

AGREEMENT

between

THE TORONTO PORT AUTHORITY

and

THE TORONTO CIVIC EMPLOYEES
UNION,
LOCAL 416, CANADIAN UNION OF
PUBLIC EMPLOYEES

(HOURLY EMPLOYEES)

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~~2002 - 2004~~

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THIS AGREEMENT made as of the 11th of
November, 2002

BETWEEN:

THE TORONTO PORT AUTHORITY

(Hereinafter called the "TPA")
OF THE FIRST PART

And

THE TORONTO CIVIC EMPLOYEES
UNION,
LOCAL 416, CANADIAN UNION OF
PUBLIC EMPLOYEES,
(Hereinafter called the "Union")
OF THE SECOND PART

(HOURLY EMPLOYEES)

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HOURLY EMPLOYEES

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ARTICLE 1 - PURPOSE OF AGREEMENT

This agreement is entered into by the parties hereto in order to provide for orderly collective bargaining relations between the Toronto Port Authority and its employees. It is the desire of both parties to co-operate in maintaining harmonious relationships between the Toronto Port Authority and its employees and to provide an amicable method of settling any differences or grievance concerning the general working conditions which may arise from time to time.

ARTICLE 2 - RECOGNITION AND NEGOTIATION

The TPA, or anyone authorized to act on its behalf, approve and recognize the Union as the sole collective bargaining agency for all its employees working in the position classifications set forth in Schedule "A" hereto. When new position classifications are created by the TPA, the parties hereto shall mutually agree whether or not such new classifications should be incorporated in the bargaining unit and shall agree on the rate of pay for such position classifications if so incorporated, it being distinctly understood and agreed that casual employees as herein defined and all members of the Security Division, including gate and cargo guards are specifically excluded. In the event of dispute, the matter in dispute shall be

referred to arbitration in accordance with Article 8.3 hereof. The TPA hereby consents and agrees to negotiate with the Union, or any authorized committee thereof, in and all matters affecting the relationship between the parties to this agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

The term "casual employee" shall mean an employee hired for a position or project which by its nature is either of short duration or limited in time and whose terms of hiring so specify.

Persons whose regular jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit when qualified employees are available except for purposes of instruction, experimenting, or in emergencies when regular employees are not available.

No employees shall be required or permitted to make any written or verbal agreement with the TPA or its representatives that is contrary to this Agreement.

ARTICLE 3 - MANAGEMENT RIGHTS

All matters concerning the operation, administration and conduct of the TPA's business and affairs not limited by the terms of this Agreement shall be reserved to management and be its sole right and responsibility. The question of whether any **of** these rights is limited by this Agreement may be decided through the grievance and arbitration procedure.

ARTICLE 4 - NO STRIKES OR LOCKOUTS

During the lifetime of this agreement, no strike shall be called or sanctioned by the Union, and no lockout shall **be** entered upon by the TPA until all grievance procedures outlined herein, including arbitration and/or conciliation has been exhausted, and no strike shall be called or sanctioned by the Union and no lockout shall be entered upon by the TPA in respect of any matter which shall have been arbitrated or conciliated in accordance with such procedure. The Union undertakes that notwithstanding anything which may occur, it will to the best of its ability, assist in the continued maintenance **of** those services deemed by the TPA to be essential to the safety of the TPA's property, and the welfare **of** the activities and services for the time being under the direction of the TPA. The Union further undertakes, that

it will not cause or sanction sympathetic or jurisdictional strikes of its members, and that it will do its best to prevent any strike by its members or any of them unauthorized by the Union and/or by this Agreement, and in the event of such strike occurring, the Union will use all reasonable efforts to cause the striking members to return to work. It is distinctly understood and agreed by the TPA that should any member of the Union suffer physical injury as a result of crossing a picket line to comply with the provisions of this article, full compensation with respect to all expenses arising from such ~~injury~~ shall be paid by the TPA. In the event that any employees ~~of~~ the TPA other than those covered by this agreement, engage in a lawful strike and maintain picket lines in support of that strike, the employees covered by this agreement shall have the right to refuse to cross such picket lines. Failure to cross such picket line by the members of the Union shall not be considered a violation of this agreement, nor shall it be grounds for disciplinary action, but such members shall not be paid with respect to such time off.

ARTICLE 5 - NO DISCRIMINATION

- a) The TPA and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employees in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, discipline, discharge by reason of age, political or religious affiliations, sex, sexual orientation, nor by reasons of his membership in a labour union.
- b) Relatives, as defined in Article 21(c), may be hired, promoted, transferred etc., unless the employee is to be supervised by the relative, or if it is believed that the hiring, promotion, transfer etc., of such a relative would cause a conflict in the working relationship.

ARTICLE 6 - UNION SECURITY

- a) As a condition of employment for all employees in the bargaining unit and for casual employees when employed in the positions within the bargaining unit, the TPA will deduct from the wages of each employee each pay period a sum equal to the regular dues charged by the Union to its members, and will remit to the Treasurer of the Union the total **of** all

amounts so deducted not later than the fifteenth day of the following month.

It is understood that the foregoing will be amended as required should Local 416 enter into a direct remittance agreement with the Canadian Union of Public Employees.

The TPA agrees that special dues assessed by the Union upon its members in accordance with the Constitution and By-laws of the Union will be deducted from members of the Union upon proper notification to the TPA from the Union, and will remit to the Treasurer of the Union the total of all amounts so deducted not later than the fifteenth day of the following month.

- b) The TPA agrees to acquaint new employees with the fact that the Union agreement is in effect and shall, upon hiring of a new employee in the bargaining unit, advise the Union of such employee's name, address and classification.

New employees shall be presented with a copy of the agreement by the TPA.

ARTICLE 7 - CORRESPONDENCE

All correspondence between the parties arising out of this agreement or incidental thereto shall pass to and from the Human Resources Manager and the President of the Union, with copies to the Unit Chair.

ARTICLE 8 - LABOUR RELATIONS

8.1 NEGOTIATIONS

a) Bargaining Representatives

The authorized bargaining representatives of the Union shall have the right to appear before the TPA or its representatives from time to time for the purpose of making representation in respect to matters arising out of this agreement. Such meeting shall be held at a time and place fixed by mutual agreement and as expeditiously as possible.

b) Representative of the Canadian Union

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when dealing or negotiating with the TPA.

c) Notice of Officers

The Union agrees to keep the TPA advised of the names of its officers, executive, stewards and negotiating committee upon their election or any change therein. When, in the normal process of a lay-off, the Unit Chair is displaced from his job, then he shall be deemed to have top seniority amongst employees covered by the Hourly Agreement for the purpose of Article 10 provided he is employed in an hourly paid position. The Unit Chair shall be entitled to displace another employee in an equal or lower rated job in an hourly paid position for which he then has the qualifications to perform, so that he shall be entitled to remain in some capacity in the employment of the TPA until his then current term of office expires, which for the purpose of this clause, shall not be in excess of three years from the meeting at which he was elected to his office.

d) Time Off for Meetings

The TPA agrees that where permission has been granted to representatives of the Union to leave their employment temporarily in order to meet with the TPA to carry on negotiations or with respect to a

grievance, or any other union business, they shall suffer no loss of pay for time lost from work by reason of attending meetings with the TPA which are authorized by the TPA.

e) Bargaining Preparation

TPA shall pay members of the Union negotiating committee up to twenty-four (24) hours in total, hourly and salary bargaining units combined, for bargaining preparation. Such time off will be at a time agreed to by TPA.

f) Time Off for Union Meetings

The TPA agrees to grant time off from work without loss of pay and without loss of seniority to one (1) Union Officer or Steward to attend the regular Union Executive Board Meetings, and to one (1) Union Executive Officer to attend General Membership meetings, provided such meetings take place after 4:00 p.m. on any day and provided that this clause is limited to no more than eight (8) Executive Board meetings and eight (8) General Membership meetings in any calendar year.

8.2 GRIEVANCE PROCEDURE

- a) Both the TPA and the Union emphasize the desirability of a satisfactory grievance procedure, the purpose of which will be to settle as many grievances as possible in a prompt and civil manner.
- b) The TPA acknowledges the right of the Union to appoint, or otherwise select, a Grievance Committee of three (3) members who shall be employees of the TPA. The TPA shall be informed of the names of the Committee's members and shall be informed promptly in writing of any changes in the Committee's membership. It is agreed that no more than two (2) of the committee members will be granted leave to attend meetings at any one time.
- c) Prior to the formal filing of a grievance, an earnest effort may be made to settle the dispute informally by the aggrieved employee(s) together with his shop steward if he so desires, seeking a resolution from the immediate managerial supervisor within five (5) working days after the incident giving rise to the dispute became known, or should have become known to the employee.

Any settlement(s) of disputes dealt with in accordance with the above shall be without prejudice to either party in relation to the interpretation and application of this agreement.

- d) Disputes arising between the TPA and any employee(s) regarding the interpretation, meaning, operation or application 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, or should any other dispute arise, the matter(s) will, subject to (c) above, be considered to be a formal grievance and be dealt with as follows:

STEP 1

The aggrieved employee(s) shall submit a Local 416 Grievance Form to the immediate managerial supervisor signed by the employee(s) and the Steward, within five (5) working days after being refused redress by said supervisor, or in the event the process outlined above has not been followed, within five (5) working days after the incident giving rise to the grievance became known, or should have become known to the employee. Within five (5) working days of receipt of the grievance the Department

Manager and/or his designated representative will arrange to meet with the employee and his Steward. The Department Manager will issue a formal reply to the grievance within five (5) working days of this meeting.

STEP 2

Failing satisfactory settlement under Step 1, the Union may, within five (5) days after receipt of the step one reply, forward the grievance to the Human Resources Manager, or his designated representative. At the earliest convenience of the parties, the Human Resources Manager and the Director of the applicable area will arrange to meet with the Union to hear the grievance. The Human Resources Manager will issue a formal reply to the grievance within five (5) working days.

STEP 3

Failing satisfactory settlement under Step 2 the Union may, within thirty (30) days after receipt of the Step 2 reply, refer the dispute to Arbitration in the manner set forth in Article 8.3, Arbitration Procedure.

- e) Where a policy grievance involving a question of general application or interpretation occurs concerning a group of employees, Step 1 may be bypassed and Step 2 proceeded with directly.
- f) Except where the parties otherwise agree, grievances settled satisfactorily within the time allowed shall date from the time that the grievance was filed.
- g) Any of the time limits set forth in this article may be extended by mutual agreement of the parties expressed in writing.
- h) Attendance for the Union at Step 2 of the grievance procedure shall include the employee(s), Grievance Committee, or other Local 416 or CUPE Representative as determined appropriate by Local 416 in the circumstances.
- i) Where in any stage of the foregoing procedure the Union fails to adhere to the time limits provided therein, and where in the instance of a particular grievance the TPA intends to strictly rely on said time limits, notice in writing to the Union must be issued declaring same, and where the Union fails to respond within five **(5)** additional working days to

said notice by indicating it intends to proceed, the TPA shall be entitled to treat the grievance as abandoned and at an end.

Where in any stage of the foregoing procedure the TPA fails to adhere to the time limits provided therein, and where in the instance of a particular grievance the Union intends to strictly rely on said time limits, notice in writing to the TPA must be issued declaring same, and where the TPA fails to respond within five (5) additional working days to said notice by indicating it intends to comply, the Union shall be entitled to advance the matter to the next step.

- j) The TPA may, in respect of a dispute with the Union or any of its officers regarding the interpretation, meaning, operation or application 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, or should any other dispute arise, consider the dispute to be a formal grievance and be dealt with as follows:

STEP 1

The Human Resources Manager, may within five (5) working days after the incident giving rise to the grievance became known, or should have become known to the TPA, file a formal grievance with redress sought, in writing with the President of Local 416. Within 5 working days of receipt of the grievance the President of the Union and/or his delegate shall discuss the grievance with the Human Resources Manager and/or his designated representative. The Union will issue a formal reply to the grievance within five (5) working days.

STEP 2

Failing satisfactory settlement under Step 1, the TPA may, within thirty (30) days after receipt of the Step 1 reply, refer the dispute to Arbitration.

8.3 ARBITRATION PROCEDURE

a) Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made in writing, addressed to the other party to the

Agreement. Within ten (10) days thereafter each party shall name an arbitrator to an Arbitration Board and notify the other party of the name and address of the appointee.

If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a Chairman within fourteen (14) days, the appointment shall be made by the Minister of Labour of Canada, upon the request of either party.

The parties may mutually agree to a single arbitrator.

b) Decisions of the Board

The decision of the Board of Arbitration shall be final and binding on all parties, but in no event shall the Board of Arbitration have the power to alter, modify, or amend this agreement in any respect. The decision of the majority shall be the decision of the Board. In the event that there is no majority, then the decision of the Chairman shall be the decision of the Board.

c) Expenses to the Board

Each party shall pay:

1) the fees and expenses of the arbitrator it appoints;

2) one-half the fees and expenses of the Chairman

d) Amending of Time Limits

Any of the time limits set forth in this article may be extended by mutual agreement of the parties expressed in writing.

e) Witnesses

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the arbitrator(s) to have access to any part of the TPA's premises to view any working conditions which may be relevant to the settlement of the grievance.

f) Statement of Particulars

The party requesting the arbitration shall deliver to the other party at a reasonable time prior to the date set for the hearing a reasonable statement of the

particulars of the claim being submitted to arbitration. The purpose of this statement of particulars is to allow the other party an opportunity to learn the case it must meet and it is understood that the party seeking arbitration is not bound to the contents therein.

ARTICLE 9 - SENIORITY

a) Seniority List

Seniority is preference or priority measured by length of service.

The TPA shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

b) Seniority for New Employees

Newly hired employees shall be considered probationary for a period not to exceed six (6) months from the date of hiring. During the probationary period, employees shall be entitled to all rights and privileges of this agreement, except with

respect to Pension and Sick Leave Plans, and to discharge or lay-off. The employment of such probationary employees may be terminated at any time during this period of six (6) months without recourse to the grievance procedure. After completion of the probationary period, seniority, shall be effective from the original date of employment. Probationary employees, other than exempted skilled trade classifications, will be paid 10% less than the rate of pay in Schedule "A" until they have completed 6 months of continuous service with the TPA.

c) Casuals, Probationary and Student Employees

- 1) Casual employees employed longer than 6 months in any 12 month period will be subject to review by the Labour-Management committee. If a casual employee is retained over the 6 month period, the Labour-Management Committee will recommend as to whether the casual employee will or will not be retained. If it is recommended that the casual employee be retained he shall receive the benefits of the Collective Agreement, but shall accumulate seniority only within the Casual Classification. During the Employee's

casual employment period he shall be eligible to apply for job postings. If there is a disagreement on the recommendation of the Labour-Management Committee either party may proceed to Step 2 of the grievance procedure.

- 2) It is expressly understood that the TPA has the right to hire specialists for short term specific jobs on an individual agreement basis and that such persons are not covered by the provisions of the Collective Agreement. The Union will be notified of all such arrangements. A Specialist shall be defined as a Job Classification - not presently in Schedule "A" but which would be if the job became permanent or continuing.
- 3) The Probationary period of Job Transfers will be 3 months in the new position.
- 4) Service as a casual employee immediately prior to being appointed to the Regular staff in the same classification will be considered as probationary time. If a casual employee is appointed to the regular staff in another classification he must serve a total of 6 months'

probationary period of which a minimum of 3 months must be in the classification to which he has been appointed.

- 5) Students carrying out the duties of a classification in Schedule "A" will be paid the rate for that classification. Students carrying out part of the duties of Schedule "A" classification or special duties may be paid a lesser rate and the Union will be *so* notified.
- 6) Casuals, and probationary employees will be paid 10% less than the rates of pay in Schedule "A" until they have completed 6 months of continuous service with the TPA. Skilled trade classifications, as indicated in Schedule "A", will be paid the full rate during their probationary period.
- 7) The following articles or parts thereof, in this agreement, do not apply to casual/probationary and student employees: 9d, 10, 16, 17, 18, 20b and Schedule B.

d) Seniority During Absence

If an employee is absent from work because of sickness, accident, lay-off, maternity leave or leave of absence approved by the TPA, he shall not lose seniority rights.

e) Loss of Seniority

An employee shall lose his seniority in the event:

- 1) He is discharged for just cause and is not reinstated;
- 2) He voluntarily terminates his employment.
- 3) After a lay-off, he fails to return to work after receipt of seven (7) calendar days' notice by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the TPA informed of his current address;
- 4) He is laid off for a period longer than two (2) years;

- 5) **He is absent from work without authorized leave** for four (4) consecutive working days or more unless there was a reasonable justification for such absence without leave;
- 6) He is transferred out of the bargaining unit to another position within the TPA and a period of **six months** has elapsed **from** the effective date of such transfer.

ARTICLE 10 - LAY-OFF AND RECALL

In the cases of lay-offs within any classification covered by this agreement the following procedure will be followed

- a) The TPA shall meet with the Union and discuss the proposed lay-off prior to the implementation thereof.
- b) Provided special skills or experience are not required, probationary employees in the classification concerned will be laid off first. Thereafter seniority within the classification shall govern the order of lay-off provided the employee or employees concerned have the qualifications and the ability to perform all of the work, in the classification.

- c) An employee who is displaced from his classification of (b) above, may elect to be laid off or may elect to displace an employee with less overall seniority in a job in some other classification except for the supervisory positions and provided the employee has the necessary qualifications and has the ability to perform all of the work as described in the job description after a two day period of familiarization on the job, which can be taken during the lay-off notice period.
- d) Recall after lay-off shall be in the inverse order of the above.
- e) An employee who has taken another position as a result of a lay-off must return to his original position when it is re-activated.
- f) The TPA shall notify employees who are to be laid off five (5) working days before the lay-off is to be effective.
- g) If the employee laid off has not had the opportunity to work five (5) full days after notice of lay-off, he

pay if it is higher. The successful applicant shall be placed on a three (3) month probation in the new position, and the appointment shall become permanent at the end of the probationary period, conditional on satisfactory service. If the applicant's service during the probationary period is unsatisfactory, or he wishes to return to his former position, he shall be returned to his former position at his former salary, without loss of seniority, and all other employees affected shall be returned to their former positions in like fashion.

- c) All applicants for job positions shall be notified in writing of the final disposition of their application.

- d) Disabled Employees' Preference

An employee covered by this agreement who through advancing years or disablement is unable to perform his regular duties, will be given the preference of any light work available provided there is a job opening and provided that such employee has the qualifications and the ability to perform all of the work in such job. Such employee will receive the

salary payable at the time for the position to which he is assigned.

When two or more employees meet all of the above qualifications, and request consideration for the vacancy, the position will be filled by the most senior of the employees eligible for consideration.

f) Medical Examinations

- 1) In making staff changes the TPA shall have the right to require a medical examination by their designated medical consultant; however, the results of such examination shall be used solely to determine the applicant's fitness to do the job applied for and shall not be used as a basis for competition.
- 2) The TPA shall have the right to require "Firefighters" and "Maintenance/Auxiliary Firefighters" to have an annual medical examination by their Medical Consultant.
- 3) If the employee is found not to meet the minimum standard to ensure the fitness required to do the job safely, with a minimum risk to

himself, fellow employees or persons in need of egress assistance in a crash situation, he will be given the preference of work in another classification under Article 11(d) "Disabled Employees Preference".

- f) An employee will be limited to one transfer each year to an equal rated or lower rated job.
- g) An employee who is transferred out of the bargaining unit to another position within the TPA may be returned within a period of 6 months from the effective date of such transfer to his former position and all other employees affected shall be returned to their former positions in like fashion.
- h) The TPA shall give the Union notification, in writing whenever possible prior to all terminations of employment. Such notice shall contain the reasons for such terminations

ARTICLE 12 - DISCHARGE CASES

- a) An employee may be dismissed only for just cause and the Union shall be advised promptly in writing by the TPA of the reason for such dismissal.

- b) An employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 8.2 Grievance Procedure. Step 1 of the Grievance Procedure shall be omitted in such cases.

- c) Should it be found upon investigation that an employee has been unjustly suspended or discharged, such employee shall be immediately reinstated in his former position, without loss of seniority rating, and shall be compensated for all time lost in an amount equal to his normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement which is just and equitable in the opinion of the parties or in the opinion of the Board of Arbitration if the matter is referred to such a Board. Provided, however, that the Board of Arbitration shall not have the right to award punitive damages.

ARTICLE 13 - HOURS OF WORK AND OVERTIME

a) Work Periods

A normal basic work week for employees shall be defined as five (5) consecutive seven and one-half (7

½) hour days from Monday to Friday inclusive, and daily hours of work shall be between 7:00 a.m. and 6:00 p.m.

- b) **A special basic work week for employees shall be defined as thirty-seven and one-half (37%) hours, worked in five (5) consecutive seven and one-half (7 ½) hour days. The sixth day shall be deemed to be a "Saturday", and the seventh day, shall be deemed to be a "Sunday" for overtime purposes.**

Where, as a result of an employee requesting a change of shift that requires them to work on their 6th or 7th day, they will not be paid overtime for working on the 6th or 7th day.

- c) **Changes in the above hours of work provisions may be made at any time by mutual agreement between the parties.**

The Toronto City Centre Airport Employees are exempted from the provisions of Section (a), (b) and (c) above.

d) Overtime Rates on Weekdays

All time worked beyond the normal work day shall be deemed to be overtime. Overtime shall be paid for at the rate of time and one-half.

e) Overtime Rates on Saturdays, Sundays and Holidays

All time worked on Saturdays shall be paid for at one and one-half times the standard rate of pay for all time worked and all time worked on Sundays shall be paid for at two times the standard rate of pay for all time worked. Any employee who is required to work on a paid holiday as listed in Article 15 of this Agreement, shall be paid at the rate of two times his standard rate of pay for all time so worked and in addition shall be granted a day off in lieu at his convenience where practical except as part of annual vacation, unless the TPA agree that it be taken as part of annual vacation, or, at the employee's option, he shall receive the equivalent in pay rather than a day off in lieu.

Employees shall be entitled to utilize lieu time for overtime accumulated, not to exceed a maximum of seven (7) days (eight (8) days for employees on the "6" and "3" shift), in the lieu bank by such employees

instead of overtime pay at times agreed to by the TPA on the following conditions:

- 1) Employees desiring to have overtime worked credited towards lieu time repayment shall notify their foreman prior to their time sheets being submitted to the time office; otherwise such overtime will be repaid in money.
- 2) Only one (1) hour or more of overtime per day shall be eligible for lieu time. The total amount **of** overtime earned on a daily, basis must be taken as either all paid time or all lieu time. There will be no “splitting” between paid or lieu time on a daily basis.
- 3) All requests for overtime repayment in time rather than money shall be submitted in writing on the appropriate form before such lieu time shall be granted.
- 4) It is distinctly understood and agreed that lieu time accumulated in each employee’s lieu bank shall not exceed seven (7) days (eight **(8)** days for employees on the “**6**” and “**3**” shift) at any given time.

f) Overtime Meal Allowance

Every employee who works a total of two hours or more immediately before and/or immediately after his normal shift shall be paid for all such work performed, plus \$8.00 meal allowance, but shall not be paid for time taken out for such meal. The meal allowance shall be paid immediately to the extent that the Petty Cash system permits.

g) Call Back Time

Every employee called back from home to work outside his regular working hours, shall be paid for all such work performed at overtime rates, as applicable, with a minimum of four (4) hours pay therefor. Call back work carried out on Saturdays, Sundays and Statutory Holidays shall be paid for on the basis set forth in Article 13(e) of this Agreement. Call back time shall commence on reporting back to work. Notice of cancellation shall be given at least eight (8) hours before the time stipulated for commencement of work, otherwise payment of the four (4) hour minimum at regular rates shall be granted. It is understood and agreed that the provisions of this clause do not apply to an employee

who is required to report for work early before the commencement of his normal shift.

- h) The TPA retains the right to require employees to work overtime and in an emergency shall utilize the employees most readily available. Subject to the foregoing, the TPA shall distribute overtime as equitably as possible amongst the employees in the classification who normally perform the required work. If a sufficient number of employees cannot be obtained in this manner, then the TPA shall offer the overtime to other qualified employees in the department in order of seniority. If a sufficient number of employees cannot be obtained in this manner, then the TPA shall offer the overtime to qualified employees in other departments in order of seniority. If a sufficient number of employees are not obtained on this basis, the TPA shall assign the work to the most junior employee(s) who normally perform the required work, including casual employees and these employees shall be required to work.

- i) It is understood and agreed that employees shall be granted one half-hour time off without pay for a lunch break, except for those who are required to work through their lunch break. Lunch breaks are to

commence no earlier than three and one-half (3%) hours, and end no later than five and one-half (5%) hours, after the beginning of the employee's shift.

Notwithstanding the foregoing, an employee may request to take his lunch break at an earlier or later time, and approval of such request will not be unreasonably withheld, subject to the requirements of the business.

In the event an employee is required to work through his lunch break by the TPA, such employee will be paid an additional one-half hour at his applicable overtime rate.

Where an employee requests to work through his lunch break, and such request is approved, the employee will be entitled to leave work one-half hour prior to his scheduled quitting time. In the event it becomes necessary for such employee to work beyond his adjusted quitting time, the employee will be paid for the additional time worked at the employee's applicable overtime rate.

- j) Every employee who has been advised in writing by his foreman or supervisor that he has been designated "on call" for work on a specified day for an eight

hour period as designated in such notice shall be paid an "on call allowance" of three hours' pay at the employee's straight time regular hourly wage rate. In the event the employee is called into work he shall be paid in accordance with this Article 13 for the work performed with a minimum of 8 hours straight time rate but he shall not be paid the "on call allowance" set forth above.

It is agreed and understood that an employee "on call" is required to be available at his home and to be able to be contacted by telephone for the full eight hour period of such "on call". It is further agreed and understood that failure to be available will result in the forfeiture of all "on call allowances". It is further agreed and understood that such notice of "on call" can be canceled at any time up to 8:00 p.m. the last regular work day to the commencement of the on-call period and in the event **of** such cancellation no on-call allowance will be paid.

ARTICLE 14 - SHIFT WORK

- a) Seniority within a classification will determine shift preference for work within that classification subject only to ability and suitability to perform the duties of the job. Employees entering a classification through the job posting procedure must accept the shift posted. Seniority can only be exercised to determine shift preference when a position is vacant in that classification.

- b) Every employee in the bargaining unit shall be paid a 0.56 cents per hour shift bonus for all normal weekend shifts and for all shifts worked where the shift commences prior to 7:00 a.m. or terminates later than 6:00 p.m. Monday to Friday both inclusive. It is distinctly understood and agreed that the shift bonus shall not be pyramided where time and one-half or double time rates are applicable.

- c) The "6 and 3" Shift
 - 1) The "6 and 3" shift shall consist of three consecutive day shifts, followed by three consecutive afternoon shifts, followed by three consecutive non-working days. This may be altered for the purposes of training.

- 2) **The 6 working days shall be paid at regular rates** of pay in accordance with Schedule "A".
- 3) Those employees working the "6 and 3" shift shall have their pay calculated, on the basis of five working days, and such payments shall be averaged out over a cycle consisting of 9 weeks.
- 4) Each normal working day of the "6 and 3" shift shall consist of 8 hours and overtime will be paid for time worked after the completion of 8 hours.
- 5) Those employees working the "6 and 3" shift who work a 7th consecutive day following a 6th consecutive working day shall be paid at the rate of time and one-half for all hours worked on such day; and, similarly, work on an 8th consecutive working day shall be paid for at double time rate for all hours worked on such day and, work on a 9th consecutive day shall be paid for at a rate of time and one-half for all hours worked on such day.

Where, as a result of an employee requesting a change of shift that requires them to work on a 7th, 8th, or 9th consecutive day, they will not be

paid overtime for working on the 7th, 8th, or 9th consecutive days.

- 6) Each day of vacation or lieu time utilized by an employee working the "6 and 3" shift shall correspond to each working day of such shift.
- 7) The "6 and 3" shift shall apply to the crews of the TCCA Ferry, Firefighters and Maintenance/Auxiliary Firefighters.
- 8) Any change to the "6 and 3" shift as set out herein shall be made only with the consent of the Union.

ARTICLE 15 • HOLIDAYS

Employees shall receive the following holidays with pay:

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

and Heritage Day if, as and when it may be declared a holiday by the Federal Government, and all other holidays declared by the TPA.

The date of the Floating Holiday to be agreed upon by the parties each year.

- a) When any of the above-noted holidays falls on a Saturday or Sunday, employees will be given either the immediately preceding or succeeding working day off in lieu thereof. The TPA will endeavour to allow an employee to be off either Christmas Day or New Year's Day where the TPA deems it reasonably possible to do so.
- b) Employees shall not be entitled to receive payment for any holidays which fall during the period of time they were absent on leave of absence without pay, a lay-off, a long-term disability or any injury for which compensation was paid by the Workplace Safety & Insurance Board.

ARTICLE 16- VACATION

Employees shall receive annual vacation with pay in accordance with service as of May 1st in any year as follows:

After completing 1 year's service.....3 weeks
After completing 10 years' service.....4 weeks
After completing 17 years' service.....5 weeks
After completing 23 years' service.....6 weeks
After completing 30 years' service.....7 weeks

- a) An employee who has completed less than one year's service as of May 1st in any year shall receive vacation with pay pro-rated on the basis of his completed service as of May 1st. Such vacation pay shall be based on the employee's then current weekly rate of pay, together with a further payment of 50% of the regular vacation pay entitlement to a maximum of 50% of fifteen (15) working days.

- b) An employee who has completed more than nine (9) years, but less than ten (10) years service as of May 1st in any year, will have a fourth week of vacation pro-rated on the basis of the period of completed service commencing from the completion of the ninth

- (9) years service to the first day of May next following.
- c) An employee who has completed more than sixteen (16) years service, but less than seventeen (17) years service, as of May 1st in any year, will have a fifth week of vacation pro-rated on the basis of completed service commencing from the completion of the sixteen (16) years service to the first day of May next following.
 - d) An employee who has completed more than twenty-two (22) years service, but less than twenty-three (23) years service as of May 1st in any year, will have a sixth week of vacation pro-rated on the basis of completed service commencing from the completion of the twenty-two (22) years service to the first day of May next following.
 - e) An employee who has completed more than twenty-nine (29) years, but less than thirty (30) years service as of May 1st in any year, will have a seventh week of vacation pro-rated on the basis of the period of completed service commencing from the completion of the twenty-nine (29) years service to the first day of May next following.

- f) In addition to the annual vacations set forth above, an employee after completing 25 years' service shall in that year only receive an additional two weeks' vacation. For the purpose of clarity, upon completion of twenty-six years' service and thereafter the vacation shall be six (**6**) weeks as set forth above.
- g) The said annual vacation must be taken in the period ~~from~~ the May 1st qualifying date to April 30th ~~of~~ the following year at a time suitable to the TPA, having regard to the nature of the work being carried out by the employee; provided, however, the employee shall be entitled to two (2) months notice and provided further that unless authorized by the TPA, not more than three (3) consecutive weeks may be taken at any one time. The TPA shall also be entitled to two (2) months notice prior to the date of commencement requested by the employee.
- h) Sick leave may be substituted for vacation only if it can be established by doctor's certificate that the employee was hospitalized and any subsequent recuperation period while on vacation.
- i) Employees who have been employed on night or evening shift for more than three (3) continuous months prior to their vacation and who have been

receiving **the shift** bonus provided for in Article 14(b) shall receive, as part **of** their vacation pay, the shift bonus provided for in Article 14(b) as if they had continued their pattern of work during the period of vacation.

- j) Employees who have been employed on cover-off duty for more than three **(3)** continuous months prior to their vacation shall receive the rate of cover-off as provided for in Article 23(c) as if they had continued their pattern of work during the period of vacation.
- k) Employees shall not be entitled **to** receive vacation pay for the period **of** time they were absent on leave of absence without pay, a lay-off, a long-term disability or an injury for which compensation was paid by the Workplace Safety & Insurance Board.
- l) Subject to the foregoing, seniority within classification shall govern the order of choice **of** vacation.

ARTICLE 17 - SICK LEAVE BENEFITS

The Sick Leave Benefits Plan attached as Schedule "B" to this agreement shall apply to all employees who have completed their probationary period of employment.

ARTICLE 18 - HEALTH AND WELFARE BENEFITS

a) Pension

The present Pension Plan shall be continued. The TPA agrees to continue its present practice with respect to contributions to the Pension Plan on behalf of employees receiving payments under the Long Term Disability Insurance Plan.

The employer shall supply a copy of the Pension Plan text to all full-time employees once they have completed their probationary period and have started Pension Contributions.

b) Hospital and Medical Insurance

The TPA shall contribute one-hundred percent (100%) of the premiums of the Great-West Life Insurance Plan for semi-private hospital care and the Great-West Life Insurance Extended Health Care Plan, and the Great-West Life Insurance Dental Plan, or the equivalent thereof, for all employees. The TPA agrees to continue its present practice with respect to contributions to the plans covered by this paragraph on behalf of employees receiving payments under the Long Term Disability Insurance

Policy and/or while receiving compensation paid by the Workplace Safety & Insurance Board concerning an injury suffered while an employee is covered by this bargaining unit. Effective the 1st of the month following thirty days from signing of the collective agreement, the ODA fee guide will lag one year behind the prevailing fee guide.

A “Mailorder” drug company will be available to employees.

c) Long Term Disability Insurance

Employees shall participate in a Long Term Disability Insurance Policy with the TPA paying one hundred percent (100%) of the regular monthly premiums. The TPA agrees to continue its present practice with respect to contributions to the Policy covered by this sub-article on behalf of employees receiving payments under the Long Term Disability Insurance Policy.

At the request of the employee and upon production of a doctor’s certificate or certificates acceptable to the TPA medical consultant, the TPA will advance the first month’s L.T.D. payment due from the insurance company in the case of a delay.

d) Life Insurance

Employees will be provided with Group Life Insurance coverage equal to 2 times their annual salary as calculated at January 1st each year, rounded up to the next One Thousand dollars (\$1,000.00). The annual salary will be determined by multiplying the employee's earnings for a regular non-overtime work week (based on their rate ~~of~~ pay on January 1st) by 52 weeks. The TPA agrees to pay the full cost of the Group Life Insurance coverage. The TPA also agrees to continue its present practice with respect to making contributions for Life Insurance on behalf of employees receiving payments under the Long Term Disability Insurance Policy.

In addition to the Group Life Insurance Plan, employees will be provided with an additional Five Thousand dollars (\$5,000.00) in life insurance coverage, which may be self-insured by the TPA or may be provided through an insurance carrier, as determined by the TPA.

A Three Thousand dollars (\$3,000.00) paid up Life Insurance Policy will be provided to all retiring employees.

e) **Employee Assistance Plan**

The TPA will pay one hundred percent (100%) of the cost of an Employee Assistance Program.

- f) No contributions to any of the Plans or Policies covered by this Article shall be made by the TPA for an employee while he is absent from work on a lay-off or a leave of absence without pay.
- g) Effective January 1, 2003, an employee who receives the consent of the TPA to receive an unreduced early retirement pension will be eligible to receive the following benefits until the age of 65. The TPA will pay one hundred percent (100%) of the regular monthly premiums.
- i) Hospital and Medical Insurance for Great West Life Insurance semi-private hospital care and the Great West Life Insurance Extended Health Care Plan and the Great West Life Insurance Dental Plan.
 - ii) A Three Thousand dollars (**\$3,000**) paid up life insurance policy will be provided to all retiring employees.

ARTICLE 19 - SAFETY

The Union and the TPA shall co-operate in continuing to review and improve where required the safety measures now in effect.

A Safety Committee shall be established and composed of representatives appointed by the TPA and the Union, and shall meet on a regular basis as determined by the safety committee, however not less than that required under the applicable safety and health legislation.

Safety Committee representatives will be paid their straight time rate for attendance at the monthly Safety Committee meetings.

ARTICLE 20 - PROTECTIVE CLOTHING

- a) Protective clothing and footwear shall be supplied at the discretion of the TPA to employees as required in carrying out their duties.

All employees engaged in outdoor work shall be provided with appropriate protective clothing when applicable, and floater coats will be provided to all employees whose duties require them to work in an area where a life preserver is normally required by

Labour Canada and/or Transport Canada. Personal Floatation Devices (PFD's) are to be used appropriate to the season.

At the discretion of the TPA, snowmobile type suits will be supplied to all employees who work outside on a regular basis.

- b) Effective as of the date of signing of the collective agreement, employees shall be reimbursed up to a maximum of eighty-five (\$85.00) per calendar year for the purchase of approved safety footwear. Effective January 1, 2003 the reimbursement shall be a maximum of One Hundred dollars (\$100) per calendar year. Effective as of the date of signing of the collective agreement and notwithstanding 9c7, students will be reimbursed for approved safety footwear as referred to above following twelve (12) months of active, cumulative service. The wearing of safety footwear shall be a condition of employment. Employees claiming reimbursement shall provide the TPA with a satisfactory proof of purchase.

ARTICLE 21 - LEAVE OF ABSENCE

a) Compulsory Quarantine

Wages for time lost due to compulsory quarantine imposed **as** a result of the performance of duties for the TPA shall be paid to employees when certified by a Medical Officer, and is not chargeable to sick leave.

b) Union Conventions

Leave of absence with pay and without loss of seniority shall be granted upon request by the TPA to employees elected or appointed to represent the Union at Union conventions or seminars. Such time shall not exceed a total of five (5) man days per calendar year.

c) Bereavement Leave

In the event of death of any employee's wife, husband, common-law spouse (as declared for TPA benefits), child, parent, brother or sister, such employees shall be granted a five (5) day leave of absence with pay.

In the event of death of any employee's son-in-law, daughter-in-law, father-in-law, mother-in-law,

grandparent-in-law, stepmother, stepfather, grandparent, aunt, uncle, brother-in-law or sister-in-law, leave of absence with pay may be granted to such employees upon satisfactory proof of such need. The granting of such leave of absence and the length thereof shall be at the sole discretion of the TPA, according to the circumstances.

d) Jury Duty

Employees required to serve as Jurors or Witnesses in any court of Law, shall be granted leave of absence for this purpose. Such leave shall not constitute a break in service for the calculation of seniority or sick leave credits. Upon completion of his jury duty or witness service, such employee shall present to his Department Head a satisfactory certificate showing the period of such service, and the employee will be paid full salary or wages for the period of his jury duty or witness service, as the case may be. Employees who so receive such salary or wages shall reimburse the TPA for the amount of the jury or witness fees they have received, exclusive of mileage or meal allowance.

e) General Leave

The TPA may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the TPA.

- f) Upon written request, the TPA will grant leave of absence without loss of seniority and without pay to employees who are candidates in a Federal, Provincial or Municipal election and in the event that they are elected the said leave of absence shall continue for the Employee's term of office.
- g) Upon request, the TPA shall grant a leave of absence without loss of seniority and without pay to any employee who is elected or selected for a full-time position with the Union or any body with which the Union is affiliated for a period of time up to one year, provided, however, that such leave shall be renewed upon request for a further period of one year. The TPA agrees to make provision to continue the employees' coverage under all Welfare Plans for any such employee on leave provided the employee reimburses the TPA for the premiums for such Welfare Plans.

h) **Maternity Leave**

The TPA shall continue to pay 100% of the premiums for Long-Term Disability, Survivor Benefits, Extended Health Care, Vision Care and Dental Care Insurance of an employee on Maternity Leave during the course of that leave.

i) **Military Training Leave**

Members of the Canadian reserve armed forces who have completed their probationary period may request a leave of absence of up to 10 working days for reserve training duties.

The request must be accompanied by a letter from the Commanding Officer outlining the dates of the duties and disbursement pay.

Approval of military leave is at the discretion of the Department Head. Departmental operations will not be jeopardized by the employee's absence, but every attempt will be made to accommodate the employee's request with due regard for departmental annual vacation schedules.

Employees who have been approved for military leave will receive the difference between their regular

rate of pay (not including shift bonus or overtime) and the military disbursement received from the Department of National Defense for a maximum of 10 working days every 2 years.

ARTICLE 22 - EDUCATIONAL ASSISTANCE PLAN

Where **an** employee is engaged in a program of self-development he will be reimbursed for the cost of tuition for educational courses taken on his own time and covering subjects or studies which are related specifically to his work with the TPA.

All full time employees are eligible for consideration under this plan, applications for which may be obtained from the Human Resources Department.

Approved courses are those, which are job-related and will have direct application to the employee's effectiveness in the job he presently holds. In certain cases, courses which will add to the employee's qualifications on an overall basis, or which may have a relationship to future potential assignments, may be approved.

The tuition fee and cost for textbooks will be refunded to an employee who furnishes proof of successful

completion of a course for which he or she has been approved. Textbooks will then become the property of the TPA and be made available to other employees through the library.

To be eligible for aid the employee must first submit an application to the supervisor for approval and when this has been obtained, the application will be sent to the Human Resources Department for management approval. Such approval must be secured prior to starting the course to ensure that assistance will be forthcoming and the employee will be advised immediately approval has been granted. Any employee who undertakes a course without prior approval will be responsible for his own tuition costs if such approval is not subsequently given.

Special provisions will apply in case of courses where remuneration is paid to the employee by outside agencies.

ARTICLE 23 - PAYMENT OF WAGES

a) Pay Days

The TPA shall pay wages bi-weekly on Thursdays by direct deposit in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each pay day each employee shall be provided

with an itemized statement of his wages and deductions.

b) Vacation Pay Bonus

Employees will receive the vacation pay bonus referred to in Article 16, Section (a) by separate cheque payable on the last payday in May of each year.

c) Cover-Off Duty

If an employee substitutes on any higher rated job during the absence of another employee or performs duties of a higher classification, he shall receive the rate for the job during the cover-off periods.

Except for temporary absences during the course of any working day where a foreman or sub-foreman is normally required, the senior qualified employee shall cover-off.

Provided, however, that if any employee is required to substitute for an employee who is receiving a lower rate of pay then the pay of such substitute shall not be reduced during the period of his cover-off duty.

d) Docking Pay for Lateness

Lateness in reporting for work shall be deducted in accordance with the following schedule for docking pay:

- 3 minutes leeway;
- 4 - 18 minutes late 15 minutes pay docked;
- 19 - 34 minutes late 30 minutes pay docked;
- 35 - 48 minutes late 45 minutes pay docked;
- 49 - 63 minutes late 60 minutes pay docked.

In addition, disciplinary action may be taken for persistent lateness or absenteeism.

- e) An employee whose employment with the TPA is terminated for reasons other than just cause is entitled to receive a severance allowance upon such termination, in accordance with the following terms:
- An employee who is laid off under Article 10 of this Agreement, and agrees by notice in writing to give up their recall rights under Article 9(e)(4), will be entitled to two (2) weeks pay for each year of completed service as of the date of lay-off, to a maximum of fifty two (52) weeks pay. An employee who elects to be laid off rather than displace another employee under

Article 10(c) will be entitled to severance pay. Vacation Pay will not be paid on Severance Pay.

- The TPA will continue the employee's coverage under the Extended Health Care Plan, Dental Plan, and Employee Assistance Program in accordance with the provisions of the Collective Agreement. This coverage will remain in effect for the period equivalent in length to the number of weeks of severance pay to which the employee is entitled.
- This severance pay is inclusive of any statutory entitlement to severance pay or termination pay that the employee would otherwise have been entitled to receive.
- An employee who accepts severance pay in accordance with the terms of this Article shall on so doing terminate his seniority and employment relationship with the Toronto Port Authority and shall have no further rights under this Agreement, or under any other agreement between the parties, or under any federal or provincial legislation.

ARTICLE 24 - GENERAL

- a) The Labour Management Committee shall meet at the mutual convenience of the parties hereto, from time to time.
- b) One fifteen (15) minute morning coffee break shall be allowed to all employees on the regular daytime Monday to Friday work period. A similar break period will be granted to all employees on shift work during the first half of the shift period.
- c) Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.
- d) In the event that the TPA shall merge, amalgamate or combine any of its operations or functions with another employer then the TPA agrees to endeavour to provide for the retention of seniority rights for all employees with the new employer and that no employee shall be required to work at a lesser salary for the new employer than was in effect for the employee with the TPA.

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- e) The TPA undertakes to use its best efforts to provide parking for employees at the lowest possible cost to the employee.
 - f) The TPA shall provide to the employees so entitled a statement indicating amounts received from the Workplace Safety & Insurance Board during the year, not later than February 28th in each year.
 - g) The TPA will provide notice boards in various locations on which the Union may post notices of meetings, posters or any other legitimate business related to the employees covered by the Agreement. All notices, other than notices of regular Union meetings, must be submitted by the Secretary or President of the Union to the Human Resources Manager or designate, for approval before being posted.
 - h) Local 416 Hoisting Engineers are to operate the following pieces of equipment; Derrick T.H.C. 50; 300 Ton Crane Atlas; Gottwald Container Crane Prior to the purchase of any additional hoisting equipment, the operation of same will be discussed with Local 416.

- i) **The TPA will continue its work on implementing an "Equal Pay for work of Equal Value" program.**
- j) Employees who are supplied uniforms by the TPA must wear them.
- k) Mechanics shall be granted a Tool Allowance of up to Two Hundred dollars (\$200.00) in any one calendar year for the replacement of tools required by the TPA, which are broken or worn out on the job (Effective January 1, 2003 the maximum will be Three Hundred dollars (\$300). This allowance may also be used for the purchase of new tools, required by the TPA, to maintain new equipment or to employ new techniques. Employees claiming reimbursement for broken or worn out tools shall provide the TPA with the broken or worn out tool, along with the receipt for the replacement tool, in order to be reimbursed.
- l) Employees working in skilled trades classifications shall be reimbursed for the renewal of necessary occupational trades licenses required in the performance of their duties, to a maximum of One Hundred dollars (\$100.00) per year per employee (Effective January 1, 2003 the maximum will be Two

Hundred dollars (\$200.00). Employees claiming reimbursement under this clause shall provide the TPA with a **copy** of the license renewal and receipt for the license fee paid.

- m) Local 416 shall be entitled to one (1) representative on the Joint Pension Committee to represent the interests of the members **of** the salaried and hourly bargaining units. The above noted representative shall be an employee of the Port Authority.

ARTICLE 25 - TECHNOLOGICAL CHANGE

- (a) Prior to introducing new methods resulting from technological change which result in lay-off of employees who have completed their probationary period, the TPA will discuss the matter with the Union. In the event a dispute arises the parties may resort to the grievance procedure.
- (b) When employees within a classification require additional training to maintain the necessary skills required to perform the work within the classification as a result of the introduction of new technology or methods of operation by the TPA, the TPA will

undertake to provide the necessary training for the affected employees.

ARTICLE 26 - TERMINATION OF AGREEMENT

This agreement is to become effective on the 11th of November, 2002, and to remain in full force and effect until the 31st day of December 2004. In the event of either party to this Agreement desiring or proposing any change or alteration in this Agreement in respect of any of the matters herein provided for, such party shall, not more than three months and not less than two months before the expiration date of this agreement, give written notice to the other party and both parties shall thereupon negotiate in good faith in respect to the matters it is proposed to change or alter.

Either party to this agreement desiring to negotiate a new agreement shall give notice to the other party in writing at least two (2) months prior to the expiration date. **If** notice is not given, as above, this agreement shall be automatically renewed without change for successive one (1) year terms until such time as two (2) months' written notice is given prior to the expiration date. Within ten (10) days of receipt of notice by either party of intention

to terminate this agreement a joint conference will be held for the purpose of negotiating a new agreement.

IN WITNESS WHEREOF The Toronto Port Authority has hereunto affixed its Corporate Seal under the hands of its proper officers duly authorized and the Toronto Civic Employees Union, Local 416, Canadian Union of Public Employees, under the hands and seals of their proper officers duly authorized.

SIGNED, SEALED AND DELIVERED in the presence
of:
TORONTO CIVIC EMPLOYEES UNION, LOCAL 416
CANADIAN UNION OF PUBLIC EMPLOYEES.

Per: Brian Cochrane
Per: Mike Leonard
Per: Mike Lamont
Per: Anne Walker
Per: Joe Mele
Per: Ron Moreau

THE TORONTO PORT AUTHORITY

Per: Lisa Raitt
Per: Ken A. Lundy

SCHEDULE "A"

Referred to in the attached Collective Bargaining Agreement between The Toronto Port Authority and The Toronto Civic Employees Union, Local 416, Canadian Union Of Public Employees, agreed to as of the 11th day of November, 2002.

POSITION CLASSIFICATIONS AND RATES OF PAY

	Hourly Rates				
	Dec 31, 2001	Jan 1, 2002	Nov 18, 2002	Jan 1, 2003	Jan 1, 2004
<u>WORKS DEPARTMENT</u>					
Maintenance Foreman	\$29.50	\$30.39	\$30.39	\$31.30	\$32.24
*Electrician	\$27.08	\$27.89	\$27.89	\$28.73	\$29.59
Labour Foreman	\$26.80	\$27.60	\$27.60	\$28.43	\$29.28
*Survey Party Chief	\$26.51	\$27.31	\$27.31	\$28.13	\$28.97
*Marine Captain	\$26.14	\$26.92	\$26.92	\$27.73	\$28.56
Foreman	\$26.09	\$26.87	\$26.87	\$27.68	\$28.51
Hoisting Engineer	\$25.21	\$25.97	\$25.97	\$26.75	\$27.55
Sub-Foreman, Labour	\$22.74	\$23.42	\$23.42	\$24.12	\$24.84

Sub-Foreman, Welder	\$22.74	\$23.42	\$23.42	\$24.12	\$24.84
*Carpenter 1	\$22.45	\$23.12	\$23.12	\$23.81	\$24.52
*Mechanic	\$24.23	\$24.96	\$24.96	\$25.71	\$26.48
Instrument Man	\$22.32	\$22.99	\$22.99	\$23.68	\$24.39
*Mechanical Maintenance Person	\$22.56	\$23.24	\$23.24	\$23.94	\$24.66
*Welder	\$21.98	\$22.64	\$22.64	\$23.32	\$24.02
*Tractor Operator	\$21.77	\$22.42	\$22.42	\$23.09	\$23.78
Crane Front End Driver	\$21.49	\$22.13	\$22.13	\$22.79	\$23.47
*Marine Mate	\$21.22	\$21.86	\$23.09	\$23.78	\$24.49
Carpenter2	\$20.96	\$21.59	\$21.59	\$22.24	\$22.91
Survey Crew	\$20.74	\$21.36	\$21.36	\$22.00	\$22.66
Boat Operator	\$20.62	\$21.24	\$21.24	\$21.88	\$22.53
Bridge Operator	\$19.60	\$20.19	\$20.19	\$20.80	\$21.42

Labourer/Deckhand	\$19.43	\$20.01	\$20.01	\$20.61	\$21.23
Labourer	\$18.65	\$19.21	\$19.21	\$19.79	\$20.38
Building Attendant	\$18.65	\$19.21	\$19.21	\$19.79	\$20.38
@ (Present employee-- Day Shift)	\$19.19	\$19.77	\$19.77	\$20.36	\$20.97

@ This rate shall be paid to an employee classified in this classification as of June 8, 1973, for such time as the employee remains employed in such classification. Pasquale Dinardo is the only employee receiving this rate as of November 11, 2002.

	Dec 31, 2001	Jan 1, 2002	Nov 18, 2002	Jan 1, 2003	Jan 1, 2004
<u>TCCA</u>					
Foreman	\$26.80	\$27.60	\$27.60	\$28.43	\$29.28
Firefighter	\$22.67	\$23.35	\$24.35	\$25.08	\$26.33
*Mechanic	\$24.23	\$24.96	\$24.96	\$25.71	\$26.48
Maintenance/Aux. Firefighter	\$20.98	\$21.61	\$22.61	\$23.29	\$24.49
Maintenance Man	\$20.03	\$20.63	\$20.63	\$21.25	\$21.89
Watchman/Cleaner	\$18.65	\$19.21	\$19.21	\$19.79	\$20.38
Building Attendant	\$18.65	\$19.21	\$19.21	\$19.79	\$20.38
*Marine Captain	\$26.14	\$26.92	\$26.92	\$27.73	\$28.56
*Marine Engineer 3rd Class	\$23.61	\$24.32	\$24.32	\$25.05	\$25.80
*Marine Mate	\$21.22	\$21.86	\$23.09	\$23.78	\$24.49

Deckhand Engineer	\$20.62	\$21.24	\$21.24	\$21.88	\$22.54
<u>OUTER HARBOUR MARINA</u>					
Marina Supervisor	\$26.09	\$26.87	\$26.87	\$27.68	\$28.51
Marina Sub-Foreman	\$22.74	\$23.42	\$23.42	\$24.12	\$24.84
Marina Equipment Operator	\$19.60	\$20.19	\$20.19	\$20.80	\$21.42
Marina Labourer	\$18.65	\$19.21	\$19.21	\$19.79	\$20.38
Student Marina Attendant	\$11.36	\$11.70	\$11.70	\$12.05	\$12.41

* **Skilled trade classifications exempted from 10% reduction during probationary periods**

OBNOXIOUS CARGO

An additional forty-five (0.45) cents per hour shall be paid to all employees who are required to handle dunnage or other material contaminated by nitrate, bulk sulphur, bulk ore, potash, lamp-black or carbon black, cement in bags, wet or *dry* hides or lime in bags, or handle dead fish, oil and driftwood or weed spraying. Effective January 1, 2003 the rate shall be 0.90 cents per hour.

REFRIGERATOR COMPARTMENT

An additional forty-five (0.45) cents per hour shall be paid to all employees when they are required to work in a refrigerated compartment for one hour or more.

LONG SERVICE PAY

5	years of service or more	-	\$ 75.00
10	years of service or more	-	\$ 150.00
15	years of service or more	-	\$ 225.00
20	years of service or more	-	\$ 300.00
25	years of service or more	-	\$ 375.00
30	years of service or more	-	\$ 450.00
35	years of service or more	-	\$ 525.00
40	years of service or more	-	\$ 600.00

Long Service Pay shall be payable on the employee's anniversary date and will be based on the employee's seniority. Long Service Pay shall be paid in December to all employees who have been actively at work for the majority of the working days in the year preceding the employee's anniversary date.

SCHEDULE “B”

Referred to in the attached Collective Bargaining Agreement between The Toronto Port Authority and The Toronto Civic Employees Union, Local 416, Canadian Union Of Public Employees, agreed to as of the 11th day of November, 2002.

1. Sick leave shall be non-cumulative and will be provided to each employee actively at work on the following basis:

Probationary period-	nil
1st calendar year- length of employment to a maximum of 10 days at full pay	pro-rated based on
2nd calendar year-	15 days at full pay
3rd calendar year-	30 days at full pay
4th calendar year-	40 days at full pay
5th calendar year-	50 days at full pay
6th calendar year-	60 days at full pay

and during each year of employment thereafter

2. Employees who are absent for periods, which extend beyond the first of the calendar year, will not be credited with sick leave until their return to work. On return to work an employee's sick leave entitlement will be pro-rated for the balance of the year based on his seniority date.
3. If an employee's sick leave entitlement as provided in Paragraph 1 herein becomes exhausted when absent with a continuing illness, then upon production of a doctor's certificate or certificates acceptable to the TPA's medical consultants and providing the employee has been absent for six continuous working days, the TPA will provide payments equivalent to 70% of the employee's regular basic weekly wage for a period of time up to and including the employee's 60th day of absence from work due to such continuing illness.
4. Employees who are entitled to receive payment through the Workplace Safety & Insurance Board concerning an injury suffered while in the TPA's employ will be docked one-quarter ($\frac{1}{4}$) of a day sick leave entitlement for each day that sick leave credits

are used to supplement Workplace Safety & Insurance Board payments.

5. Employees shall assist the TPA at the TPA's request, to recover wages paid under circumstances where a third party may be liable for damages to the employee for actions causing such employees' lost time from work.
6. Absence of three (3) days or more require a doctor's certificate if asked for by the TPA and in any event will be required after the 14th day. An employee who has been absent for five (5) or more days due to separate illness in any calendar year of either one or two days duration each shall be required to produce a doctor's certificate for any subsequent illness in that year. If this occurs in two consecutive years then the employee will be required to have a medical examination to determine his fitness.
7. A Labour/Management Committee shall be formed for the purpose of reviewing problems surrounding the utilization of sick leave and to interview employees who are in receipt of a letter under clause 6 above.

8. If an employee in receipt of sick pay benefits is absent for reasons other than his legitimate sickness or injury he will be subject to discharge.
9. If an employee is unable to report to work he must notify his supervisor or call the office prior to his scheduled starting time, stating the expected date of return to work. The employee will inform his supervisor of any subsequent changes to the expected date of return to work.
10. Employees who have perfect attendance in a calendar year will be awarded a Personal Day in the following year.

LETTER OF UNDERSTANDING

It is understood that the Toronto Port Authority has the right to contract out provided that regular employees who have completed their probationary period will not be laid off as a direct result of the contracting out of any work within a classification covered by the collective agreement and which could be performed by said employees.

The TPA agrees that work within a classification covered by the collective agreement which could be performed by a regular employee who **has** completed his probationary period, and is on lay-off, and who has recall rights under the collective agreement, shall not be contracted out.

In the event a regular employee who has completed his probationary period is on lay-off due to a seasonal reduction in the workforce, and work of a short-term nature is required for five (5) days or less, the employee may be used for the duration of the short-term assignment if qualified to perform the required work. In such cases, (five days or less) the employee shall not be entitled to reinstatement **of** benefits. When the short-term assignment is completed, the employee will immediately

return to lay-off status without extending his recall rights and without any further notice being required. In the event such an employee cannot be contacted when work of a short-term nature is required, the TPA may take whatever steps are required to ensure the short-term work assignment is completed in a prompt manner.

This letter is grievable under the Grievance Procedure contained in the collective agreement.

It is understood and agreed by the parties that this Letter of Understanding will expire for all purposes on December 31, 2004.

Signed at Toronto this 11th day of November, 2002

Toronto Civic Employees
Union, Local 416
Canadian Union of Public
Employees.

The Toronto Port
Authority

Based on the employer's assurance that welders will not be laid off as a result of the employer requiring a certified welder from a certified shop, the union accepts status quo on letter.

LETTER OF AGREEMENT

The Toronto Port Authority agrees that as a result of the termination of the Ferry Service, no member of the Ferry Operation (Marine Captain, Marine Mate, Deckhand Engineer and Marine Engineer) shall have their employment terminated.

This letter of agreement only applies to the existing complement of the Ferry Operation Staff, as of October 3, 2002. Any new employee hired by the Ferry Operation after October 3, 2002 shall not be covered by the provisions of this letter but shall be covered by all other provisions of the collective agreement.

No other permanent employee shall be displaced due to the reassignment of a member of the Ferry Operation.

Any training required by an employee to perform the duties of the position shall be provided for by the TPA. All time an employee spends in training shall be considered time worked.

If a permanent employee is displaced and is placed in a position for which a lower wage rate is applicable, the

employee shall continue to receive the rate they were receiving prior to such re-assignment, including any negotiated wage increase(s) for the forty-two (42) month period immediately following the effective date of their re-assignment. Following the expiry of the forty-two (42) month period such employee will then receive the rate applicable to their new position.

The employer agrees to meet with the union and any affected employee in advance of any reassignment in order to discuss the most appropriate assignment for the employee given his or her education, training and experience. The employer retains the right to assign.

This letter shall form part of the collective agreement and be enforceable through the grievance and arbitration procedure.

Dated at Toronto this 11th day of November, 2002.

For the Toronto Civic
Employees Union Local

For The Toronto Port
Authority

The parties hereby agree that the following employees are the current incumbents that are referred to in the 1st and 2nd Paragraph's of the attached Letter of Agreement:

Marine Captain:

- Tom Hynek
- Cy Celik
- Dave Munns

Marine Mate:

- Jack Smith
- Gary Schmidt
- John Jones
- Mark Cole
- Keith Fansett

Deckhand Engineer:

- Tom Zornada
- Bob Maciek
- John Jurica

Marine Engineer:

- Len Stolk