customer.

#### 12.1.2 Principles

The following principles apply to the relationship between the Company and the Union and the work performed by Union members.

- (a) We will within the Company have all work conducted as effectively as possible.
- (b) We will measure the effectiveness of all work by its impact on staff, on the business and by its ultimate impact on our customers.
- (c) We will do most work of a continuing nature with Company employees.
- (d) We will determine when work is to be done by non-PWU members through a joint decision making process and the results of these decisions will be a joint responsibility.
- (e) We will ensure that the impact of these decisions on continuous employment is minimized.
- (f) We will use a team and consensus approach when making decisions and any issues arising will be resolved internally where possible.
- (g) We will consult and make timely decisions consistent with the need to get work done.
- (h) We will develop, implement and continue a joint process of communications and education.
- (i) We will achieve consistency through the use of these principles versus policy and procedure.

## 12.2 DECISION PROCESS

### 12.2.1 Responsibility for Decisions

The persons who are responsible for applying the decision process are the Company representative with the appropriate decision authority and the Union representative designated by the Union Executive. It is recognized that a given decision may require the involvement of more than these two persons.

Subject to 12.2.6 and 12.3.2(c) below, decisions to use purchased services will be made on a consensus basis. Both parties must consider all relevant criteria with the mutual goal of selecting the most effective option.

The decision makers are responsible for making timely decisions and for the decision itself.



### 12.2.2 Opportunity

The parties recognize that work may be done more effectively internally or externally. Opportunities for the application of this Article to new or existing work can be initiated by Management and/or the Union. It is intended that joint discussion should commence as soon as possible and before detailed definition of the need to have new or existing work done by purchased services.

### 12.2.3 Definition of Need

The parties will consider what work must be done and why and include such dimensions as when it must commence and the duration of the work; the quantity of resources required; the quality of the results; the skills required and their availability internally and externally; and safety requirements.

### 12.2.4 Alternatives

The parties will consider such alternatives as, do the work internally; do part of the work internally and part externally; do the work externally and agree to acquire capability to do the work internally in future; or do the work externally.

### 12.2.5 Evaluation

The parties will evaluate the alternatives considering the impact on the customer, employees and the business. Such criteria as reliability of service to the customer, customer responsiveness, community impact, Company relations impact, job continuity, ability to perform work, degree of overtime required for the work, availability of resources, cost, timeliness, quality, need for control over results, safety and impact on environment will be assessed.

The total effectiveness of the alternatives will be evaluated considering both the short and long-term impacts. In given situations, certain criteria may be given a greater or lesser degree of importance.

### 12.2.6 Establishment of Thresholds

The establishment of the threshold is designed to remove from the process on a case by case basis certain issues relating to purchased services. The threshold will operate in such a way as to allow flexibility in local decision making. Any decisions regarding what is below the threshold will be non-precedent setting.

If there is a dispute with the union on whether the proposed purchased service is permitted by the threshold and there is no consensus, and if it makes sense in the circumstances the dispute will be resolved before the purchased service occurs. Lack of agreement on obtaining an advance resolution will not preclude the work from being performed, neither will it preclude the matter from being resolved under the 12.2.7 process.

The guidelines to determine whether a purchased service is below the threshold are as follows:

- subject matter lacking in substance: or
- any consequences are relatively insignificant: or
- where the nature or consequences of the work which represents a purchased service is remote from work currently performed by the PWU on a continuing basis. For purposes of clarity, this does not mean geographically remote; or
- emergencies; or
- any work performed under a manufacturer's warranty, except where the manufacturer authorized the Company to do the work.

Except in the case of an emergency, failure by the Company to supply the Union with the following information by fax or as otherwise agreed will result in the work in question being deemed to be above threshold. (In the case of emergency such decisions to use purchased services will be subject to the same information requirements, review and dispute resolution as non-emergency cases).

The Company will notify the Union of the:

- Value of Work as reflected in Tender/Contract/Bid or Estimate Documents
- Scope of the Work
- Location of Work
- Estimated Date of Commencement and Duration of the Work

Except in the case of emergency, after receipt of the above information regarding the work the union shall have three (3) working days to request an opportunity to discuss the proposed purchased service, failing which the proposed purchased service will be deemed to be below threshold.

The parties will make themselves available for discussion within three (3) working days of the request for a discussion.

Upon request, once the work has been performed the Company will provide the Union with the details of the final contract costs.

- (a) Threshold grievances will be completed by the Chief Steward/Divisional Chair responsible for the PSA and presented to the line management person responsible for the work in question.
- (b) Line management must respond in writing to the grievance citing its position within 48 hours (as is required with all other grievances). Both parties should endeavour locally to complete a Record of Discussion form or an agreed statement of fact sheet.

- (c) The PWU office will assign a grievance number. Copies of the completed grievance and associated fact sheets or Records of Discussion forms should be sent to the PWU office and Corporate Human Resources.
- (d) Grievances will be referred to Arbitration and scheduled through joint agreement Corporate Human Resources and the PWU office.
- (e) If it makes sense to do so, local discussions may take place with a view to resolving the threshold grievance up to the arbitration date.

#### 12.2.7 Dispute Resolution Process

- (a) Mr. Teplitsky shall be appointed as Facilitator to assist the parties to resolve all issues of application and interpretation of this Article with the power and authority of an arbitrator under the Ontario Labour Relations Act but not subject to the Arbitrators' Act.
- (b) Any dispute between the parties relating to whether this Article applies to any decision to use purchased services or if a purchased service falls within the categories set out in 12.2.6 will be determined in an expedited manner by the facilitator whose decision shall be final and binding.
- (c) The Union will not be prejudiced in any subsequent case by a particular purchase of services. Similarly, the Company will not be prejudiced by any decision not to purchase services. This applies to all cases including threshold cases.

### 12.3 JOINT RESOLUTION COMMITTEE

#### 12.3.1 Purpose

The purpose of this Joint Committee is to resolve disagreements, on a consensus basis in a timely and expeditious manner, as to whether proposed purchased services which are above threshold above may proceed. In its deliberations, the committee will consider the factors in items 12.0, 12.1 and 12.2.

Prior to a meeting of the Joint Committee, the Company will provide the Union with the following information related to the proposed PSA:

- copies of the Tender or Request for Proposal documents, if there are any;
- an accurate description of the work which is the subject of the proposed PSA;
- accurate details on bids e.g., price, scope of the work as set forth in the bid;
- a full cost benefit analysis including incremental costs but excluding overhead costs which would be incurred.

### 12.3.2 Membership

The membership of the Joint Committee shall be as follows:

- (a) The facilitator Mr. Teplitsky who shall act as Chairperson;
- (b) One management and one union representative plus additional resources as required.
- (c) In the event of the parties not being able to reach a consensus decision the facilitator will have the power to make decisions. Mr. Teplitsky will have the authority to make such orders as he deems appropriate to give full affect to his decision(s) and to deal with any consequences his decision(s) might have in the workplace.
- (d) Where either party wishes to proceed with a Purchased Services discussion which is above threshold, the parties will endeavour to complete discussion within 10 days of notice to the union in the prescribed form and that full resolution, including review by the JRC, will occur within 30 days of notification.

### 12.4 APPLICATION OF THIS ARTICLE

- 12.4.1 The parties will jointly develop and maintain an operating plan consistent with the provisions of this Article. Such plans will be approved by the appropriate Company official and the Power Workers' Union Vice President. Failure to jointly develop an operating plan will not adversely affect either party's rights under the provisions of this Article.

These operational plans will include:

- An approach for the development and delivery of joint training of decision makers
- An identification of the type of contracts that are not subject to an in-depth review.
- A guideline for a time table on how often contracts of a recurring nature must be reviewed under this Article.
- A process for joint review of potential contracts which involve work normally performed by PWU represented employees and other stakeholders.
- A process and a time frame for decision making.
- An internal process for dispute resolution.

- 12.4.2 Management and Union representatives may choose to jointly review the application of their operating plan and determine the need for changes at any time over the life of this agreement.

12.4.3 Until March 31, 2000, Article 13, Article 14, Mid-Term Agreement PW-2 Contracting Out, PW-46-1, PW-46-1 Appendix A, and Mid-Term Agreement PW-12 Future Agency Employees are suspended. Item 12.1 of this Article will apply to decisions regarding the use of agency employees.

**12.5 SHORT TERM OCCURENCES**

**12.5.1** The union must be informed, but prior consent is not required to work assignments extending no greater than five (5) consecutive days in duration, with the total number of work assignment days not exceeding **twenty-five (25)** days per year corporate wide.

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## ARTICLE 12 – APPENDIX A

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The provisions in this Appendix and Article 12.3.2 (c) are to be applied to those situations where employees are given surplus status as a result of a joint or arbitrated decision to use purchased services to do the work normally performed by the affected employees. The definitions contained in Articles 10 and 11 will also apply to this Appendix.

### 1.0 JOINT EMPLOYMENT SECURITY COMMITTEE

The function of the Joint Employment Security Committee is to resolve disputes regarding the appropriate application of this Appendix.

The committee will consist of six regular members, three representing the Union and three representing the Company. Two additional members from each party may be added from a work unit affected by the surplus situation under consideration. Meetings may be called by either party.

In all disputes referred to the committee for settlement, the committee's decision will be final and binding on both parties.

In the event that the Joint Employment Security Committee is unable to resolve a dispute, it will be referred to Mr. Teplitsky. The intention of both parties is to have a speedy resolution of the dispute. Verbal decisions which will be confirmed by a written decision will be acceptable and all decisions are final and binding on both parties.

### 2.0 EMPLOYMENT SECURITY

The provisions of this Appendix will apply to a regular employee with two (2) or more years' seniority who becomes surplus from his/her position as a result of contracting out the work normally performed by that employee. The effect of decisions to use purchased services on PWU members will be minimized by accommodating required staff reductions wherever possible by attrition, transfer to other jobs or retraining. Redeployment/career counselling will be made available to affected staff when they are notified of their surplus *status*. Training and career options will be discussed and incorporated into the redeployment plan. Reasonable training and educational leave will be applied as appropriate. The provisions of this Article will not apply to regular-seasonal employees.

The definitions contained in Articles 10 and 11 will also apply to this Appendix.

For the purposes of determining if the employee has sufficient seniority to qualify for this Appendix, his/her seniority will be counted up to the surplus date.

## 2.1 Surplus Identification

When a decision to contract out results in a surplus in a classification in any work site the least senior employee in that classification in the work site shall be identified as surplus. Such employees will be able to apply for vacancies as per Article 10.

2.1.2 If an employee with five (5) or more years seniority has not been selected to a vacancy within one (1) year after the surplus date, or an employee with two (2) years but less than five (5) years' seniority has not been selected to a vacancy within sixteen (16) weeks after the surplus date, he/she will be given displacement rights as contained in Article 11 and all other terms and conditions of Article 11 will apply. At this time all other provisions of Appendix A will cease to apply.

2.1.3 The one (1) year period for employees with five or more years' seniority and the sixteen week period for employees with two or more but less than five years' seniority is designed to allow employees not selected to vacancies to avail themselves of the retraining and reskilling opportunities outlined in 2.0 prior to any displacement as per Article 11.

## 2.2 Wage and Salary Treatment

### 2.2.1 Seniority - Five Years or More

The employee's grade and progression step shall be maintained and negotiated increases shall apply for one (1) year from the surplus date regardless of placement. If the employee accepts a vacancy in a lower-rated classification his/her dollar rate shall be frozen at the end of the one (1) year until the rate for the classification equals the employee's dollar rate, at which time the normal wage and salary treatment shall apply.

### 2.2.2 Seniority - Two Years - Less than Five Years

The employee's grade and progression step shall be maintained and negotiated increases shall apply for sixteen (16) weeks from the surplus date regardless of placement. If the employee accepts a vacancy in a lower-rated classification his/her dollar rate shall be frozen at the end of sixteen (16) weeks for a period of three (3) months at which time a four percent (4%) reduction in rate will take place. Subsequent reductions of four percent (4%) will take place annually thereafter until the maximum rate for the lower-rated job is reached.

## 2.3 General Conditions

2.3.1 Notwithstanding the provisions of this Article an employee who is within five years of normal retirement or within five years of eligibility for undiscounted pension when faced with displacement or

layoff, with joint agreement may be given special consideration for work site protection/preference.

Notwithstanding the provisions of this Article, the parties may make special arrangements for employees who are disabled to the extent that alternative employment would be difficult to find.

- 2.3.2 Where vacancies are mentioned throughout this Appendix this should be read to apply to both vacancies and placement opportunities.

## 2.4 Moving Expenses

Prior to Article 11 applying, an employee who is identified as surplus as per this Appendix and is required to relocate his/her residence shall receive moving expenses in accordance with the provisions of Part A, Item 26. Such moves will be treated as Company-initiated moves.



ARTICLE 13  
EMPLOYMENT SECURITY PLAN<sup>8</sup>

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- 13.0 - Purchased Services
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- 13.3 - Application
- 13.4 - Selection
- 13.5 - Wage and Salary Treatment
- 13.6 - Displacements
- 13.7 - General Conditions

13.0 PURCHASED SERVICES

During the term of this Collective Agreement, no regular employee will be declared surplus in his/her position as a result of the use of purchased services to perform the work normally performed by that employee.

13.1 Employment Security

Numerous factors may affect the nature and methods of accomplishing work. Changes in work patterns cannot be prevented but the effect of such changes on regular employees should be minimized as much as possible. The effect of such changes on PWU members will be minimized by accommodating required staff reductions wherever possible by attrition, transfer to other jobs or retraining rather than layoff.

The provisions of this Article will apply to a regular employee with five or more years' seniority who becomes surplus from his/her position as a result of contracting out the work normally performed by that employee. The provisions of this Article will not apply to regular-seasonal employees.

Employees who become surplus for reasons other than contracting out will be entitled to Article 11 as applicable.

The definitions contained in Articles 10 and 11 will also apply to this Article

For the purpose of determining if the employee has sufficient seniority to qualify for Article 13, his/her seniority will be counted up to the surplus date.

13.2 Joint Employment Security Committee

The function of the Joint Employment Security Committee is to resolve disputes regarding the appropriate application of Article 13 versus Article 11

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<sup>8</sup> This Article is suspended for the term of this agreement.

The committee will consist of six regular members, three representing the Union and three representing the Company. Two additional members from each party may be added from a work unit affected by the surplus situation under consideration. Meetings may be called by either party.

In all disputes referred to the committee for settlement, the committee's decision will be final and binding on both parties.

In the event that the Joint Employment Security Committee is unable to resolve a dispute, it will be referred to an expedited arbitration process. The intention of both parties is to have a speedy resolution of the dispute. A list of arbitrators will be agreed upon who are prepared to meet on short notice (within seven days) and to render a decision within 14 days. Verbal decisions will be acceptable and all decisions are final and binding on both parties.

### 13.3 Application

When a surplus is identified in a classification in any location, the least senior employee in the surplus classification in the location shall be declared surplus.

Employees will be notified, in writing, a minimum of three months in advance of their surplus date. A copy of the notice shall be sent to the PWU office and the Divisional Chairperson.

### 13.4 Selection

The criteria for selection of qualified applicants will be in accordance with Article 11.4.2 and are repeated here for ease of application.

The following selection criteria apply to vacancies and placement opportunities in equal- and lower-rated classifications:

1. For non-supervisory vacancies, the senior qualified surplus regular employee applicant will be selected.
2. Placement opportunities will be filled from among the qualified surplus applicants so long as there are qualified surplus applicants. For selection to a placement opportunity in an equal classification (if the equal classifications have been determined at the time the application is made), the senior qualified surplus regular employee applicant will be selected.
3. Selections to supervisory positions will continue to be governed by Article 10.1.3A except when the vacancy is in the same classification as the surplus employee in which case the senior surplus applicant shall be selected.
4. If a surplus applicant is selected to a vacancy he/she must render his/her decision within three working days of the offer being made.

Failure to do so will be considered a rejection of the offer and will not affect his/her further treatment under this article.

When there are no qualified surplus applicants, management will assess the capability of the surplus applicants to become qualified in a reasonable period of time. Management will select from among those assessed to be qualifiable in a reasonable period of time.

Employees covered by this plan will be given surplus priority consideration from the date of notification until eleven months after the surplus date. The selection priority will be the same as detailed in Article 11.4.3 which are repeated here for ease of application.

The following applies for equal and lower rated vacancies

Each category will be considered independently and in the order indicated.

1. Surplus employees represented by the PWU and surplus managerial services employees<sup>9</sup>.
2. Employees who were required to displace someone in a lower classification as a result of being surplus and who were previously in the classification that is now vacant.
3. Persons on the recall list whose occupational group contains the vacant classification.
4. **As per Article 10**

### 13.5 Wage and Salary Treatment

The employee's grade and progression step shall be maintained and negotiated increases shall apply for one year from the surplus date or until the date the employee accepts a vacancy/placement opportunity whichever comes first.

If the employee accepts a *vacancy/placement* opportunity in a lower-rated classification, his/her dollar rate shall be frozen until the rate for the classification equals the employee's dollar rate, at which time the normal wage and salary treatment shall apply.

### 13.6 Displacement

If the employee has not been selected to a *vacancy/placement* opportunity within one year after the surplus date he/she will be given displacement

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<sup>9</sup> Managerial services employees in this context means employees paid from salary schedule 16 with the following exceptions: security guards, fire and safety inspectors, first aid attendants, and project medical attendants.

opportunities available in Article 11 and all other terms and conditions of Article 11 will apply, except for Article 11.4.

All other provisions of Article 13 will cease to apply.

### 13.7 General Conditions

An employee who is within five years of normal retirement or within five years of eligibility for undiscounted pension or an employee who is disabled to the extent that alternate employment will be difficult to obtain, may by agreement between the Company and the Union, be given special consideration when faced with displacement.

One year's additional seniority shall be allowed stewards and chief stewards for the determination of which employees are surplus within the electoral unit of the chief steward.

An employee who is assigned temporary duties or who accepts a vacancy will assume the working conditions of the position.

A surplus employee who is required to relocate his residence, shall receive moving expenses in accordance with the provisions of Part 'A', Section 26.0. Such moves will be treated as the Company initiated moves.

## ARTICLE 14 EMPLOYMENT SECURITY AND WORK ASSIGNMENT<sup>10</sup>

14.0 It is the Company's intent to use regular staff to perform most of its work of a continuing nature. Furthermore, the Company will strive to provide regular staff with stability of employment.

The Working Paper on Staffing and Employment dated March 15, 1985 states Management's intentions with regard to continuity of employment for regular staff and proportions of work expected to be undertaken by regular staff. For at least the term of this Collective Agreement, the Company will not reduce the stated proportions of work to be done by regular staff.

At the end of each six-month period commencing January 1987, the Company will prepare a statement showing the proportions of work done by regular staff and make this information available to the PWU.

It is understood that the Working Paper on Staffing and Employment, as distinct from the terms of the above provisions, does not form part of the Collective Agreement and is not subject to the grievance and arbitration process.

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<sup>10</sup> This Article is suspended for the term of this agreement

## 14.1 Work Assignment

1. It is understood that the assignment of work to purchased services does not convey a right to such work in the future, nor does it create any precedent with respect to future assignment of such work to purchased service employees by the employer.

## ARTICLE 15 SUCCESSOR RIGHTS

The employer agrees that it will not directly or indirectly request government to exempt the Company or the Union from the successor rights provisions of the applicable labour relations legislation.

The successor rights provisions of the applicable labour relations statute shall be incorporated by reference into this collective agreement. No board of arbitration established pursuant to the grievance and arbitration provisions of this contract has jurisdiction to make any decision within the jurisdiction of the Labour Relations Board and nothing herein is intended to affect the jurisdiction of the Labour Board to resolve disputes related to the application of the provisions of the statute. For purposes of s.48 of the Ontario Labour Relations Act and s.57 of the Canada Labour Code, the Ontario Labour Relations Board or the Canada Labour Relations Board shall be deemed to be a Board of Arbitration for the resolution of disputes related to the interpretation, application, administration or alleged violation of this provision of the collective agreement. The remedial powers of the Labour Board shall be as set out in the relevant statutory provisions governing successor rights.

## ARTICLE 16 SUPPLEMENTARY ELECTRICAL INSPECTION WORK

This section provides ESA and the PWU with a Hiring Hall program. Its purpose is to provide ESA with a single source for the supply of supplementary electrical inspectors to augment regular staff during times of peak activity.

### Principles

1. Work of an ongoing nature shall be assigned to electrical inspectors who are regular employees of the employer.
2. No regular staff will be laid off as a direct result of work being performed pursuant to this **Article**.

3. Supplementary staff employed through this process shall be provided with treatment consistent with the provisions for regular employees except as otherwise agreed to by the parties.
4. ESA shall share all related work assignments with Union as far in advance as possible.

#### Hiring Procedures

1. The PWU and ESA will jointly establish and the PWU will administer a pool of qualified and capable electrical inspectors to perform supplementary inspection work for ESA. The pool will be established with consideration of the geographic needs of the business. The pool will be expanded, as necessary and new members of the pool must be acceptable to both parties.
2. Requests for supplementary staff will be forwarded from the designated ESA contact to the designated PWU contact. ESA will provide the details of the assignment to the PWU contact (work required, expected duration, location, start date, contact supervisor, etc.). The PWU will provide supplementary electrical inspectors from the jointly established pool.
3. Hiring Hall electrical inspectors will be given fair and objective consideration in order of their service to regular positions prior to applicants from external sources. Service shall be calculated on accumulated service with ESA gained through this Article. Former regular employees who are pension recipients are not eligible.
4. Supplementary staff will be provided two weeks notice of layoff for work assignments lasting longer than one month and three days notice for assignments of shorter duration.
5. A hiring hall employee who is working for **ESA** and obtains regular status will be given credit equal to the length of their immediate current work assignment towards their progression. Broken assignments cannot be linked together.
6. If the Hiring Hall is unable to supply an Inspector in the requested location, **ESA** is permitted to hire a temporary Inspector as per the following:
  - (i) Such workers shall not be employed unless they are in possession of a clearance card from the Union office.
  - (ii) If the Union is unable to furnish appropriately qualified or certified members or non-member (permit holders) workers to the Employer within three (3) working days of the time the Union office receives the request for workers (excepting

Saturdays, Sundays and Holidays), the Employer shall be afforded the right to employ workers (permit holders) as are available. The Union will issue clearance cards to workers hired in these circumstances. Non-members referred in this situation **will** be considered permit holders and the Union will notify the Employer when permit holders are referred.

Permit holders by classification may be replaced by Union members after three (3) working days' notice to the Employer but in no case until such permit holders have worked a minimum of one (1) month.

## Expenses

When assigned a work location where it is necessary to set up a residence away from the employee's home, the employee will be provided board and travel arrangements consistent with the main collective agreement where applicable. Other expenses and time charges will be consistent with treatment outlined in the main collective agreement where applicable.

## Wages and Pay Procedures

Wage rates for supplementary electrical inspectors shall be as set forth in the current wage schedules. The Employer will provide the Union with current wage schedules.

Wage rates for all supplementary electrical inspectors are established as follows: Electrical Inspector – Total Wage Package - \$40.00/hr (To be reviewed jointly on or before April 1, 2001.

Premiums for overtime hours are paid on the total wage package.

Accompanying each payment of wages shall be a statement, in writing, which can be retained by the employee, setting forth:

- (a) the period of time or the work for which the wages are being paid:
- (b) the rate of wages to which the employee is entitled:
- (c) the amount of wages to which the employee is entitled:
- (d) the amount of each deduction from the wages of the employee and the purpose for which each deduction is made:
- (e) any allowance or other payment to which the employee is entitled:
- (f) the amount of vacation pay for which the employee is being credited:
- (g) the amount of recognised holiday pay for which the employee is being credited: and
- (h) the net amount of money being paid to the employee.

## On Termination

- (i) An employee who voluntarily terminates their employment will be provided final pay on the next regular pay day for the period worked.
- (ii) At work locations where the employer does not have an on-site pay office, an employee will have final pay and termination documents mailed to their residence within eight (8) working days from termination. This does not preclude an employee being paid his/her final pay at the work location prior to the expiration of the eight-day period.
- (iii) An employee who is discharged shall be provided with his/her final pay immediately if the Employer's pay facilities are at the work location or as per item B(ii) above, if the Employer's pay facilities are not at the work location..

Annual unpaid vacation shall be twenty (20) working days and in special circumstances, upon agreement of the Union and the Employer additional vacation may be granted providing the work scheduling will permit. All vacation will be taken with the approval of the Employer and approval shall not be unreasonably denied.

## Union and Benefit Funds

- 1. (A) The Employer agrees to deduct from the total wage package above and pay into an operative welfare plan for all hours earned. Such welfare payments will be set forth in the wage schedules provided by the Electrical Safety Authority.
- (B) The Employer agrees to deduct from the total wage package and pay into an operative retirement plan an amount of money per hour to be determined by the Union for all hours earned. Such pension payments will be set forth in the wages schedules provided by the Electrical Safety Authority.
- 2. (A) The vacation and recognised holiday pay rate shall be ten (10) percent of vacationable gross earnings. The vacation pay rate shall be four (4) percent and the recognized holiday pay rate shall be six (6) percent.
- (B) Payment of vacation and recognised holiday pay shall be made weekly.



3. (A) The employer agrees to deduct Union Funds from wages and to remit the amounts deducted to the Union. The amounts to be deducted and remitted will be set out in the wage schedules attached hereto.
- (B) A check off system of Union initiation fees and **dues** will be made operative for the lifetime of this Agreement. The Employer will supply full check off lists of employees subject to check off at regular intervals and agrees to collect monthly for the union dues payable to the Union. The Employer will transmit the monies so collected to the designated officials of the Union. The Union will indemnify the Employer for any liability arising from the deduction of initiation fees and dues as requested by the Union.
- (C) The Employer shall put into effect any changes to Union funds or dues upon notification by the Union.

The Employer will arrange for each worker falling under the jurisdiction of the Union to sign an Union dues check off authorization as a condition of employment at the time he/she is employed.

#### Assignment of Work

Electrical Safety Authority representatives and the PWU Divisional Vice-president will agree upon the proposed assignment prior to the assignment being made to the Hiring Hall by the Employer.

#### Grievances and Mediation/Arbitrations

ESA shall appoint employees beyond the jurisdiction of the Union to act as contact supervisor. Each contact supervisor shall be responsible for giving or securing a decision on any grievance submitted to him/her by a Union representative on behalf of any employee or group of employees under his/her supervision. Grievances will be referred to the contact supervisor within 30 days of the discovery of the event giving rise to the grievance. If a satisfactory decision is not made by the contact supervisor within 48 hours, the Union representative may, within 30 days, refer to the grievance to mediation/arbitration.

The referral to mediation/arbitration shall be made to one of the following single mediators/arbitrators on a rotating basis:

Jules Bloch  
Rob Herman

Louisa Davie

The arbitrator shall set a hearing date to take place within ten (10) working days of the date of the referral and shall render a decision on the case within 30 days of the completion of the hearing of the matter. The parties agree that they will facilitate to the greatest extent possible the expeditious completion of the hearing process.

The decision of the arbitrator shall be final and binding on the parties. The arbitrator shall not have jurisdiction to alter or overrule this agreement or to make any decision inconsistent with this agreement.

The arbitrator shall have all the power and authority of an arbitrator under Section 48 of the Labour Relations Act, 1995.

Maintenance of normal earnings shall be provided by ESA for all Union representatives attending to the grievance process, including the mediation/arbitration process. Mediator/arbitrator costs will be shared

#### ARTICLE 17 DURATION OF THE AGREEMENT

This agreement shall come into effect as of the 1st day of April **2003**, and shall remain in effect until the 31st day of March **2005**, and thereafter from year to year unless terminated by written notice given by one of the parties to the other within a period of not more than two months, but not less than one month prior to the anniversary date.

In the event that either party desires to amend the Agreement but not to terminate the same, either party may, by notice in writing not more than 90 days and not less than 30 days before the anniversary date, serve notice of the proposed amendments and both parties shall thereupon commence to negotiate in good faith with a view to arriving at an agreement on the proposed amendments and all provisions of the Agreement, other than those proposed to be amended, shall continue in full force and effect.

Signed  
Electrical Safety Authority

\_\_\_\_\_  
**Manager, Human Resources**

\_\_\_\_\_  
Vice-president,  
**Regulatory and Corporate Services**

Signed  
Power Workers' Union  
Canadian Union of Public Employees - Local 1000

President

Witness as to signatures above written on this paper:

**Bargaining Committee Member**

**Bargaining Committee Member**

\_\_\_\_\_  
**Bargaining Committee Member**

duly appointed to execute this Agreement on behalf of the Union



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**PART A**

**GENERAL ITEMS**

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## PART A

### GENERAL ITEMS

#### 1.0 EMPLOYEE CATEGORIES

All employees fall into one or the other of four principal categories as outlined below.

##### 1.1 Probationary

This category describes persons taken on strength on a probationary basis with the prospect, if their services are found satisfactory, of a change of category to Regular full-time or Regular part-time (Section 1.2, following).

##### 1.2 Regular

Regular employees are those employees who, having satisfactorily met the job requirements, are judged medically fit by the Health and Safety Division for positions which are part of the continuing organization of the Company. They must have served the required time in a probationary category which is part of the Company's continuing organization, or in a temporary category which becomes part of the Company's continuing organization.

##### 1.2.1 Regular Full-Time

Regular full-time employees work the regular hours of the classification into which they are hired.

##### 1.2.2 Regular Part-Time

The establishment of a regular part-time position is a joint decision of local management and the chief steward made in a spirit of trust and co-operation. The parties will ensure that regular part-time positions are appropriately used to maintain corporate effectiveness, not to split a regular full-time position.

Regular part-time employees are regularly employed on an average of 24 hours or less per week calculated on a monthly basis. They are employed for a minimum of 16 hours per month. Regular part-time employees are treated as regular employees except where noted otherwise.

Pro-Ration Formula: The regular part-time employee benefit pro-ration formula is calculated based on the hours worked by the regular part-time employee expressed as a percentage of the normal scheduled number of hours for the classification. Where the number of regular part-time hours vary in a week it will be necessary to calculate this percentage over a jointly agreed upon extended period to get an accurate figure.

### 1.2.3 Regular - Job Share

Regular full time employees interested in job sharing arrangements shall find an appropriate partner from the same work location with similar skills and the same or lower terminal rates. These employees must establish an acceptable arrangement between themselves before approaching Management with the request.

Upon attaining agreement between Management and the employees, the job share arrangement will operate for a trial 6 month period. Following the 6 month trial period, the arrangement will:

- (a) be considered a temporary arrangement and be extended by a maximum of six (6) months at which time the arrangement will end,

OR

- (b) be considered a permanent job share arrangement. At this time the vacated position will be posted and filled in accordance with Part 'A', Item 17.0. In the case of the permanent job share arrangement, the incumbents are required to remain in their arrangement until one partner permanently leaves the job share. At that time, the other partner is required to assume responsibility for the full-time position on 30 days' notice.

Employees engaged in a job share work arrangement are regular part-time employees for the purposes of benefits administration. Employees in job share arrangements will revert to regular full-time status for the purposes of application of Article 10, and Article 11.

Service credit for time spent in job sharing arrangements will be calculated on a pro-rata basis.

### 1.3 Regular-Seasonal

Regular-seasonal employees are those judged medically fit by the Health and Safety Division for the position involved, who have attained one year's accumulative service, and who are steadily employed through the year, except for short term layoffs.

### 1.4 Temporary

Temporary employees are hired to perform work that is expected to last for a short period of time or to perform work in place of a regular employee who is absent from his/her position.

For temporary full-time and temporary part-time employees, accumulated service shall mean the period of employment during which there has been no break in employment exceeding five months.



Benefits for temporary employees will be as outlined in Part A, Item 16.0

#### 1.4.1 Temporary Full-Time

Temporary full-time employees work the regular hours of the classification into which they are hired and may be engaged for up to 12 months of accumulated service (**18 months at the Customer Service Centre**).<sup>1</sup>

#### 1.4.2 Temporary Part-Time

Temporary part-time employees are employed for a period of up to 12 accumulated months (**18 months at the Customer Service Centre**) on an average of 24 hours or less per week (calculated on a monthly basis). Temporary part-time employees are treated as temporary employees except where noted otherwise. Benefits are pro-rated the same as regular part-time employees.

To ensure that temporary part-time employees are properly classified as temporary, an assessment is to be made as to the regular or temporary status of the position whenever the temporary part-time employee is employed for twelve continuous<sup>2</sup> calendar months. This assessment is subject to the grievance procedure.

This assessment is made based on the definition of a regular part-time position, i.e. the work is of a continuing nature with a minimum of 16 hours in a calendar month. If the position is determined to be temporary this will be conveyed to the Chief Steward (the employee should be given an end date and will remain temporary),

If the position is determined to be regular part-time, a joint discussion must take place as per the Regular Part-time provisions in the agreement prior to the position being posted. If the incumbent's employment exceeds 12 continuous months the incumbent will be given regular part-time status and the incumbent's seniority will be calculated on a pro-rated basis.

If as a result of the assessment above, the position is still temporary part-time at the 12 month (**18 months at the Customer Service Centre**) accumulated service mark one of the following options must be selected:

- 1) the job is posted as a regular part-time. This decision is a joint decision as per regular part-time provisions in the agreement.

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<sup>1</sup> It is agreed that effective January 1, 2003, temporary full-time and temporary part-time employees in the Customer Service Centre may be engaged for up to 18 months of accumulated service. This agreement will expire on July 1, 2004 at which time it will revert back to 12 months of accumulated service.

<sup>2</sup> if an employee commences on January 20th and works any portion of a calendar month for 12 continuous months, they will have 12 continuous calendar months service on January 20th of the following year.

- 2) The Steward agrees to an extension of the temporary part-timer's service for a specific period and the employee retains temporary status.
- 3) The temporary part-timer is terminated.

Accumulated service applies to temporary employees. Such employees do not have either seniority or service credit.

## 2.0 REGULAR STATUS

Appointments to regular status is contingent on satisfactorily meeting the Company's medical requirements.

1. Probationary employees must serve a minimum of three months on probation. If service is satisfactory, they may be accorded regular status at that time. A period of not more than three more months can be used as a further period of probation if it is needed. At the end of this further period, employees must either be made regular, transferred to another position or dismissed. Regular part-time probationary employees must serve up to six calendar months on probation.
2. Temporary employees engaged in work of a continuing nature, shall be afforded regular status upon attaining 12 months accumulated service **(18 months at the Customer Service Centre)**.<sup>3</sup> In such circumstances the employee's position will be considered to be a vacancy. If the former temporary employee is not selected to this vacancy he/she will be declared surplus in accordance with Article 11.
3. Temporary employees engaged in work which is not of a continuing nature, shall be afforded regular-seasonal status upon attaining 12 **(18 months at the Customer Service Centre)** months' accumulated service.

## 3.0 ANNIVERSARY PROGRESSION

Progression dates shall be calculated from the date of appointment or promotion to the position. Subsequent salary adjustments shall be on anniversary dates except as otherwise specified on the appropriate wage schedule.

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<sup>3</sup> It is agreed that effective January 1, 2003, temporary full-time and temporary part-time employees in the Customer Service Centre may be engaged for up to 18 months of accumulated service. This agreement will expire on July 1, 2004 at which time it will revert back to 12 months of accumulated service.

## NOTE

- (a) The progression date for a regular part-time employee who works on average 50% or more of the base hours of the full time classification for the year will be at the completion of one and one third years of service.
- (b) The progression date for a regular part-time employee who works on average less than 50% of the base hours of the full time classification for the year will be at the completion of two years service,

**As** a regular practice employees shall automatically progress from minimum to maximum as indicated in the respective wage schedules subject to the following:

### 3.1 Withholding Progression (Unsatisfactory Performance)

If an employee fails to make satisfactory progress his/her progression may be withheld for a period of six months. (8 months for a regular part-time employee working 50% or more of the base hours; 12 months for regular part-time employee working less than 50% of the base hours.)

In taking this action the Company shall provide the employee with one month's notice and the reason for the withholding.

The performance of an employee whose progression has been withheld as above will be reviewed within seven months (nine months for a regular part-time employee working 50% or more of the base hours of the classification and fourteen months for regular part-time employee working less than 50% of the base hours of the classification). If progress and general performance are found to be satisfactory, progression shall be granted. If not, the employee shall be either transferred or dismissed.

If at the time of this review the employee's progress and general performance were found satisfactory and if six months after the review his/her performance has continued to be satisfactory, he/she may be granted the next step in his/her progression.

This will then re-establish his/her original progression status

If an employee in a recognized hourly-rated training program has not reached the acceptable level of performance his/her progression may again be withheld in accordance with the above. Progression to the journey person or job rate will not be delayed by more than six months.

### 3.2 Anniversary Progression

An employee successful to a vacancy shall have their relief assignments in the same classification credited towards their step progression, subject to the following:

- There must be a minimum of thirteen (**13**) weeks of cumulative relief **assignment(s)**, and;
- Eligible relief assignments must be a minimum of five (5) consecutive days in duration, and;

Only the relief assignments in the immediately preceding twelve (**12**) calendar months will be eligible.

### 3.3 Deferral of Progression (Absences from Work)

When an employee has been absent from work for a period in excess of three months, excluding approved vacation, his/her progression may be deferred without prior notice for a period of time not to exceed the length of the absence. Subsequent progression dates may be adjusted accordingly.

## 4.0 RETROGRESSION POLICY

The term 'retrogression' is used to indicate a gradual reduction in pay to predetermined adjusted rate.

### 4.1 Where Applicable

1. Retrogression shall apply where a regular employee becomes unable to perform the duties of a job for which he/she is receiving the standard rate and is transferred to a lower-rated job because of:
  - (a) A disability caused by accident or illness.
  - (b) Inability to cope with increased responsibility due to change in job content.
  - (c) Where the unsatisfactory performance is due to faulty selection and the employee has served in the position for a period of at least one year.

Any retrogression for medical reasons is subject to ratification by the Chief Physician/Manager Health Services.

2. Retrogression shall not apply where:

- (a) An employee has less than ten years' established service credit.
- (b) The change to the lower-rated job is made at the request of the employee to escape heavy work or responsibility or for personal reasons.
- (c) The change to the lower-rated job is made necessary for unsatisfactory job performance due to causes other than in Section 4.1(1.).

#### NOTE

Where retrogression does not apply, the employee will receive the job rate for the new job effective at the time of transfer to the new job.

#### 4.2 How Applied

The Company will endeavour to provide an employee to whom Section 4.1 (1) applies with work he/she is capable of performing. His/her rate of pay shall be calculated as follows:

1. A new rate for the employee will be calculated at the time the employee is retrogressed. This is calculated by adding to the base rate of the new classification an additional two and one-half percent (2.5%) (except as specified below) of the differential between the base for the new job and the base rate for the employee's former job for each year by which his/her continuous service exceeds ten years at the time of transfer. For regular part-time employees, the new rate is calculated on an hourly basis. For employees with 25 or more years of service, where the reason for retrogression is one of 4.1(1)(a) or (b), five percent (5%) is used in the calculation instead of two and one-half percent (2.5%).

The calculation determines the rate to which the employee's pay will be reduced.

2. The reduction in rate will take place in steps each amounting to but not exceeding approximately four percent (4%) of his/her former base rate. (Hourly rate for regular part-time employees.) The first step shall occur three months after he/she has been transferred to the new job. The subsequent steps shall occur at six-month intervals until the rate determined in 4.2(1.) has been reached.
3. Where the retrogressed employee is unable to do the job to which he/she has been retrogressed and demotion to another job is necessary, the rate for this new job shall be based on the

differential between the base rate of the original job from which he/she has been retrogressed and the base rate of his/her new job.

4. While retrogression is in progress and after retrogression is completed, increases in pay that occur will be applied only to the base rate for the new job and the retrogressed employee will only receive a benefit when the base rate for the new job exceeds his/her adjusted rate.
5. It shall be the responsibility of each Human Resources *Manager/Officer* to advise the Union in writing when any employees are placed on retrogression. This information will be provided to the Union as soon as possible but in any case before the reduction in rate specified in 4.2(2.) takes place.

#### 4.3 Special Provisions

1. Retrogressed employees who are within 10 years of being eligible to retire without discount or who are within 15 years of normal retirement, shall have their rate frozen until the rate for the job being performed catches up to the frozen rate.
2. An employee with 20 years' service who is retrogressed for medical reasons related to the working conditions and job environment during a significant portion of his/her employment with the Company, will have his/her wages maintained until he/she is eligible for an undiscounted pension. The wage rate will be frozen thereafter.

The medical reasons will be reviewed and assessed by the LTD Review Committee.

3. If, in the opinion of the LTD Review Committee, an employee is retrogressed because of a serious injury that resulted from an on-the-job accident with the Company, he/she will have his/her wages maintained until he/she is eligible for an undiscounted pension. This provision will apply to all regular employees regardless of service.
4. An employee with ten years' service who is retrogressed because of a muscular-skeletal repetitive strain injury or injury arising therefrom, which is deemed compensable by the WSIB and relates to his/her working conditions with the Company will have his/her wages maintained until eligible for an undiscounted pension. The wage rate will be frozen thereafter.

The medical reasons will be reviewed and assessed by the LTD Review Committee.

4.4 Nothing in this regulation will override special commitments that have been made by the Company that in certain instances rates of pay will be maintained.

## 5.0 SERVICE CREDIT

### 5.1 Introduction

This item defines service credit and describes the basis for calculating service credit for all purposes except those of the Pension and Insurance Plan which are covered in the Electrical Safety Authority **Pension** and Insurance Plan Rules.

The application of such service credit to vacations, LTD, sick leave and other benefits will continue to be governed by the appropriate instructions.

### 5.2 Service Credit Calculation

In most cases the service credit of a regular employee is that employee's seniority. The exception to this can be found in Article 10.1.2 where an employee who is appointed to a position within the PWU jurisdiction from a bargaining unit which restricts seniority to its own membership, has his/her seniority limited to service within the PWU bargaining unit.

Seniority applies to regular, regular-seasonal, and probationary employees only.

Temporary employees have accumulated service only.

Service credit will not be granted for absences without pay of greater than 15 days with the exception of:

1. Normal and Extended Pregnancy/Parental/Adoptive leave.
2. Elected Union officials absent on Union business
3. Medical leave of absence.
4. Time off in lieu of overtime worked
5. **LTD**

#### 5.2.1 Regular Employees

Service credit shall be the period of employment with the Company and any service restored as per Part A, Item 5.3.

## 5.2.2 Temporary Full-Time and Part-Time Employees When Granted Regular Status

When temporary employees are granted regular or regular-seasonal status, service credit shall be granted for all previous full-time service and on a pro-rata basis for all part-time service.

## 5.3 Restoration of Service Credit

Regular employees who terminate and are re-employed to a continuing position shall have their service credit restored. Proof of past service must be provided by the employee in the first 60 days of re-employment unless the Company is capable of providing the proof within the first 60 days of re-employment. They shall not be required to serve a further probationary period. No service credit will be allowed for the period between termination and re-employment. Regular employees who were formerly employees of Ontario Hydro shall have their service credit restored as per Article 10.4.

Former regular employees who are rehired for temporary full-time or temporary part-time assignments will not be granted regular status upon rehire. Former regular-seasonal employees will retain regular-seasonal status when rehired for a temporary assignment, within one year of their last termination date.

## 6.0 VACATIONS

### 6.1 General Policy

Whenever possible, vacations will be granted at dates requested by the employees, but in view of the Company's role in providing a vital service at all times, the Company reserves the right to determine the dates when vacations may be taken.

### 6.2 Relationship between Vacation Year and Calendar Year

For the purpose of calculating vacation allowances, the vacation year commences July 1 of the previous year and ends **June 30** of the calendar year in which the vacation is to be taken.

|                               |         |
|-------------------------------|---------|
| Vacation Year<br>(established | June 30 |
| July 1<br>Jan 1               | Dec 31  |



## 6.3 Vacation Entitlement

Definition: The Employment Standards Act states that every employer shall give to each employee a vacation with pay of at least two weeks upon the completion of each 12 months of employment. The amount of pay for such vacation shall not be less than an amount equal to four percent (4%) of the wages of the employee in the 12 months of employment for which the vacation is given.

Wages are defined as any monetary remuneration payable by an employer to an employee under the terms of a contract of employment as well as any payment under the Employment Standards Act except vacation pay. Included in wages are termination pay, overtime pay, holiday pay, sick pay, equal pay adjustments, shift differentials, premiums for weekend or holidays, on-call and standby.

Wages do not include vacation pay previously paid in the 12-month period, supplementary unemployment benefits, tips or other gratuities, gifts and bonuses that are dependent on the discretion of the employer and are not related to hours, production or *efficiency*. Also excluded are travelling allowances or expenses, contributions made by an employer to pension funds, unemployment insurance, death grants, disability plans, accident plans, sickness plans, medical plans, nursing plans or dental plans.

Where an employee receives a greater benefit for vacation or vacation pay, that benefit will prevail over the conditions set out in the Employment Standards Act.

The amount of pay for a vacation shall be not **less** than an amount equal to four percent (4%) of the accumulated wages of the employee in the 12 months of employment for which the vacation is given and in calculating wages no account shall be taken of any vacation pay previously paid.

### Regular Employees

A regular employee shall be eligible for a vacation of:

Less than One Year's Service by June 30: One working day for each full month of service completed between June 30 of the previous year and July 1 of the current year up to a maximum of two weeks (10 working days).

The employee shall be paid four percent (4%) of the accumulated wages in the year for which the vacation is given.

For One Year and Less Than Three Years' Service: 10 working days (two weeks) annually. Vacation pay shall equal 10 days' base earnings or four percent (4%) of accumulated wages, whichever is greater.

For Three to Seven Years of Service: 15 working days (three weeks) annually when an employee has completed from three to seven years of service by the

end of any calendar year. Vacation pay shall equal 15 days' base earnings or four percent (4%) of accumulated wages whichever is greater.

For Eight to Fifteen Years of Service: 20 working days (four weeks) annually when an employee has completed 8 to 15 years of service by the end of any calendar year. Vacation pay shall equal 20 days' base earnings.

For Sixteen to Twenty-Four Years of Service: 25 working days annually when an employee has completed 16 to 24 years of service by the end of a calendar year.

Vacation pay shall equal 25 days' base earnings.

In the year in which the employee is first eligible for 25 working days' vacation, he/she shall be granted it in one continuous period if he/she so requests.

#### NOTE

Employees hired on the first working day of January shall be deemed to have completed a calendar year on December 31 of the same year.

For Twenty-Five or More Years of Service: 30 working days' vacation in the calendar year in which he/she completes 25 years of service. and in each succeeding year.

#### Vacation Bonus

In the calendar year in which a regular employee completes:

- 26 years' service - 1 day's base pay
- 27 years' service - 2 days' base pay
- 28 years' service - 3 days' base pay
- 29 years' service - 4 days' base pay
- 30 years' service - 5 days' base pay
- 31 years' service - 6 days' base pay
- 32 years' service - 7 days' base pay
- 33 years' service - 8 days' base pay
- 34 years' service - 9 days' base pay
- 35 years' service - 10 days' base pay and beyond

The vacation bonus shall be calculated on the employee's base rate of pay as of July 1st of the year in which the bonus is payable. These bonuses are payable on the closest payday to July 1st of each year.

## Regular Part-Time Employees

Regular part-time employees are eligible for paid vacation time off. The entitlement is based on calendar years of service and payment for time off is calculated on a pro-rata basis. (Ref. Part A, Item 1.2.2).

## Probationary Employees

A probationary employee shall be entitled to a vacation of one working day for each full month of service completed between June 30 of the previous year and July 1 of the current year up to maximum of two weeks (10 working days).

Four percent (4%) of the total pay of the employee shall be paid in the year for which the vacation is given -whichever is greater.

## Temporary Employees Made Regular

On attaining regular status, temporary employees will receive vacation entitlement for all service as defined in Part 'A', Item 5.2.2.

## Temporary Employees

For less than one year's accumulated service: Entitled to a cash vacation allowance of four percent (4%) of all accumulated wages.

## 6.4 Special Provisions and Allowances

### 6.4.1 Deferment or Interruptions of Vacations

Reimbursement will be made for out-of-pocket expenses incurred by an employee who, at the request of the Company, either defers an approved vacation or returns before the vacation has expired.

When an employee is called back from vacation or when an employee's vacation is cancelled at the request of the Company, the employee shall receive premium rates of pay for all normal hours worked on cancelled vacation days for which seven calendar days' notice has not been given up to a maximum of seven calendar days.

## NOTE

In the above cases, the deferred or interrupted vacation days are to be rescheduled at a later date subject to Sections 6.1 and 6.5.

## 6.4.2 Statutory Holidays and Vacations

If statutory holidays, to which an employee is entitled with pay, occur within his or her vacation period, the employee shall be granted an additional day's vacation for each in lieu thereof.

## 6.4.3 New Employees

An employee joining the staff between January 1 and June 30 and taking a vacation before July 1, shall receive only the days allowed for service to the date of commencing the vacation. Any remaining days credited for service between the vacation commencement date and June 30 shall be taken between July 1 and December 31.

An employee joining the staff between January 1 and June 30 and taking his vacation after July 1, shall receive only the days allowed for service to June 30.

If an employee joins the staff between July 1 and December 31, no vacation allowance can be used until after December 31.

## 6.4.4 Re-engaged Employees

An employee whose employment is terminated and who is re-engaged within 12 months of termination shall be granted a vacation allowance based on the employee's re-established service credit (**see** Part 'A', Section 5.0). However, the initial vacation allowance, while prorated on the same basis as above, must be taken as outlined in Section 6.4.3.

## 6.5 Postponed Vacations

6.5.1 With the exception of new employees as outlined in Section 6.4.3, vacations appropriate to the particular calendar year may be granted at any time but normally must be completed by the end of that year. Carry-over or postponement of vacations beyond the end of that year shall be in accordance with the following:

1. Where it is mutually agreeable, the employee may carry-over a maximum of one week's vacation to the following year (to be taken by April 30 of that following year). Request for carry-over must be made prior to September 1.
2. Under special extenuating circumstances (as identified in Subsections 6.4.2, 6.5.2 and 6.5.4), application for postponement or carry-over of more than one week's vacation may be made to the respective director, or official of equivalent rank, but the vacation must be completed by April 30 of the next year.

6.5.2 An employee who is on sick leave shall not be granted a vacation until judged fit to return to work. If still disabled when sick leave

credits expire, however, the employee may be placed on earned vacation.

- 6.5.3 An employee who becomes ill while on vacation shall not be placed on sick leave until after termination of the vacation. Under exceptional circumstances in case of very serious illness, sick leave may be granted at the discretion of the Chief Physician/Manager Health Services. The employee would then be entitled to the unused portion of his/her vacation after recovery from the illness.

Minor illnesses and injuries may cause some degree of discomfort or disability to an employee while on vacation. Yet for the most part, these do not necessitate complete removal from the vacation setting or loss of the beneficial effects of the holiday. However, when an employee on vacation becomes seriously ill or injured and as a result must be removed from vacation setting entirely, he or she should be entitled to sick leave.

The decision as to when an illness or non-occupational injury is sufficiently severe to justify transfer from vacation to sick leave should be made on medical grounds and rests with the Health and Safety Division. Normally hospitalization or complete confinement to bed in the home under regular physician's care have been the criteria used to judge severity, often after consultation with the attending doctor. "Exceptional circumstances" may include a number of things such as hospitalization, the need to be flown home from a trip abroad, becoming seriously ill on the first day of vacation, etc.

The decision to transfer from vacation to sick leave must be based on reliable medical evidence and made by a physician in the Health and Safety Division. All cases of requests for such consideration should be referred to the Health and Safety Division without exception.

- 6.5.4 Where an employee is on sick leave or workers' compensation and thereby is unable to use his or her vacation credit during the current year such vacations may be carried over to the following year in accordance with Sections 6.1 and 6.5.1. Any outstanding vacation credit that has not been approved for carry over into the next year shall be paid out by Dec. 31 of the current year.

## 6.6 Vacation Payment on Termination

An employee whose service is terminated by the Company or by resignation shall be entitled to a cash payment in lieu of an outstanding vacation allowance, calculated proportionately from July 1 marking the beginning of the 12-month period in which the vacation entitlement applies. Upon the death of an employee, his or her estate shall be entitled to the same payment.

The payment will be based on:

1. Four percent (4%) of accumulated wages for an employee entitled to the prorated amount of 10 working days annually.

#### NOTE

In each of the following subsections, the minimum amount to be paid must be at least four percent (4%) of accumulated wages (see Definition, Subsection 6.3) of the employee in the year for which the vacation is earned.

2. Six percent (6%) of base earnings to date for an employee entitled to 15 working days annually.
3. Eight percent (8%) of base earnings to date for an employee entitled to 20 working days annually.
4. Ten percent (10%) of base earnings to date for an employee entitled to 25 working days annually.
5. Twelve percent (12%) of base earnings to date for an employee entitled to 30 working days annually.

The value of the vacation bonus will be based on the employee's base rate at the time of termination. The vacation bonus for the incomplete year of service is pro-rated for the number of completed months from the employee's ECD to the date the employee terminates.

Vacation allowance regulations for employees whose service is terminated owing to retirement on early, normal, disability or postponed pension are in accordance with the above.

#### 6.7 Vacation Banking Towards Retirement

Effective April 1, 2003 upon eligibility for twenty (20) working days (four (4) weeks) of annual vacation, employees may defer and accumulate one full week (5 days) or two full weeks (10 days) of annual vacation beyond fifteen (15) days per year towards retirement to a maximum of thirteen (13) weeks.

#### 7.0 STATUTORY HOLIDAYS

##### 7.1 Recognized

The days listed below will be recognized by the Company as statutory holidays, regardless of any conflict between these holidays and those declared as statutory holidays by municipal, provincial or federal statutes

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

When Canada Day falls on a Saturday it shall be observed on the following Monday.

In the event that Boxing Day or New Year's Day falls on a Sunday, it shall be observed on Monday. Similarly, if Christmas Day falls on a Sunday, it shall be observed on Monday and Boxing Day on Tuesday.

When Christmas falls on Tuesday, Boxing Day shall be observed on Monday.

All regular and probationary employees shall be paid for statutory holidays

A statutory holiday falling within an employee's vacation period shall not be counted as part of his/her vacation but shall be taken as an extra day of holiday.

Regular part-time employees will be entitled to statutory holiday pay provided that they:

1. Have more than three months' accumulated service;
2. Have worked on at least 12 days during the four weeks immediately preceding the holiday;
3. Have worked on their scheduled regular day of work preceding and following the holiday.

Payment for such statutory holidays will be the amount the employee would normally earn on a scheduled day of work.

## 7.2 Sick Leave Credits

If an employee is not scheduled to work on a statutory holiday and falls sick, his/her pay for that day will not be charged against his/her sick leave credits and he/she will receive payment at 100 percent (100%) of his/her normal daily base earnings.

If an employee is scheduled to work on a statutory holiday and falls sick, that day is treated as a normal sick day and the employee would receive a lieu day at a later date.

## 8.0 FLOATING HOLIDAYS

Regular, regular-seasonal and probationary employees who have accumulated 20 weeks' continuous service in any calendar year will be entitled to three floating holidays subject to the following:

1. Floating holidays may be taken on such days as the employee and his/her supervisor mutually agree upon, following reasonable advance notice on the part of the employee.
2. Floating holidays shall not be carried over into the following year unless work considerations prevent the employee from taking the floater(s) in the year of entitlement.
3. Where the employee is unable to reach mutual agreement with his/her supervisor to take his/her floating holiday(s) before year-end because of absence due to illness (except when exhausting sick leave prior to LTD) unused floating holidays will be assigned on the last working day(s) of the year.
4. Where an employee falls sick on his/her scheduled floating holiday, that day will not be charged against his/her sick leave credits, but shall be treated as a floating holiday for pay purposes.
5. Regular and probationary employees may take their floating holiday(s) before accumulating 20 weeks' service in a calendar year.
6. Regular part-time employees are entitled to three (3) floating holidays upon completing 20 weeks of service. Pay treatment for the three (3) days is on a pro-rata basis. (Ref. Part A, Item 1.2.2)
7. Entitlement on Termination: if the employee terminates after having accumulated 20 weeks' service in the calendar year, the Company will make a cash payment in lieu of any unused floating holiday credit.

If the employee terminates prior to accumulating 20 weeks' service in the calendar year, entitlement will be as follows:

- (a) If the employee has not qualified for entitlement in the previous year, he/she will have no entitlement in the current year. If he/she was granted a floating holiday under 5. above, the Company will recover one day's pay for each floating holiday taken.
- (b) if the employee has qualified for entitlement in the previous year, his/her entitlement will be prorated based on the



number of weeks' accumulated service in the year of termination. For example, an employee who terminates after accumulating five weeks' service in the year would be entitled to 5/20ths of three days.

The Company will either make a cash payment in lieu of any unused floating holiday credit or recover the value of the unearned portion of floating holidays taken under 5. above.

In no case will an employee be entitled to more than three floating holidays or floating holiday credit in a calendar year.

## 9.0 SPECIAL TIME OFF

### 9.1 Additional Time Off at Christmas and New Year's Holidays

When Christmas falls on Friday and Boxing Day on Saturday, an additional half holiday will be granted employees on the preceding Thursday.

When Christmas falls on Saturday and Boxing Day on Monday, an additional half holiday will be granted employees on the preceding Friday.

When Christmas falls on Wednesday, the Friday following Boxing Day shall be granted as an additional holiday.

When New Year's Day falls on a Saturday, an additional holiday shall be granted on either the preceding Friday or the following Monday.

Those regular part-time employees whose regular scheduled day of work falls on the holidays referenced above shall be granted the time off and compensated at a rate equal to their normal daily earnings

### 9.2 Payment for Time in 9.1

Eligible employees required to work during the days in 9.1 shall be paid as follows:

1. If employees are normally scheduled to work and are required to work on such a day, they shall be paid straight time for such work within normal scheduled hours and given equivalent time off with pay, up to a maximum of normal scheduled hours, within the following six months.
2. If employees are not normally scheduled to work on such a day and are required to work, they shall be paid at the rate normally paid for overtime work.

3. Eligible shift employees on a seven-day coverage basis whose normal scheduled day off falls at such designated time, shall be allowed equivalent time off with pay, within the following six months.

### 9.3 Remembrance Day

The following employees will be eligible for time off and/or payments as described in 9.4.

1. Those members of the staff who served in any of the armed forces of Canada, Great Britain or their allies during World War II, and also those who served in the armed forces of the United Nations operating in Korea during the period of 1950 to 1953.
2. Those members of the staff who served in the Allied Merchant Marine between September 1939 and August 1945.

### 9.4 Remembrance Day Payment and Time Off Provisions

If on Remembrance Day eligible employees as described in 9.3 are:

1. normally scheduled to work, eligible employees shall be allowed time off with pay, at straight time for scheduled hours as far as work schedules will permit.
2. scheduled to work and they are required to work, they shall be paid at the rate that normally applies for that day and given equivalent time off with pay, at straight time up to a maximum of normal scheduled hours, within the following six months.
3. not normally scheduled to work and they are required to work, they shall be paid at the rate normally received for overtime work.
4. shift workers on a seven-day coverage who are on a regular day off, shall be allowed equivalent time off with pay within the following six months.

### 9.5 Treatment for Vacation

Special time off, as noted in 9.1 and 9.3, falling within eligible employees' vacation period shall not be counted as part of their vacation but shall be taken as additional time off.

### 9.6 Sick Leave Credit

When special time off, as noted in 9.1 and 9.3 occurs while eligible employees are on sick leave credit, their pay will not be charged against sick leave credits and they will receive 100% payment at their base rate for normal scheduled hours.

## 10.0 LEAVE OF ABSENCE

### 10.1 With Pay

Occasionally, an employee will be in a situation where there is no reasonable alternative to being absent from work for personal reasons. Sometimes the employee will, at the same time, be committed to considerable additional expense. Provision is made so that the Company may ameliorate the hardship to the employee which may result.

#### 10.1.1 General

When in the Company's judgment the circumstances warrant such action, leave of absence with pay may be granted.

This leave is based upon reasons of personal emergency, such as severe illness in the immediate family which would necessitate remaining home until adequate arrangements could be made for outside help, or being in close attendance at a hospital. Also, in cases where an employee is faced with the effects of a severe storm, fire or flood.

#### 10.1.2 Funerals

A regular employee may be released from duty for a period up to three days without reducing base earnings in the event of the death of a member of the immediate family including parent, parent-in-law, **stepparent**, brother, brother-in-law, sister, sister-in-law, **spouse**, son, son-in-law, **stepson**, daughter, daughter-in-law, **stepdaughter**, grand-parents, grandparents-in-law and grandchildren.

In the event of the death of a fellow employee, a regular employee may be allowed time off with pay to attend the funeral. Usually the time required is less than one-half day. Regular part-time employees shall be granted the time *off* with pay if scheduled to work.

#### NOTE

Section 10.1.2 is a guide applicable under ordinary circumstances, on the distinct understanding that it does not set rigid limits either maximum or minimum.

#### 10.1.3 Annual Training for Reserve Forces

A regular employee who serves with the Reserve Force of the Canadian Armed Forces and can be spared from work may be granted leave of absence in order to attend annual training.

The employee will be paid the difference between the gross amount received from the Department of National Defence for the full training period and base

earnings for the period of absence. The employee will be required to furnish his/her supervisor with a statement from the commanding officer of the reserve unit, showing the amount received from the Department of National Defence for the training period.

#### 10.1.4 Legal Hearings

Base earnings will be maintained when an employee is called for jury duty or is subpoenaed to appear in court as a witness except in cases involving inter-union jurisdictional disputes.

#### 10.2 Equivalent Time Off Without Pay

Employees who have worked overtime may be granted one hour off for each hour worked, without pay, in increments of not less than one-half day, provided the employee requests the time off and the workload permits.

### 11.0 PREGNANCY/ADOPTION/PARENTAL LEAVES

#### 11.1 General Provisions

To be eligible, the employee must have worked for the Company for a period of at least 13 weeks preceding the estimated delivery date or have been employed by the Company for 13 weeks by the date on which the child comes into the custody, care and control of the parent for the first time.

These leave provisions are available to all categories of employees. In addition, regular employees including regular part-time employees eligible for pregnancy leave or adoption leave are entitled to supplementary unemployment benefits (Ref. 11.4).

Pregnant employees are entitled to pregnancy leave including those women whose pregnancies are terminated by still-birth or miscarriage within 17 weeks of the expected birth date (Ref. 11.2). Following the birth of the child, the employee is also eligible for parental leave. (Ref. 11.5)

Adoption leave is available to the parent who is designated as the primary caregiver (Ref. 11.3). Parental leave is also available to such an employee (Ref. 11.5).

Parental leave is also available to employees not eligible for pregnancy or adoption leave but who have become the parent of a child (e.g. an employee whose spouse has given birth to a child or the adoptive parent who is not the primary caregiver. Ref. 11.5).

A leave extension is available to employees who take a pregnancy leave followed by a parental leave (Ref. 11.6).

Service credit will be granted for the full duration of such leaves.

Two weeks' notice is required for such a leave, except as noted in 11.2.2. The commencement date can be advanced or delayed upon the giving of a further two weeks notice. Similarly, the termination date can be advanced or delayed upon giving four weeks notice.

Eligibility for such leave does not necessarily mean the employee is entitled to EI benefits. However, EI benefits may be available in the case of such a leave and employees should be referred to the nearest EI office to check their entitlement.

The Company will continue for the duration of any such leave to pay the same share of the premiums for OHIP, EHB, Dental Plan, Life Insurance and Pension Plan that it would normally pay for the employee. This will not apply with respect to any benefit plan where the employee is normally required to make an employee contribution and he/she has given the Company written notice that he/she does not intend to pay such contributions.

An employee going on such a leave may prepay his/her pension contributions prior to taking the leave or make up contributions on return to work to establish pensionable service for the period of absence. Prior to the leave, he/she must sign the appropriate forms indicating whether or not he/she wishes to prepay the pension plan contributions.

Positions temporarily vacated as a result of a pregnancy/adoption or parental leave will be filled on a temporary basis only until the employee on leave returns.

Provided the employee returns to work no later than the expiration of his/her leave entitlement, he/she will be offered:

- (a) the position most recently held if it still exists at a rate of pay not less than his/her wages at the commencement of the leave or if greater the wages that the employee would be earning had the employee worked throughout the leave.
- (b) Should the position most recently held not exist as a result of a surplus in the unit in accordance with Article 11 he/she will be offered a comparable position at the location he/she was previously working at a rate of pay not less than his/her wages at the commencement of the leave or if greater the wages that the employee would be earning had the employee worked throughout the leave.
- (c) Should (a) or (b) not exist he/she will be declared surplus in accordance with Article 11.

The granting of extensions to the normal 90-day acting period for positions vacated by an employee on pregnancy/adoption/parental leave shall be

automatic. The Union chief steward shall be advised of all cases where this subsection applies.

## 11.2 Pregnancy Leave - General

Prior to commencing pregnancy leave, the female employee must indicate in writing her desire to return to work following her pregnancy.

The Ontario Human Rights Code requires the employer to accommodate the needs of pregnant employees in the workplace, unless to do so would cause undue hardship to the business. If a pregnant employee is unable to work in her regular work location because of the possible radioactivity level, her normal base rate of pay will be maintained during the period of relocation.

### 11.2.1 Duration of Leave

An eligible female employee may apply for pregnancy leave, to commence after the 22nd week of pregnancy for a duration of up to 17 weeks.

The pregnancy leave of an employee who is not entitled to take parental leave ends on the later of the day that is seventeen weeks after the pregnancy leave began or the day that is six weeks after the birth, still-birth or miscarriage.

#### NOTE

Female employees who are the parent of a child are entitled to parental leave in addition to pregnancy leave. Parental leave is described in 11.5. Unless otherwise mutually agreed, parental leave must immediately follow the pregnancy leave unless the child has not come into the custody, care and control of the parent for the first time.

### 11.2.2 Physician's Certificate

When a female employee applies for pregnancy leave she must provide her supervisor with a certificate from her physician stating that she is pregnant and giving the estimated date of delivery at least two weeks prior to the date she plans to commence the leave.

In the case of a female employee who stops working prior to the commencement of her scheduled leave because of a birth, still-birth or miscarriage that happens earlier than the employee was expected to give birth, that employee must, within two weeks of stopping work, give her supervisor:

- (a) written notice of the date the pregnancy leave began or is to begin, and
- (b) a certificate from a legally qualified medical practitioner that,

- (i) states the date of the birth, still-birth or miscarriage and the date the employee was expected to give birth.

When a female employee resigns without notifying her supervisor that she is pregnant and she has not applied for pregnancy leave, but within two weeks following her resignation, provides her supervisor with a certificate from her physician stating she was unable to perform her job duties because of a medical condition arising from her pregnancy and giving the estimated or actual delivery date, she shall be entitled to pregnancy leave if it is requested.

#### NOTE

The supervisor should obtain the advice and assistance of the Health and Safety Division if clarification is required.

#### 11.2.3 Pregnancy and the Sick Leave Plan

Normal pregnancy leading to confinement is not an illness under the terms of the Sick Leave Plan. However, absences due to pregnancy-related illnesses or complications shall be considered as sick leave under the terms of the sick leave plan.

#### 11.3 Legal Adoptions -- Primary Care-Giver

In cases of legal adoption where the child is raised in the home the following will apply after receipt of the child.

1. Where the child is less than elementary school age, the primary caregiver will be granted leave of up to 17 weeks.
2. Where the child is elementary school age or older and the primary caregiver requests leave, the duration will be based on the recommendation of the adoption agency with the final decision being made by Chief Physician.
3. The primary caregiver is also entitled to parental leave (Ref 11.5).

#### 11.4 Benefits Under the Supplementary Unemployment Benefit Plan for Regular Employees

Provided they qualify for EI payments regular female employees who are eligible for pregnancy leave or the regular employee who is the parent designated as the primary caregiver in a legal adoption proceeding shall be paid a benefit in accordance with the Supplementary Unemployment Benefit Plan. In order to receive this benefit, the employee must provide the Company with proof that he/she has applied for and is eligible to receive unemployment insurance benefits pursuant to the Employment Insurance Act. The grant payment may only be paid upon receipt of proof that the employee

is eligible for EI benefits. The simplest "proof of eligibility" is the counterfoil from the employee's first EI cheque.

According to the Supplementary Unemployment Benefit Plan payment will consist of:

1. Two weeks at 93 percent (93%) of the employee's base pay.
2. Up to fifteen additional weekly payments dependent on the length of his/her EI entitlement, equivalent to the difference between the unemployment insurance benefits the employee is eligible to receive and 93 percent (93%) of the employee's base pay.
3. In the case of a legal adoption, in addition to the Supplementary Unemployment Benefit Plan payments, the primary caregiver shall receive the equivalent of 93% of two weeks base salary in the thirteenth and fourteenth weeks of the leave.
4. Other earnings received by the employee will be considered so that the total combination of SUB, EI benefit and other earnings will not exceed 93 percent of the employee's base pay.

These payments will only be made if the employee signs an agreement with the Company, providing:

- (a) that he/she will return to work and remain in the Company's employ for a period of six months from the date of return to work;
- (b) that he/she will return to work on the date of the expiry of her pregnancy leave or his/her adoption leave, unless the employee is entitled to another leave provided for in this agreement;
- (c) that the employee recognizes that he/she is indebted to the Company for the payments received if he/she fails to return to work as per the provisions of subsections (a) and (b).

## 11.5 PARENTAL LEAVE

### 11.5.1 General

Employees who have been employed by the Company (including service with Ontario Hydro) for a period of at least 13 weeks by the date on which the child is born or comes into the custody, care and control of the parent for the first time are eligible for an unpaid parental leave. A parent includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

### 11.5.2 Duration of Leave



Employees eligible for parental leave may take this leave beginning not later than 35 weeks of the child being born or coming into care. Unless otherwise mutually agreed females on pregnancy leave wishing to take a parental leave must commence parental leave immediately following the end of the pregnancy leave unless the child has not come into custody, care and control of the parent for the first time. The duration of this leave is up to **35** weeks.

Employees who wish to take this leave must give the Company two weeks' notice in writing prior to the date the leave would begin and four weeks notice of the date the leave will end if they wish to terminate the leave prior to **35** weeks following the date the leave commenced.

An employee, who takes a pregnancy leave followed by a parental leave as per Item 11.2 and 11.5 may elect to have the total leave extended up to **52** weeks.

#### 11.6 Service Credit

Employees who were granted pregnancy/adoption/parental leave from the Company or its predecessor, Ontario Hydro, on or after November 18, 1990 will be eligible for service credit for the full duration.

#### 11.7 Restoration of Previous Service

11.7.1 Female employees of the Company or its predecessor, Ontario Hydro, who were granted maternity leave will be eligible for service credit as follows:

- (a) those employees who took normal maternity leaves will be eligible for service credit up to a maximum of 17 weeks.
- (b) those employees who took extended maternity leaves on or after April 1, 1977 will be eligible for service credit for the full duration.

#### 12.0 DISABILITY BENEFITS AND INCOME PROTECTION

##### 12.1 Sick Leave Plan

The benefits of the Company's Sick Leave Plan shall be considered as part of this Agreement. However, it is recognized that its provisions are not an automatic right of an employee and the administration of this plan and all decisions regarding the appropriateness or degree of its application shall be vested solely in the Company.

The Company's Sick Leave Plan will provide that probationary and regular employees will commence with a credit of eight days at 100 percent (100%) and 15 days at 75 percent (75%) pay, payable from the first day of sickness. This credit will continue to be available until the employee attains his/her first annual accumulation date as a regular employee. At the time of this

accumulation date and each subsequent accumulation date he/she will acquire additional credits of eight days at 100 percent (100%) pay and 15 days at 75 percent (75%) pay. The accumulation of credits will be subject to the provisions of the Company's Sick Leave Plan.

Regular part-time employees shall receive a pro-rated number of sick days. When a regular part-time employee is absent due to illness on a scheduled day of work, they shall be paid for the hours of work scheduled for that day provided sick leave credits are available.

Normally employees will be expected to arrange routine medical or dental appointments during non-working hours. Where such appointments cannot be arranged during non-working hours and the employee can be released from his/her duties, then the time shall be charged against an employee's sick leave time.

Employees who are on sick leave for 30 days or more may be eligible to participate in a vocational rehabilitation programme in accordance with the Company's policy.

## 12.2 Long Term Disability

### 12.2.1 General Provisions of LTD Plan

The Long Term Disability (LTD) Plan provides financial security and rehabilitative employment features to regular employees during their absence from work due to extended sickness or injury. LTD benefits commence upon completion of the qualifying period which is defined below. Regular employees who are approved for the provisions of the LTD Plan will be subject to the following contractual provisions.

**All** employees who are in receipt of LTD benefits will be eligible to participate in the Rehabilitation and Re-employment Programme dependent upon their medical suitability and procedural requirements.

#### DEFINITIONS:

**LTD Qualifying Period** - The qualifying period is defined as the period six calendar months from the starting date of the employee's continuous absence due to disability; or a total of six months in accumulative authorized medical absences in the year prior to the date sick leave expires due to the same progressively deteriorating disability; or the expiration of sick leave whichever is longer.

**Disability Period** - The period in which an employee cannot continuously perform the essential duties of any position available in accordance with the priority placement criteria of the Rehabilitation and Re-Employment Procedure.

Benefit Level - The Company agrees to assume the full cost of an LTD Plan for all regular employees. The Plan would provide for a monthly income during the disability period equal to the lesser of:

1. Sixty-five percent (65%) of base earnings at the end of the qualifying period for LTD benefits, or
2. Seventy-five percent (75%) of base earnings at the end of the qualifying period for LTD benefits less any compensation awards from the Workplace Safety and Insurance Board (WSIB) (excluding the Non-Economic Loss award) and/or the Canada Pension Plan, excluding benefits for dependents.

#### NOTE

Regular part-time employees shall be eligible for pro-rated income benefits.

Miscellaneous Provisions - A person who runs out of sick leave credits will be granted a leave of absence without pay until such time as the LTD qualifying period elapses. The employee will continue to receive service credit during this period and have coverage maintained in but will not be required to contribute to the Company's Pension Plan, Health and Dental benefits, and the Company's Group Life Insurance Plan.

Where an employee has been retrogressed to a lower-rated job for medical reasons and within two years (not including the LTD qualifying period) begins receiving a monthly income under the LTD Plan for reasons directly related to the original medical condition, the base earnings used to compute the LTD monthly income payment shall be the current rate of the employee's original classification.

#### Exceptions and Limitations to the LTD Plan

LTD benefits will not be made available for claims resulting from:

1. A disability for which the person is not under continuing medical supervision and treatment considered satisfactory by the Insurance Carrier and the Company.
2. A disability caused by intentional self-inflicted injuries or illness while sane.
3. A disability from bodily injury resulting directly or indirectly from insurrection, war, service in the armed forces of any country, or participation in a riot.
4. Normal pregnancy leading to confinement

5. Disability from occupational injuries for which the employee is receiving Total Temporary Disability Benefits or during the first 24 months of a Future Economic Loss Award or during the first 24 months from the date of Loss of Earning (LOE) Award from the Workplace Safety and Insurance Board.

No amount of LTD benefit will be payable with respect to the disability of an employee during any of the following periods:

1. If the disability is due to mental disorder, any period while the employee is not under the continuing care of a certified psychiatrist or other care authorized by the employee's psychiatrist.
2. If the disability is due to substance abuse, alcoholism and/or drug addiction any period in which the employee is not certified as being actively supervised by and receiving continuing treatment from a rehabilitation centre or a provincially designated institution.
3. The period during which the employee is on leave of absence, including Pregnancy Leave of Absence. The LTD qualify period begins on the date the employee is expected to return to work from that leave of absence.

#### 12.2.2 Benefits While on LTD

1. Service Credit: Service credit shall continue while the employee is in receipt of LTD benefits. Upon return to work, service credit shall be applied as per Item 12.2.4.
2. Vacation Credit: Any outstanding vacation entitlement for a person going on LTD will be paid in cash upon expiry of sick leave. The cash payment will be calculated on the base earnings at the expiration of sick leave for the prorated days of vacation entitlement, any outstanding lieu days, any outstanding floating statutory holidays, and banked time for 40-hour per week employees. No vacation entitlement, floating holidays, or banked time for 40-hour per week employees accrues while a member is in receipt of LTD benefits.
3. Vacation Credit During Rehabilitation Employment: Vacation credits will be earned based on the hours worked and the employee's vacation entitlement multiplied by the corresponding percentage listed below. These credits will be paid in cash in the last pay period of the year if not used by December 31, or upon return to regular employment, or upon termination.

100

| Vacation Entitlement<br>(Based on Service Credit) | Percentage of Accumulated<br>Earnings/Hours Worked |
|---|--|
| 10 working days or less<br>annually               | 4%   |
| 15 working days annually                          | 6%   |
| 20 working days annually                          | 8%   |
| 25 working days annually                          | 10%  |
| 30 working days annually                          | 12%  |

- 4.
- 5.
- 6.
- 7.
8. Union Dues: Upon expiry of sick leave an employee's Union dues shall cease.
9. Employee status will continue with respect to maintaining redress rights to contractual provisions.

#### 12.2.3 Recurring Disability After Return to Regular Work

If, on return to regular employment after receiving disability benefits, a subsequent period of disability recurs within six months and is related to the cause of the previous disability, the following shall apply:

Entitlement to existing sick leave credits shall cease, the qualifying period shall be waived, and the employee shall immediately receive LTD benefits as if there had been no return to work.

#### 12.2.4 Individual Returns to Regular Employment

1. Service Credit: Continuous service recommences upon return to work and service credit accumulated prior to the date of receipt of LTD benefits will be added to it. In addition, seniority for persons in receipt of LTD benefits continues to accrue during the period of receipt of such benefits.
2. Vacation Credit: The employee will start earning vacation credit based on total service credit.
3. The Company Health and Dental Coverage: Premiums continue to be maintained by the Company.
4. The Company Pension Plan: Employee contributions recommence.
5. The Company Group Life Insurance Plan: Employee contributions recommence.
6. Sick Leave Entitlement: Eight days at 100 percent (100%) and 15 days at 75 percent (75%) pay shall be immediately credited. On the first accumulation date, restoration of sick leave credits will take place based on the total service credit. It is recognized that this provision is subject to the provisions of recurring disability as defined in Section 12.2.3.
7. Union Dues: Union dues recommence.

#### 12.2.5 Termination of LTD Benefits

The LTD benefit ceases when any of the following events occur:

1. The date the individual ceases to be totally disabled or engages in any occupation for wage or profit except as permitted by the Rehabilitative Employment Clause.
2. The date the individual reaches age 65
3. The date the individual fails unreasonably to furnish proof of the continuance of such total disability, or fails to submit to an examination requested by the Plan's medical advisors. At that point all LTD benefits will cease and the employee will be terminated.

When an employee does not comply with the above requirements the Union will be informed and act as the employee's advocate prior to such termination.

4. The date the individual dies.
5. The date the individual receives pension under the Company Pension Plan.

## 12.2.6 Indexation

1. LTD Benefits: Individuals who are in receipt of LTD benefits will have their LTD benefit level indexed by the same amount that pensions are indexed.
2. Pension Calculation - Base Earnings: For the purposes of calculating the pension benefit for LTD recipients the base earnings at the end of the qualifying period will be increased by the amount of the indexation increase granted in 1. above.
3. Insurance Benefit - Base Earnings: It is agreed that for purposes of calculating the group life insurance benefit for LTD recipients, the base earnings at the end of the qualifying period will be increased by the amount of the indexation increase granted in 1. above.

## 12.3 Rehabilitation and Re-employment

Rehabilitative employment is an important feature of the Plan which provides an employee with additional financial incentive and assistance to re-enter the work force. It is defined as any employment within the Company and remains in effect until the employee is offered regular employment.

If during the disability period, an employee becomes capable of working, the Company shall endeavour to provide an (disabled) employee with work he/she is capable of performing. It is recognized that an employee must be prepared to attempt rehabilitative employment. In the event the employee refuses reasonable rehabilitative or regular employment, he/she shall be terminated and forfeit all rights to LTD benefits.

During rehabilitative employment, remuneration will be prorated based on the hours worked and the hourly rate of the current base rate of the rehabilitative position. Employees will continue to receive approved LTD/Sick Leave benefits, however, the benefit level will be adjusted so that the total of the rehabilitative earnings and these benefits shall not exceed the current base rate of the position occupied prior to disablement.

After the employee has successfully completed his/her rehabilitative employment and has been placed in a regular job on a continuing capacity, he/she will be paid at the normal rate of the job in which he/she has been placed, subject to any applicable retrogression policy.

## 12.4 Workplace Safety and Insurance Board Payments

The Workplace Safety and Insurance Board (WSIB) is responsible for administering the Workplace Safety and Insurance Act, and payments will be made according to the provisions set out within that Act. Any future legislative or regulatory changes may necessitate further discussion on the part of both parties.

Pending the decision of the WSIB regarding entitlement to awards, an employee's normal earnings will be maintained at his/her current level of sick leave (i.e. 100%, 75%, 0%).

## 12.5 Supplementary Grant

### 12.5.1 Definition of Supplementary Grant

The supplementary grant is an amount equal to the difference between the WSIB award and the employee's normal earnings after income tax deductions.

#### NOTE

WSIB award for this section excludes permanent impairment awards granted for accident dates prior to January 1, 1990, Non-Economic Loss Awards or Older Worker Supplements.

The employee's earnings for the purpose of calculating the supplementary grant will include only regular scheduled hours for a normal week.

The supplementary grant will be such an amount as to maintain the employee's normal net pay.

#### NOTE

Such a grant will not include payments for shift bonus, relief pay, overtime or premium hours or other payments which are not applicable when the employee is absent from and not available for work.

### 12.5.2 Who Receives the Supplementary Grant

The supplementary grant will be made only to probationary and regular employees.

Employees who are receiving Workplace Safety and Insurance Board benefits for claims or injuries suffered while in the employ of an employer other than the Company are required to notify the Company of being in receipt of those benefits in order to qualify for the supplementary grant. These employees will not be eligible for sick leave while receiving Workplace Safety and Insurance Board benefits that qualify for the supplementary grant.

### 12.5.3 Responsibility for Payment

The responsibility for payment will be in accordance with The Standard Authorities - Payroll Documents.

### 12.5.4 Withholding the Grant



The award of the supplementary grant should not be withheld unless there is strong evidence of gross negligence or obvious misconduct on the part of the injured employee. The supplementary grant will be withheld if the employee is not co-operating in the Early and Safe Return to Work Process or a Labour Market Re-entry Plan or refuses a medically suitable position.

Authority for withholding the grant is vested in directors or construction managers in consultation with Human Resources and Compensation and Benefits.

#### 12.5.5 Payment While in Receipt of WSIB Award

An employee in receipt of Total Temporary Disability (TTD) benefits will receive the supplementary grant for the entire period. Upon notification of the amount of the FEL award and/or LOE award the Company agrees to pay supplementary grant monthly on the FEL award and/or Loss of Earning (LOE) award for a maximum of 24 months. Any workers' compensation payments in excess of the FEL award and/or LOE award, excluding the Non-Economic Loss (NEL) award, shall be considered part of the FEL award and/or LOE award for purposes of calculating the supplementary grant. Upon request, the employee shall be paid out any outstanding vacation entitlement while payments are being processed.

For employees on rehabilitative employment the total compensation of FEL and/or WSIB Award plus rehabilitative earnings plus the Company Supplementary grant shall not exceed 100% of the current rate of the pre-disability job.

If after 24 months in receipt of supplementary grant and a FEL award and/or LOE award the employee is still unable to return to work, he/she shall be placed on sick leave. The employee will continue to draw from his/her sick leave bank on a daily basis at the rate of half a day if the amount equal to the supplementary grant is equal to, or less than 4 hours, and a full day if the amount equal to the supplementary grant is greater than 4 hours per day. While on approved sick leave, however, the benefit level will be adjusted so that the total of any WSIB award and the sick leave benefit shall not exceed the employee's current base rate. Upon expiry of sick leave, if the employee is still unable to return to work, he/she shall qualify for LTD less any award, pension entitlement and/or any supplement from the Workplace Safety and Insurance Board (excluding NEL award) and/or the Canada Pension Plan.

#### 12.6 Waiver of Posting or Selection

If at any time an individual who is in receipt of LTD or Workplace Safety and Insurance Board benefits is capable of returning to any further service with the Company or if a medically suitable position becomes available for an employee who is medically restricted while at work or on sick leave, the Company will request, and the Union shall normally grant a waiver of posting or selection after considering all medically restricted employees eligible under the Rehabilitation and Re-Employment Policy.

### 13.0 HEALTH INSURANCE PLANS

#### 13.1 Regular Employees, Pensioners and Regular Employees Receiving Workplace Safety and Insurance Board Payments

Subject to the condition that employees enroll their spouse and dependent children, the Company agrees to pay 100 percent (100%) of the premiums for:

Exception: Regular part-time employees shall be eligible for Health Insurance Plan coverage. Such employees will be required to pay costs of premiums (except OHIP) based on hours not worked divided by the regular hours of the classification. If he/she elects not to pay, coverage will not be provided.

1. OHIP - Covers medical and standard ward hospital services
2. Supplementary Plan - Covers semi-private hospital services.
3. Extended Health Benefit Plan - Coverage details are contained in the current brochure entitled "Extended Health Benefits for the Electrical Safety Authority".
4. Group Dental Insurance Plan - Coverage details are contained in the current brochure entitled "Supplemental Group Dental Benefits for the Electrical Safety Authority".

An employee may voluntarily discontinue coverage in plans 2., 3. and 4. Upon reentry, and depending upon the terms of each plan, a waiting period must be satisfied before services will be covered. This would not apply to changes relating to marital/dependents status.

Effective January 1 of each year of the collective agreement, dentist fees will be paid up to the amounts shown in the current ODA Fee Guide.

#### 13.2 Probationary Employees

The Company will pay 100 percent (100%) of all claims and fees for all probationary and regular employees who are covered by the Semi-Private Hospital Accommodation Plan, Extended Health Benefits Plan and Dental Plan. Coverage will commence on the employee's Established Commencement Date and will cease on the employee's termination date.

The Company will pay 100 percent (100%) of OHIP premiums commencing the second month of employment.

#### 13.3 Out of Country Coverage

**The Company will reimburse 100% of the employee costs for out of country coverage to a maximum of four (4) weeks in a calendar year. This provision applies to regular employees only, and does not apply to retirees/pensioners.**

14.0 PENSION AND INSURANCE

14.1 Changes to the Pension and Insurance Plan

14.1.1 The present Pension and Insurance Plan of **the Electrical Safety Authority** forms part of this Collective Agreement. The pension portion of the Plan is generally described in the current brochure "Your Hydro Pension Plan". The insurance portion of the Plan is generally described in the current brochure "Your Group Life Insurance". Changes to the plan affecting employees within the jurisdiction of the Union shall be subject to the following:

1. Changes other than legislative changes shall be made only upon mutual consent.
2. Electrical Safety Authority shall not request legislation or Order-in-Council approval for proposed regulations or make rules which would change employee benefits unless upon mutual consent. Moreover, Electrical Safety Authority will not unilaterally seek legislation to change access to surplus unless upon mutual consent.
3. In the event of the enactment of any general\* pension legislation applicable to the employees of Electrical Safety Authority, amongst others, Electrical Safety Authority may, after notification to the Union, effect amendment of the **Electrical Safety Authority** Plan provided that the combination of benefits resulting from the Hydro Plan as so amended and such legislation will not be less in the aggregate than the benefits now provided.

\*As opposed to legislation initiated by the Company as in Section 14.1.1(2.).

14.1.2 Pension and insurance items will be submitted at the time that regular amendments to the Collective Agreement are submitted and will be negotiated at the time of regular bargaining.

14.2 Pension Plan

- 14.2.1 The interest rate on contributions returned to terminated employees will be calculated as set out in the Pension and Insurance Plan of the Electrical Safety Authority.
- 14.2.2 Integration with Other Benefits: Pension disability to be discontinued upon implementation of LTD Plan. Those presently on pension disability to continue under the existing provisions.
- 14.2.3 In recognition of proposed benefit improvements the Union agrees that the value of any EI rebate shall accrue to Electrical Safety Authority.
- 14.2.4 Effective July 1, 2000, the offset percentage will be lowered from 0.625% to 0.50%. The percentage used to calculate the additional pension to age 65 will remain at 0.625%
- 14.2.5 Effective July 1, 2000, starting with the first plan year when an actuarial valuation identifies a surplus of less than \$6 million, ongoing employee contributions will increase by 0.7% of pensionable earnings (e.g. from 4.0% to 4.7% on pensionable earnings up to the YMPE and from 6.0% to 6.7% on pensionable earnings above the YMPE). Because the actuarial valuation as of January 1, 2002 identified a surplus of less than \$6 million, this increase will apply from April 1, 2003 but is not retroactive prior to that date.

In addition, effective April 1, 2003, ongoing employee contributions will increase a further 0.5% (e.g. from 4.7% to 5.2% on pensionable earnings up to the YMPE and from 6.7% to 7.2% on pensionable earnings above the YMPE).

Starting with the first plan year when an actuarial valuation identifies a surplus of greater than \$18 million, ongoing employee contributions will decrease by 1.2% (e.g. from 5.2% to 4.0% on pensionable earnings up to the YMPE and from 7.2% to 6.0% on pensionable earnings above the YMPE).

- 14.2.6 Employee pension contributions will start on the first day of the month immediately following appointment to regular or probationary employment.
- 14.2.7 Early Retirement- Without Discount
1. Effective January 1, 1981, employees with the following age/service combinations may retire early with no loss of accrued benefits:
- Age 60 or over with 25 years' service.
  - Age 59 or over with 26 years' service.
  - Age 58 or over with 27 years' service.

| Table 1  |                   | Table 2   |                   | Table 3  |                   |
|--|-------------------|---|-------------------|--|-------------------|
| All employees with 25 or more years' continuous service (except females hired prior to 1976) |                   | All employees with 15 or more but less than 25 years' continuous service (except females hired prior to 1976) |                   | Female employees hired prior to 1976 with 15 or more years' continuous service |                   |
| Age  | Percent Discount  | Age   | Percent Discount  | Age  | Percent Discount  |
| 55   | 15                | 55  | 25                | 50   | 25                |
| 56   | 12                | 56  | 22                | 51   | 22                |
| 57   | 9                 | 57  | 19                | 52   | 19                |
| 58   | 6                 | 58  | 16                | 53   | 16                |
| 59   | 3                 | 59  | 13                | 54   | 13                |
| 60   | 0                 | 60  | 10                | 55   | 10                |
| 61   | 0                 | 61  | 8                 | 56   | 8                 |
| 62   | 0                 | 62  | 6                 | 57   | 6                 |
| 63   | 0                 | 63  | 4                 | 58   | 4                 |
| 64   | 0                 | 64  | 2                 | 59   | 2                 |
| 65   | Normal Retirement | 65  | Normal Retirement | 60-65  | Normal Retirement |

#### NOTE

The above factors apply to employees who do not otherwise qualify for undiscounted early retirement pension.

#### 14.2.8 Early Retirement – With Discount

1. The early retirement discount factors shown in Table 1 are for employees with 25 or more years' continuous service (except females hired before 1976) who do not qualify for undiscounted early retirement pension.
2. All employees who terminate and vest their pension will be entitled to the same early retirement discount as set out under 1. above provided they had completed 25 years' continuous service by the date of their termination.

3. The early retirement discount factors shown in Table 2 apply to all employees who have 15 or more but less than 25 years' continuous service, except females hired before 1976.
4. The early retirement discount factors shown in Table 3 apply to all female employees hired before 1976 who have 15 or more years' continuous service and do not qualify for an undiscounted pension.

#### 14.2.9 Transfer of Pension Credits Between Reciprocal Employers and Electrical Safety Authority

Providing the reciprocal employers agree, the pension credits may be transferred to and from the reciprocal employer and Electrical Safety Authority if the affected employees have fully vested their pension credits with the former employer and were hired by Electrical Safety Authority /reciprocal employer within three months of the termination date. This provision allows retroactive application.

#### 14.2.10 Survivor Benefits

Effective July 1, 2000, the pension payable to survivors following the death of a member is increased from 64% to 66-2/3% of the member's pension.

#### 14.3 Group Life Insurance

14.3.1 At the time permanent wage adjustments to base annual earnings (as defined in the insurance plan) are implemented, adjustments will also be made in insurance coverage as follows:

1. If the change is effective on or between the first calendar and the first fiscal day of the month, eligibility is established for the given month.
2. If the change is effective on any other day of the month, eligibility is established for the next month.

14.3.2 Life insurance coverage of \$20,000.00 will be provided for employees who are required to work or travel in helicopters or aircraft. This coverage shall be in addition to the Group Life Insurance Plan.

#### 14.3.3 Additional Employee, Spousal and Dependent Life Insurance

Effective July 1, 1994, eligibility under the Spousal Life Insurance Program in place as of April 1, 1994 will be extended to PWU represented employees. Effective July 1, 2003, eligible dependents will be eligible for life

insurance coverage at limits prescribed by the insurance company at no cost to the Company.

At no cost to the Company, effective July 1, 2003, employees will have the option of purchasing additional term insurance in blocks of \$10,000 to a maximum of \$150,000 at rates established and with the conditions defined by the insurance company.

## 15.0 RETIREMENT

### 15.1 Bonus and Outstanding Vacation Payments on Retirement

1. An employee who has completed 10 years of continuous employment, shall be given, on retirement, a cash bonus equal to one month's pay. (In the case of a regular part-time employee, the one month's pay will be pro-rated as per Part A, Item 1.2.2.)
2. The employee on retirement shall also be given a cash payment for any outstanding vacation credits. The cash payment will be on the same basis as outlined in Part 'A' Section 6.6 - Vacation Payment on Termination.
3. If required by the Company to postpone his/her vacation for the year immediately prior to retirement, he/she shall receive a cash payment for that period. No payment shall be made for unused vacation for any other years.

### 15.2 Retirement While Ill

An employee who falls ill and is not able to return to work prior to the approved normal or early retirement date, shall, subject to approval by the Chief Physician, continue to be carried on the payroll as follows:

#### 15.2.1 Sick Leave Grant Extends to or Beyond Retirement Date

If the sick leave grant carries the employee to or beyond the approved retirement date, the employee shall be retired upon being declared fit to return to work, or upon expiration of the sick leave grant, whichever comes first. The employee shall be given a cash payment in lieu of any outstanding vacation entitlement up to normal retirement date [see Subsection 15.1(2.) preceding], plus a bonus of one month's pay [if applicable, see Subsection 15.1(1.)].

#### 15.2.2 Vacation Credit and Bonus Extends to or Beyond Retirement Date

If the sick leave grant expires prior to the approved retirement date, but part or all of the outstanding vacation credit (Part 'A' Section 6.6 -Vacation Payment on Termination) and bonus of one month's pay [if applicable, see

Subsection 15.1(1.) preceding] carries to or beyond the approved retirement date, the employee shall be given a cash payment in lieu of any unused portion of:

1. The vacation credit accumulated up to the expiry of the sick leave; and/or
2. The month's bonus.

#### 15.2.3 Sick Leave Grant, Vacation Credit and Bonus Expires Before Retirement Date

If the sick leave grant together with any outstanding vacation credit and month's bonus [where applicable, see the preceding Subsection 15.1(1.)] does not carry to the approved date, the case shall be referred to the **Manager of Human Resources** for a determination of the employee's eligibility for LTD.

#### 15.2.4 Unused Vacation Credit for Preceding Year

An employee on sick leave grant which extends over the beginning of a calendar year may be allowed credit for any unused vacation for the preceding year, subject to the approval of the director, or official of equivalent or higher status with the concurrence of **Manager of Human Resources**.

### 16.0 TEMPORARY EMPLOYEES

#### 16.1 Definitions

See Section 1.0 for the definition of temporary employee and accumulated service.

#### 16.2 Benefits

The following are the benefit provisions that apply to temporary employees.

##### 16.2.1 Vacations

Entitled to a cash vacation allowance of four percent (4%) of accumulated wages.

##### 16.2.2 Statutory Holidays

Temporary employees will be entitled to statutory holiday pay provided that they have more than three months' accumulated service.

Temporary part-time employees will be entitled to statutory holiday pay provided that they:



1. Have more than three months' calendar service;
2. Have worked on at least 12 days during the four weeks immediately preceding the holiday;
3. Have worked on their scheduled regular day of work preceding and following the holiday.

Payment for such statutory holidays will be the amount the employee would normally earn on a scheduled day of work.

### 16.2.3 Floating Holidays

Temporary employees who have accumulated 20 weeks' service in a calendar year will be entitled to three floating holidays subject to the following:

1. Floating holidays may be taken on such days as the employee and his/her supervisor mutually agree upon, following reasonable advance notice on the part of the employee.
2. Floating holidays shall not be carried over into the following year unless work considerations prevent the employee from taking the floater(s) in the year of entitlement.
3. Where the employee is unable to reach mutual agreement with his/her supervisor to take his/her floating holiday(s) before year-end because of absence due to illness, unused floating holidays will be assigned on the last working day(s) of the year.
4. Where an employee falls sick on his/her scheduled floating holiday, that day will not be charged against his/her sick leave credits, but shall be treated as a floating holiday for pay purposes.
5. Entitlement on Termination: If the employee terminates after having accumulated 20 weeks' service in the calendar year, the Company will make a cash payment in lieu of any unused floating holiday credit.

If the employee terminates prior to accumulating 20 weeks' service in the calendar year, entitlement will be as follows:

- (a) If the employee has not qualified for entitlement in the previous year, he/she will have no entitlement in the current year. If he/she was granted a floating holiday under 4. above, the Company will recover one day's pay for each floating holiday taken.
- (b) If the employee has qualified for entitlement in the previous year, his/her entitlement will be prorated based on the number of weeks' accumulated service in the year of

termination. For example, an employee who terminates after accumulating five weeks' service in the year would be entitled to 5/20ths of three days.

The Company will either make a cash payment in lieu of any unused floating holiday credit or recover the value of the unearned portion of floating holidays taken under 4. above.

In no case will an employee be entitled to more than three floating holidays or floating holiday credit in a calendar year.

6. Temporary part-time employees shall receive pro-rated payment (Ref. Part A, Item 1.4.2)

16.2.4 Sick Leave Entitlement

Temporary employees shall earn sick leave credit of one-half day at 100 percent (100%) pay for each month of accumulated service to a maximum of six days<sup>4</sup>.

16.2.5 Health Insurance Plan (Excluding Summer Students Regardless of Wage Schedule Paid From)

These employees shall be considered as a group in order that they may apply to participate in the Supplementary Plan and the Extended Health Benefit Plan at group rates. One hundred percent (100%) of all premiums will be paid by the employees.

The Company will pay one hundred percent (100%) of the Ontario Health Insurance Plan premium for temporary employees who have four months' accumulated service.

16.3 Notice of Termination

When the employment of a temporary employee is terminated for other than cause, he/she is entitled to one week's notice in writing if his/her period of employment is three months or more.

17.0 POSTING OF VACANCIES AND TRANSFER UPON APPOINTMENT

17.1 Post and Transfer - General

All regular full-time and regular part-time positions within or one level above the Union's jurisdiction will be advertised province-wide when they become

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<sup>4</sup> Day, in this instance, is the number of hours normally worked by a regular employee in a classification and/or the work group of which the temporary part-time employee is a member (seven or eight hours). Sick leave is used on the basis of payment for the number of hours the employee was off work.

vacant. Selection to be made or the vacancy cancelled within four months after the posting date of the advertisement. Transfers of successful applicants to be made or rate for the new position paid in accordance with the Promotion Rule as identified in Part 'D', Section 10.0, 60 days from the date of selection for the position.

Placement opportunities as set out in Article 10.2 shall not be subject to the provisions contained herein.

One copy of the compiled list of applicants for all advertised vacancies will be forwarded to the Union Office.

## 17.2 Notification to Applicants

1. If the decision has been made within five weeks of the closing date of the advertisement, then at that time, the supervisor with the vacancy or his/her personnel manager will be responsible for:

Advising all applicants who have been interviewed of the decision in writing.

Supplying Human Resources with the list of successful applicants for publication. The published list will be considered appropriate notification for those applicants who were not interviewed.

2. If the decision has not been made within five weeks of the closing date of the advertisement, then at that time, the supervisor with the vacancy or his/her Human Resources Manager will be responsible for:

Ensuring that all applicants who do not possess the necessary qualifications are notified that their applications have been considered and they were not successful.

Ensuring that all remaining applicants are informed of the delay, the status of their application and when a decision is likely to be made.

3. When a final decision has been made, the supervisor or his/her Human Resources Manager will ensure that:

The unsuccessful applicants not yet informed are notified of the final decision as soon as possible. The name of the successful applicant should be given.

The successful applicant and his/her supervisor is notified.

Notify Human Resources of the name of the successful applicant for publication.

## 17.3 Similar Vacancies

When a similar vacancy occurs beyond four months following the posting date of the advertisement, it must be reposted and considered separately.

#### 18.0 REDUCED HOURS OF WORK FOR EMPLOYEES WHOSE NORMAL HOURS OF WORK ARE 40 PER WEEK

Effective April 1, 1994, the base work week for 39.5 hour per week employees was reduced to 39.0 hours per week.

1. The normal scheduled and paid hours of work will remain at 40 per week.
2. Overtime rates will be paid for all hours in excess of normal scheduled hours.
3. This banked time may be taken on such days as the employee and his/her supervisor mutually agree upon following reasonable advance notice on the part of the employee.
4. Banked time may be taken off in a minimum of half-day (i.e., four-hour) increments.
5. Banked time accumulated in a calendar year must be taken by April 30 of the following year.
6. Where the employee is unable to reach mutual agreement with his/her supervisor to take his/her banked time entitlement (except when exhausting sick leave prior to LTD as noted in Part 'A', Item 12.2.1), unused banked time entitlement will be assigned on the last working day(s) prior to April 30.
7. Where an employee falls sick on his/her scheduled banked time off, that day will not be charged against his/her sick leave credits, but shall be treated as banked time off for pay purposes.
8. Banked time will not accumulate for any period of unpaid leave exceeding 40 consecutive scheduled hours. Scheduled days off will not be considered as breaking the consecutive nature of scheduled hours. Banked time will accumulate during a paid leave of absence and Pregnancy/Adoptive / Parental Leave.
9. When an employee terminates or when an employee is reclassified to a job where the normal hours of work are less than 40 hours per week, unused banked time will be paid off at straight time rates.

#### 18.1 Alternate Hours of Work Arrangements

In the interests of promoting organization effectiveness whilst meeting the needs of employees, the local chief steward and the appropriate management designate may agree to Hours of Work Arrangements for a work group or crew other than the normal scheduled hours/days for purposes of using up banked hours only. Either party with reasonable notice may cancel or request a change to the hours of work arrangement. Where banking of time is the agreed upon arrangement, the provisions of 18.2 will apply.

The following organization effectiveness criteria will be considered to determine which hours of work arrangement including banking time is appropriate.

- (i) Where possible, hours should be arranged to allow more flexibility for employees
- (ii) Productivity levels overall will be maintained
- (iii) Cost effectiveness e.g. impact on overtime, staff levels
- (iv) Requirement for job coverage
- (v) Effective work flow and interface among work units
- (vi) Level of service to external and internal customers

18.2 Where an alternate hours of work arrangement has not been agreed to in 18.1, the employees will continue to work 40 hours per week, banking one hour per week at straight time subject to the following:

1. The normal scheduled and paid hours of work will remain at 40 per week.
2. Overtime rates will be paid for all hours in excess of normal scheduled hours.
3. Bearing in mind organization effectiveness and with reasonable advance notice on the part of the employee, this banked time may be taken on such days as the employee and his/her supervisor mutually agree. Banked time must be taken by April 30th of the following year.
4. Banked time for shift workers shall be rescheduled as part of the time balanced schedule. Should the parties affected by a particular schedule mutually agree otherwise, the banked days may be scheduled outside the shift schedule.
5. Banked time may be taken off in a minimum of half day (i.e. four hour) increments. By mutual agreement fewer hours may be taken off to accommodate abnormal situations.

6. Banked time will be calculated on a calendar basis. At that time bank time credits will be calculated and adjusted accordingly. Note: This represents a change in the period used for calculating banked time (i.e. from April 1 - Mar 31). Employees will not earn more or lose time as a result of this transition.
7. Where the employee is unable to reach mutual agreement with his/her supervisor to take his/her banked time entitlement (except when exhausting sick leave prior to LTD as noted in Part 'A', Item 12.2.1), unused banked time entitlement will be assigned on the last working day(s) prior to April 30.
8. Where an employee falls sick on his/her scheduled banked time off, that day will not be charged against his/her sick leave credits, but shall be treated as banked time off for pay purposes.
9. Banked time will not accumulate for any period of unpaid leave exceeding 40 consecutive scheduled hours. Scheduled days off will not be considered as breaking the consecutive nature of scheduled hours. Banked time will accumulate during a paid leave of absence, and pregnancy leave and parental leave.
10. When an employee terminates or when an employee is reclassified to a job where the normal hours of work are less than 40 hours per week, unused banked time will be paid off at straight time rates.
11. Within the calendar year, banked time may be taken off prior to it being earned. If an employee leaves a banked time arrangement having taken more time than time earned, the employee will pay back the unearned amount by one of the following methods:
  - i) vacation or floating holidays, and where applicable statutory holiday credit;
  - ii) payroll deduction - the employee may be required to provide written authorization for payroll deduction.

## 19.0 PAYMENT FOR TEMPORARY INSTRUCTION

### 19.1 Daily Allowance

An allowance of \$30.00 per day or part of a day will be paid to an employee withdrawn from his/her normal duties for up to a maximum of thirty consecutive working days, to prepare for and/or to deliver classroom instruction or group demonstration.

Instructors assigned beyond thirty consecutive working days will be compensated at the regular Training Technician rate (Grade 65, Step 3), or 6% more than the individual's normal base rate whichever is greater.

Temporary Instructor requirements anticipated to exceed five months in duration but not greater than eighteen months shall be posted as Temporary Instructor vacancies (as per Part 'A' 17.4). Compensation will be at the regular Training Technician rate (Grade 65, Step 3), or 6% more than the individual's normal base rate whichever is greater.

These training delivery opportunities will be distributed as equitably as possible based on the skills necessary to carry out the training.

Employees so appointed who are required to give instruction outside of normal working hours shall be paid for this time at the appropriate premium rate in addition to the allowance/rate.

This allowance would not apply to:

- preparing and/or presenting a segment of his/her routine safety meeting
- on the job training given by an employee
- those employees whose normal duties include instruction
- any supervisor who is not removed from his/her normal duties and who receives greater than 5 percent more than those he/she supervises
- the evaluation of performance on a specific training project.

## 20.0 HEADQUARTERS

### 20.1 General

Two classes of headquarters are established by the Company: work headquarters and residence headquarters.

### 20.2 Definitions

**Work Headquarters - Regular:** That location to which the employee normally reports in order to receive his/her daily work assignment or to perform his/her regular duties.

**Work Headquarters -Temporary:** The centre from which an employee is directed to work when carrying out all or part of his/her duties away from his/her regular work headquarters.

Residence Headquarters: The residence headquarters is that location within which or adjacent to which he/she is expected to reside or is assumed by the Company to reside for purposes of payment of allowances.

#### NOTE

The residence headquarters may or may not be the same location as the work headquarters.

Householder: Householder is defined as a person who maintains a complete dwelling.

### 20.3 Establishment of Headquarters

#### 20.3.1 Work Headquarters

The Company may, at its discretion, establish work headquarters in any location for effective administration.

Notice Period - Overnight Absence at Temporary Work Headquarters: In the event an employee is assigned to temporary work headquarters and overnight absence is required, three days' notice will be given. Notice will not be required where emergent conditions exist.

Penalty: Failure to provide notice as above will require payment of premium<sup>5</sup> rates for work performed from the temporary work headquarters until the notice period has expired.

#### 20.3.2 Residence Headquarters

The establishment of residence headquarters will be dependent upon the presence of adequate living facilities at that location.

Residence headquarters for employees with no spouse or dependents may be any location where there are boarding facilities either Company or privately owned.

Residence headquarters for employees with a spouse and/or dependents may be any location where there is housing accommodation whether it be Company or privately owned.

#### NOTE

Such accommodation must be one at which it is reasonable for the employee to reside.

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<sup>5</sup> Time and one-half for four hours, double time for next four hours.



Establishment of New Residence Headquarters: When a residence headquarters is established in a location which was not previously so designated, Human Resources shall advise the Union.

#### NOTE

The Union need not be advised on individual moves from one established residence headquarters to another.

### 20.4 Change of Headquarters Upon Transfer

#### 20.4.1 Advice of Headquarters

An employee shall be advised, when employed or transferred, of the location of his/her residence and work headquarters.

#### 20.4.2 Notice of Transfer

When employees with more than one month's service are transferred and a change of residence headquarters is involved, a minimum of one month's written notice shall be given. This shall not apply in the case of an employee being transferred as a result of an advertised vacancy or as a result of the Worksite/Location Redeployment clause of Article 11.0.

#### 20.4.3 Duration of Stay in New Residence Headquarters

Householder: A change in residence headquarters will not be made for a householder unless it would appear that he/she will be located at the new residence headquarters for a period of at least six months.

Living in Trailers: For those employees living in household trailers, moves for lesser periods than six months may be authorized at the discretion of Management, bearing in mind the distance and economics involved.

### 21.0 TRAVELLING TIME OUTSIDE NORMAL WORKING HOURS

When a supervisor directs employees to travel between one work centre and another work centre, they shall be entitled in any calendar day to payment for travelling at the appropriate premium rate in accordance with conditions governing overtime up to a maximum of the number of hours which constitute a normal work day subject to the following:

1. Overtime will be paid when employees are required to drive a Company vehicle outside normal working hours unless being used exclusively for their own personal transportation.
2. When travelling by public transportation, travelling time shall be considered to include waiting periods beyond the employee's control up to a maximum of five hours: both preceding, during and

subsequent to the travelling period, but excluding meal periods (one hour each) occurring during the waiting period.

3. When a berth or overnight accommodation is allowed and available, compensation shall not be made between 2300 hours and 0800 hours, nor shall the time spent for noon and evening meals (one hour each) be subject to compensation.
4. Normally selection interviews are conducted during employee's normal working hours. However, where it is unavoidable, and an interview is scheduled outside an employee's normal working hours, additional payment will be made at straight time for each hour spent in interviewing or travelling up to a maximum of a normal day's basic pay for each day involved.
5. No compensation for travelling time outside the normal working hours shall be made in the following circumstances:
  - (a) For the first three hours travelling time each way when directed by his/her supervisor to attend a training course away from his/her normal work headquarters for five days or more. Payment for periods beyond the first three hours will be at straight time rates up to maximum of a normal day's basic pay.
  - (b) For attendance at conventions (except where it is part of the employee's normal function).
  - (c) When a change of residence headquarters and related transfer is involved, the employee will normally travel during normal working hours without any loss of base pay. If the employee is required to travel on a regular day off, payment for travelling time will be made at straight time up to a maximum of the number of hours which constitute a normal work day.
  - (d) On periodic return to residence headquarters resulting from a permanent transfer, as outlined in **25.0**.
  - (e) For a new employee reporting to some administrative centre or station for instruction or training before reporting for work at his/her new location.
6. Where the Company normally provides transportation facilities between residence headquarters and work headquarters for normal daily hours an employee required to work extension overtime will be provided free transportation to the residence headquarters.

#### NOTE

Equivalent time off without pay may be granted on the basis of an hour off for each hour spent travelling provided the workload permits.

## 22.0 COMPENSATION FOR TRAVELLING EXPENSE

### 22.1 Travel Outside of Residence Headquarters

When employees are directed to work at a temporary work headquarters which is outside of their residence headquarters, and when such headquarters is within a reasonable distance of their residence headquarters, the employee may wish to commute daily rather than remain at the temporary work headquarters. When commuting is mutually agreeable, the employee may claim a daily travel expense on the following basis:

1. Where the temporary work headquarters is less than 40 road kilometres from the regular work headquarters: - **\$15.00.**
2. Where the temporary work headquarters is 40 road kilometres but less than 56 road kilometres from the regular work headquarters: - **\$20.00.**
3. Where the temporary work headquarters is 56 road kilometres but less than 80 road kilometres from the regular work headquarters: - **\$25.00.**
4. Where the temporary work headquarters is 80 road kilometres but less than 105 road kilometres from the regular work headquarters: - **\$30.00.**
5. Where the temporary work headquarters is 105 road kilometres or more from the regular work headquarters: - **\$35.00.**

The daily travel expense shall apply only when it is in the Company's and the employee's interest to continue residing at home during such temporary changes in headquarters. Under these circumstances, employees are required to be at their temporary work headquarters at normal starting time and remain until normal quitting time.

In addition to this daily travel expense, the employee shall be:

1. Paid for time spent travelling on the first trip when the work headquarters is changed and the last trip when he/she returns to his/her regular work headquarters.
2. Entitled once every two weeks to payment for actual time spent travelling at straight time up to a maximum of three hours each way between temporary headquarters and regular work headquarters.

While an employee is in receipt of benefits under Section 22.0, he/she will not be entitled to any of the provisions as set forth in 25.0.

## 22.2 Travel Inside Residence Headquarters

When employees are directed to report for work at normal starting time at a temporary work headquarters which is within their residence headquarters, they will be paid a daily travel expense equivalent to the return road kilometres between the temporary work headquarters and the regular work headquarters, computed at the current standard kilometre rate. This travel expense will be paid each day the employee works at the temporary work headquarters. In addition to this daily travel expense, the employee shall be paid for time spent travelling on the first trip when the work headquarters is changed and the last trip when he/she returns to his/her regular work headquarters.

22.3 When employees are directed to work at a temporary work headquarters as in Section 22.1 or 22.2 and the Company provides a vehicle for daily transportation, the above daily travel expenses shall be reduced by 50 percent (50%).

## 23.0 KILOMETRE RATES

Kilometre rates paid to employees using their automobiles on Company business shall be as follows:

1. The rate paid per kilometre is related to changes in the Private Transportation Index component of the Consumer Price Index of Canada.
2. The rate of .38 cents per kilometre will take effect on January 1, 1997.
3. Future increases of one cent per kilometre will occur with each additional ten percent (10%) point increase from the base figure of 31.5 (1992 CPI = 100) in accordance with the formula described in a letter of agreement between Ontario Hydro and the Union dated May 25, 1983.
4. Conversion factor is 1 mile = 1.6 km
5. A decline in the index below the level of a previously surpassed trigger point for two or more consecutive months will result in a reduction in the paid rate to the appropriate amount.
6. The effective date for any new kilometre rate triggered by this indexing formula will be the first of the month following the month in which the index is published.

7. The additional payment for hauling household trailers will be nine cents per kilometre. The payment for hauling smaller trailers (camper, ski-doo, boat, etc.) will be three cents per kilometre.
8. The above rates will apply on a province-wide basis.

As a condition of employment, the Company does not require anyone to own a car. When transportation is required, the employee may, with the Company's approval elect to use his/her own car at the approved kilometre rate but if he/she does not elect to use his/her own car or if he/she does not own a car, the Company will, if necessary, provide alternative transportation appropriate to the occasion. However, ownership of an appropriate driver's license may be a condition of employment in some situations.

## 24.0 TRANSPORTATION AND MOVING EXPENSES

### 24.1 General

Method of Transportation: The method of transportation and all expenses chargeable to the Company in moves of employees are subject to the control and approval of the Company.

Packing and Shipping Furniture: In view of the Company's willingness to pay for packing furniture, as well as transportation, employees usually will not be allowed time or travelling expenses to return from point of work in order to look after packing and shipping of furniture, subject to Subsection 24.5, Time Off For Move.

### 24.2 Notice of Transfer

Refer to Section 20.4.2.

### 24.3 Transfer of Temporary Employees

The Company will only pay necessary travelling expenses of temporary employees when they are moved from one location to another at the Company's request.

#### NOTE

The transportation of families *and/or* furniture of such employees will not be paid.

### 24.4 Appointment of New Probationary Employees

A new employee hired for a regular position in a location other than the point of hire will not ordinarily be recompensed for moving expenses.

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## NOTE

In exceptional cases, as part of the employment agreement, a director may pay all or part of the moving expenses of the employee and household to the location where the employee will be employed.

### 24.5 Transfer of Regular Employees

The following instructions will apply to all regular employees subject to the following limitations: In the case of regular part-time positions, expenses for employees will be pro-rated based on the hours of the position into which they are moving except for moves governed by Article 11.20 in which case Part A, Item 24.0 applies in whole.

Householders: When the residence headquarters of a regular employee, who is a householder, is changed and the employee's work headquarters is moved 15 km further from his/her home and such employee has moved his/her household at least 15 km closer to his/her new work headquarters, the Company will pay the cost of

## NOTE

A householder is defined as a person who maintains a complete dwelling.

1. Transporting the employee and family.
2. The packing, freight or truck charges on household effects, among which will be included boats and second automobiles which are part of the personal effects of the employee

## NOTE

Items of this kind which are used for business farming or commercial purposes, as well as large boats such as houseboats which would require special transportation would not be included in moving expenses paid by the Company.

together with,

3. The cost of board and lodging for the employee's family while furniture is in transit.

Board and Lodging: The Company will also pay the expenses or board and lodging allowance for the employee as applicable under Part 'A', Section 26.0.

## NOTE

For regular employees living in household trailers, moves for lesser periods of time than six months may be authorized by the department head or construction manager concerned. In this connection the distances and economics must be carefully considered.

**Incidental Out-of-Pocket Moving Expenses:** Employees may claim a \$4,500 allowance for miscellaneous out-of-pocket expenses required by the move. The requirement for supporting receipts and taxability of the allowance will be governed by Accounting Service Procedures.

**Lease Termination:** The Company will pay up to the maximum of two months rent towards the actual cost in terminating a lease.

**Time off for Move:** If regular employees who are householders are required to move their household to new residence headquarters on a regular scheduled day of work, they shall be granted one day off with pay to assist in the move.

#### NOTE

Extension of this time off with pay will be at the discretion of the director concerned.

**Non-householders:** When the residence headquarters of a regular employee who is a non-householder is changed, the cost of transporting the employee will be paid. A director, at his/her discretion, may authorize actual moving expenses to a maximum of \$500.00 or a lump sum payment of \$500.00 towards the cost of moving personal effects, including furniture. No reimbursement will be made for incidental out-of-pocket expenses.

**Kilometre:** All employees described under the Householders and Non-householders sections may be allowed the regular kilometre rate for driving the employee's car to the new location provided that such cost is not more than it would otherwise cost for transportation of the employee's family and for freight on shipment of the automobile.

#### NOTE

When the Company considers a preliminary trip to the new location is necessary for interview or for the employee to seek a house, the time, board and lodging and travelling expenses of the employee may be paid.

**Legal and Real Estate Brokerage Fees:** In addition to the provisions of the Householders and Kilometre sections, with the exception of employees and circumstances listed in Exceptions subsection below, regular employees who

are householders, required by the Company to move their principal residence, shall be entitled to the following:

1. The Company will reimburse the employee up to \$3,500.00 for legal fees and disbursements actually incurred in selling the old residence and/or buying the new principal residence, (legal fees will be in accordance with a standard recognized scale and could include such items as land transfer tax, survey and legal fees associated with arranging or discharging a first mortgage and mortgage appraisal fees).
2. The Company will reimburse the employee for standard brokerage fees up to \$11,500.00 related to the sale of the old principal residence.
3. To qualify for payment of expenses involved in purchasing a new residence, the employee must give written notice at the time of his/her transfer that he/she intends to buy a residence.
4. If an employee sells a mobile home [i.e., a trailer designed and used exclusively as a residence which exceeds 2.6 metres (8.5 feet) in width or 10.67 metres (35 feet) in length], he/she is considered to have sold his/her residence.
5. When an employee's actual cost exceeds the maximum allowed in either 1 or 2 above the employee may utilize any surplus in the other item up to the maximum of \$15,000.

Exceptions: Any transaction which is not commenced within one year of the date of the employee's transfer. Extension of this time period shall be at the discretion of a director.

Moves resulting from a demotion for cause

#### 24.6 Housing Assistance Plan

Eligibility for the Housing Assistance Plan is conditional on the employee abiding by all the requirements of the Housing Assistance Plan as listed below:

##### 24.6.1 Application

24.6.1.1 The housing assistance plan applies to regular employees eligible under Item 24.5 who are subject to a forced transfer or who have received a written declaration that they are surplus.

24.6.1.2 The provisions of this policy are only applicable to the principal residence of the employee, but do not cover other commercial (income producing) properties, cottages which are not the principal residence, farms, commercial real estate holdings, tenanted



properties (e.g. duplex or triplex), mobile homes on leased land, or residences with urea formaldehyde foam insulation (UFFI) or properties as defined in Item **24.6.1.3**

**24.6.1.3** It will be the prerogative of the Company to reject an employee's application for Housing Assistance if the property is not an acceptable risk, with free and clear title.

## **24.6.2** Purchase Guarantee

**24.6.2.1** The Company will provide a purchase guarantee based on an appraisal of the property's current worth by a group of up to three appraisers, to be selected by mutual agreement between Corporate Real Estate and the employee. The appraisals will be done at a time that is convenient to the employee and his/her family. Individual appraisals provided to the Company by the realtors/appraisers will not be disclosed to ensure objectivity *for* current and future appraisals.

**24.6.2.2** The Company will not request appraisals until the employee is ready to list his or her house in the marketplace, providing this is within one year of the employee's transfer to the new work location, and the employee is prepared to abide by Subsection **24.6.2.4** and Subsection **24.6.3.1**.

**24.6.2.3** The employee must accept or reject the Company's Purchase Guarantee within five working days of its receipt. If the employee rejects the Purchase Guarantee, the Company has no further responsibility with regard to Housing Assistance *or* the Purchase Guarantee, however, the employee will still be entitled to the other relocation assistance benefits including **24.6.5.3**.

**24.6.2.4** If the employee wishes to participate in the Housing Assistance Plan, the employee must not list the property for sale until the Purchase Guarantee has been accepted.

## **24.6.3** Listing of Property

**24.6.3.1** If an employee chooses to participate in the Housing Assistance Plan, by accepting the Purchase Guarantee, the employee will immediately list the property for 90 days on MLS (where such service is available) at a price not exceeding 107% of the guaranteed price.

**24.6.3.2** Under the Housing Assistance Plan, the Company purchases an employee's principal residence in the former location at market value, if the employee is unable to sell it within 90 days. The house may be purchased by or turned over to the Company after 30 days if the house is vacant and the employee agrees with this action.

The employee must put in writing that no real estate fees will be paid if the property is purchased by the Company.

24.6.3.3 The employee will retain the right to sell to a third party until such time as the property is purchased by or turned over to the Company for resale.

24.6.3.4 In order to assist the employee to dispose of the property expeditiously and at a fair market value, the employee must notify the Employee Relocation Administrator of all offers to purchase during the listing period. The Company may ask the employee to accept an offer which is lower than the Purchase Guarantee, whereupon the employee will be compensated for the difference between the Company's Purchase Guarantee and the amount of the offer. The employee's acceptance of any offer less than the Company's Purchase Guarantee is not mandatory and the employee will retain control of the sale of the residence throughout the listing period. All offers to purchase will be held in confidence by the Employee Relocation Administrator.

#### 24.6.4 Sale of Property by the Company

24.6.4.1 The employee must be prepared to sign power of attorney authorizing the Company to sell property on the employee's behalf on the first day following the 90 day listing period. If the employee will be unable to vacate the premises at that time, the Employee Relocation Administrator must be notified.

24.6.4.2 The Company will pay to the employee the difference between the value of the property to the Company (Purchase Guarantee) and all existing encumbrances, including the advance of equity when the house is turned over to the Company or at the end of the 90 day listing period, whichever comes first.

24.6.4.3 When an employee applies for assistance under this procedure, he or she must declare under oath, if required by the Company, all encumbrances of any nature or kind whatsoever, including executions, chattel mortgages, and notices of conditional sales contracts which the employee is obliged to pay.

24.6.4.4 In consideration of the payment to the employee of the amount established in Subsection 24.6.4.2, the employee will complete a deed of sale of the property, conveying the same by good and marketable title, but subject to all existing encumbrances, to the Company or its nominee.

#### 24.6.5 Advance of Equity

24.6.5.1 In order to provide the employee with funds for a deposit or down payment on a residence at the new location, an advance of up to 100% of the

employee's equity (Purchase Guarantee minus encumbrances) in the employee's principal residence at the former location may be loaned to the employee by the Company.

24.6.5.2 If the employee accepts the Company purchase guarantee and sells his/her principal residence during the 90 day listing period, he/she is responsible for repaying the Advance of Equity to the Company within five working days of the closing date of the sale of the former residence. Failure to do so will activate the appropriate interest charges to the employee based on the Treasury Division's Published Interest Rate Schedule (employee housing loan five-year term) in effect on the closing date of sale. It is the employee's responsibility to repay the Advance of Equity to the Company within five days of the sale of the former residence, or within 90 days from the date of issue of the Advance, whichever comes first.

24.6.5.3 An employee who rejects the Company's Purchase Guarantee, may take advantage of the Advance of Equity option. If the former principal residence is not sold within 90 days of the date of issue, the employee must pay interest to the Company at his/her own expense commencing on the 91st day. The interest rate will be based on the Treasury Division's Published Interest Rate Schedule (employee housing loan five-year term) upon the expiration of the 90-day period. It is the employee's responsibility to repay the Advance of Equity to the Company when the former residence is sold, or within 180 days (six months) from date of issue of the Advance, whichever comes first.

#### 24.6.6 House Evaluation and Guarantee Plan

Upon subsequent transfer within the Company, an employee will be guaranteed his/her purchase price up to a maximum of four times his/her base salary at the time of the transfer (plus or minus \$3,000 for improvements or damages to the property). This guarantee will be for a period of ten years from the date of purchase. Improvements must be verified by receipts and do not include normal painting, decorating and maintenance costs. An employee may not sell his/her house for less than the guaranteed amount without the consent of the Company.

If an employee contracts to have a house built in the new location, the Employee Relocation Administrator, Corporate Real Estate, must arrange for an appraisal of the new principal residence upon completion to establish the "guarantee amount".

If an employee who is eligible for the **House** Evaluation and Guarantee Plan rejects, or does not qualify for, the Company's Housing Assistance Plan, the following stipulation will apply. The employee must not sell to a third party for a price less than the employee's original purchase price, unless the sale price is approved by the Employee Relocation Administrator, Corporate Real Estate.

The price level guaranteed by the House Evaluation and Guarantee Plan will be modified downwards in the event of a significant reduction in the level of real estate prices throughout Ontario.

#### 24.7 Transfer of Regular Employees - Staff Reduction and Recall Procedure - PWU Agreement - Article 11

No moving expenses will be paid for an employee being recalled to a vacancy.

Recall shall include employees who are reclassified from a lower classification to their original classification as well as employees who have terminated employment and are recalled.

When regular employees who, with the approval of the region or division are occupying a house or a trailer on Company property or a site under control of the Company, become surplus and are unable to transfer under Article 11 but are laid off, they shall, if required by the Company to move, be reimbursed under Section 24.5 or 24.7, whichever is applicable, in an amount equal to the cost of a move back to the regional office or to the actual location to which the employee desires to move, whichever is the lesser.

#### 24.8 Use of Trailers

Special Trailer Allowance: Regular employees entitled to moving expenses who are moving to sites that do not have convenient facilities for parking household trailers will be entitled to a special trailer allowance of \$150.00. Such facilities include blocking up of trailers, hook-up of water, sewage, electricity and the like.

##### NOTE

Employees moving to established trailer parks, either privately owned or on Company property, will not be entitled to this special allowance.

At Temporary Headquarters: Regular employees who desire to live in a trailer while working away from their residence headquarters may do so with the approval of the department head.

When moving the trailer from one temporary location to another temporary location, the employee will be allowed the cost of only public transportation unless the employee is using his/her car for Company purposes, in which case the standard kilometre rate will be allowed.

At Residence Headquarters:

1. When a regular employee lives in a trailer and moves it to the new residence headquarters by car, payment shall be:

- (a) In addition to the authorized car kilometre rate, a sum equal to nine cents per kilometre for moving by the shortest practical route between the two residence headquarters.
- (b) Normal living expense en route for the employee and immediate family.
- (c) The special trailer allowance of \$150.00 will be paid.

NOTE

Incidental out-of-pocket moving expenses will not be paid.

- 2. When an employee lives in a trailer but does not own a car or feels that the car is not suitable to pull the trailer:
  - (a) The Company will arrange for the moving of the trailer by the most economical method.
  - (b) The employee will be responsible for arranging a new location for the trailer.
  - (c) The employee and/or family will not occupy the trailer while in transit.
  - (d) Transportation expense will be supplied in the same manner as if the employee were moving from one house to another except that incidental out-of-pocket moving expenses will not be paid.
  - (e) The special trailer allowance of \$150.00 will be paid where applicable.
- 3. When an employee who lives in a trailer, decides to live in a house at the new location:
  - (a) Personal effects and furniture excluding the trailer will be moved.
  - (b) The employee and family will be supplied transportation in the usual manner.
  - (c) The employee may claim a \$4,500 allowance for miscellaneous out-of-pocket expenses required by the move. The requirement for supporting receipts and taxability of the allowance will be governed by Accounting Service Procedures.
- 4. When an employee who lives in a house decides to live in a trailer at the new location, payment shall be either:

- (a) Moving expenses for furniture and family, but not trailer, if the employee desires the furniture shipped, or
- (b) Expenses as outlined in residence headquarters Subsections 1. and 2., if furniture is moved in the trailer
- (c) The special trailer allowance of \$150.00 will be paid where applicable, but the disturbance allowance will not be paid.

#### NOTE

The Company will not accept responsibility for any damage to an employee's trailer and/or contents while in transit under any of the circumstances mentioned in Subsection 1.5.

#### **24.9** Transfer to Placement Opportunities

Where management requests an individual employee to submit his/her application to a placement opportunity to a particular location, moving expenses as outlined in Subsections 24.5 and 24.7 will be paid.

The payment of moving expenses to employees who are being transferred at their request and entirely for their own accommodation will be at management's discretion.

#### **24.10** On Retirement

A regular employee on retirement shall be reimbursed under Subsection 24.5 or 24.7, whichever is applicable, in an amount equivalent to the cost of the move to any location in Ontario in which the employee desires to settle if:

1. A house or trailer is occupied on Company property or a site under the Company's control; and
2. The Company requires the move.

#### **24.11** Allocation of Moving Expenses

When an employee is moved from one location to another, the expenses involved shall be charged to the location to which the employee is moved except in the case of a move of a retiring employee occupying a Company-owned house. In this instance the expenses shall be charged to the residence headquarters at the time of retirement.

#### **24.12** Change of Residence Headquarters

On a change of residence headquarters the employee shall be entitled to actual expenses for a period of up to one month. He/she shall be entitled to an allowance of \$45.00 each day he/she is eligible thereafter.

## 25.0 RETURN TO RESIDENCE HEADQUARTERS

### 25.1 General

It is often necessary for Company employees including those on transfer to work at temporary work headquarters which are at points distant from their residence headquarters

Having due regard to the nature, importance, and length of the job and when practicable, the Company shall, within reasonable limits, reimburse the employee for expenses incurred in returning to his/her residence headquarters once each week. If an employee chooses to remain at the temporary work headquarters, the Company will pay the lesser of the cost of meals and accommodation or the cost of the return trip to his/her regular work headquarters.

### 25.2 Return to Residence Headquarters on Permanent Transfer

An employee permanently transferred to a new residence headquarters will be reimbursed for expenses incurred in returning to his/her old residence headquarters once each week until he/she moves his/her family to the new location. The maximum period of entitlement will be four months from the date of transfer to the new residence headquarters unless extension is authorized by the appropriate director.

Entitlement shall cease when the employee moves his/her family to the new location.

All travel time associated with the return to residence headquarters will be outside the employee's scheduled hours of work.

The employee will not be entitled to claim payment for travel time.

### 25.3 Return to Residence Headquarters When Transferred to a Temporary Work Headquarters

Entitlement will be for the duration of the transfer (subject to postponement as per 25.5.2 below).

All travel time associated with return to regular headquarters will be outside the employee's scheduled hours of work. The employee will be entitled to payment for actual time spent travelling at straight time to a maximum of eight hours each way.

## 25.4 Assignments to Training Courses

Employees assigned to temporary work headquarters for training courses of five days or more will be compensated for expenses incurred in returning to his/her residence headquarters once each week.

No compensation shall be made for the first three hours of travelling time each way. Payment for periods beyond the first three hours will be at straight time rates up to a maximum of a normal day's basic pay.

## 25.5 Qualifications to Above Policy

The return trips mentioned in Section 25.1, will be granted subject to the following conditions:

### 25.5.1 Scheduling of Trips

Return trips to residence headquarters shall be made at times when service or apparatus will not be jeopardized thereby except in case of emergency such as illness in the family or other matters highly important to an employee.

The Company will schedule the trip to meet the needs of the majority concerned or by mutual agreement where the work of some employees is dependent on the assistance or presence of other employees.

### 25.5.2 Postponement of Return to Residence Headquarters

If, at the end of a week, when a return to residence headquarters would normally take place, it appears that the job will be completed on or before Wednesday of the following week, the return trip may be postponed until the job has been completed. If work is not planned on the weekend, the employee will have the option of remaining at the temporary headquarters or claiming the equivalent cost of staying at the temporary work headquarters and make his/her own arrangements.

### 25.5.3 Use of Company Vehicles

The round trip to residence headquarters must be made within the scheduled non-working period. It must be made in a Company vehicle whenever the services of a suitable vehicle are available

When a suitable Company vehicle is available, employees who do not avail themselves of these facilities will not be reimbursed for transportation expenses. Those who remain at the temporary work headquarters will be treated as if they were at residence headquarters.



When transportation by Company vehicle is not provided, the equivalent of public transportation costs or the standard kilometre allowance, whichever is lesser, will be authorized by his/her supervisor for an employee who chooses to use his/her own car instead of public transportation for himself/herself alone or for carrying other employees as passengers.

#### 25.5.4 Isolated Locations

In special cases when a temporary work headquarters is remote from public transportation, employees will be allowed to accumulate or "bank" overtime at straight time rates to a maximum of 40 hours in order to have extra time away from the job. Such permission shall only be granted when the majority of the affected employees agree.

#### NOTE

Each special case is subject to agreement between the PWU Executive Committee and Labour Relations.

#### 25.6 Alternative to Return to Residence Headquarters

The Company will consider paying travelling costs up to a maximum of the costs to residence headquarters when an employee wishes to go to some other location for personal reasons such as to join his/her family who are vacationing.

### 26.0 BOARD AND LODGING

#### 26.1 General

The payment or nonpayment of board and lodging (or living-out allowance in lieu thereof) shall be predicated on separation or non-separation from the employee's Residence Headquarters as defined in Part 'A' Item 20.0.

#### NOTE

No free board and lodging shall be given to employees while they are located in their residence headquarters except where camp facilities are provided.

When Applicable: Board and lodging allowance is only applicable when the employee is absent from residence headquarters for more than one month.

For periods of time up to one month, the employee is entitled to submit an expense report for actual expense incurred.

#### 26.2 Rate of Allowance

The board and lodging allowance shall be \$45.00 per day

Statutory Holidays and Vacation: Board and lodging will be allowed for statutory holidays.

During annual vacation period, lodging expenses only will be allowed, whenever it is necessary for the employee to retain this lodging for use after vacation, and approval has been obtained from the department head.

#### NOTE

If, under certain circumstances and local conditions, the standard rate is considered inadequate, and it would result in undue hardship to the employee, a higher weekly limit, commensurate with existing conditions, may be set with the approval of the vice-president or the general manager concerned. In this case, the request must be supported by vouchers.

The standard rates for board and lodging in Company boarding houses shall be \$4.60 per day. The rates for junior clerks and summer students earning the equivalent of salary range 54 or lower shall be \$23.00 per week.

#### 26.3 Absence from Residence Headquarters

The Company shall assume, within reasonable limits, the cost associated with meals, travel and lodging while an employee is assigned to a temporary headquarters. Where possible, single room accommodation will be provided.

Board and lodging shall be supplied without charge if the employee is living in Company-operated quarters.

When employees are required to work away from their normal headquarters for three consecutive days or more in a week, they shall be entitled to claim \$20.00 in compensation for laundry and long distance telephone calls home. The provisions of this item shall also apply to employees who are in receipt of actual expenses or board and lodging allowance due to change in residence headquarters in accordance with Section 26.4.

#### 26.4 Change of Headquarters

##### 26.4.1 Regular Employees - Householders

A regular employee shall be paid expenses up to a maximum period of four months as follows:

Actual expenses for up to one month from the date of actual transfer to the new location, and thereafter the standard board and lodging allowance until the time the household is moved to the new location.

## NOTE

Such an employee must be a householder and entitled to the payment of expenses as outlined in Part 'A' Item 24.0.

**Extension of Allowance:** Payment of any allowance beyond the period of four months must be authorized by the appropriate director.

**Eligible Employees:** Payment of this allowance will be made only to an employee who indicates an intention to move to the new location.

If the employee fails to move within the time limit, any cash allowance paid in lieu of board allowance shall be recovered by the Company unless the reasons for not moving were beyond the control of the employee and/or the employee actually did board in the new location during this period.

### 26.4.2 Non-householders

On transfer to Company-operated quarters, an employee who is a non-householder shall pay for board and lodging immediately on transfer.

If not living in Company-operated quarters, an employee who is a non-householder shall be permitted actual expenses to a maximum of up to one month, after which no allowance will be made.

### 26.4.3 Attendance at Company-Operated Training Courses

Board and lodging shall **be** provided or board and lodging allowance shall be paid to all employees when attending a Company-operated training course.

## 27.0 DISCIPLINARY PENALTIES

A copy of all letters of employee reprimand shall be sent to the chief steward, except in cases where in the Company's opinion the matter involved is of a confidential nature. In the latter instance, the letter will state that the Union has not received a copy of the letter.

This shall not prevent a supervisor from taking on-the-job disciplinary action including immediate suspension subject to later confirmation.

## 28.0 JOINT COMMITTEES

### 28.1 Joint Pension and Insurance Committee

Note:

Nomenclature and participation on this Committee are subject to change pending the implementation of amendments to the Electrical Safety Authority Pension Plan. The parties agree to

revise this item as necessary for the next printing of the Collective Agreement.

1. Scope: To monitor the administration and the financial status of the Pension and Insurance Plan covering all plan members and to recommend changes as set out below:
2. Personnel: The "Joint Pension and Insurance Committee" shall meet at least twice a year or as requested by either party and shall consist of the following members:
  - three PWU members
  - three Electrical Safety Authority management members

Each party will have the right to have a reasonable number of resource personnel attend the meeting.

The chair will rotate between Electrical Safety Authority and PWU, one meeting each.

- every effort will be made to reach unanimous decisions. In the event that a unanimous decision cannot be reached, decisions will be by a vote of a majority of members representing both PWU and Electrical Safety Authority.
3. Function: In an advisory capacity with access to the necessary information: (This is limited in that it does not apply in respect of information as to the service, salary, pension benefits or other personal information related to any specific person without that person's prior consent.)

#### Pensions

- (a) Monitor Electrical Safety Authority's administration of the Pension Plan as established under the Power Corporation Act, associated regulations and rules, and other applicable legislation.
- (b) Make recommendations respecting the administration of the Pension Plan.
- (c) Promote awareness and understanding of the Pension Plan on the part of Plan members.
- (d) Review the Electrical Safety Authority's approved annual financial statements and investment performance.

- (e) Review the **Electrical Safety Authority's** approved Actuarial Valuations of the Pension Plan and discuss the need for assumption changes.
- (f) Identify potential benefit changes and discuss cost and other implications. Committee recommendations for benefit level changes will be subject to ratification of the respective parent bodies.
- (g) The Committee will have the role of making recommendations generally with respect to the notational account. The Company will adopt any such recommendations with respect to the notional account specifically described in the April 1, 1990 to March 31, 1992 Memorandum of Agreement, Appendix 'G'.

#### Life Insurance

- (a) Review the financial position, premiums and taxable benefits of the life insurance provisions of the Plan.
- (b) Identify potential benefit changes and discuss cost and other implications. Committee recommendations for benefit level changes will be subject to ratification of the respective parent bodies.

### 28.2 Joint Health and Safety Consultation

The parties will consult regularly on corporate level employee health and safety matters. The following two joint committees will be established to facilitate this consultation.

#### 28.2.1 Joint Policy Committee on Health and Safety

##### 1. Goal

To participate in the formation of health and safety strategy and policy by providing information and opinion from the Union to the Company's executive on employee health and safety.

##### 2. Personnel

- (a) Company Health and Safety Advisory Committee
- (b) Union Executive Committee and chairperson of Union Provincial Health and Safety Committee and Union staff advisor.

- (c) The chair will rotate between the chair of the Company Health and Safety Advisory Committee and the Union Provincial Health and Safety Committee.

3. Function

- (a) Identify problems and issues of Company significance which have not been resolved in the Joint Health and Safety Working Committee.
- (b) Review proposed initiatives and advise the corporate executive.
- (c) Evaluate existing policy and advise the corporate executive on recommended changes. This function applies particularly to safety rules and work protection code.
- (d) Develop Joint Policies on Health and Safety
  - i) Authority to Stop Work.
- (e) The committee will meet once a year or as mutually agreed.

28.2.2 Joint Health and Safety Working Committee

1. Goal

- (a) Provide recommendations to assist the Health and Safety Division in the development, implementation and evaluation of corporate employee health and safety policy and programs.

2. Personnel

- (a) Manager, with accountability for Health and Safety and other management staff as deemed necessary from time to time.
- (b) Union Provincial Health and Safety Committee and Union staff advisor to a maximum of eight.

3. Function

- (a) Participate in the identification of problems and issues of Company significance in employee health and safety policy and practice.
- (b) Participate in the development, promotion and implementation of Company health and safety programs

- (c) Study, develop and make recommendations for changes to the corporate safety rules and work protection code. This function can be delegated to an ad hoc group with mutual agreement.
- (d) The committee will normally attempt to resolve issues of mutual interest before seeking intervention by senior management or the Joint Committee on Health and Safety.
- (e) The committee will meet twice a year or as mutually agreed.
- (f) The committee will also address any issues related to radiation protection and training.

### 28.2.3 Joint Employment Equity Committee

1. Goal: To participate in the formation of employment equity strategy and policy by providing information and opinion to the Joint Committee on Relationships on employment equity issues.
2. Personnel: (a) The committee will be structured to provide broad representation from the Company and the PWU. Up to two positions will be made available to be shared equally between the PWU and the Company. (b) The PWU and the Company will be allowed staff advisors as required.
3. Function: Review and recommend actions to the JCR consistent with the goals of this Committee.

### 29.0 DISTRIBUTION OF PWU NEGOTIATED POLICIES AND PRACTICES

The Company will supply the Union with PWU Negotiated Policies and Practices in quantities to distribute to its stewards and with revisions as may be issued.

### 30.0 DISTRIBUTION OF AGREEMENT AND WAGE SCHEDULES

This Agreement shall be printed as soon as practicable after the date of signing and made available by the Company to the Union in sufficient quantities for distribution to its membership.

### 31.0 JOINT WEEKLY-SALARIED JOB SURVEY MANUAL

This manual is a supplement of the Collective Agreement and its provisions shall apply as if set forth in full herein or as amended by the parties in accord with the terms of reference as agreed to by the parties in Mid-Term Agreement.

## 32.0 TIME CHARGES - UNION ACTIVITIES

### Roles and Responsibilities of Chief Stewards

As ESA evolves into the new regulated and competitive marketplace, it is important that ESA leverages its position by defining, as clearly as possible, principles to anchor the relationship between the elected PWU representatives and management.

#### 1. Mutual Recognition of Respective Roles and Responsibilities

A recognition that the Chief Stewards provide an important role in the success of the Company.

A recognition that the Chief Stewards are ESA employees as well as PWU representatives.

As time away from the job increases, loss of skills may be an issue. As such, the Chief Steward will make every effort to stay current in job related training and ESA will provide reasonable training and orientation prior to the Chief Steward returning to their former position. ESA will provide reasonable re-training to replenish these skills.

The elected Chief Steward shall return to their regular duties at their same work place headquarters at the end of their term.

It is recognized that there will be differences between the parties. In these cases, respective opinions can be expressed: however, they should be communicated in a professional manner.

#### 2. Chief Stewards are accountable for their time

It is understood that Chief Stewards will be required to be away from their ESA job.

Time away from the job will be dependent upon the Chief Steward's specific issues, number of committees, size of membership, geographical factors, etc.

Chief Stewards have an identified supervisor. As in any employee-supervisory relationships the Chief Steward will advise their supervisor as to what activities they will be involved in, in generic terms (some



issues are confidential). They have vacation days approved and sick days reported.

Chief Stewards should schedule their PWU activities with consideration for their ESA job. Any unallocated time will be spent performing their ESA job.

### 3. Chief Stewards play an important role in communications

Where feasible, joint communications are encouraged for initiatives that affect PWU employees.

Joint Training is encouraged in roll-out initiatives that impact PWU employees (e.g. Gainsharing, Collective Bargaining roll-out).

Consistent messages are important, time allowance will be made to inform members of the working relationship between the parties.

There will be a need to review these principles.

#### 32.1 Time Charges and Expenses- Union Representatives

Time off and expenses for Union officers will be granted in accordance with Negotiated Policies and Practices Number 3.

#### 32.2 Time Charges for Employees On Union Business

When the time of employees on Union business is payable by the Union, such time shall be charged at normal rates of pay. The normal payroll burden without the administration charge of ten percent (10%) will be applicable only for Union releases in excess of five consecutive days.

### 33.0 EYE PROTECTION

Approved eye protection shall be supplied to individual prescription to all employees who normally wear glasses and are required to wear eye protection for an appreciable amount of time in the performance of their duties.

#### 34.0 PERSONAL TOOLS

Personal Tools List – The parties will jointly develop a list for inspectors.

##### 34.1 General

Employees in trade categories and designated weekly-salaried categories will provide at their own expense, the ordinary hand tools of the trade. These tools are listed in the appropriate occupational *definition/job* document and must be of at least industrial quality, which permits employees to perform their

work safely, efficiently and to the standard ordinarily demanded in any given trade. (Owing to the marked differences in the nature of work performed by employees who are classified in the same trade category, it is unreasonable to expect a tradesperson to possess or have on the job, every tool listed for his/her trade. Learners and Improvers must acquire any of the tools listed as and when his/her work demands their use. Employees are encouraged to buy tools which carry a lifetime guarantee.) Tools which are required for equipment of special types, which are peculiar to certain locations as well as tools that fall in the class of shop equipment, will be supplied and maintained by the Company. These, and similar types of tools, have been purposely omitted from the lists.

### 34.2 Tool Replacement/Upgrading

Each employee, as described in 35.1, will be allowed 8% of the personal tool list retail price calculation per calendar year for tool replacement or upgrading based on his own tool list as defined in the Occupational Definition. A minimum allowance of \$50.00 per year for each employee in each classification is available. For those entitled to the minimum allowance of \$50.00, the unused portion for one year may be carried forward to the following year to a maximum of \$50.00.

To qualify for any reimbursement receipts must be accumulated and submitted for amounts in excess of \$50.00. For amounts of less than \$50.00 these receipts should be submitted at the end of the year.

### 34.3 Loss by Fire or Theft

Personal tools which are stolen, are destroyed or damaged by fire to an extent which renders them unusable, will be replaced by the Company. These losses must be incurred in the exercise of Company business and on Company property, except where they occur on or at non-Company locations in the exercise of Company business. Small or inconsequential losses would be recovered through 34.2.

## 35.0 SPECIAL CLOTHING FOR EMPLOYEES

Employees will be reimbursed for brand name clothing to a maximum of \$200.00 per year.

### 35.1 General Policy Regarding Work Clothing

Except where provided by the Company in accordance with this Collective Agreement, employees must provide at their own expense suitable clothing for the performance of their regular duties. In general, clothing must be suitable for the safe and efficient performance of the work but need not be uniform in appearance.

So far as is consistent with standard stores' policy, the Company will purchase certain types of work clothing in bulk for resale on the most

favourable terms possible to employees requiring them in connection with Company work.

## 35.2 Special Clothing That May Be Provided at Company Expense

Subject to certain conditions outlined herein, special clothing may be obtained at the expense of the Company for issuance to employees under the following conditions:

### 35.2.1 Where Uniform Appearance is Required

Where uniform appearance is required by the Company as in the case of certain receptionists, guides, messengers, and drivers will be provided.

### 35.2.2 For Work Outside of the Employee's Regular Routine Duties

A limited number of rainproof coats and hats may be obtained and kept available at construction headquarters, attended stations, etc., for persons who normally work indoors but who are occasionally required to work out of doors under adverse weather conditions, as for example when working during emergencies, operating switches, cleaning racks, etc.

Clothing supplied at stations should be limited to one or two coats and hats, depending upon the number of employees.

### 35.2.3 For Normal Work Which Must be Performed Occasionally, Under Extreme Conditions

Hip or knee length rubber boots and weatherproof coats and hats may be obtained and issued temporarily to construction workers, maintenance workers, and labourers when required to work in extremely wet locations or under adverse weather conditions.

One or two rainproof coats and hats, depending upon the number of employees involved, may be provided for each line, forestry and maintenance truck or gang for use in emergencies when workers could not be reasonably expected to have protective clothing available at all times.

### 35.2.4 For Work Involving Exposure to Materials that are injurious to Health and Particularly Destructive of Clothing

Rubber boots, aprons and gloves of an approved material may be provided for employees when handling acids for batteries, cleaning transformer coils or for other work which is similarly destructive of clothing.

Aprons, gloves and sleeves made of plastic, plastic-coated or other approved material may be provided for employees who are required to handle creosote,

creosoted poles or timber as a protection against burns or damage to clothing.

Protective clothing such as coveralls, gloves and rubber boots may be provided for temporary issuance to employees for use when applying herbicides.

Because of the fire hazard in welding and the destructive nature of the work, welders' aprons, armlets and gauntlets may be provided.

### 35.2.5 To Promote Safety

Safety headgear, eye protection, rubber gloves (electrical), and similar items which are designed exclusively for the safety of employees and the wearing of which is made obligatory on certain types of work, will be provided by the Company.

Special footwear will be provided for the safety of workers when required to work near forebays, sluices, etc., under icy, slippery or otherwise hazardous conditions.

#### Safety Footwear:

I Employees required to wear protective footwear will be reimbursed as follows:

A deductible of twenty-five per cent (25%), to a maximum of \$25.00, will apply to each purchase of CSA Approved Electrical Shock Resistant (ESR) footwear as described in paragraphs 1 and 2 below. The dollar limits (actual cost) are:

- (1) A dollar limit of **\$175.00** for each pair will apply to others who choose or are required to wear CSA approved ESR protective footwear (subject to the deductible).
- (2) Others who choose not to wear approved ESR protective footwear, will be reimbursed fifty per cent (50%) of the actual cost, up to a maximum reimbursement of \$75.00 per pair.

II Employees who are not required to wear protective footwear:

Employees who purchase safety footwear will be reimbursed thirty-three and one-third percent (33-1/3%) of the actual cost up to a maximum reimbursement of \$20.00 per pair subject to the approval of the appropriate manager or supervisor.

#### NOTES

Temporary employees will be reimbursed for a maximum of one pair in each six-month period.

A limit of two pairs of safety shoes or boots per person will be subsidized in a calendar year.

These actual cost maximums include applicable taxes.

#### 35.2.6 Special Conditions

Requests for items of clothing not mentioned but which might be reasonably supplied under the conditions set forth herein will be considered, each case on its own merits.

#### 35.3 Issuance, Care of, and Responsibility for Clothing Provided by the Company

In order that the use obtained from clothing purchased by the Company may justify the expenditure, the following shall be carefully observed:

1. Except in isolated cases, special clothing must not be issued to any one employee for exclusive use but must be kept available for any employee who may require it for Company purposes mentioned herein.
2. When no longer required on the job, clothing must be promptly returned to local headquarters, station or truck where it will be readily available when required.
3. All clothing furnished by the Company will remain the property of the Company and must be clearly and prominently marked for easy identification.
4. Where loss or destruction of Company clothing issued to an employee occurs as a result of carelessness on the part of the employee, the employee will be required to make good such loss.

#### 36.0 PURCHASING PRIVILEGES - SURPLUS EQUIPMENT

Employees shall have purchasing privileges for surplus equipment and material to the same limit as extended to the general public.

#### 37.0 RETURN OF COMPANY PROPERTY

It is agreed that employees whose employment terminates with the Company shall be responsible for the return of any Company property issued to them during the term of their employment. Failure to return such property shall result in the Company deducting its current value from any monies owing to the employees.

#### 38.0 TIME CHANGE - SHIFT WORKERS

When the clocks are changed due to daylight saving time, the following principles will apply:

1. Employees who are scheduled to work during the affected hours will work a shift which is either shortened or extended by one hour.
2. Payment for the shortened or extended shift will not be calculated on the basis of actual hours worked, rather will be based on the number of hours normally worked (eight or twelve).

#### 39.0 REST PERIODS

Each employee shall be entitled to a 10 minute rest period in the first half and second half of each scheduled work day at a time designated by the Company.

#### 40.0 WEEKLY PAY DAYS

- 40.1 Salaries and wages of all employees throughout the Company covered by this Agreement shall be once every week on the third Thursday following completion of the pay period. This payment will be by direct deposit to one account designated by the employee in a Canadian financial institution with a Canadian Payment Association (CPA) serviceability code of 1 or 2. (CPA serviceability code definitions in effect June 5, 1991 or subsequent code numbers providing equivalent accessibility). The Company is responsible for the cost of depositing these funds to the employee's account.

The implementation of direct deposit pay will be phased in for PWU members. It is the responsibility of the employee to inform the Company of any changes to the designated account 14 days in advance of the payment date. Any errors in employee payment that result from employee provision of incorrect account information or the late provision of changed account information are solely the responsibility of the employee.

- 40.2 Existing employees who were paid the equivalent of one weeks base pay during the transition from weekly pay to weekly direct

deposit pay will have the amount of this one week payment deducted from their final payment of salaries and wages from the Company (i.e., termination, retirement, etc.)

#### 41.0 ELECTRICAL SAFETY AUTHORITY TEMPORARY NATIONAL AND INTERNATIONAL PROJECT ASSIGNMENTS

This provision deals with the rights of PWU members who accept temporary national or international project assignments with Electrical Safety Authority (ESA).

1. The PWU maintains the right of representation for members performing work on such projects.
2. The PWU recognizes the need of ESA to have the ability to assign volunteer PWU members to such project assignments, away from Company facilities. In order to meet these needs, ESA may require labour contract flexibility.
3. The Divisional Vice-president and ESA will jointly develop principles for the establishment of labour terms and conditions for projects involving work to be performed by PWU workers outside of Ontario.
4. The proposed labour terms and conditions for outside of Ontario-based work for a particular project will be submitted by ESA to the PWU Divisional Vice-president for review. Where the principles (jointly developed under Item 3) have been satisfied, the Divisional Vice-president will provide written agreement to the proposed terms and conditions within 48 hours. Where the principles have not been satisfied, the Divisional Vice-president will advise ESA within 48 hours of the issues to be addressed, will negotiate with ESA to resolve these issues, and will reach a final joint decision (agreement or rejection) within an additional 48 hours. The terms and conditions jointly agreed upon for a particular project will change the normal provisions of the Collective Agreement for the term of the particular national or international project.
5. In the event of applying Article 11, employees who accept ESA temporary project assignments will continue to be considered as though they had remained in their home work unit and will be subject to the contractual terms and conditions then in force. Employees will defer exercising their redeployment rights during the term of their project assignment until they return to their home unit.
6. ESA's use of external resources to perform national and international project work outside the PWU's jurisdiction does not invoke the terms of PW-46.

NOTE

ESA management will meet with the appropriate Chief Steward to define that work to which PW-46 does not apply.

## 42.0 GAINSHARING

Subject to the Company and the Union agreeing to provisions which will enhance the business' ability to operate efficiently, the Company and the PWU agree in principle to negotiate in good faith to develop a gainsharing plan which is intended to provide collective financial rewards to encourage and motivate employees to make the business successful. The expectation is to have the plan ready for testing by the end of September 2000.

Following joint development and agreement of Gainsharing principles and measures, gainsharing payments are possible. When, through the efforts of ESA employees, ESA demonstrates successful performance and gainsharing measures are met or exceeded, payment amounts will be based on the following:

Effective April 1, 2000 – 0%

Effective April 1, 2001 – up to 2% of base wages

Effective April 1, 2002 – up to 4% of base wages

Refer to the document titled "Gainsharing Plan December **2002**" signed by the **PWU** on December **2, 2002** for the terms and conditions **of** gainsharing for **2004** and **2005**.



**PART D**

**WEEKLY-SALARIED**

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## PART D

### WEEKLY-SALARIED

#### Specific Matters of Agreement

#### 1.0 SALARIES

Salaries shall be in accordance with the salary schedules which are part of this Agreement.

#### 2.0 HOURS OF WORK - GENERAL

1. Weekly-salaried employees whose basic hours of work are 35 hours per week may be periodically required to change their work location and to work 40 hours per week or the same hours as field staff. All hours in excess of seven hours per day, Monday to Friday, are to be paid at the appropriate premium rate.
2. Certain technician classifications which have been established on a 40-hour week basis shall continue to work normal hours of 40 hours per week but when on field work may be required to work the same hours as the field staff.
3. Employees' who by the nature of their jobs, are required to make public, business or trade contacts outside normal hours shall work a normal work week of 35 hours, Monday to Friday.

Owing to the controlling influences from outside agencies, the normally established daily hours of starting and quitting may require changes. In such instances these changes will be the prerogative of the Company.

4. The normal work week of all weekly-salaried employees of the Corporate Mailing Section shall be 35 hours per week consisting of five days of seven hours per day, Monday to Friday inclusive. Such employees shall normally be free to select variable working hours within the period 7:30 am to 5:30 pm in accordance with Subsection 2.1.1.

Where, in the opinion of the Company, such selections fail to maintain an effective mail service, the Company may establish hours of work between 7:30 am and 4:30 pm for all employees on the basis of weekly work schedules which shall be posted in the

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<sup>1</sup> The provisions of Article 4.2(c) and the following Hours of Work - Specific will have no application to these employees.

work location seven days in advance of their application. Early starting times shall be rotated equitably among the staff.

## 2.1 Hours of Work - Specific

With the exception of shift work, head office hours shall be a 35-hour week

8:30 am - 12:00 noon (Monday through Friday)

1:00 pm - 4:30 pm (Monday through Friday)

### 2.1.1 Variable Working Hours in Head Office

Employees will be requested each month to select their standard work period for the following month. The work week will consist of five, seven-hour days, Monday to Friday. The hours of work selected must be in accordance with the observation of core working hours of 9:00 a.m. to 11:45 and 1:15 to 3:00.

Employees may select a starting time which is not earlier than 7:00 a.m. and not later than 9:00 a.m. or at 1/4 hour intervals prior to that. Their finishing time will not be earlier than 3:00 p.m. They may select either a 30, 45, 60, 75 or 90 minute lunch period to be taken between 11:45 a.m. and 1:15 p.m.

The hours of work selected are subject to the supervisor's approval. The supervisor may, if necessary, restrict some employees to the hours of 8:30 am to 4:30 pm (for 35 hour per week employees). The supervisor may not assign 35 hour per week employees to hours of work outside of 8:30 am to 4:30 pm, except as provided for in Part 'D', Section 4.0 - Overtime.

Where in the Company's opinion, a work unit cannot be operated satisfactorily under variable working hours, they will not be implemented in that unit.

Individual deviation from selected work schedules will require the supervisor's prior approval.

## 2.2 Hours of Work - Outside Head Office

Hours of work (including variable hours of work) in locations (e.g. Territory Offices and Plan Approval Department) other than head office and Customer Service Centre shall be negotiated by the Company and the Chief Steward.

Where in the Company's opinion, a work unit cannot be operated satisfactorily under variable working hours, they will not be implemented in that unit.

## 2.2.1 Hours of Work in the Customer Service Centres

The Senior Inspection Representative, Inspection Representative and Services Clerk I positions at the Customer Service Centre (Cambridge and Ottawa) will be **37.5** hours per week, consisting of five, seven and one half (7½) hour days, Monday to Friday?

- i) Cambridge  
The hours of work selected for the Senior Inspection Representative, Inspection Representative and Services Clerk I must be in accordance with the observation of core working hours of **7:00 a.m. to 6:00 p.m.** (Cambridge Customer Service Centre)

Based on seniority, employees may select a preferred available starting time, which is not earlier than **7:00 a.m.** and not later than **10:00 a.m.**, subject to the manager's approval. A **30** or **60** minute lunch period will be assigned between **10:30 a.m.** and **2:30 p.m.**

- ii) Ottawa  
The hours of work selected for the Senior Inspection Representative, Inspection Representative and Services Clerk I must be in accordance with the observation of core working hours of **7:00 a.m. to 5:00 p.m.**

Based on seniority, employees may select a preferred available starting time, which is not earlier than **7:00 a.m.** and not later than **9:00 a.m.**, subject to the manager's approval. A **30** or **60** minute lunch period will be assigned between **11:30 a.m.** and **1:30 p.m.**

- iii) Individual deviation from selected work hours will require the manager's approval.

## 2.3 Hours of Work - Miscellaneous

The normal weekly hours of work shall be 40 for the following classifications and other similar categories as yet undefined:

Electrical Inspectors  
Field Electrical Approvals Inspectors

## 3.0 SHIFT DIFFERENTIAL AND SHIFT WORK

It is recognized that from time to time it may be necessary, due to the nature of the Company's operations, to place certain weekly-salaried day working

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<sup>2</sup> Subject to the provisions in the Memorandum of Agreement

employees on shift work. Where this occurs, the following provisions will apply:

1. Shift work shall not be implemented for a period of three working days or less. If the working period is three days or less, the appropriate premium rate will be paid for the minimum three-day period.
2. The Company will provide 72 hours' (three calendar days) posted notice of the commencement and *termination* of a shift. Failure to provide such notice will require a penalty payment of premium rates for all changed hours of work within the notice period.
3. Such a placing on shift work shall not deprive an employee of his/her total number of normal scheduled weekly hours.
4. Revision to the work schedule shall provide for a minimum of 15 hours off between shifts. Failure to provide such time off will require the penalty payment for the first affected shift.
5. Shift differential shall apply to employees required to work on a three-shift schedule or a two-shift schedule and shall not apply for overtime hours.
6. Shift work will be scheduled on a Monday to Friday basis
7. Work in excess of the total number of normal daily hours will be paid at the appropriate overtime rates.
8. The following shift differentials shall apply:
  - (a) Sixty cents per hour to employees scheduled to work between the hours of 1600 and 2400.
  - (b) Eighty cents per hour to employees scheduled to work between the hours of 0000 and 0800.
9. Regular part-time and temporary part-time employees will not be eligible for shift differential when the shift starts and ends between the hours of 07:00 and 18:00.

#### 4.0 OVERTIME

Due to the nature of the Company's operations, some employees will be required to work overtime. Overtime will be minimized and managed within the limits of corporate effectiveness and customer impact. In recognition of employee well-being and inconvenience, an effort shall be made to equitably distribute overtime amongst all qualified employees. Overtime, as used herein, means that part of the actual working time which is outside the normal scheduled hours and is, therefore, subject to compensation at premium rates.

## 4.1 Overtime Definitions

**Prearranged Overtime:** Work performed outside the normal scheduled hours for which notification must be given a minimum of 24 hours in advance (21 hours for computer sub-branch shift working employees). Time shall be counted from the time the employee reports for work until the employee finishes work.

**Emergency Overtime:** Work performed outside the normal scheduled hours which is neither prearranged nor extension overtime. Time shall be counted from the time the employee reports for work until the employee finishes work.

**Extension Overtime:** Work performed outside the normal scheduled hours as an extension of the normal scheduled hours (either immediately preceding or following the normal scheduled hours). Time shall be counted from the time the employee reports for work until normal starting time or from normal quitting time until the employee finishes work.

## 4.2 Payment For Overtime

Overtime, as used herein, means that part of the actual working time which is outside the normal scheduled hours, and is therefore, subject to compensation at premium rates.

Premium payment for overtime shall be as follows:

1. One and one-half times the employee's basic rate shall be paid for all work performed during the first four clock hours after normal quitting time, Monday to Friday inclusive. It will also apply to the first four hours of overtime worked on an unscheduled day of work.
2. Two times the employee's basic rate shall be paid for:
  - All work performed outside of the first four hours after normal quitting time, Monday to Friday inclusive, and after the first four hours on an unscheduled day of work.
  - All work performed on Saturday, Sunday and statutory holidays which occur Monday to Friday.
3. Overtime rates shall be computed by dividing the employee's basic weekly salary by his/her normal weekly hours of work.

## 4.3 Overtime - Miscellaneous Provisions

1. In order to alleviate excessive inconvenience, an effort shall be made to equitably distribute overtime amongst all qualified employees. Where employees feel they have been assigned

abnormal amounts of overtime, consideration of such cases shall be considered fit matter for discussion at local level.

2. The Company agrees to control excessive authorized overtime by restricting actual overtime to not more than 12 hours per week, excluding travelling time. Under extraordinary circumstances, the Union will consider waiving the restrictive features of this clause.
3. A travelling allowance up to a maximum of one hour shall be paid at the appropriate overtime rate when an employee is called in to work overtime and an extra trip is involved. See also Section 4.4.
4. Because an employee was required to work overtime or because he/she lost time in changing shifts, he/she shall not be prevented from working his/her total number of normal daily hours in any normal scheduled day of work. If the employee cannot be supplied with the work required to make up the normal daily hours of work in that day, his/her pay shall be adjusted to provide a minimum of his/her normal weekly hours of work.
5. If an employee who has worked overtime and is physically capable and the group of which he/she is ordinarily a member is at work, he/she shall not be deprived of the opportunity of working his/her normal scheduled hours in addition to the overtime he/she may have worked.
6. **An** employee who has accumulated overtime hours shall receive this in earnings, calculated at the appropriate premium rate and cannot be required to take time *off* in lieu of payment.
7. An employee who is required to work continuously for more than 16 hours or an employee who accumulates 16 hours of working time in any 24 hour period without a minimum five hour continuous break between 23:00 and 07:00 hours shall be entitled to an eight-hour rest period. Time spent for meals may be deducted from the total elapsed time but is not to be considered as breaking the continuity of the hours worked.

If the rest period extends into the employee's normal scheduled hours of work, he/she shall be paid at straight time rates for the portion of the rest period which extends into the normal scheduled hours. This *is* in addition to the overtime worked.

Should he/she be required to continue working beyond 16 hours he/she shall be paid two times his/her normal basic rate until an eight-hour rest period is granted. Should an employee be released before 16 hours have elapsed, he/she will not be entitled to an eight-hour rest period, and his/her right to continue work at straight time will be governed by Section 4.3(5.).

8. Equivalent time *off* without pay - See Part 'A', Section 10.2



None of the provisions of Subsections 4.3(1.), (2.), (4.), (5.) and (6.) is applicable to employees referred to in Section 2.0(4.).

#### 4.4 Minimum Payments - Overtime

All Part 'D' weekly-salaried employees who are called out to work overtime with or without notice shall receive the following:

When minimum payments apply no travel allowance will be paid

1. All prearranged overtime performed or reported for due to lack of notice of cancellation, Monday to Friday inclusive, shall receive a minimum of two hours at straight time or the actual time worked at the appropriate premium rates, whichever is the greater.
2. All prearranged overtime cancelled with 48 hours of the designated time of work commencement shall require payment of two hours at straight time.
3. All prearranged overtime performed or reported for due to lack of notice of cancellation on Saturdays, Sundays and statutory holidays shall receive a minimum payment of four hours at straight time or the actual time worked at the appropriate premium rates, whichever is the greater.
4. This shall not apply where the overtime period commences on a Saturday, Sunday or statutory holiday, as part of a longer overtime period continuing into the next calendar day.
5. All emergency overtime work shall receive a minimum payment of four hours at straight time or the actual time worked at the appropriate premium rate, whichever is the greater, providing short emergency calls are not repeated within one hour of the completion of a previous call for which the four-hour minimum was paid.

If the call-out occurs less than two hours before the commencement of normal starting time, the minimum will not apply and the appropriate premium rate will be paid continuously from the call-out time until normal starting time.

#### 4.5 Overtime - Regular Part-Time and Temporary Part-Time Employees

Overtime is defined as:

- (a) Hours worked which are in excess of the normal daily hours of the classification. The premium payment for such work is one and one-half times the employee's basic rate for all work performed

during the first four clock hours after the normal quitting time of the classification, and two times the employee's basic rate for all work performed outside of the first four clock hours after the classification's normal quitting time.

and/or

- (b) Hours worked in excess of 24 in a week. The premium payment for such work is one and one-half times the employee's basic rate for the first four hours worked in a day. Two times the employee's basic rate for all work performed in excess of four hours in a day.

and/or

- (c) Unscheduled hours worked on Saturday and Sunday. The premium payment for unscheduled hours worked on Saturday and Sunday is two times the employee's basic rate.

## 5.0 PROVISION OF MEALS

In recognition of the importance of regular meals to an individual's health and effectiveness on the job, the Company will supply meals as outlined below and when required, will assign an employee to secure the meals.

- (a) Employees provide their own meals on regular days of work.
- (b) When an employee works overtime on a regular day off, he/she will be expected to provide one meal if 23 hours notice has been given.
- (c) When an employee works extension overtime before or after normal scheduled hours, all required meals will be provided by the Company. The first meal (or meal allowance) will be provided when two (2) hours of overtime are worked. Subsequent meals or meal allowances will be provided every four (4) hours of overtime worked thereafter.
- (d) When meals cannot be reasonably obtained<sup>3</sup>, an allowance of **\$12.00** per meal will be paid.

### 5.1 Meal Periods

- (a) Employees on day work shall take a meal period designated by the Company and shall not be paid for this time (unless otherwise provided for in the Collective Agreement)
- (b) Employees on shift work shall eat their meals during the shift hours as conditions permit.

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<sup>3</sup> 'Reasonably obtained' is to be defined locally by Union and Management.

- (c) When an employee works extension overtime, no time shall be deducted for eating such meals where the employee eats the meal on the job and in a minimum of time.

## 6.0 PRINCIPLES RE RESOURCING FOR RELIEF, ACTING & TEMPORARY ASSIGNMENTS

This item will be used for resourcing new business ventures and pilot projects. Recognizing that relief, acting and temporary assignments contribute to the development of personnel and contribute to the work being done effectively, the following will be considered when resourcing these assignments:

- the more senior employees will be given preference;  
assignments may be split between employees;
- specific qualifications/knowledge required for the position will be taken into consideration;  
  
for supervisory positions primary consideration will be given to personal qualities such as leadership and the understanding and display of the practice of good human relations;
- employee development;  
  
Employment Equity objectives discussed in advance with the Union shall be considered;
- amount of notice and duration of assignment will be considered

These assignments will be distributed as equitably as possible, over time, once the above conditions have been considered.

The format for utilization of the above in a Business Unit (or smaller unit) will be a joint responsibility.

Item 6.0 shall not be subject to the grievance/arbitration procedure

Disputes will be resolved locally and may be referred to the Divisional Chairperson and the Local Manager.

Circumstances which negate consideration of the above conditions will normally be discussed in advance with the Union.

## 6.1 Relief Work

### Intent

It is the intent of this item that when an employee is relieving in a higher rated position that he/she be properly compensated for the duties that he/she is performing. The assignment of relief is a Management right and increased duties must be assigned not assumed.

1. The Company shall notify the employee in writing, in advance where possible, of the requirement to perform relief, of the general nature of the major duties to be performed, and the rate to be paid during the relief period.
2. Employees in the weekly-salaried schedule, when relieving for the normal duties of an employee in a higher job grade, not defined in 6.1(3.) below, for a period of one full working day or more shall be paid, for the full relief period, at the rate established by the Company for the relieved position or three percent (3%) above the employee's normal rate whichever is greater.

In relief situations where less than the normal duties are being performed and a lower salary grade has been established for the relief period, the promotion rule will be used to establish the appropriate progression step or off-schedule rate in the lower salary grade.

Failure to notify the employee in writing of the major duties to be performed and the rate to be paid will require the payment of the first step of the salary grade of the relieved position or three percent (3%) above the employee's normal rate whichever is greater, for the entire relief period.

3. Employees in the weekly-salaried schedule, when relieving for the normal duties of an employee in a non-union supervisory position for a period of one full working day or more shall be paid for the full period at the rate established by the Company for the relieved position or five percent (5%) above the employee's normal rate whichever is greater.

Failure to notify the employee in writing of the major duties to be performed and the rate to be paid will require the payment of 10 percent (10%) above the employee's normal rate, for the entire relief period.

4. Notification of the Chief Steward is required when the employee is required to relieve for a period of two working days or more.
5. Statutory holidays will not affect the continuity if they occur between the first and second days.

Payment for a statutory holiday shall be at the relief rate if it occurs during the relief period and at the normal rate if it occurs at the beginning or the end of the relief period.

## 6.2 Acting in a Vacant Position

An employee may act in an existing job in which a vacancy is created, pending the arrival of a successful applicant to the vacancy. When an employee is to be placed in an acting position, the Company shall notify the employee and the chief steward in writing setting out:

1. The reason for the acting position.
2. The general nature of the major duties to be performed
3. The rate to be paid for the acting position.
4. The expected duration.

The duration of the acting period shall not exceed 90 days from the date the employee is placed in the acting capacity, unless an extension is agreed to by the Company and the Divisional Chairperson of the Union. Pending the arrival of the successful applicant and his/her assuming the normal duties, the acting incumbent who is performing the normal duties and responsibilities of an acting position shall receive the appropriate rate in accordance with the Weekly-Salaried Relief Clause of this Agreement.

### NOTE

Failure to notify and/or request further extension accordingly will require payment of the penalty described in the appropriate Weekly-Salaried Relief Clause of this Agreement.

## 7.0 SPECIAL ALLOWANCES

### 7.1 Remote Northern Communities

An allowance of **\$40.00** per overnight stay will apply to all regular 'Electrical Inspectors' when working in northern communities in the Northeast and Northwest **in remote locations not accessible by roads.**

### 7.2 Meal Allowance – Electrical Inspectors

The Company and PWU Representatives will recommend a new process and guidelines for handling meal expense items. Meals will be paid for **by** reimbursement of actual cost of the meal.

## 8.0 POSTING OF VACANCIES

All vacancies as set out in Article 10.1 and as covered by this section of the agreement will be posted when they become vacant with the following exceptions:

1. A change to the job duties, rating and/or salary grade resulting from a Clerical-Technical Job Evaluation Plan challenge, or a Review of a Rating by the Job Classification Committee, or a change to a job title and/or occupation code only, shall not be considered to create a vacancy.
2. A change to the duties of an occupied job, wherein the salary grade remains unchanged, shall not be considered to create a vacancy.
3. A change to the duties of a job covered by the Clerical-Technical Job Evaluation Plan which results in an increase to the salary grade shall not be considered to create a vacancy if there is, in the Company's opinion, an employee in the immediate work group who is the only one qualified to perform the resulting job. However, in such cases, if there is a more senior employee in the same job in the same work group who was not appointed to the resulting job, he/she shall have the right to seek redress under Article 2, Grievance Procedure.
4. Changes to jobs which result in a surplus in staff complement of the work group shall not be considered to create a vacancy in the resulting job(s).
5. The restructuring of a job in a manner which justifies application of the Downward Restructuring Rule (Section 9.10.2 of this section of Agreement) to the incumbent, shall not be considered to create a vacancy.

### 8.1 Posting Procedures

A notice of vacancy referring to jobs covered by the Clerical-Technical Job Evaluation Plan shall be based on the job description and job specification and shall be posted province wide. Nothing contained in the notice of vacancy shall contravene the information contained in the job documents. No important information (subject to space limitations) shall be omitted. A notice of vacancy setting out a higher education or experience requirement than indicated in the job specification will require a corrected notice of vacancy and an extended date of closure.

Vacancies for electrical inspector (journeyman inspector and area inspector), within the jurisdiction of the Union shall be posted on a province-wide basis subject to all conditions relating to positions once removed from the Union's jurisdiction.

Refer to Part 'A, Section 17.0 - Notification to Applicants.

## 9.0 CLERICAL-TECHNICAL JOB EVALUATION

Job Evaluation Process for ESA - The parties agree to jointly develop job descriptions and a custom made ESA evaluation plan to rate them.

### NOTE:

The job challenge process contained in Clerical-Technical Job Evaluation Manual, "Plan B" and referred to in this section shall be replaced for the term of this Collective Agreement with the expedited process contained in Article 2.8, Dispute Resolution – Article 8, Job Challenges, and OGLs. The Job Classification Committee shall assume all the responsibilities normally associated with the Joint Salary Committee for the term of this Collective Agreement.

### 9.1 The Clerical-Technical Job Evaluation Plan

The provisions which form the basis of the Clerical-Technical Job Evaluation Plan, formerly referred to as Plan 'B', are contained in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual. Matters pertaining to the application of dollars are contained in the Collective Agreement. Job evaluation matters are contained in the Manual. The Company shall identify the Company groups responsible for dealing with the Union in the foregoing matters.

### 9.2 Jobs Covered by the Clerical-Technical Job Evaluation Plan

The plan shall cover all jobs killing under this section of the Collective Agreement excepting those covered by salary schedule 21 and the Area Clerk Job Evaluation Plan.

### 9.3 Identification of Jobs in Salary Schedule

All jobs processed under the Clerical-Technical Job Evaluation Plan shall be designated a salary grade in the current salary schedule issued in conjunction with the Collective Agreement.

### 9.4 The Union Clerical-Technical Job Evaluation Manual

The Manual is a supplement of the Collective Agreement and its provisions shall apply as if set forth in full herein.

The Manual shall be supplied to all employees whose jobs are covered by the plan.

## 9.5 Rights of the Parties

The Company has and shall retain the exclusive right and power to decide what work is to be done and who is to do it and accordingly the Company shall apply the Clerical-Technical Job Evaluation Plan to determine appropriate salary grades for jobs. The Company shall exercise these rights in accordance with the provisions as set forth in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual.

The Union's right shall be to act on behalf of its members to ensure that the Clerical-Technical Job Evaluation Plan is being properly applied. In order to carry out this function, the Union Job Evaluation Officer shall work in liaison with the appropriate Company groups responsible for the administration of such matters and he/she shall be permitted, within reason, to interview employees during regular working hours.

The Union shall exercise these rights in accordance with the provisions as set forth in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual.

The Union shall retain its rights to participate jointly with the Company in developing and/or modifying the Clerical-Technical Job Evaluation Plan.

In the event of conflict between the foregoing general statements, regarding the rights of the parties, and the specific provisions contained in the Collective Agreement and the Union Clerical-Technical Job Evaluation Manual, the latter shall govern.

## 9.6 Salary Schedule

The salary schedule for jobs covered by the Clerical-Technical Job Evaluation Plan and issued in conjunction with the current Collective Agreement shall have the following characteristics:

1. The salary schedule shall be a salary range schedule with a total of 18 salary grades.
2. The percentage increment from salary grade to salary grade (based on step 3 of each salary grade) calculated from salary grade 51, step 3, shall be annotated on the schedule 20 which is currently in effect.
3. Each salary grade is composed of three steps. The second step is 97 percent (97%) of the maximum and the first step is 94 percent (94%) of the maximum. The time interval required for anniversary progression shall be in accordance with Part 'A', Section 3.0.
4. When an incumbent is promoted from one salary grade to another, he/she shall be promoted in accordance with Part 'D', Section 10.0 - Promotion Rule.



5. The relationship between the salary grade and the point range shall be 13 points for the first salary grade and 21 points for each salary grade thereafter.

#### 9.7 Wages and Retroactivity upon Upward Reclassification

##### Upward Reclassification as a Result of Company Initiated Action

1. Transfer from the existing salary grade to the new higher salary grade shall be by the promotion rule.
2. Retroactive entitlement shall be computed by going back to the date when the increased job demands and responsibilities were instituted or undertaken.

##### Upward Reclassification as a Result of Employee Initiated Action Through the Issuance of a Record of Discussion Form

1. Transfer from the existing salary grade to the new higher salary grade shall be by the promotion rule, except in the following situations where it shall be by the step-to-step method:
  - (a) Where there is no change in job content or job demand, but the job specification factor ratings change resulting in an upward reclassification of the job.
  - (b) Where a change in job demand is recognized resulting in an upward reclassification of the affected incumbents and where such incumbents have been performing the duties and/or undertaking the responsibilities which caused the upgrading for a period of one year or more prior to the date of the first discussion as recorded on the Record of Discussion form and where these same incumbents have been in the maximum step of the salary grade for the job for one year or more prior to the date of the first discussion.
2. The date of the transfer of an employee to a higher salary grade whether by the promotion rule or the step-to-step method shall be the date of the commencement of the retroactivity and the transfer shall be from the salary grade and step in effect on that date.
3. Retroactive entitlement in Subsection 1. above shall be as set out in the Union Clerical-Technical Job Evaluation Manual.
4. An incumbent who has left the Company's service shall be entitled to retroactive payment, as a result of challenge for the affected period during which he/she was in the Company's employ.

## 9.8 Training Situations

Normally, an employee receives his/her training and experience by being promoted through a series of established jobs for which job descriptions and job specifications exist. His/her movement up the ladder from job to job will occur when the Company determines that he/she is capable of performing the duties and responsibilities of a higher-rated job, and an opening exists. At times, however, in certain types of work, an employee will be advanced through a planned series of training steps in which he/she will be directly trained for a specific job which he/she will eventually occupy, i.e., a terminal job. This is termed a training situation.

The Company will identify the need for such a training situation and will structure the terminal job. A job description and job specification will be prepared for the terminal job only. The Job Classification Committee will establish the final rating for the terminal job, and will determine the appropriate training steps leading to the terminal job rate.

The training steps will be established in the following manner:

### 9.8.1 Formula for Developing Training Situations

The hiring rates will be established based on survey data supplied by the Company and/or the Union and will be consistent with the mean hiring rate being paid by other companies to inexperienced graduates possessing the specified education required to perform the terminal job.

The time span of the training situation will consist of a number of years equal to the minimum number of years indicated in the experience factor applying to the terminal job.

For each year of the time span as determined above an annual training step will be established. The Job Classification Committee may approve the division of annual steps into quarterly or semi-annual sub-steps where such action has been recommended by line management.

Salary step dollars shall be calculated to proceed in geometric progression from the hiring rate to step 1 of the salary grade for the terminal job in the number of years of the training situation. The dollar values thus obtained for each step shall be translated to the nearest salary grade and step (above or below) which appears on schedule 20. The factor used to multiply each annual step dollars to find the next annual step will be 'F' i.e.,

$$F = \sqrt{n} \frac{R_t}{R_s}$$

Where,

n = Number of years in the training situation

R<sub>s</sub> = Hiring rate

R<sub>t</sub> = Terminal rate

Where applicable the dollars for the half-yearly step will be starting dollars multiplied by 'Fh' i.e.,

$$Fh = \sqrt{2n} \frac{R_t}{R_s}$$

#### 9.8.2 Advancement Through Training Situations

1. A trainee will (subject to Subsections 2. and 3. following) advance to each subsequent training step at the designated intervals based on the date of appointment to the training situation. Upon completion of his/her training, he/she will be placed in the first progression step of the salary grade applying to the terminal job. He/she will then be subject to the conditions of the Clerical-Technical Job Evaluation Plan.
2. If at any time the trainee is judged to be incapable of performing the terminal job in a satisfactory way, he/she may be removed from the training situation.
3. If a trainee, in the Company's opinion, fails to make satisfactory progress his/her next training step may be delayed, in accordance with the provisions of Part 'A', Subsection 3.0. Such a delay may take place on one occasion only throughout the training program.
4. If a trainee, in the opinion of the Company displays exceptional ability, he/she may be advanced to the training step which is more in keeping with his/her achieved progress.
5. If a person having suitable experience is appointed to a training situation, the Company may place him/her in any training step judged to be appropriate to his/her applicable experience.
6. If a trainee, who has not yet attained the terminal job level, believes that he/she is fully performing the duties, and has the

responsibilities of the terminal job document, he/she may institute a challenge.

### 9.8.3 Continuing Administration of Training Situations

The established hiring rates will remain in effect until altered through negotiation between the parent bodies or until altered through action resulting from a review by the Job Classification Committee upon the request by the parent bodies.

Recalculation of training step values (according to 9.8.1) will occur with a change in the hiring rate.

The existing trainees will remain on the training situations on which they were hired until they have reached the step 3 of the salary grade of the terminal job.

### 9.8.4 Tiered Training Situations

In certain instances, it may be necessary to develop a hierarchy of terminal jobs with training situations leading to each level, e.g., to the junior, to intermediate, and to senior levels. In such cases, the principles and practices as set out in this agreement will serve as a guide in the development of training steps and their values.

## 9.9 Clerical-Technical Job Evaluation Plan

### 9.9.1 Merit Rating

It is agreed that if, as and when merit rating is to be instituted, the plan (system of measurement), but not the application, shall be subject to negotiations.

### 9.9.2 Downward Restructuring Rule

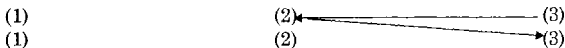
This provision shall apply to incumbents whose jobs are covered by the Clerical-Technical Job Evaluation Plan.

Should the job which an incumbent is performing be changed, but the basic function and significant duties of the job remain unchanged, and should the job then fall into a lower salary grade, the following shall apply:

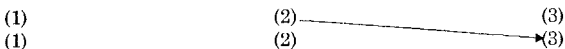
1. The incumbent's salary dollars (rate) shall be held constant, except for increases referred to in Subsection 9.10.2(4.), commencing on the date of issue of the Advice of Rating form issued by the Company.
2. Annually thereafter, the incumbent shall have his/her rate reduced by one progression step in the manner portrayed by the chart below.

3. The above process shall continue until the maximum dollars in the salary range for the restructured job are reached.
4. In the foregoing process of reduction, current salary schedule dollars shall be used. These include general negotiated increases and cost of living increases.
5. Reduction of One Salary Grade

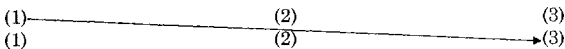
(a) Incumbent is in 3rd progression step<sup>4</sup>



(b) Incumbent is in 2nd progression step<sup>5</sup>

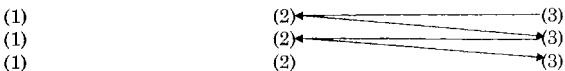


(c) Incumbent is in 1st progression step<sup>6</sup>

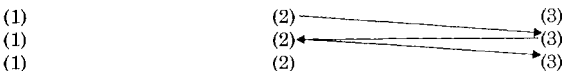


6. Reduction of More than One Salary Grade

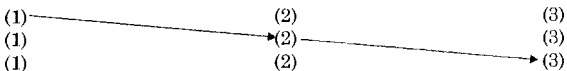
(a) Incumbent is in 3rd progression step<sup>7</sup>



(b) Incumbent is in 2nd progression step<sup>\*</sup>



(c) Incumbent is in 1st progression step<sup>9</sup>



<sup>4</sup> On the date of issue of the Advice of Rating form.

<sup>5</sup> On the date of issue of Advice of Rating form.

<sup>6</sup> ibid

<sup>7</sup> ibid

<sup>8</sup> ibid

<sup>9</sup> ibid

## 10.0 PROMOTION RULE

### 10.1 General

Object: The object of the rule is to ensure, on promotion, an increase in salary to compensate for an increase in job demands and responsibilities.

Definition of Promotion: Promotion means a change to a new job which carries a higher maximum salary schedule rate (base rate) or a higher salary grade resulting from an increase in job demands and responsibilities within a job.

### 10.2 The Promotion Rule

1. On promotion, the employee's rate is to be set at the lowest progression step (in the salary grade for the job) which will give a minimum increase of three percent (3%) above the employee's existing basic rate.
2. in the case of single grade promotions (or the equivalent under Pay Equity) the following will apply:
  - If at step 1 of the current grade, go to step 1 of the next grade.
  - If at step 2 of the current grade, go to step 1 of the next grade.
  - If at step 3 of the current grade, go to step 2 of the next grade.
3. In cases where 10.2.2 does not result in at least a three percent (3%) increase, a rate that reflects not less than a three percent (3%) increase from their current rate will be paid. This interim rate will continue in effect until the next anniversary date at which time the employee will resume his/her place on the current salary schedule. This rate will be the next step in the salary grade which guarantees an increase of at least one and one half percent (1.5%) from the interim rate.

#### NOTE

An employee who is affected by such an "off-schedule" rate will be affected only once during his/her progression to the top step of his/her job. In no case will the rate be more than the maximum rate for the job grade.

### 10.3 Administration of the Rule

#### 10.3.1 Payment of the Salary Grade for the Job

On promotion, the employee will be placed directly in the salary grade for the job, except in training situations under the Clerical-Technical Plan (where an employee may be advanced gradually through the appropriate training job levels to the terminal job grade). He/she will be granted the progression step required by the promotion rule, except where a higher progression step is being granted for previous experience (Subsection 10.3.4).

#### 10.3.2 Promotion from Hourly-Paid to Weekly-Salaried Jobs

The promotion rule applies in the case of an hourly-paid employee being promoted to a weekly-salaried job.

The rule does not apply in the case of a weekly-salaried employee being promoted to an hourly job.

#### 10.3.3 Payroll Rates in Excess of Approved Job Grades

When an employee is being paid a special rate (such as results from restructuring of jobs, retrogression, implementation of new salary plan, or salary guarantee) which exceeds the appropriate rate for the job he/she holds, he/she should on promotion:

1. Continue to be paid the special rate, or
2. Be paid the progression step resulting from application of the promotion rule to the appropriate progression step in the approved grade of his/her former job, whichever is higher.

#### 10.3.4 Previous Experience

Where an employee being promoted has had previous applicable experience in a higher level job but was demoted for reasons other than cause or inability, a higher progression step than is indicated by the promotion rule may be chosen by the Company.

#### 10.3.5 Relief Situations

In relief situations where less than the normal duties are being performed and a lower salary grade has been established for the relief period, the promotion rule will be used to establish the appropriate progression step or off-schedule rate in the lower salary grade.

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### 10.3.6 Progression Following Promotion

Progression dates shall be calculated from the date of appointment or promotion to the position. Subsequent salary adjustments shall occur at 12-month intervals from the appointment or promotion date.

### 11.0 ELECTRICAL INSPECTORS - COVERALLS

The Company will supply electrical inspectors, paid from salary schedule 21 at their request, a set of coveralls or a smock without charge. Cleaning of these garments will be the responsibility of the employee and they will remain the property of Electrical Safety Authority.

### 12.0 POSITIONS EXCLUDED AS PER ARTICLE 1 - WEEKLY-SALARIED (CLERICAL AND TECHNICAL)

Incumbents in positions excluded under Article 1 perform certain inherent work functions which are part of their normal duties. It is also recognized, however, that such work functions will not be performed for the purpose of reducing staff requirements or deliberately to avoid overtime for employees represented by the Union. If the Union believes that this provision is being abused, it may lodge a grievance under Article 2 of the Collective Agreement.

### 13.0 SHIFT WORK - INFORMATION MANAGEMENT FACILITIES

It is recognized that Information Management Facilities shift working employees at head office must undergo conditions not normally experienced by other weekly-salaried employees

#### 13.1 Rate of Pay

The basic rate of these employees shall be established by the Clerical-Technical Job Evaluation Plan and as set out under salary schedule 20. Calculation of all premiums shall be made on this basic rate. An increment of seven and one-half percent (7.5%) shall be added to the basic rate of each classification when such classification is designated as being two- or three-shift and six- or seven-day operation. Classifications designated as two- or three-shift, five-day, Monday to Friday operation, will be paid at the basic rate. When an employee is to be placed on or taken off shift work, the Union's chief steward will be notified of such changes in writing.

#### 13.2 Hours of Work

Shift working personnel shall work an average of 35 hours per week over a period of approximately one year. Employees will be informed of their time balance in June. Each employee's time will be balanced at the end of one of



the five fiscal weeks immediately preceding December 16. Payment of plus time balances existing on the time balancing date shall be paid before December 31 at the rate of one and one-half times the employee's classification basic rate in effect at the time balancing date.

*NOTE*

**Electrical Safety Authority** will not be required to balance time for employees who have been hired or transferred from non-shift work to shift work in the five fiscal weeks immediately preceding December 16 until a period of approximately one year following the employee's appointment to the new position has elapsed.

Minus time balances which occur as a result of promotion of a shift working employee within the five fiscal weeks immediately preceding December 16 shall be worked off within the two-month period immediately following the establishment of the minus time.

### 13.3 Scheduling Provisions

The Company will be responsible for the preparation, content and administration of shift schedules averaging 35 hours per week over approximately a one-year period. These schedules shall cover a nine-week period, posted two weeks in advance, showing the days, hours of work (shift), and position of each employee. Any reserve employees and their hours of work (shift) shall be shown on the schedule. The schedule will provide for a minimum of two shifts (16 hours) off between shifts. Failure to comply with two weeks' advance posting as stated herein shall require payment of one and one-half times the employee's basic rate for work performed under the new schedule until the notice period has elapsed.

Although the content, preparation, posting, revision and administration of shift schedules is the sole responsibility of the Company, the preference of the staff regarding the type of schedule to be worked and the preferences of individual employees regarding vacation periods will be considered, providing such preferences are made known prior to commencement of preparation of new schedules. Where employees feel they have been assigned unreasonable schedules, such schedules shall be considered fit matter for discussion at local level.

*NOTE*

The cycling of schedules, allowing for holidays and sickness, may create a reserve of employees over and above the complement required for any shift. Whenever an employee in the normal course of his/her rotation of the schedule becomes supernumerary, he/she will be known as a "reserve employee"

Schedules will be posted two weeks in advance to cover one, two or three shifts per day for five-, six- or seven-day coverage with eight working hours per shift.

The day a shift begins will dictate the shift hours, and the specific hours of work for all Information Management Facilities classifications designated as being two or three shift and six or seven days a week operation will be as follows:

#### Normal Work Schedule

|          |              |
|----------|--------------|
| Days     | 0800 to 1600 |
| Evenings | 1600 to 2400 |
| Nights   | 2400 to 0800 |

All shift workers will eat their meals on duty. On day shift, Monday to Friday, the employee can opt for a normal, unpaid lunch period.

### 13.4 Schedule Alterations

A minimum of seven days' notice shall be given when an employee's hours of work as shown on the schedule are to be changed, with the following exceptions:

1. Reserve hours of work may be changed within a calendar day, providing a minimum of two non-working shifts' (16 hours) notice is given before the start of the first affected shift.
2. With four days' notice, reserve days of work may be interchanged with scheduled days off, within the posted schedule. Such interchange will not be used for an employee while attending meetings involving the Union.
3. In the case of illness, which would result in a staff shortage, four (4) days' advance notice will be given when placing an employee on shift.

#### 13.4.1 Penalties

Failure to give the required notice, stated in Subsection 13.4, shall result in the payment of one and one-half times the employee's classification basic rate until the notice period has elapsed.

### 13.5 Shift Differential

Sixty cents per hour shall be paid for scheduled hours worked on the evening shift.

Eighty cents per hour shall be paid for scheduled hours worked on the night shift.

The appropriate shift differential shall be paid for the first eight hours of each scheduled shift on any day and shall not apply for overtime hours. When premium time is involved for payment of shift worked, the premium rate shall be computed on the standard basic rate, excluding shift differential.

Regular part-time and temporary part-time employees will not be eligible for shift differential when the shift starts and ends between the hours of 07:00 and 18:00

### 13.6 Special Payment Provisions

One and one-half times the employee's classification basic rate shall be paid for scheduled shift work performed on Sundays, and statutory holidays.

#### NOTE

Shift workers shall receive entitlement for the same number of statutory holidays as Monday-Friday, day-working weekly-salaried employees. Therefore, when a statutory holiday falls on a Saturday, statutory holiday credit shall not apply. See chart at end of this section.

### 13.7 Overtime

Overtime for shift workers shall be paid at the appropriate overtime rate for all hours worked outside of the posted shift schedule as per Part D, Item 4.2, paragraphs 1 and 2.

#### 13.7.1 Minimum Payments - Overtime

Minimum payments for overtime shall be in accordance with Part 'D', Section 4.4.

The computing of hourly rates for overtime shall be in accordance with the following:

The basic weekly rate of each employee's classification, as set out in salary schedule 20, without any increments, premiums or bonuses, shall be divided by 35. Payment for overtime shall be made not later than on the second pay day following the pay period during which the overtime was performed.

The Company agrees to control excessive authorized overtime by restricting actual overtime to total not more than two shifts (16 hours) in any given pay week.

### 13.8 Definition of Notice

Notice: as referred to in this section shall be defined as per the following example:

One day's notice shall mean three shifts (24 hours and not an individual employee's shift) prior to the start of the first affected shift. Also, the notice period shall be deemed to commence coincident with the posting of the revised schedule. A reasonable effort will be made to contact the employee affected by the change.

13.9 The following items will be credited, for pay purposes, on an hour-for-hour basis.

1. Personal time off.
2. Travelling time outside normal working hours
3. Payment for temporary supervision
4. Time charges and expenses - employee union representative

When the following items apply a "day" will be the scheduled hours of work for that day:

1. Jury duty.
2. Funerals.
3. Moving day.

The basic statutory and special time off provisions remain unchanged in that the time off and pay entitlements will continue to be calculated on a seven-hour basis.

13.10 When employees are on vacation or sick leave, their time for these particular days is to be credited with only seven hours and no positive time balance of one hour.

TIME ENTITLEMENT - INFORMATION MANAGEMENT FACILITIES

|                             | Monday To Friday   | Saturday       | Sunday            | Statutory Holiday Monday to Friday              | Statutory Holiday Saturday |
|-----------------------------|--|----------------|-------------------|---|----------------------------|
| Scheduled Hours of Work     | Straight Time  | Straight Time  | Time and one-half | Time and one-half plus statutory holiday credit | Time and one-half          |
| Non-Scheduled Hours of Work | First four clock hours worked after normal quitting time at one and one-half times. All other hours worked at 2 times. | Double Time    | Double Time       | Double time plus statutory holiday credit       | Double Time                |
| Scheduled Day Off           | No Entitlement   | No Entitlement | No Entitlement    | Statutory Holiday Credit                        | No Entitlement             |

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03

ELECTRICAL SAFETY AUTHORITY/POWER WORKERS UNION  
COLLECTIVE AGREEMENT  
SALARY SCHEDULE 20  
CLERICAL/TECHNICAL/TECHNOLOGIST  
DOLLARS PER WEEK

| Grade | STEP 1  | STEP 2  | STEP 3  |
|-------|---------|---------|---------|
| 68    | 1585.38 | 1635.97 | 1686.57 |
| 67    | 1495.63 | 1543.37 | 1591.10 |
| 66    | 1411.11 | 1456.14 | 1501.18 |
| 65    | 1331.57 | 1374.06 | 1416.56 |
| 64    | 1256.58 | 1296.69 | 1336.79 |
| 63    | 1185.99 | 1223.84 | 1261.69 |
| 62    | 1119.54 | 1155.27 | 1191.00 |
| 61    | 1056.95 | 1090.68 | 1124.41 |
| 60    | 997.99  | 1029.84 | 1061.69 |
| 59    | 942.48  | 972.56  | 1002.64 |
| 58    | 887.54  | 915.86  | 944.19  |
| 57    | 835.85  | 862.52  | 889.20  |
| 56    | 787.14  | 812.26  | 837.38  |
| 55    | 741.29  | 764.95  | 788.61  |
| 54    | 698.12  | 720.40  | 742.68  |
| 53    | 657.44  | 678.42  | 699.39  |
| 52    | 619.18  | 638.94  | 658.70  |
| 51    | 583.06  | 601.67  | 620.28  |

This schedule is applicable to positions established as having a 35, 37 1/2, or 40 hour basic work week.

NOTE: All progressions shall be accordance with Item 3 of Part A

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03

ELECTRICAL SAFETY **AUTHORITY/POWER** WORKERS UNION COLLECTIVE AGREEMENT  
SALARY SCHEDULE 21  
BARGAINED RATE -WEEKLY SALARIED POSITIONS  
DOLLARS PER WEEK

| Grade |   | STEP 1      | STEP 2      | STEP 3      | STEP 4      |
|-------|---|-------------|-------------|-------------|-------------|
|       | <b>REGIONAL ELECTRICAL INSPECTORS</b>   |             |             |             |             |
| 11    | JOURNEYPERSON INSPECTOR                 | \$ 1,253.72 | \$ 1,318.35 | \$ 1,377.23 | \$ 1,436.11 |
| 11    | FIELD ELECTRICAL APPROVALS INSPECTOR    | \$ 1,253.72 | \$ 1,318.35 | \$ 1,377.23 | \$ 1,436.11 |
| 11    | ASSISTANT TECHNICAL ADVISOR             | \$ 1,253.72 | \$ 1,318.35 | \$ 1,377.23 | \$ 1,436.11 |
| 12    | SENIOR INSPECTOR                        | \$ 1,546.54 | \$ 1,622.81 |             |             |
| 12    | SR FIELD ELECTRICAL APPROVALS INSPECTOR | \$ 1,546.54 | \$ 1,622.81 |             |             |
|       | (Supv 0-6 Inspectors)                   |             |             |             |             |

NOTE All progressions shall be accordance with Item 3 of Part A

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03

**ELECTRICAL SAFETY AUTHORITY/POWER WORKERS UNION COLLECTIVE  
AGREEMENT**

**SALARY SCHEDULE 87  
SUMMER STUDENTS  
DOLLARS PER WEEK**

| Grade |                               | STEP 1 |
|-------|-------------------------------|--------|
| 01    | 1st Year of Employment        | 450.00 |
| 2     | 2nd Year of <i>Employment</i> | 487.50 |

This schedule is applicable to positions established as having a 37 1/2 hour basic work week.



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04

**ELECTRICAL SAFETY AUTHORITY/POWER WORKERS UNION  
COLLECTIVE AGREEMENT**

SALARY SCHEDULE 20  
CLERICAL/TECHNICAL/TECHNOLOGIST  
DOLLARS PER WEEK

| Grade | STEP 1  | STEP2   | STEP 3  |
|-------|---------|---------|---------|
| 68    | 1632.94 | 1685.05 | 1737.17 |
| 67    | 1540.50 | 1589.67 | 1638.83 |
| 66    | 1453.45 | 1499.83 | 1546.22 |
| 65    | 1371.52 | 1415.29 | 1459.06 |
| E4    | 1294.28 | 1335.59 | 1376.89 |
| 63    | 1221.57 | 1260.55 | 1299.54 |
| ti2   | 1153.13 | 1189.93 | 1226.73 |
| 61    | 1088.65 | 1123.40 | 1158.14 |
| 60    | 1027.93 | 1060.73 | 1093.54 |
| 59    | 970.76  | 1001.74 | 1032.72 |
| 58    | 914.17  | 943.34  | 972.52  |
| 57    | 860.93  | 888.40  | 915.88  |
| 56    | 810.75  | 836.63  | 862.50  |
| 55    | 763.53  | 787.90  | 812.27  |
| 54    | 719.06  | 742.01  | 764.96  |
| 53    | 677.15  | 698.76  | 720.37  |
| 52    | 637.75  | 658.11  | 678.46  |
| 51    | 600.56  | 619.72  | 638.89  |

**This schedule is applicable to positions established as having a 35  
37 1/2, or 40 hour basic work week**

**NOTE: All progressions shall be accordance with item 3 of Part A**

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04

ELECTRICAL SAFETY **AUTHORITY/POWER** WORKERS UNION COLLECTIVE AGREEMENT  
SALARY SCHEDULE 21  
BARGAINED RATE - WEEKLY SALARIED POSITIONS  
DOLLARS PER WEEK

| Grade   | STEP 1      | STEP2       | STEPS       | STEP 4      |
|---|-------------|-------------|-------------|-------------|
| <b>REGIONAL ELECTRICAL INSPECTORS</b>                               |             |             |             |             |
| 11 JOURNEYPERSON INSPECTOR  | \$ 1,291.33 | \$ 1,357.90 | \$ 1,418.54 | \$ 1,479.19 |
| 11 FIELD ELECTRICAL APPROVALS INSPECTOR                             | \$ 1,291.33 | \$ 1,357.90 | \$ 1,418.54 | \$ 1,479.19 |
| 11 ASSISTANT TECHNICAL ADVISOR                                      | \$ 1,291.33 | \$ 1,357.90 | \$ 1,418.54 | \$ 1,479.19 |
| 12 SENIOR INSPECTOR   | \$ 1,592.93 | \$ 1,671.49 |             |             |
| 12 SR FIELD ELECTRICAL APPROVALS INSPECTOR<br>(Supv 0-6 Inspectors) | \$ 1,592.93 | \$ 1,671.49 |             |             |

NOTE All progressions shall be accordance with Item 3 of Part A

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04

ELECTRICAL SAFETY **AUTHORITY/POWER** WORKERS' UNION COLLECTIVE  
AGREEMENT  
SALARY SCHEDULE 87  
SUMMER STUDENTS  
DOLLARS PER WEEK

| Grade |                        | STEP 1 |
|-------|------------------------|--------|
| 1     | 1st Year of Employment | 450.00 |
| 2     | 2nd Year of Employment | 487.50 |

This schedule is applicable to positions established as having a 37 1/2 hour basic work week.

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# Electrical Safety Authority

(herein referred to as The Company)

## HEALTH AND DENTAL BENEFITS

FOR

MEMBERS OF THE POWER WORKERS'  
UNION  
(CUPE LOCAL 1000),

ELIGIBLE DEPENDENTS,

AND PENSIONERS

RECEIVED  
FEB 12 2004

Effective April 1, 2003

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**For Dental Codes and Procedures - See Appendix**

## **OVERVIEW**

### **Section 1.0**

The Extended Health Benefits Plan, provides eligible employees, pensioners, and their dependents comprehensive medical services which are among the very best available. This includes various levels of coverage for hospitalization, drug products, dental services and many other extended health benefits. The objective of this Plan is to provide comprehensive coverage to facilitate employees, pensioners, and their dependents in their recovery from illness or injury.

This booklet provides a detailed outline of the products and services covered under these plans. There are, however, limitations to that coverage and employees/pensioners should be aware of these. There are also reasonable and customary limits applied by the carrier (The Great-West Life Assurance Company) in administering these benefits. This booklet also outlines these limits and uses examples to provide illustrations. If employees/pensioners are uncertain of what these limitations are, they are encouraged to contact **Great-West Life** at the telephone numbers provided below:

**Local Calls within the Toronto Area** **(416) 544-1594**

**Long Distance Calls** **1-800-318-6098**

**The Mailing Address for Claims is:**

**The Great-West Life Assurance Company**  
**P.O. Box 4076**  
**Postal Station "A"**  
**Toronto, Ontario**  
**M5W 3A3**

Great-West Life's business hours for inquiries are from 8:00 am to 4:30 pm, Monday through Friday (excluding statutory holidays). Messages may be left after 4:30 pm and all calls will be returned the following business day.

### **Section 2.0**

## **RESPONSIBILITIES**

### **EMPLOYEES AND PENSIONERS**

#### **Section 2.1**

It is the employee's/pensioner's responsibility to ensure that all claims are legitimate.

Eligible pensioners are entitled to the current health and dental benefits on the same basis as the employee group they belonged to at time of retirement. Eligible beneficiaries are entitled to the current health and dental benefits on the same basis as the employee group the pension plan member belonged to prior to death or retirement.

It is essential that employees and pensioner keep their “personal information” up to date. For example, if a spouse is added or deleted from coverage, the spouse changes employers and/or insurance carriers, and the addition or deletion of dependent children – employees and pensioners should contact their **Human Resources** Department.

**In the following material, the term "Employee" includes “Pensioners and Beneficiaries”.**

## **THE GREAT-WEST LIFE ASSURANCE COMPANY**

### **Section 2.2**

The Company’s claims services provider for health and dental coverage is the Great-West Life Assurance Company. It is Great-West Life’s responsibility to ensure that all legitimate claims for benefits, that are covered under the contract, are reimbursed in accordance with the contract.

## **WHO IS COVERED?**

### **Section 3.0**

#### **Employee:**

Probationary and regular employees, including employees receiving LTD benefits, are eligible for coverage immediately from their first day of work and all coverage ceases immediately upon termination.

Employees who go from employee to pensioner without a break in service having had subsidized health and dental coverage will continue to receive benefits during their retirement equivalent to the current benefits available to active employees. Vested/deferred pensioners will be eligible for these benefits providing they had them as employees and had a minimum of 25 years of continuous service with The Company prior to their termination date.

#### **Qualified Dependent**

- An employee’s spouse and dependent children.
- A spouse who is:
  - (1) the person legally married to the employee or
  - (2) a person who is publicly represented by the employee as his or her spouse (including same sex spouse).
- Only one person shall be considered a Qualified Dependent spouse during a period of time for which any benefits are payable to or for the spouse of an employee.
- In the event that an employee takes up residence with **an** individual and publicly represents that individual as his or her spouse, the spouse status of any other individual shall automatically

terminate. **An** individual who fails or ceases to meet the criteria specified in item (1) or (2) of this paragraph shall immediately be rendered ineligible as a Qualified Dependent spouse.

- If a married couple are both employed by The Company and both are eligible for health and dental benefits through The Company, one employee is designated as the “subscriber” and the other employee is designated as the “dependent spouse”.
- An unmarried child (of an employee or an employee’s spouse) including “legally adopted” who is unmarried, unemployed, attending school full-time, up to and including 23 years of age. Coverage for dependent children ceases as of their 24th birthday.
- A child to whom the employee stands in the position of a parent for Income Tax purposes. That is the child must be:
  - A niece, nephew, or grandchild of the employee or spouse,
  - A resident in Canada and living with the employee,
  - Wholly dependent for support (eg. food and shelter) on the employee or spouse,
  - Have personal income of less than \$6,456 per year, and
  - Under age 19.
- A child of any age (of an employee or an employee’s spouse) who is dependent for financial support upon the employee or the employee’s spouse because of physical or mental infirmity, provided the child had the infirmity while eligible for coverage under the above bullet. Coverage will continue for as long as the child remains continuously dependent for financial support upon the employee or the employee’s spouse because of physical or mental infirmity. The Company will determine the eligibility of physically or mentally infirm dependent children as Qualified Dependents and furnish written proof with instructions for Great-West Life to continue coverage.

## DEFINITIONS

### Section 4.0

Calendar Year: A period of time commencing January 1 and ending December 31 or any other shorter period of time falling between those dates, during which the Plan is in force.

Covered Individual: **An** employee who is covered for benefits under the Plan; a Qualified Dependent with respect to whom an employee is covered for benefits under the Plan.

Licensed Practitioner: Includes a duly licensed medical doctor, dentist, physiotherapist, audiologist, optometrist, clinical psychologist, speech therapist, chiropractor, podiatrist, or chiropodist, who is licensed, certified, registered or qualified by the jurisdiction in which the person is practising within the scope of his or her profession.

Only medical doctors, dentists, podiatrists, and chiropodists, can prescribe drugs.



**Effective Date:** The date on which the coverage under the Plan becomes effective for an Employee or Qualified Dependent.

**Hospital:** An institution accredited as a Hospital by the Canadian Council on Hospital Accreditation or approved for resident in-patient care under a provincial hospital services program. However, it does not include a sanatorium, a mental hospital, a nursing home, a chronic care hospital, a chronic care unit in a public general Hospital, or a facility for the care of the aged; or an institution operated primarily as a school, or whose primary function is to furnish domiciliary or custodial care; or hospitals outside of Canada.

**Registered Nurse:** A person who is registered as a nurse under the Health Disciplines Act or licensed in the jurisdiction in which her or his professional services are rendered to the Employee or dependent to provide services equivalent to those which are provided by registered nurses in Ontario.

## **PROCESS FOR SUBMITTING CLAIMS**

### **Section 5.0**

Employees may pick up Claim Forms from their Human Resources Department. Pensioners will receive a new claim form upon receipt of payment by the carrier for a previous claim. Pensioners can also contact Great-West Life for claim forms. The mailing address is on the claim form.

- The Claim Forms are two sided to permit you to claim health benefits on one side and dental benefits on the other side. Do not try to claim both health and dental benefits in one submission on one form. If you have both a health and a dental claim use two forms, because the health claim is forwarded to the health unit and the dental claim is forwarded to the dental unit for payment.
- When submitting your health or dental claim to the Great-West Life Assurance Company, remember to complete the Claim Form in its entirety.
- To ensure prompt processing **of** your health claim for **all eligible medical devices and supplies (excluding prescription drugs)**, include written documentation from the medical practitioner detailing the patient's condition and the **medical necessity** for the device or equipment. This will speed up reimbursement of your claim as Great-West Life will not have to ask you for additional information.
- For goods and services requiring a prescription, the prescription must be obtained **before** the goods are purchased.

## **RIGHT OF RECOVERY**

### **Section 6.0**

If at any time payments have been made by Great-West Life with respect to Allowable Expenses, and such payments are in excess of the maximum amount necessary at that time to satisfy the intent of this coordination provision, Great-West Life shall have the right to recover such payments, to the extent of

such excess, from any persons to or with respect to whom such payments were made, any insurance companies, and any other organizations.

## **CO-ORDINATION OF BENEFITS**

### **Section 7.0**

Employees and pensioners whose spouses have health and/or dental coverage through another employer must co-ordinate their claims through the two insurance plans. This enables couples to maximize the money they get back related to their claims and The Company saves money.

The spouse submits his/her claims to his/her insurance company first. If the full amount of the claim has not been covered, the remainder can then be submitted under ESA's plan up to its maximum.

Similarly, when claims are submitted to ESA's plan and the full claim is not covered, the unpaid portion can be submitted to the spouse's plan for all, or part of, the amount not covered by ESA's plan.

The spouse whose birth date is the earliest in the year (regardless of age) must claim the dependent children on his/her plan first. Any unpaid portion can later be claimed on the other spouse's plan following initial reimbursement.

### **Right to Receive and Release Necessary Information**

For the purposes of determining the applicability of this Plan's Co-ordination of Benefits Provision and implementing its terms or those of any provision of similar Plans, Great-West Life, without the consent of, or notice to, any person, may release to or obtain from any insurance company, organization, or person any information, with respect to any person, which Great-West Life deems to be necessary for such purposes. Any person claiming benefits under this Plan shall furnish to Great-West Life such information as may be necessary to implement this provision.

## **ANNUAL DEDUCTIBLE**

### **Section 8.0**

The deductible for the Extended Health Benefits Plan is \$20.00 per calendar year for a single subscriber and \$40.00 per calendar year for families. (The only items that are excluded from the annual deductible are vision care and hearing aids.)

**NOTE:** Expenses incurred by a member during the months of October, November and December may be carried over to the following calendar year and applied toward the deductible in that year.

## **REASONABLE & CUSTOMARY SERVICES**

### **Section 9.0**

To be considered reasonably necessary, the medical services or products must be ordered by a physician and must be commonly and customarily recognized throughout the physician's profession as appropriate in the treatment of the patient's diagnosed sickness, injury or condition.

These plans will pay the excess over the deductible portion of the reasonable and customary charges and time limitations for the services and supplies set out in this brochure, when necessary for the care and treatment of injury or illness and when ordered or prescribed by a licensed medical practitioner.

The reasonable and customary charge of any service or supply is the usual charge of a similar provider in the area. A "similar service" is one of the same nature and duration, requires the same skill, and is performed by a provider of similar training and experience. "Area" means the town or city in which the service or supply is actually provided.

## **EXCLUDED CHARGES**

### **Section 10.0**

The following medical services and supplies are not covered by the Extended Health Benefits Plan.

- Services or supplies normally paid through any provincial hospital plan, any provincial medical plan, Workplace Safety & Insurance Board (WSIB), other government agencies or any other source.
- Charges for unnecessary services and supplies for medical care of the patient's sickness, injury, or condition.
- Coverage of tuberculosis and mental illness when patient is confined to a special institution for treatment.
- Rest cures, travel for health reasons or insurance examinations.
- The portion of any charge, for any service or supply, in excess of the reasonable and customary charge.
- For Benefits Items which may be eligible for coverage under the WSIB and/or the Assistive Devices Program, as well as The Company's Extended Health Benefits (EHB); employees can claim the difference between what they actually pay and the amount reimbursed by the government agency.

|          |                                  |                 |
|----------|----------------------------------|-----------------|
| Example: | A hearing aid costs              | \$600.00        |
|          | Assistive Devices Program covers | <u>\$260.00</u> |

Great-West Life will reimburse

\$340.00

## **SEMI-PRIVATE AND PRIVATE HOSPITAL ROOMS**

### **Section 11.0**

#### **Semi-Private Hospital Rooms:**

- The semi-private differential between ward accommodation (covered by Ontario Health Insurance Plan (OHIP)) and semi-private accommodation in an active treatment hospital, such as Toronto Hospital, is covered under this Plan. Also includes the Shouldice Clinic.
- Up to \$30.00 per day for a maximum of 120 days in any period of 365 consecutive days, towards semi-private or private room accommodation in a hospital for the chronically ill or a chronic care unit of a general hospital.
- Up to \$20.00 per day for a maximum of 120 days per lifetime towards semi-private or private room accommodation in a contract (private) hospital or a convalescent/rehabilitative hospital. This benefit no longer applies after the 120-day maximum has been attained.

#### **Private Hospital Rooms:**

The **Extended Health Benefits Plan** covers the differential between semi-private and private room accommodation (but not a suite) in an active treatment hospital.

The private room does not require a physician's authorization.

## **THE COMPANY'S DRUG PLAN**

### **Section 12.0**

**Drugs** listed in **The Company's Drug Formulary** are covered when purchased on the prescription of a licensed medical practitioner, including lactaid, medicines, sera and vaccines, including needles and syringes for their administration except for patent or proprietary medicines.

Employees are eligible for drugs for the current month, plus an additional two months, for a maximum of three months.

Pensioners are eligible for the current month, plus an additional seven months, for a maximum of eight months.

For all "brand name drugs" that have a "generic substitute", only the "generic substitute" will be fully paid for, unless the doctor specifies "no substitutes" on the prescription. If the employee/pensioner and eligible dependent demands a "brand name product", he/she will have to pay the amount in excess of the price for the "generic substitute" at his/her expense.

**Employees are required to use the drug card for all drugs purchased, except in cases where the card is not accepted by the dispenser – PAPER CLAIMS SHALL ONLY BE ACCEPTED IN APRIL AND OCTOBER. Claims submitted outside of April and October will be returned. When purchasing a drug using your Benefits Card, please be sure to give your Pharmacist the relationship of the patient and the accurate date of birth. Relationship is employee/pensioner, spouse, or child; plus the patient's date of birth. If this information is not accurate, your claim will be rejected and the card will not work.**

Over-the-counter products listed in The Company's Drug Formulary that do not require a prescription by law will continue to be covered when prescribed by a doctor. Dispensing fees for over-the-counter products will neither be paid nor reimbursed. If the employee/pensioner chooses to have the drug dispensed by the pharmacist, he/she will be responsible for the dispensing fee. If the employee/pensioner chooses to submit a manual claim to Great-West Life for reimbursement, he/she must supply Great-West Life with the original of the prescription, and the cash register receipt.

If the doctor prescribes more than one drug, any over-the-counter items will have to be on a separate prescription, and not combined with those which require a prescription by law, as the pharmacist retains the original prescription for drugs requiring a prescription by law.

If the cash register receipt does not identify specific items, then the clerk should be asked to handwrite the name and drug identification number (DIN) and then initial the sales receipt. In the case of "repeat over-the-counter prescribed drugs", employees and pensioners should attach a photocopy of the "original" doctor's prescription previously submitted to Great-West Life. If a photocopy is not available, the employee/pensioner should advise Great-West Life that this is a "repeat prescription" when the original doctor's prescription is submitted with the first claim.

## **ONTARIO DRUG BENEFIT (ODB) PLAN**

### **Section 13.0**

Pensioners living in Ontario who are seniors age 65, and older, are covered under the Ontario Drug Benefit (ODB) Plan. If a senior is eligible for The Company's Extended Health Benefits Plan and is required to pay the first \$100 per year and the dispensing fee thereafter, such payments may be claimed through Great-West Life for reimbursement.

Pensioners living outside Ontario who are age 65 or older and eligible for The Company's drug benefits are also entitled to receive the first \$100 per year and the payment for dispensing fees up to \$6.11 for drugs normally covered by the ODB Plan. These pensioners should attach their receipts to a Health Claim Form and mail them to the Great-West Life Assurance Company. Great-West Life will not pay for any drugs normally covered by the ODB Plan.

## EXTENDED HEALTH BENEFITS PLAN

### Section 14.0

The Extended Health Benefits Plan includes the following benefits:

1. **Vision Care - Eyeglasses/Contact Lenses/Repairs** - up to a total amount of **\$400.00** per person in a two-calendar year period, when provided on the written prescription of a medical doctor or optometrist for corrective lenses. Prescription sunglasses (corrective lenses only) are eligible under the EHB Plan. **The current two-year calendar period commenced January 1, 2002.**

Sunglasses, eyeglasses for cosmetic purposes, and recreational eyewear (eg. diving masks, goggles, etc.) are not covered, nor is the cost of eye examinations for eyeglasses and/or contact lenses.

There is no deductible for eyeglasses/contact lenses.

Claims should not be submitted to Great-West Life until the eyeglasses/contact lenses have been paid for in full and a receipt for "full payment" can be supplied to Great-West Life. The date of the final bill is the effective date of your claim.

Annual eye examinations are covered in the year in which the Ontario Health Insurance plan (OHIP) does not cover eye examinations, effective January 1, 2000.

2. **Radial Kerotomy/Laser Keratectomy** is covered up to a lifetime maximum of **\$3,000.00** per person.
3. **Physiotherapy Treatments**- if the physiotherapist is not registered with OHIP, Great-West Life will reimburse the entire cost for treatments. If the physiotherapist has an agreement with OHIP, reimbursement will be made by OHIP, not Great-West Life. The physiotherapist cannot be a member of, or related to a member of, the employee's family.
4. Synvisc Injections for treatment of Osteoarthritis up to a lifetime maximum of \$3,000.00 per person.
5. **Chiropractic Charges** (including X-rays) in excess of OHIP coverage, will be paid on a per visit basis up to **\$600.00** maximum per person in any calendar year.

Where an eligible individual is provided with the services of a duly licensed chiropractor, the claims provider will pay those charges, including charges for X-rays, in excess of what OHIP allows/pays, up to the Chiropractic Limit set out above.

6. Excess **Podiatrists'/Chiropodists'** charges to a maximum of **\$200.00** per person per calendar year, above what OHIP allows/pays.

7. **Paramedical Services - Naturopaths, Clinical Ecologists, Homeopaths, Registered Masseurs and Acupuncturists** Services are covered on a "per visit" basis up to a maximum of **\$500.00** per person per calendar year based on **50% co-insurance**. Payment for the services of a Registered Masseur requires authorization in writing from the patient's medical doctor that such treatment is necessary.

For example, if an individual submits a claim for \$300.00, he/she will receive \$150.00. If the claim is for \$1,100.00, he/she will receive \$500.00 (the maximum). Reimbursement is based on the date on which the treatment was administered by the medical practitioner.

Drugs and medicines must be prescribed by a medical doctor in accordance with Section 9.1 above.

8. Payment for the services of a **Registered Clinical Psychologist** up to a maximum of **\$2,500.00** per person during a calendar year. In order to secure benefits for the eligible psychological services, the patient must obtain a full-itemized receipt signed by the registered psychologist indicating the dates of the service and the amount charged for each service.
9. Payment for the services of qualified **Speech Therapists** up to **\$300.00** per person per calendar year, only when the patient's attending physician or dentist authorizes in writing that such treatment is necessary.
10. **Hearing aids**, including ear moulds, on the written prescription of an audiologist, or a hearing aid specialist authorized with the Ontario Government's Assistive Devices Program, once in any period of three consecutive calendar years. This can include purchase or repairs.

There is no deductible for hearing aids. Reasonable and customary costs will be reimbursed. If an eligible individual requires hearing aids for both ears, they should be purchased at the same time.

Note: The ADP covers a portion of the costs, for one ear, once every five years. Great-West Life will reimburse the outstanding balance.

11. **TENS (Transcutaneous Electronic Nerve Stimulator Units)**, including associated supplies on a reasonable and customary basis when prescribed by a physician once per person every three years.
12. **Wigs** (one every three calendar years) and liquid meals **for** cancer patients receiving chemotherapy or radiation treatment. This does not include hair care products or *dry* cleaning. The reasonable and customary limit for wigs for cancer patients, when prescribed by a physician, is up to **\$500** (one every three calendar years).
13. **Blood and blood products** for transfusions. On the certificate of the attending physician, Great-West Life will pay the customary charge where reasonable, to the extent to which such service is not paid for or provided by a government department **or** agency (eg, OHIP, WSIB).

14. **Laboratory tests** by a qualified person when not covered by any government agency.

Where an eligible individual receives diagnostic services in a Hospital or Laboratory, authorized by a Physician, Great-West Life will pay for such diagnostic services to the extent they are not paid by OHIP.

15. **A Lympha Press Pump** and associated equipment are covered, rental or purchase, when medically documented that the patient has lymphedema and has been unresponsive to other types of therapy. The associated equipment includes pumps, pump sleeves, gauntlets and graduated compression sleeves.

16. **Self Testing Devices (Blood Pressure Kits) once every three years.**

17. **Radium and radioactive isotope treatments** when authorized in writing by the patient's attending physician.

Great-West Life will pay the customary charge where reasonable, to the extent to which such service is not provided by a government department or agency (eg, WSIB or OHIP).

18. Purchase of **custom-made boots or shoes**, or adjustments to stock item footwear; this includes ready-made orthopedic shoes prescribed by a podiatrist, chiropodist, orthopedic surgeon, or general medical practitioner. Limit of **two pairs** per calendar year.

Great-West Life will pay the reasonable and customary charges for such boots or shoes, or modifications and adjustments to such footwear.

**Ready-made extra depth shoes are only covered when medically required and prescribed by a licensed practitioner to treat a skeletal deformity, specifically hammer toes or clawfoot. They are not covered to accommodate orthotics or for extra wide feet. Other items not covered include orthopedic winter boots, sandals, and comfort shoes such as Reebok, Nike, Rockport, or Mephisto.**

**Orthotics (arch supports)** prescribed by a podiatrist, chiropodist, chiropractor, orthopedic surgeon, or general medical practitioner, are covered for one pair of hard/regular orthotics made out of plastic (including semi-rigid) every three calendar years up to a maximum of **\$400.00**. **Soft** orthotics (leather or cork), sport orthotics, or fashion orthotics are not covered. However, they will be considered if the individual has a medical condition preventing the wearing of hard orthotics, if supported by justification from the licensed practitioner.

Note: As children's feet grow, reimbursement may be up to **\$400.00** per year until age 18.

19. **Respiratory Devices** such as aero chambers, nebulizers, and compressors, prescribed by a physician are covered for the amount above, which the Assistive Devices Program (ADP) pays.

200



If ADP does not cover a respiratory device, Great-West Life will provide full reimbursement providing the item is the least costly to satisfy the medical necessity.

**Note:** If a patient is reimbursed for an aero chamber and later requires a compressor, and it qualifies under the **ADP**, the amount paid for the aero chamber will be deducted from the cost of the compressor.

20. Most **diabetic supplies** are covered; including needles and syringes, dextrosticks, glucosticks, autolets, autoclicks, lancets, Preci-jet guns, insulin pumps and necessary hardware, and blood glucose meter (eg: glucometer).

**Note** - a patient does not need to be insulin dependent to be eligible for a blood glucose meter. Replacement of a blood glucose meter, Preci-jet *gun*, insulin pump and necessary hardware, are eligible once every three calendar years.

21. Food supplements are generally **not** covered; except for (1) Nutramigen for children, prescribed by a physician, up to 85% of the cost, and (2) Ensure for very sick adults, prescribed by a physician.
22. Eligible items include prosthetic appliances, crutches, splints, casts, trusses, braces; oxygen and rental of equipment for administration thereof; rental of wheel chairs, respirators and manual hospital-type beds. Consideration may be given to claims for purchase or repair of such articles.

Where an eligible person, **on** the basis of a written report or prescription from the attending physician, requires an artificial limb or eve, cervical collars, cervical pillows (maximum of one per individual per year), braces, catheters, urinary kits, external breast prosthesis following mastectomies (the additional 25% not covered by the Assistive Devices Program (ADP), once every two years, and up to three brassieres per year), ostomy supplies (where a surgical stoma exists), Great-West Life will pay the reasonable and customary charges for such articles.

A lumbo-sacral support belt qualifies as a back brace. The regular Obus Form back support and similar back supports are covered **if** prescribed by an orthopedic surgeon or chiropractor (but not a general practitioner), up to one per individual, once every five years. The maxi and mini Obus Form back supports are not covered and the seat support is not covered.

Support stockings, such as Jobst or Sigvarius, are covered. An eligible individual may claim a maximum of three pairs per year. The less expensive support stockings, readily available without a prescription, are not covered.

Where an eligible person, on the written advice of the attending physician, requires for therapeutic use a wheelchair (electric wheelchairs are excluded unless a certified orthopedic specialist recommends a power-driven unit because of a medical necessity), a manual hospital bed, crutches, cane, walker, oxygen set and respirator, the claims provider will pay a reasonable rental or other charge; provided, however, in cases where the eligible person is entitled to have

the above equipment provided or the rental charges or cost thereof paid for by a government department or agency (eg, WSIB, OHIP), the Plan shall incur no liability under this clause. The decision to rent or purchase shall be made by Great-West Life and shall be based on the Physician's estimate of the duration of need, but in any event Great-West Life will not pay rental charges in excess of the purchase price. Consideration may be given to the repair of the articles listed above when considered reasonable by Great-West Life.

The following items are not covered:

- pacemakers
- morphine pumps
- circulatory pumps
- ortho pac bone growth stimulators
- bathtub bars/hand rails
- commode chairs
- electronic air cleaners
- central/home air conditioners
- water beds
- craftomatic beds
- hot tubs
- exercise equipment
- chair lifts
- access ramps

23. **Private duty nursing** by a Registered Nurse who is registered in any of the provinces of Canada (not a relative); either in the hospital or home, **PROVIDING IT IS ORDERED BY THE ATTENDING PHYSICIAN**. Does not cover custodial care, agency fees, or shift/overtime premiums.

The maximum fee paid is the level set by the largest Nursing Registry in the Province of Ontario.

Does not cover services which:

- are mainly custodial;
- are mainly to assist with the functions of daily living or to dispense oral medication;
- or
- could be provided by someone who does not have the professional qualifications of a Registered Nurse.

24. **Ambulance services** for the portion not covered by any government agency.

Professional ambulance service will be paid to the nearest facility in Ontario competent to care for the individual when the service is paid for in part by a government plan or agency (eg, OHIP). This also includes air ambulance, when necessary.

25. **Dental Treatment** for the restoration of the area damaged as the result of an **accident** which happens while the plan is in effect, but not for repair or replacement of artificial teeth. Treatment must be commenced within 90 days of the accident, and the plan will not pay for any charges for treatment performed after the 365th day following the accident or after termination of your coverage, whichever is the earliest.

## Section 15.0

### **DENTAL BENEFITS** (excluding Orthodontic Benefits)

#### **ELI BI H**

Class A Services-100% Benefit  
Class B Services- 75% Benefit

These are the charges, subject to any limitations or exclusions provided in this Coverage, actually made to the Employee for those services which are included for payment in the applicable List of Dental Services.

A charge for a service is eligible only to the extent that it does not exceed the scheduled limit for that service in the Ontario Dental Association's (ODA) Suggested Fee Guide For General Practitioners.

**Dentists' Fees** will be paid up to the amount shown in the **current Ontario Dental Association's (ODA) Suggested Fee Guide For General Practitioners**.

A charge is deemed to have been incurred on the date the service was completed.

#### **LIST OF DENTAL SERVICES**

This List includes only those services listed below (as designated by the ODA Suggested Fee Guide For General Practitioners). Any services not listed and so designated will be excluded. Fees for Specialists may be considered up to fee amount for a General Practitioner if applicable.

If two or more services included in this List are separately suitable for the dental care of a specific condition, according to customary dental practices, and if a charge is actually incurred for one of such services, then a charge for only the least expensive of such services will be considered to have been incurred.

Dental Lab Fees are covered **up** to 60% of the Ontario Dental Association's suggested amount for General Practitioners for the related dental procedure.

The ODA Fee Guide Codes and related Procedures are set out in the Appendix.

## **PREDETERMINATION**

For the claimant's protection, if the course of treatment involves charges of \$600.00 or more, it is suggested that the Treatment Plan should be submitted to Great-West Life in advance for predetermination of benefits. Great-West Life will advise the employee before treatment is started of the amount allowed by the Plan. Predeterminations are valid for a maximum of 12 months.

## **CHARGES NOT COVERED**

- Dental services not listed.
- Charges for a procedure for which an active appliance was installed before the patient was covered.
- A charge incurred while the patient's coverage is not in effect.
- Services not performed by a licensed dentist.
- Cosmetic dentistry or services otherwise not reasonably necessary, or customarily performed, for the dental care of the covered individual.
- Charges in excess of the amount shown in the Ontario Dental Association Fee Guide for General Practitioners
- Dental services paid through any other sources, such as a government agency or any other insurer.

## **Section 16.0**

## **ORTHODONTIC BENEFITS**

**Coverage is based on 75% co-insurance to a maximum of \$4,000.00 per lifetime per individual.**

Prior to the commencement of orthodontic treatments, the Dentist should submit an Orthodontic Treatment Plan to Great-West Life which

- provides a classification of the malocclusion or malposition,
- recommends and describes necessary treatment by orthodontic procedures,
- estimates the duration over which treatment will be completed,
- estimates the total charge for such treatment, and
- is accompanied by cephalometric x-rays, study models and such other supporting evidence as Great-West Life may reasonably require.

Great-West Life will inform the employee of the amount eligible for reimbursement under the Plan.

The total Eligible Charges scheduled to be made in accordance with an Orthodontic Treatment Plan shall be considered to be made in equal quarterly instalments (except that the amount of the initial fee shall be 25% of the total treatment costs) over a period of time equal to the estimated duration of the Orthodontic Treatment Plan. The first instalment shall be considered to occur on the date on which the orthodontic appliances are first inserted, and subsequent instalments shall be considered to occur at the end of each three-month period thereafter.

If benefits are being paid at termination of coverage for orthodontic services, they will be continued for charges incurred during the rest of the quarterly instalment period in progress, provided payment for that quarterly instalment period has not already been made.

### **List of Orthodontic Services**

Consultations

Pretreatment Diagnostic Services

Diagnostic Models, X-rays  
Cephalometric work-up

Preventive and Interceptive Orthodontics (including Appliances and Maintenance)

Habit Inhibiting  
Space Regaining  
Space Maintenance  
Cross Bite Correction  
Dental Arch Expansion

Corrective Orthodontics

Removable and Fixed Appliance Therapy  
Retention

### **BENEFITS**

Payable for: The Eligible Charges incurred in connection with **an** orthodontic procedure performed on a person.

Condition for Benefit: The charges are incurred during a three-month period, referred to above in ELIGIBLE CHARGES, which commences while the person is a Covered Individual.

Amount Payable: The Benefit Percentage of the ELIGIBLE CHARGES, but not to exceed the Maximum Orthodontic Benefit for all services and supplies furnished a person during his or her lifetime (75% benefit, \$4,000.00 lifetime maximum).

## **Section 17.0 LIMITATIONS ON BENEFITS OUTSIDE ONTARIO**

### **Section 17.1 - Extended Health Benefits Plan**

This Plan will not pay for any service or supply provided outside Ontario an amount greater than it would pay for such benefit if supplied in Ontario.

### **Section 17.2 - Dental Plan**

Treatment received outside the Province of Ontario is covered, but limited to the amount shown in the Ontario Dental Association's Fee Guide for General Practitioners. Patients should obtain a complete written description of the procedures for dental treatments performed outside Canada.

### **Section 17.3 - Reimbursement of Claims outside of Canada**

All moneys payable under the Plan will be paid in Canadian dollars. For claims incurred outside Ontario, the foreign exchange rate will be the rate in effect on the date the charges for services are paid by the employee in the foreign country.

## **Section 18.0 BENEFITS COVERAGE FOR EMPLOYEES WORKING OUTSIDE ONTARIO**

### **Section 18.1 - OHIP Coverage**

If an employee is paid by The Company and works in the United States or overseas, he/she can be covered by OHIP for **up** to a lifetime maximum of 2 years.

If the duration is less than 6 months, there is no requirement for the employee to contact OHIP.

If the duration is more than 6 month, the employee must go to his/her Local District OHIP Office and provide the following information:

1. Proof that he/she will continue to be paid by The Company.
2. Proof that he/she is a resident of Ontario; eg. driver's license, mortgage information, income tax information.
3. Proof of Canadian Citizenship; eg. birth certificate.
4. An identity document showing his/her name and signature.

Upon return to Ontario, the employee must go to his/her Local District OHIP Office to update their OHIP Card, home address, etc.

The lifetime maximum does not necessarily have to take place at one time. For instance, the employee could go for a one year duration now and another year later on. If the employee goes for 7 months, this is considered to be “one year” (OHIP does not consider a partial year).

If the employee is paid by another company outside of Ontario , there is **no** OHIP coverage available. However, the employee would have to notify their Local District OHIP Office before leaving Ontario and also upon return to Ontario.

### **Section 18.2 – Health & Dental Benefits**

If the employee is paid by The Company, he/she is eligible for health and dental benefits similar to Executive employees.

Employees who are assigned to work outside of Ontario for less than 8 weeks should review the benefits brochure titled **Travel Medical Assistance for Employees Travelling on Company Business**.

Employees who are on assignments for more than eight weeks should have their Human Resources/Employee Services Department contact the Benefits Department with the following information prior to the employee leaving Ontario :

1. Employee number
2. Employee’s name
3. Coverage – single or family
4. Location where employee will be working
5. **Start** date of employment outside Ontario
6. Expected “return date” to Ontario

### **Section 18.3 – WSIB Compensation**

If the employee is paid by The Company, the employee would continue to be eligible for Workplace Safety & Insurance Board benefits.

## **OHIP COVERAGE FOR PENSIONERS**

### **Section 19.0**

To qualify for coverage under the Ontario Health Insurance Plan (OHIP), pensioners must have a principal residence in Ontario and spend at least 183 days during the calendar year residing in Ontario.

**APPENDIX****DENTAL CODES AND PROCEDURES**

This appendix contains a complete set of Ontario Dental Association (ODA) Fee Guide Codes covered under The Company's Dental Plan. You may refer to these codes to confirm proper billing by your dentist. You may also wish to refer to the codes to better understand claim acceptance or rejection by Great-West Life.

**CLASS A SERVICES****Eligible Expenses - 100% Payment**

| <b><u>FEE GUIDE CODES</u></b> | <b><u>PROCEDURE</u></b>   |
|-------------------------------|---|
|                               | <b><u>EXAMINATIONS</u></b>  |
| 01101,01102,01103             | Initial examination of a new patient  |
| 01202                         | Re-examination of a previous patient<br>(every nine months)                                 |
| 01203                         | Periodontal examination<br>(every nine months)  |
| 01204                         | Specific examination  |
| 01205                         | Emergency examination   |
|                               | <b><u>Radiographic Examination and<br/>Interpretation (X-Ray)</u></b>                       |
| 02101,02102                   | Intraoral radiographs complete, once every 3 calendar years.                                |
| 02111 to 02125                | Introral radiographs (1 to 15).   |
| 02131 to 02136                | Intraoral, Occlusal radiographs   |
| 02141 to 02146                | Intraoral, Bitewing radiographs, (from 1 to 6 films), limited to<br>once every nine months. |
| 02201 to 02204,02209          | Extraoral Radiographs   |
| 02304                         | Sinus examination   |



|   |  |
|---|--|
| 02401,02402,02409                             | Sialography  |
| 02411,02412,02419                             | Use of radiopaque dyes to demonstrate lesions                              |
| 02504,02509                                   | Temporomandibular Joint radiographs  |
| 02601   | Panoramic (full mouth) radiographs, limit once every three calendar years. |
| 02701 to 02704,02709                          | Cephalometric radiographs  |
| 02751,02752,02759                             | Tracing of radiographs   |
| 02801,02802,02809                             | Interpretation of radiographs from another source - per unit of time       |
| 02921   | Hand and wrist radiographs   |
| 02931 to 02934,02939                          | Tomography radiographs   |
| 04101,04201,04311,04312,<br>04321,04322,04401 | Tests and laboratory examinations  |
| 04801 to 4803,04809,<br>04911,04931           | Diagnostic Photographs   |
| 05101 to 05104,05109                          | Treatment Planning   |
| 05201,05202,05209<br>93111,93112,93119        | Consultations (every nine months)  |

### **Preventive Services**

|  |  |
|--|--|
| 11101,11102,11107,<br>11109,11111 to 11117,<br>11119 | Scaling and Polishing, limited to once every nine months. This is referred to as prophylaxis (normal cleaning of teeth). |
| 11201,11202,11203,<br>11401,11402,11403,             | Preventative recall packages, limited to once every nine months.   |
| 11301,11302,11303,<br>11501,11502,11503              | Preventative recall packages, limited to once every nine months for under age 18 only.                                   |

|   |   |
|---|---|
| 12101,12102   | Fluoride treatment every nine months, up to and including, age 18.  |
| 13211 to 13214,13219<br>13231,13232,13239   | Oral hygiene instruction  |
| 13301,13302   | Finishing Restorations  |
| 13401,13409   | Pit and Fissure sealant to permanent molars only, once every three calendar years, up to and including, age 18. |
| 13502   | Protective Mouth Guard  |
| 13701,13702   | Interproximal discing of teeth  |
| 14101,14102,<br>14201,14202   | Control of Oral Habits  |
| 14311,14312,14319   | Myofunctional Therapy   |
| 15101,15103,<br>15104,15105,<br>15201,15202,<br>15301,15302,<br>15401,15402,<br>15403,15501,<br>15601,15602,<br>15603,15604 | Space Maintainers   |
| 20111,20119,20121,<br>20129,20131,20139   | Carries, Trauma, and Pain Control   |

### **Restorative Services**

|   |  |
|---|--|
| 21111 to 21115  | Primary teeth - amalgam  |
| 21211 to 21215  | Permanent bicuspid and anterior teeth - amalgam                  |
| 21221 to 21225  | Permanent molars   |
| 21401 to 21405,<br>23101 to 23105,<br>23111 to 23115,<br>23121 to 23123,<br>23211 to 23215, | Retentive pin reinforcement<br>Acrylic or composite restorations |

23221 to 23225,  
 23311 to 23315,  
 23321 to 23325,  
 23401 to 23405,  
 23411 to 23415,  
 23501 to 23505,  
 23511 to 23515

**Surgical Services - Removal of Teeth,  
 Removal of Erupted Tooth - Uncomplicated**

71101

Single tooth

71109

Each additional tooth in same quadrant, same appointment

71201,71209

Removal of erupted tooth (complicated)

72111,72119,72211,72219  
 72221,72229,72231,72239

Removal of impacted tooth

72311,72319,72321,72329,  
 72331,72339

Removal of Residual Roots

**Anesthesia**

92101,92102,  
 92212 to 92219,  
 92222 to 92229,  
 92302 to 92309,  
 92411 to 92419,  
 92421 to 92429,  
 92431 to 92439,  
 92441 to 92449

**Periodontal Services**

**For periodontal disease and therapeutic treatment only,  
 not preventative treatment.**

**Non-surgical services**

41101 to 41104,41109

Displacement Dressing

41221 to 41224,41229

Nervous and Muscular Disorders

|   |                                  |
|---|----------------------------------|
| 41211 to 41214,41219<br>41231 to 41234,41239  | Oral Manifestations              |
| 41301,41302,41309   | Desensitization                  |
| 42111,42201,42311,<br>42331,42339,42411,42421,<br>42431,42441,42511,42521,<br>42531,42551,42561,42581,<br>42611,42621,42711 | Surgical services                |
|   | <b>Adjunctive services</b>       |
| 43111,43211,43231,43241,<br>43261,43271,43281,43289   | Periodontal splinting            |
| 43311 to 43314,43319  | Occlusion                        |
| 43421 to 43426,43429  | Root Planing                     |
| 43511,43519   | Antimicrobial agents             |
| 43611,43612   | Periodontal appliances           |
| 43621 to 43623,<br>43629,43631  | Maintenance appliances           |
|   | <b>Endodontic Services</b>       |
| 32221,32222,<br>32231,32232<br>32311 to 32314,<br>32321,32322   | Pulpotomy, permanent teeth       |
| 33111,33115,33121,33125,<br>33131,33135,33141,33145,<br>33401,33402,33403   | Root Canal Therapy               |
| 33601 to 33604  | Apexification                    |
| 33611 to 33614  | Re-insertion of Dentogenic Media |
| 34111,34112,34121,34122,<br>34123,34131 to 34134,<br>34141,34142,34151 to   | Apicoectomy                      |

34153,34161 to 34164

34211,34212,  
34221 to 34224,  
34231 to 34234,  
34241,34242,  
34251 to 34254,  
34261 to 34264

**Retrofilling**

34411,34412  
34421 to 34423,  
34441 to 34446,  
34451 to 34453,  
34511, 34521 to 34523

**Miscellaneous Surgical Services**

39101,39201,39202,39211,  
39212,39311,39312,39313,  
39319

**Miscellaneous Endodontic Procedures**

42821 to 42823,42829

**Post surgical treatment**

42831,42832

**Periodontal abscess/pericoronitis**

**Extensive Oral Surgery**

72511,72519,72521,72529,  
72531,72539

**Surgical exposure**

72611,72619,72631,72639

**Surgical movement**

72711,72719

**Surgical Enucleation**

73111,73121

**Alveoloplasty**

73152 to 73154

**Excision of bone**

73161

**Removal of bone**

73211,73221

**Gingivoplasty and/or stomatoplasty**

73411

**Vestibuloplasty**

74111 to 74118,  
74631 to 74638

**Surgical excision and drainage**

|  |                                    |
|--|------------------------------------|
| 75111,75112,75121,75122  | Surgical incision                  |
| 76201 to 76204,<br>76301 to 76304,<br>76911 to 76913,76941,<br>76949,76951,76952,76959,<br>76961 to 76963        | Fractures                          |
| 77801 to 77803   | Frenectomy                         |
| 79111,79311 to 79313,<br>79321,79322,<br>79331 to 79333,<br>79341 to 79343,<br>79402 to 79404,<br>79601 to 79604 | Miscellaneous surgical procedures  |
|  | -                                  |
|  | <b>Adjunctive General Services</b> |
| 96201,96202  | Therapeutic injections             |
| 99333  | In-office laboratory procedures    |

### **CLASS B SERVICES**

#### **Eligible Expenses - 75% Payment**

#### **Prosthodontic Services - Removable**

#### **51101 to 53712 - ONCE EVERY 3 CALENDAR YEARS,**

|                                   |  |
|-----------------------------------|--|
| 51101                             | Complete maxillary denture                 |
| 51102                             | Complete mandibular denture                |
| 51103                             | Complete maxillary and mandibular dentures |
| 51301 to 51303,<br>51601 to 51603 | Immediate and transitional dentures        |
| 52101 to 52103                    | Transitional partial denture               |

52111 to 52113,  
 52201 to 52203,  
 52211 to 52213,  
 52301 to 52303,  
 52311 to 52313,  
 52401 to 52403,  
 52411 to 52413,  
 52501 to 52503,  
 52511,52512,  
 53101 to 53104,  
 53111 to 53113,  
 53201 to 53203,53205,  
 53211 to 53213,53215

Dentures, partial, acrylic

53301,53302,53304,  
 53401 to 53403,  
 53501 to 53503,  
 53611 to 53613,  
 53621 to 53623,  
 53701 to 53704,  
 53711 to 53713

Complete and partial denture

54201,54202,54209,  
 54301 to 54303,  
 54401 to 54403,  
 54501 to 54503

Denture adjustments

55101,55102,  
 55201 to 55203  
 55301,55302,  
 55401 to 55403,  
 55501,55509

Denture repairs/additions

56211 to 56213,  
 56221 to 56223,  
 56231 to 56233,  
 56241 to 56243,  
 56251 to 56253,  
 56261 to 56263,  
 56311 to 56313,  
 56321 to 56323,  
 56331 to 56333,  
 56341 to 56343,  
 56411 to 56413

Denture rebasing and relining

56511 to 56513,  
56521 to 56523

Tissue conditioning

**Note:**

**Denture Therapists/Denturists** will be reimbursed under the Denture Therapists' Fee Guide for **full** upper and/or lower dentures at 75% once every 3 calendar years. The fee for construction of full upper and/or lower dentures by a Denture Therapist/Denturist includes lab fees as set out in the Denturist Fee Guide. **As** such, separate lab fees are not reimbursed, as these are considered to be included in the allowable fees.

**MAJOR RESTORATIVE SERVICES  
(75% Payment)**

22201,22211,22301,22311,  
22401,22411,22501,22511

Stainless steel crowns

24101 to 24104,  
24201 to 24203

Gold foil restorations

25111 to 25113,25511

Metal inlay restorations

25601 to 25605

Retentive pins

25131 to 25133,  
25711 to 25713,  
25721 to 25723,  
25781 to 25784,  
25789,27111,27113,27114,  
27121,27201,27211,27301,  
27311,27501,27502,27601,  
27602,27711,27721

Porcelain restorations

**Other Restorative Services  
(75% Payment)**

21301,21302,23601,  
25741 to 25743,  
25751,25752,  
27401,27409,



29101 to 29103,  
29109,29301 to 29303,  
29309

**Prosthodontic Services - Fixed  
(75% Payment)**

62101,62103,62501,62502,  
62701,62702

Pontics

66111,66112,66113,66119

Repairs, Replacement

66711,66719

Porcelain repair

67321,67322,67331,67341

Retainers, Metal

67101,67102,67121,67129,  
67131,67201,67211,67212,  
67301,67311,67312,67501,  
67502

Retainers - Crowns

66211 to 66213,66219,  
66301 to 66303,66309

Removal/Repairs to Fixed Bridge

69201

Splinting

69301 to 69305

Retentive pins in fixed prosthetics

69701,69702

Provisional coverage

**Temporomandibular Joint Appliances  
(75% Payment)**

43711,43712,  
43721,43722,  
43731 to 43733,  
43739,43741

Temporomandibular Joint Appliances and  
maintenance charges, to a lifetime  
maximum of \$1,300.00 per person.

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