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**COLLECTIVE AGREEMENT**

**BETWEEN:**

**SIEBA**

(SECURITY INDUSTRY EMPLOYERS' BARGAINING ASSOCIATION)

(hereinafter referred to as the "Employer")

**AND:**

**UNITED STEELWORKERS OF AMERICA**

(hereinafter referred to as the "Union")

JUL 20 2004

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## TABLE OF CONTENTS

Article 1:	Purpose of the Agreement	1
Article 2:	Recognition & Scope	1
	Contracting Out	3
	Employees Obligations	3
	Special Events	3
Article 3:	No Strikes or Lock Outs	4
Article 4:	Relationship	4
	Respectful Work Environment	4
Article 5:	Anti-Sexual & Anti-Racial Harassment	5
	Employment Equity	6
Article 6:	Managements Rights	6
Article 7:	Union Security	6
Article 8:	Union Representation	7
	Union Leave	8
Article 9:	Grievance Procedure	9
Article 10:	Discharge and Disciplinary Action	10
	Justice and Dignity	11
Article 11:	Arbitration	11
Article 12:	Seniority	12
	Entitlement to Seniority	13
	Probationary Employees	13
	Seniority	13
	Preferential Seniority	14
	Loss of Seniority	14
	Seniority Lists and Employee Lists	15
	Lay-off	16
	Notice of Lay-off	16
	Vacant or Newly Created Positions Definition	17
	Notice of Vacancies	17
	Posting for Vacancies	17
	Method of Filling Vacancies	17
	Sickness of Accident	17
	Posting of Temporary Assignment	18
	Notice of Successful Applicant	18
	Subsequent Vacancies	18
	<b>Special</b> Assignment List	18
	Turnover Clauses	19
	Removal from Site (disciplinary & non-disciplinary)	19
Article 13:	New or Changed Jobs	20
Article 14:	Hours of Work and Overtime	20
	Overtime	20
	Switching Shifts	21
	Temporary Transfers	22

	Schedule Changes	22
Article 15:	Call In Pay	22
Article 16:	Payment for Injured Workers	22
Article 17:	Vacation with Pay	22
Article 18:	Leave of Absence	23
	Military/Reserves Leave	24
	Accommodation for Religious Minorities	24
Article 19:	Court, Jury and Crown Witness Duty	24
Article 20:	Paid Holidays	25
Article 21:	Bereavement Pay	25
Article 22:	Fringe Benefits	26
	Legal Protection	27
	Humanity Fund	28
Article 23:	Bulletin Boards	28
Article 24:	Rates of Pay	28
	Training Wages	31
	District of Muskoka	31
	Vehicle Shelter	31
	Classifications	31
Article 25:	Benefit Plans	32
	Sick Leave	32
	Pension Plan	32
	New Members Kits	33
Article 26:	Health & Safety	33
	Refusal of Unsafe <b>Work</b>	34
Article 27:	Notice of Client Contracts	35
Article 28:	Duration of the Agreement	36
	Letter of Understanding No.1- Sick Leave	37
	Appendix "A"	
	Letter of Understanding No. 2 -- Vehicle Shelter	
	Memorandum of Settlement	38

## **ARTICLE 1: PURPOSE OF THE AGREEMENT**

**1.01** Recognizing that stable, effective operations contribute to providing quality security services to clients and that the welfare of the Employer and that of its employees depends on the welfare of the business as a whole and recognizing further that a relationship of good will and mutual respect between the Employer and employees can contribute greatly to the maintenance and increase of that welfare, the Parties to this contract join together in the following Agreement.

**1.02** The general purpose of this Agreement is to establish mutually satisfactory relations between the Employer and its employees, to provide the mechanism for the prompt and equitable disposition of Grievances and to establish and maintain satisfactory working conditions, hours of work and wages for all employees who are subject to the provisions of the Agreement.

**1.03** Wherever the **MALE GENDER** is used throughout the Articles within this Agreement, it is agreed that **FEMININE GENDER** is an acceptable substitute whenever or wherever the feminine gender is applicable.

**1.04** Where the singular is used throughout the Articles within this Agreement, it is agreed that the plural is an acceptable substitute and wherever the plural gender is applicable.

**1.05** "Employer" is defined in this Collective Agreement as any individual member company of SIEBA listed in Appendix "A" or a company which, following the date of ratification of this Collective Agreement becomes a member of SIEBA.

"Parties" in this Collective Agreement refers to the Union and an individual member company of SIEBA.

## **ARTICLE 2: RECOGNITION AND SCOPE**

**2.01** (a) The Parties agree that the Union is the exclusive bargaining agent for the units listed in Appendix "A."

(b) The Union recognizes SIEBA as the sole and exclusive bargaining agent for all Employers listed in Appendix "A" who have certain employees represented by the Union.

**2.02** The Parties are agreed that supervisors are excluded from the bargaining units listed in Article 2.01 (a) above and described in detail in Appendix "A." The Parties are further agreed that the term "Supervisor" is deemed to include Site Supervisor, Shift Supervisor, Mobile Patrol Supervisors, Field Supervisors, Guard Inspector/Dispatcher and other persons who exercise managerial functions within the meaning of Section 1 (3) of the *Labour Relations Act, 1995, S.O. 1995, c.1, Sch. A.*, as amended. Existing Initial supervisors within the bargaining unit as of the date of ratification shall be grandfathered into the bargaining unit until they leave the employ of Initial, accept a posting into a non-supervisory position, or are removed from site pursuant to Article 12.20. Any supervisor hired or appointed following the date of ratification shall be excluded from the bargaining unit in accordance with Article 2.02 of the Collective Agreement,

**2.03** The Parties agree that only employees who are in the bargaining unit will perform bargaining unit work except:

- a) **As** otherwise provided in this Agreement;
- b) for the purposes of instruction; and/or
- c) as an ancillary part of their function, security guard work only;
  - (i) at sites at which no security officer is assigned;
  - (ii) **in** the case of emergency, such **as** flood or fire or another similar reason when bargaining unit employees are not available. Emergencies shall include but will not be limited to, any open post;
  - (iii) in other circumstances for not more than three **(3)** consecutive hours **or** ending **as** soon as possible thereafter.

**2.04** Notwithstanding articles 2.01 and 2.03, persons designated as a supervisor by the employer shall be excluded from the bargaining unit and shall be entitled to perform such bargaining unit work as is necessary, provided that:

- (a) in the case **of** security officer, the number **of** supervisors assigned to any site which is awarded before the date of ratification only (which may include a number of posts) shall **be** in the following proportion to the number of hours per week regularly worked at a site:

<u>Number of Hours</u>	<u>Number of Supervisors</u>
Less than and including 208	0
Between 209 and 528	1
Between <b>529 and 1056</b>	2
Between <b>1057 and 2156</b>	3
Between <b>2157 and 4356</b>	4
Between <b>4357 and 6336</b>	5
Between <b>6337 and 8800</b>	6
Over 8800	
For each additional 2200 hours	add one more

- (b) Any and all ratios regarding the current number of supervisors **and** employees who are designated **as** supervisors at existing sites immediately preceding the date **of** ratification shall be red-circled and not subject to the ratio restrictions set out in paragraph (a) above.

- (c) For new business obtained after the date of ratification, the following shall apply:
  - in the case of security officer, the number of supervisors assigned to any site which is awarded before the date of ratification only (which may include a number **of** posts) shall be in the following proportion to the number **of** hours per week regularly worked at a site:

<u>Number of Hours</u>	<u>Number of Supervisors</u>
Less than and including 207	0
Between 208 and 528	1
Between 529 and 1056	2
Between 1057 and 2156	3
Between 2157 and 4356	4
Between 4357 and 6336	5
Between 6337 and 8800	6
Over 8800	
For each additional 2200 hours	add one more

## **CONTRACTING OUT**

**2.05** The Employer agrees not to contract out any bargaining unit work except in cases where contracting out would not result in the loss of any bargaining unit jobs, in the failure to recall an employee on the recall list with respect to a site within a forty (40) kilometer radius of the previous site or to the employee's residence whichever is closest of the laid off employee, nor in the loss of any hours regularly worked by employees in the bargaining unit immediately prior to the time of the contracting out.

## **EMPLOYEES OBLIGATIONS**

**2.06** The Union and its members acknowledge its obligation under the Ontario Labour Relations Act to continue to work and perform their duties faithfully as assigned to them, impartially and without regard to union or non-union affiliation of any person at the sites where the United Steelworkers of America are the official bargaining agent for any employees at that site and any future sites and in particular during a strike by the Employer's client's employees.

**2.07** Any violation of Article 2.06 may result in discipline up to and including discharge.

## **SPECIAL EVENTS**

**2.08** For the purposes of this Agreement, "special events" are defined as:

- (a) contracts between the Employer and a client to provide services for a period of not more than sixty (60) calendar days and may include seasonal, sports, cultural, educational and commercial events, exhibitions, trade shows, fairs and political conventions; or
- (b) contracts between the Employer and a client to provide services during a strike by a client's employees for a period of no more than six (6) months.

**2.09** For special events, the Employer may designate a reasonable number of additional supervisors when necessary.

## **STRIKES AND LOCK-OUTS**

**2.10** In the event of a strike or a lockout at a clients site involving the client's employees, Security Officers assigned to the site shall be paid at the highest client-dictated rate, if applicable, for no more than the duration of the strike, where possible and subject to client approval,

**2.11** Security Officers displaced as a result of a strike or a lockout at a clients site involving the client's employees, will be placed in accordance with Article 12 at the nearest geographical site and shall have their wage rate maintained or they shall be paid at the wage rate of the specific site to which they are assigned, if higher. It is further understood that the affected employees will be returned to their original site when the labour dispute is over.

## **ARTICLE 3: NO STRIKES OR LOCK-OUTS**

**3.01** The Employer agrees that, during the term of this Agreement or any extension thereof, it will not cause or direct any lock-outs of its employees and the Union agrees that during the lifetime of this Agreement or any extension thereof, there will be no strike, picketing, slow down or stoppage of work, either complete or partial.

**3.02** It is understood and agreed that employees covered by this agreement shall not honour any picket lines at any location for which the Employer provides security services. The Union and its members acknowledge its obligations under the Ontario Labour Relations Act to continue to work and perform their duties and discharge them faithfully during a strike by the employees of the Employer's clients.

## **ARTICLE 4: RELATIONSHIP**

**4.01** The Employer and Union agree that there shall be no discrimination in the hiring, training, upgrading, promotion, transfer, lay-off, discharge, discipline or otherwise of employees because of race, sex, sexual orientation, creed, religion, colour, age or national origin.

**4.02** The Employer and Union agree to observe the provision of the Ontario Human Rights Code, R.S.O. 1990, c. H.19, as amended and where applicable, the Canadian Human Rights Code.

**4.03** The Employer agrees it shall not interfere with, restrain, coerce or discriminate against employees in their lawful right to become and remain members of the Union and to participate in its lawful activities.

## **RESPECTFUL WORK ENVIRONMENT**

**4.04** The Parties agree that all employees, both bargaining unit and management representatives should act in a professional and civil manner, irrespective of any personal differences which may exist (e.g. personality conflicts, differences of opinion).

Where an individual has legitimate cause for concern in relation to the above, he or she may file a **formal** complaint with either a designated member of the Union or management. Within three (3) days of receipt of the complaint, the receiving party shall advise the other party in writing of said complaint,

Thereafter, the parties shall jointly investigate the complaint and prepare a joint report outlining their respective or joint findings, as the case may be, and this, within seventeen (17) days of the filing of the complaint.

Without limiting the employer's management rights pursuant to the Collective Agreement, the Union may make recommendations to the Employer with respect to the disposition of the complaint.

#### ARTICLE 5: ANTI-SEXUAL & ANTI-RACIAL HARASSMENT

**5.01** The Employer and <sup>the</sup> Union shall take all reasonable steps to maintain a working environment which is free from sexual and/or racial harassment.

**5.02** For the purposes of this Article, "sexual harassment" includes:

- (a) unwanted sexual attention of a persistent or **abusive** nature, made by a person who knows or ought reasonably to **know** that such attention is unwanted; or
- (b) implied or expressed promise of reward for complying with a sexually oriented request; or
- (c) implied or expressed threat **or** reprisal, in the form either of actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request; or
- (d) repeated sexually oriented remarks and/or behavior which may reasonably be perceived **to** create a negative psychological and/or emotional environment for work and study,

**5.03** For the purposes of this clause, "racial harassment" includes engaging in a course of comment or conduct that is known or ought reasonably to be known to be unwelcome where such comment or conduct consists of words or actions by the Company, supervisor, or a co-worker in the bargaining unit, which disrespects or causes humiliation to a bargaining unit employee because of his/her race, colour, creed, ancestry, place of origin or ethnic origin.

**5.04** Where an Arbitrator concluded that Article 5.01 has been breached, the Arbitrator may direct, among other remedies:

- (a) that the aggrieved employee (the complainant) not be required to continue to work in proximity to any person (respondent) found to have <sup>engaged</sup> in any sexual or racial harassment conduct; and
- (b) that any employee who is found to have engaged in sexual or racial harassment conduct be reassigned to another location or time of work without regard to **the** respondent's seniority.

**5.05** The Arbitrator shall impose a remedy which is designated to only affect the perpetrator insofar as that **is** possible and where there is any detriment to be suffered respecting job classification, seniority, wages etc., such detriment shall fall upon the perpetrator and not upon other bargaining unit employees.



## EMPLOYMENT EQUITY

**5.06** The Union and the Employer agree to work together in following the Principles of Employment Equity, that all people regardless of race, religion, sex, sexual orientation, aboriginal status or disability are entitled to equal employment opportunities. 3b

## ARTICLE 6: MANAGERIAL RIGHTS

**6.01** The Union acknowledges that all management rights and prerogatives are vested exclusively with the Employer except as limited by the provision of the Agreement and without limiting the generality of the foregoing; it is the exclusive function of the Employer:

- (a) to maintain order, discipline, efficiency and in connection therewith to establish reasonable rules and regulations, enforce and alter from time to time rules and regulations to be observed by the employees. Recognizing that rules and regulations will change from time to time, given the needs of the business, the Employer will apprise and discuss with the Union any such changes;
- (b) to hire, transfer, lay-off, recall, promote, demote, classify, assign duties, establish qualification, dismiss, suspend or otherwise discipline employees, provided that a claim that an employee who has been dismissed or otherwise disciplined without just cause may be subject of a grievance under Article 9 and 10 of this Agreement. All other matters not otherwise dealt with elsewhere in this Agreement are solely and exclusively the responsibility of the Employer,
- (c) generally to operate and manage its business in all respects and in accordance with its discretion, commitments, obligations and responsibilities. The right to determine the number of employees required from time to time, determine the kind of operations, the methods of execution, to decide on expansion, cutbacks, or the termination of operations in compliance with the provisions of the Agreement, the content of jobs, the standards or performance, the methods, procedures, machinery and equipment to be used, schedules of work, and all other matters concerning the Employer's operations not otherwise dealt with elsewhere in this Agreement are solely and exclusively the responsibility of the Employer.

**6.02** The Employer agrees that in the exercise of these rights it shall at all times be governed by the terms of this Agreement.

**6.03** The Union acknowledges that the Employer and the employees are required to comply with the Private Investigators and Security Guards Act of Ontario, as amended from time to time.

## ARTICLE 7: UNION SECURITY

**7.01** It shall be a condition of employment that every employee become and remain a member of the Union in good standing. Every new, rehired and recalled employee must become a member of the Union on the date of hire, rehire or recall, 1A2

**7.02** The Employer shall deduct Union **dues** including where applicable, initiation fees and assessments, on a biweekly basis, from the total earnings of each employees covered by this Agreement. The amount of dues shall be calculated in accordance with the Union's Constitution, 10

**7.03** All dues, initiation fees and assessments shall be remitted to the Union forthwith and in any event no later than 15 days following the last day of the month in which the remittance was deducted. The remittance shall be sent to the International Secretary Treasurer of **the** United Steelworkers of America, AFL-CIO-CLC, P.O. **Box** 13083 Postal Station "A," Toronto, Ontario, **M5M 1V7**. A copy of the Dues Remittance **Form** R-115 will also be sent to the United Steelworkers of America, 25 Cecil Street, **Toronto**, Ontario, M5T 1N1.

**7.04** The remittance and the R-115 form shall be accompanied by a statement containing the following information:

- (a) A list of the names of all employees from whom dues were deducted and the amount of dues deducted;
- (b) A list of the names of all employees from whom no deductions have been made;
- (c) This information shall be **sent** to both Union addresses in such form as shall be directed by the Union to the Employer.

**7.05** The Union shall indemnify and save the Employer harmless against all claims or other forms of liability that may arise out of any action taken by the Employer in compliance with this Article. Where an error results in the employee being in arrears **for** the amount **of** dues deductions, the arrears shall be debt owed by the employee to the Union, Where, however, the employee owing such a debt remains in the employ of the Company, recovery is to be made by deducting one additional deduction each two (2) week pay period in an **amount** not to exceed the established pay period deduction until arrears are recovered in full. Where an error results in the over deduction of dues, the Company shall have no liability to the Union or the employee for such an error.

**7.06** The Employer, when preparing T-4 slips for the employees, will enter the amount of Union dues, charitable deductions paid by each employee during the previous year.

## ARTICLE 8: UNION REPRESENTATION

**8.01** The Employer acknowledges the right of the Union to appoint or otherwise select **stewards** and other authorized union representatives for the purpose **of** representing employees in the handling of complaints and grievances.

**8.02** The Employer agrees to meet with by appointment, the Union's authorized representatives, stewards and officers to discuss and settle any current grievance or complaint.

**8.03** The authorized Union representatives, stewards and officers shall be recognized by the Employer as the official representatives **of** the employees.

**8.04** The Union shall inform the Employer in writing of the names of the authorized stewards and officers and the employer will not be obligated to recognize such stewards and officers until it **has** been **so** notified.

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**8.05** Subject to operational requirements and with prior management approval, stewards, authorized representatives and officers shall be granted reasonable time during working hours to perform their duties without loss of pay. Such granting shall not be unreasonably withheld.

**8.06** If an authorized representative, who **is** not employed by the Employer, wants to speak to local union representatives and/or a union member about a grievance or other official business, he/she **shall** advise the Manager or his/her designated representative, who shall then call the local union representative to an appropriate place where they may confer privately, These talks will be arranged so that they will not interfere with normal operations.

## **UNION LEAVE**

**8.07** Subject to operational requirements, employees who have been selected to work in an official capacity for the Local or International Union shall be entitled to a Leave of Absence for the period during which they are performing their duties. ~~A request will be made in writing to the Branch Manager with a copy to the Operations Manager of the Employer at least ten (10) working days before the leave is to commence, stating the date of commencement and duration of such leave. The granting of such leave shall not be unreasonably withheld.~~

**8.08** Employees taking leave of absence under this Article shall have the right at any time on giving ten (10) days notice to return to their previous position at their previous work site or to such other position or site to which they may be entitled by reason of seniority in accordance with Article 12 of this agreement.

**8.09** Subject to operational requirements, the Employer shall grant leave to the Union's delegates or to employees designated by the Union to attend meetings and conferences of the Union under the following conditions:

- (a) that there has been a written request from the Union to this end, stating the names of the Union delegates for **whom** this leave was requested, the date, duration and purpose of the leave;
- (b) that such request was made at least ten (10) days in advance; and
- (c) the granting of such leave will not result in the Employer having to pay overtime. It is understood that the Employer will make reasonable attempts to cover work **by** non-overtime assignments **and** with employees who have received training for the site,
- (d) leaves of absences shall be deemed approved where the Employer has not responded to the Union within five (**5**) days of the submission of requests under (b) above.

**8.10** The Employer agrees to recognize, deal with, and grant leaves of absence to a Negotiating Committee along with representatives of the Union for the purposes of negotiations.

**8.11** The Union shall endeavor to notify the Employer in writing of the names of the employees on the Negotiating Committee and the dates requested no later than fifteen (**15**) days in advance of such leave taking place.

**8.12** Employees taking leave of absence pursuant to Articles 8.07 and 8.09 shall be paid in accordance with Article 18.04 of this Agreement.

**8.13** An employee who is absent under Article 8 shall continue to accumulate his/her seniority during his/her absence.

**8.14** The Union shall decide on the number of stewards to be appointed or otherwise selected provided that the ratio of stewards to employees shall not exceed one (1) to twenty-five (25) or greater proportion thereof.

**8.15** Each steward must be an employee of the particular Employer to which he or she refers labour relations matters, concerns, grievances or disputes on behalf of one or more employee of the Employer. It is further understood by the Parties that Union Officers (excluding stewards) and/or Local Union Executive regardless of their employers may on occasion where required handle the above-noted matters.

## **ARTICLE 9: GRIEVANCE PROCEDURE**

**9.01** It is the mutual desire of the Parties hereto that any complaint or cause for dissatisfaction arising between an employee and the Employer with respect to the application, interpretation or alleged violation of this Agreement shall be adjusted as quickly as possible.

**9.02** It is generally understood that an employee has no complaint or grievance until he/she, either directly or through the Union, has first given his/her Client Service Manager (C.S.M.) an opportunity to adjust the complaint. In this Article it is understood that the terms "Client Service Manager, General Manager and Human Resources Manager" used in this Agreement refer to the position or the equivalent position within each individual Employer's organization.

**9.03** If, after registering the complaint with the C.S.M. and such complaint is not settled within five (5) regular working days or within any longer period which may have been agreed to by the Parties (in writing), then the following steps of the grievance procedure may be invoked:

### **STEP ONE**

The grievance shall be submitted in writing to the Site Manager or management designate either directly or through the Union. The Site Manager or management designate shall meet with the employee and the employee's Union steward within ten (10) working days of the receipt of the grievance in an attempt to resolve the grievance. The Site Manager or management designate shall within a further five (5) working days give his/her answer on the grievance form and return it to the Union,

### **STEP TWO**

If the decision of the Site Manager or management designate is not satisfactory, the grievance will be submitted to the Employer within ten (10) working days. The Employer shall, within fifteen (15) working days hold a meeting between the employee and the Union grievance committee, not to exceed three (3) in number and the appropriate representatives of Management, in a final attempt to resolve the grievance. A Staff Representative of the Union and/or the Grievor may be present at this meeting if requested by either Party. The Employer shall within a further ten (10) working days give his/her decision in writing, on the grievance form and return it to the Union.

**9.04** The Employer shall not be required to consider any grievance which is not presented within ten (10) working days after the Grievor or the Union first became aware of the alleged violation of the Agreement. Thereafter, the time limits in the Grievance Procedure shall be considered directory and not mandatory.

**9.05** If final settlement of the Grievance is not reached at Step Two, the Grievance may be referred in writing by either Party to Arbitration as provided in Article 11 at any time within fifty-five (55) days after the decision is received under Step Two.

**9.06** Employer grievances will be submitted directly to the servicing Staff Representative in the respective area.

**9.07** All time limits in this Article may be extended by mutual agreement of the parties,

**9.08** The Union agrees that all correspondence from the Union shall be on official letterhead.

**9.09** All policy and group grievances shall be submitted at Step 2 within the time limits contained in Article 9.04.

**9.10** Where stewards are required to attend meetings with the employer outside of his/her regular hours of work, such time spent shall be considered time worked. For the purposes of this Article, call-in pay provisions contained in this Agreement shall not apply.

103/24

**9.11** Should final settlement of the grievance not be reached and no written request to arbitrate be sent by facsimile or registered mail within the fifty-five (55) working days following receipt of the Employer's response under Step Two, the grievance shall be deemed withdrawn.

**9.12** For any grievance of a continuous nature, the Employer's liability shall be limited to thirty (30) days prior to the filing of the grievance, provided that the Union has received notice pursuant to Article 27.01.

## **ARTICLE 10: DISCHARGE AND DISCIPLINARY ACTION**

**10.01** A claim by an employee that he/she has been discharged or suspended without just cause, shall be a proper subject for a grievance. Such a grievance shall be submitted in writing to the Human Resources Manager within ten (10) working days after the employee receives notice that he/she has ceased to work for the Employer. Such grievance shall be processed in accordance with Article 9 except that the grievance shall proceed directly to Step 2 as described in Article 9.03. Where no representation has been provided during a suspension or discharge, the Employer will send a copy to the Local Union notifying of the suspension or discharge before the end of the next business day. Failure on the part of the Employer to provide a copy however shall not void the suspension or discharge.

**10.02** An arbitrator hearing a disciplinary grievance shall not have the authority to order that an employee lose his/her seniority.

**10.03** When an employee has been disciplined, he/she shall have the right to interview his/her Steward for a reasonable period of time before leaving the work site. Where such meeting cannot take place at the work site, such meeting shall take place at the Employer's premises immediately after being disciplined. The Employer will ensure that representation is offered,

**10.04** Notwithstanding anything to the contrary in this Agreement, in the termination of a probationary employee, it is recognized that the Employer need only show that it did not act in a manner that was arbitrary, discriminatory or in bad faith.

**10.05** All disciplinary notices on an employee's record shall be removed fifteen (15) months after the date on which the discipline was imposed.

**10.06** An employee shall be granted access to his/her personnel file on demand at a convenient time and, **if** the employees wishes, in the presence of a Union Officer or Union Staff Representative.

## **JUSTICE AND DIGNITY**

**10.07** An employee whom the employer discharges or whom it contends has lost his/her seniority under Article 12 shall be retained at or returned to active work if available or placed on suspension with pay at the Employer's discretion, until any grievance contesting such discharge or break in service is disposed of.

**10.08** Notwithstanding Article 10.07, the employee may be removed from active work (without pay) until the resolution **of** any grievance protesting the discharge if his/her alleged cause for discharge or termination presents a danger or hazard to life or property such as assault, post abandonment, fraud, fighting, theft, concerted refusal to perform their assigned work and that caused by the use of alcohol or drugs.

**10.09** In instances not covered **in** the Article 10.08, the employee may be removed from active work (with pay) or continue to work as determined by the Employer at its sole discretion. If the arbitrator upholds the discharge or break in service of an employee retained at work, the penalty shall be instituted after receipt of the arbitration decision.

**10.10** An arbitrator shall not be permitted to draw any adverse inference from the Employer's choices pursuant to Articles 10.07, 10.08 and 10.09.

**10.11** The above references in Article 10.07 to 10.09, inclusively to discharges and terminations are examples and are not intended to be all inclusive but indicate how various types of issues may be handled.

**10.12** Articles 10.07 and 10.11 above shall not apply to an employee who has not completed his/her probationiviy period.

## **ARTICLE 11: ARBITRATION**

**11.01** When either Party **to** the Agreement requests that a grievance be submitted for Arbitration, they shall make such request in **writing** addressed to **the** other Party to the Agreement.

**11.02** The Arbitration procedure incorporated in the Agreement shall be based on the use of a single Arbitrator.

**11.03** When either Party refers a grievance to Arbitration, they **shall** propose three (3) acceptable Arbitrators. If, within five (**5**) working days, none of the proposed, Arbitrators are

acceptable to the other Party, they shall propose three (3) other Arbitrators. If an acceptable Arbitrator is not agreed upon (within ten (10) working days), the Parties may either submit more proposed Arbitrators or request the Ministry of Labour to appoint an Arbitrator,

**11.04** Except where otherwise provided for in this Agreement, each of the Parties hereto will bear its own expense with respect to any arbitration proceedings. The Parties hereto will jointly bear the expenses of the Arbitrator on an equal basis.

**11.05** No matter may be submitted to arbitration which has not first been properly carried through all preceding steps of the **grievance** procedure.

**11.06** The Arbitrator shall not be authorized, nor shall the Arbitrator assume authority, to alter, modify, or amend any part of this Agreement, nor to make any decision inconsistent with the provisions thereof, or to deal with any matter not covered by this Agreement.

**11.07** The decision of the Arbitrator shall be final and binding on the Parties.

## **ARTICLE 12: SENIORITY**

**12.01** (a) The Parties recognize that **job** opportunity and security shall increase in proportion to length of service. It is therefore agreed that in the cases of vacancy, lay-off and recall after lay-off, the senior employee, **as** defined in **this** Agreement, shall be entitled to preference in accordance with this Article.

(b) In recognition, however, of the responsibility of the Employer for the efficient operation of the Employer's business, it is understood and agreed that in all cases referred to in paragraph (a) above, management shall have the right to pass over any employee **if** it is established that the employee, after a reasonable period of on-site training **if** required, **could** not fulfil the requirements of the job or would not possess the necessary qualifications to **fulfil** the requirements of the job.

**12.02** For the purposes of this Agreement, the following definitions shall apply:

- (a) a "part-time employee" is one who regularly works twenty-four (24) hours per week or less, unless otherwise provided for in this Agreement;
- (b) a "full-time employee" is one who regularly works more than twenty-four (24) hours per week;
- (c) a "floater" **is** an employee who is not assigned to a posted job and who must be available to:
  - (i) replace employees who are absent;
  - (ii) work special events **as** defined herein;
  - (iii) temporarily fill vacancies pending posting procedures.
- (d) in sub-paragraph (a) and (b) above, the number of hours which an employee "regularly works" shall be the average number of hours worked, in the previous

thirteen (13) week period, which period shall not include weeks not worked due to sickness or an approved leave of absence. Employees identified above shall acquire seniority as provided in section 12.05 of this Article.

### **ENTITLEMENT TO SENIORITY**

**12.03** An employee who is not a probationary employee shall have seniority.

### **PROBATIONARY EMPLOYEES**

**12.04** An employee shall be considered as a probationary employee until he/she has attained seniority status by being employed a total of ninety (90) calendar days or 288 hours, whichever is greater.

### **SENIORITY**

- 12.05** (a) Seniority is the total of
- (i) length of continuous service since the last date of hire for full-time employment with the Employer, and measured in years, weeks and days; and
  - (ii) 50% of the length of continuous service worked since the last date of hire for part-time and floater employees of the Employer, as expressed in years, weeks and days, as applicable, provided that there were no **breaks** in service between periods described in (i) and (ii) respectively.
- (b) In the event that records are unavailable to determine the hours worked by part-time employees **prior** to the coming into force of this agreement, the affected employees will be credited with fifty percent (50%) of their continuous service since last date of hire with the Employer, measured in years, weeks and days.
- (c) Seniority shall be acquired once the employee has attained seniority status in accordance with Article 12.03 **and** it shall be retroactive to his/her first day of work.

**12.06** Where the Employer is awarded a contract for the performance of security guard services at a site where, immediately prior to such award, individuals were performing substantial similar security guard services (“the incumbent employees”) and the incumbent employees are unionized with the Union, the employees working at that site including any employees on leave of absence will be deemed hired and consequently, the Employer shall become **the** successor employer, unless one **of** the following situations occurs:

- (a) the incumbent employee’s job duties were not primarily at that site during the 13 weeks before the Employer takes over;
- (b) the incumbent employee is temporarily away and his/her duties were not primarily at that site during the last 13 weeks when he/she worked;
- (c) the incumbent employee has not worked at that site for at least 13 weeks of the 26 weeks before the Employer takes over the contract. The 26 week period is



extended by any period where services were temporarily suspended or where the employee was on a pregnancy/parental leave pursuant to the provisions of the Employment Standards Act, R.S.O. 1990, C.E. 14, as amended from time to time.

**12.07** Where the incumbent employees are not unionized with the Union, the employees shall not be deemed hired and will only fall under the provisions of the Collective Agreement when such employees are hired by the Employer,

**12.08** In the event that the Employer acquired as site either through acquisition of a company or through entering into a client contract, an employee working at that site and hired by the Employer shall be credited with:

- (i) seniority acquired during continuous service directly with the previous employer;  
or
- (ii) where subparagraph (i) results in a seniority date more recent than June 4, 1992, and where the employee has continuously worked at the site for any previous employer since June 4, 1992 or before, then the employee shall be credited with seniority commencing June 4, 1992.

**12.09** For the purposes of determining seniority for employees hired on the same day, seniority shall be based on the order of the acceptance of applications, The Employer shall stamp each application for employment with the date and time of receipt.

#### **PREFERENTIAL SENIORITY**

- 12.10** (a) "Union Officers" shall include: President, Chairpersons, Vice President, Recording Secretary, Treasurer, Financial Secretary, Certified Health and Safety Representatives, Workplace Safety and Insurance Board Representatives and Stewards.
- (b) In the event of a lay-off, Union Officers shall be deemed to have the greatest seniority.

#### **LOSS OF SENIORITY**

**12.11** An employee shall lose his/her seniority standing and his/her name shall be removed from all seniority lists for any one of the following reasons:

- (a) if the employee voluntarily quits;
- (b) if the employee is discharged for just cause and is not reinstated in accordance with the provisions of this Agreement;
- (c) if the employee is laid off and fails to return without reasonable excuse within five (5) work days after he/she has been notified to do so by the Employer by registered mail to his/her last known address (a copy of such notice shall be sent to the Union), and by personal contact by the Employer;

- (d) if the employee has been on lay-off for lack of work for a period of more than twelve (12) consecutive months;
- (e) in the case of floaters or part-time employees as defined in this Agreement, if the employee has not worked one (1) shift in a period of two (2) or more consecutive months;
- (f) absence from work for three (3) or more working days without notice and without reasonable excuse;
- (g) if an employee uses a leave of absence for reasons other than that for which the leave was granted;
- (h) if an employee fails to return to work on the expected date of return to work without reasonable excuse following an approved leave of absence.
- (i) Notwithstanding Article 12.13, any absence of more than twenty-four (24) months, where there is no reasonable likelihood of return to work.

**12.12** Seniority shall be maintained and accumulated until it is lost under Article 12.11 above.

**12.13** For purposes of this Agreement, the absences provided by the Agreement, or otherwise authorized by the Employer, shall not constitute an interruption of service.

#### **SENIORITY LISTS AND EMPLOYEE LISTS**

- 12.14** (a) For the purposes of this Agreement:
- (i) a “seniority list” is a list including employee name, amount of seniority measured in accordance with this Agreement, full-time or part-time status or floater status; and
  - (ii) an “employee list” is a list which, in addition to the information contained on a Seniority List, includes for each employee: address, postal code, home telephone number, including area code, Social Insurance Number, and classification where such exists. It is the employee’s responsibility to inform, in writing, the Employer and the Union of his/her address, postal code, home telephone number, including area code, and Social Insurance Number. An employee list will be submitted in alphabetical order by surname.
- (b) All seniority lists and Employee lists shall be updated February 1, June 1, and October 1 of each year, by the Employer and each updated list up to a maximum of one copy per Union Office, shall be promptly:
- (i) sent by mail to the Union Officers or representatives as designated by the Union;
  - (ii) only Seniority Lists will be made available to employees covered by this Agreement on the request of such employees attending at Employer offices during regular business hours; and

- (iii) made available to a Union representative at any time after making an appointment with the Employer.
- (c) All seniority and employee lists shall be submitted in regular hard copy and scannable or electronic format, where possible. In addition, the Employer shall provide the Union with monthly lists of newly hired and terminated employees.

**12.15** The Seniority list may be corrected at any time upon the written request of an employee, addressed to the Employer and the Union. If the Employer and Union agree to correct the seniority lists, or if through an Arbitration award the seniority lists are corrected at an employee's request, the correction shall be effective only from the date of the Agreement or the Arbitration award.

### **LAY-OFF**

- 12.16 (a)** Subject to the Employers right to maintain a competent workforce and in situations where a reduction of the workforce is necessary, the Employer shall first determine the site and number of positions to be affected. The Employer shall then issue notice of lay-off to the employee(s) at the affected site and such employee(s) shall hereinafter be referred to as the "surplus employee(s)."
- (b) All displacement rights under this Agreement are subject to the condition that the employee exercising those rights can fulfill the requirements of the job into which he/she seeks to move and possesses the necessary qualifications to fulfil the requirements of that job. 10d
- (c) A surplus employee shall have the right to displace the most junior employee working within a forty (40) kilometer radius of the site and/or his or her place of residence of the surplus employee provided that the employee has access to reasonable transportation. 10d
- (d) An employee displaced as a result of the exercise of rights under paragraph (c) shall be entitled to exercise displacement rights only to the extent that he/she shall be permitted to displace the most junior employee within the bargaining unit within a forty (40) kilometer radius of the site and/or his or her place of residence and has access to reasonable transportation. An employee failing to, or unable to displace the most junior employee as referred to above shall be laid off.

### **NOTICE OF LAY-OFF**

- 12.17 (a)** An employee who has finished his/her probationary period shall be given notice in advance of the date of lay-off or pay in lieu thereof.
- (b) Whenever practicable, notice shall be one (1) ~~week~~ for employees with less than two (2) years continuous service and two (2) weeks for employees with two (2) or more years of continuous service.
- (c) Notice of lay-off shall be hand delivered to the affected employee (and shall be made to provide a copy to the Local Union office by facsimile or regular mail, as soon as practicably possible) unless such employee is not at work when notice is to be given in which case notice shall be delivered by registered mail. However,

the parties agree that in some locations, due to geographical distances, hand delivery of such notice will not be practicable. In those locations, notice of layoff will be sent by registered mail,

### VACANT OR NEWLY CREATED POSITIONS DEFINITION

- 12.18 (a) For the purposes of this Agreement, a vacancy shall be defined as a bargaining unit job which has not been posted and filled in accordance with this Article, including **but not** restricted **to** vacancies due to promotion **and** demotion. A job shall not be considered vacant if that job is created pursuant to a contract for services to be provided for a period of **less** than forty-five **(45)** calendar days. Notwithstanding anything to the contrary in **this** Agreement, a special event as defined in this Agreement shall not be considered a vacant job and therefore shall not be posted.

### NOTICE OF VACANCIES

- (b) (i) **All** vacancies or newly created positions for contracts of over forty-five **(45)** calendar days **will** be posted (in locations agreed to by the parties) immediately upon the creation of the vacancy **for** a period of at least five (5) full working days prior to the filling of a vacancy.
- (ii) In addition to the above, each District Office of the Employer shall provide ~~fixed~~ postings as soon as possible to the respective Local Union Office/s ~~so that~~ employees wishing to contact the Local Union at its toll free telephone number may do so. In so doing, the Employer shall not be responsible for any information being conveyed to employees by the Union with respect to said postings. Employees are encouraged to contact the Employer directly with their requests.

### POSTING FOR VACANCIES

- (c) Employees desiring consideration in the filling of a vacancy shall signify their desire by:
- (i) attending at the office of the Employer **and** signing a posting book maintained by the Employer for this purpose; or
- (ii) by sending a letter to the Employer by registered mail or facsimile. To be effective, the letter must be received before the expiry of the posting period.

### METHOD OF FILLING VACANCIES

- (d) The job vacancy shall be filled in accordance with the provisions of Article 12.01.

### SICKNESS OR ACCIDENT

- (e) An employee's job **shall** not be considered vacant if the employee **is** absent from work because of sickness, accident or leave of absence and in such cases, the Employer **will** fill the open post at its sole discretion during the period of absence.

## POSTING OF TEMPORARY ASSIGNMENT

- (f) Notwithstanding paragraph (e), where the Employer is advised in writing that an employee is to be absent from work because of sickness, accident, or leave of absence for more than forty-five **(45)** calendar days, the job shall be posted as a temporary assignment and the provisions of this Article shall apply. Upon completion of the temporary assignment, the employee shall return to his/her former job. For the purposes of this provision, (i) below shall not apply.
- (g) For the purposes of paragraph (f), a leave of absence may be granted for reasons which may include:
  - (i) to **permit an** employee to temporarily transfer to a position outside of the bargaining unit for a period of no more than six **(6)** months; and
  - (ii) to permit an employee to fill a vacancy, which has been posted in accordance with this Article and which involves work for a client during a strike by the client's employees, for a period of no more than six **(6)** months.
- (h) A job shall not be considered vacant if that job **is** created pursuant to a contract for services to be provided for a period of less than forty-five **(45)** consecutive days.

## NOTICE OF SUCCESSFUL APPLICANT

- (i) The Employer shall post (in locations agreed to by the parties) the name of the successful applicant not later than five **(5)** working days following expiration of the posting period with a copy to the Local Union.
- (j) It **is** agreed that the successful applicant for a permanent job posting shall not **be** permitted to reapply for another job for a period of five **(5)** months.

## SUBSEQUENT VACANCIES

- (k) The job posting procedure provided for herein shall apply only to the original vacancy and the subsequent vacancy created by the **filling** of the original vacancy.
- (l) The Employer may **fill** vacancies created following the exhaustion of the above provisions by transferring **an** employee to the vacancy but only with the consent of such employee. However, where no employee consents to such transfer the Employer shall have the right to assign the employee with the least seniority who works at a site within forty **(40)** kilometer radius of the vacancy. No employee **shall** suffer a loss of pay as a result of **such** transfer,

## SPECIAL ASSIGNMENT LIST

- (m) Through the **use** of a list, with a copy to the Union, which **may** be signed by employees interested in assignments to other sites, where the Employer has the right to appoint or hire pursuant to Article 2.08 (special event) or Article 12.18 (e), (f) the Employer undertakes to make reasonable **efforts** to temporarily transfer an employee, to such assignments before filling such assignments with a new hire. Such employee will be entitled to return to his former job and (i) above shall have no force or effect. **All** temporary transfers will be in accordance with Article

12.01. In the event of a temporary transfer as defined in this Article or where a temporary posting results in unnecessary unbilled time or a permanent contract is jeopardized, the Employer reserves the right to fill the temporary vacancy at its sole discretion.

## TURNOVER CLAUSES

**12.19** The Parties agree that the provisions of this Article shall not apply to the extent that such application would result in the Employer being subject to a contractual penalty or to contractual termination due to the operation of a turnover clause in a contract with a Client. It is understood that the Employer shall not actively seek to obtain contractual terms which include turnover clauses with the purpose of defeating or restricting the application of this Agreement,

## REMOVAL FROM SITE

**12.20** On the written request of a Client (a copy of which will be provided to Union and Staff Representative), the Employer may immediately remove or refuse an employee from work at a site provided that:

### Non-Disciplinary Reasons

- (a) the Employer assigns the employee to the geographically nearest site which has a vacancy provided the employee has access to public transportation or has access to other suitable transportation;
- (b) if there are no vacancies immediately available pursuant to (a) above, the employee shall be able to exercise his/her seniority pursuant to 12.16 (c).

Under either (a) or (b) above, there shall be no reduction in the employee's pay for a maximum period of 45 calendar days. Thereafter, the employee's rate of pay shall be governed by the provisions of the Collective Agreement.

For all removals from site for non-disciplinary reasons, a notice will be placed in the employee's file to the effect that the removal was not disciplinary.

### Disciplinary Reasons

If the removal is for disciplinary reasons and the investigation reveals a prima facie case for disciplinary removal, the employee will be scheduled for available work by the Employer for which the employee has the requisite qualifications and ability, subject to the provisions of the Collective Agreement, until the employee is awarded a vacancy in accordance with Article 12.

In removals from site which are alleged to be for disciplinary reasons, the Employer shall provide written reasons (with a copy to the Union and Staff Representative) as to why the employee was directed to be removed by the Client within seven (7) days of the request,

In disciplinary removals, the employee reserves the right to file and process a grievance alleging discipline without cause and in accordance with the relevant provisions of this Agreement. The matter will be dealt with in accordance with the attached Memorandum of Agreement.

It is agreed and understood that removal from site for disciplinary reasons is a disciplinary penalty permissible only where there is just cause for such penalty. Where a disciplinary removal is found to be without just cause, such removal will be amended to a non-disciplinary removal.

#### **Other**

Failure on the part of the Employer to provide a copy of the client's request however shall not void any removal.

### **ARTICLE 13: NEW OR CHANGED JOBS**

**13.01** The Employer agrees to advise the Union of the rate of pay for any new or changed job which does not fall within an existing classification, prior to implementing such change. The Union shall have the **right** to Grieve whether or not the rate is proper based on its relationship to related or similar jobs.

### **ARTICLE 14: HOURS OF WORK AND OVERTIME**

**14.01** The standard hours of work for which each employee shall receive his/her basic hourly rate shall be forty-four (44) working hours in a one week period. Where an employee works hours outside of his/her regularly scheduled hours of work at the request of the Employer, the Employer agrees not to alter an employee's regularly scheduled hours of work, unless mutually agreed upon between the Employer and the employee.

**14.02** Nothing in this Article shall be construed to mean a guarantee of hours or work per day or per week.

**14.03** For the purposes of this Article, a day shall commence at 12:01 a.m. and shall end at 12:00 midnight. A week shall commence at 00h01 Sunday and shall end at 24h00 Saturday. The normal pay for employees shall be bi-weekly and paid on a Thursday by direct-deposit at no charge to the employee. In the event a pay day falls on a statutory holiday, the pay will be deposited on the business day immediately preceding the holiday subject to the Employer having a bank account at a major Canadian financial institution.

#### **OVERTIME**

**14.04** Overtime shall be worked on a voluntary basis except:

- (i) in an emergency beyond the control of the Employer;
- (ii) if the Employer's client requests emergency overtime; or
- (iii) if the employee's replacement on the following shift does not report for work.
- (iv) in all such cases of (i), (ii) and (iii) the Employer will attempt to ensure that the employee will not be required to stay after the employee's normal shift. However, the employee shall not leave his or her post until a replacement is found.

**14.05** Where,

- (a) an employee is required to stay at the employee's post because the employee's replacement does not report for work; and
- (b) the Employer has been given more than six (6) hours notice for an eight (8) hour shift, or more than ten (10) hours notice for a twelve (12) hour shift, that the replacement will not be reporting for work to replace the employee, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate for all hours worked after the employee's regular shift. There shall be no pyramiding of overtime pay rates and holiday pay rates.

**14.06** It is mutually agreed that overtime shall be distributed as equitably as possible among the employees who normally perform the relevant work and who normally work at the relevant site.

### **SWITCHING SHIFTS**

**14.07** Insofar as possible, the Employer shall strive to grant changes in shifts between two (2) employees, subject to the following conditions:

- (a) the request shall be made in writing using a special form supplied by the Employer and duly signed by the two (2) employees concerned, at least three (3) days in advance;
- (b) the two (2) working shifts must be scheduled within the same work week;
- (c) the change in shift does not lead to the payment of overtime;
- (d) the change in shift does not hinder operations (for example, the employees are trained for the site); and
- (e) that all debits or credits in salary caused for any reason (for example: lateness or payment of a Statutory Holiday) shall be attributed to the employee who actually did the work.

**14.08** Any errors or omissions in the pay of an employee amounting to less than \$25.00 shall be corrected on the next payday. Any errors and omissions in the pay of an employee amounting to more than \$25.00 shall be paid by manual cheque within the next two (2) business days of the Employer being made aware of the error or omission by the Employee.

**14.09** (a) Hours worked by an employee in excess of forty-four (44) hours in a week shall be paid at a rate of one and one half (1 ½) times the employee's regular hourly wage. All hours worked in excess of twelve (12) hours shall be paid at the rate of one and one-half times (1 ½) the employee's regular hourly wage. All employees will be entitled to eleven (11) hours rest between shifts. Where employees are receiving overtime within a pay period due to the operation of this Article, the Employer agrees not to cancel any scheduled shift or hours of work of an employee for the purposes of avoiding any further overtime payments.

- (b) There shall be no pyramiding of overtime pay rate and Holiday pay rates.



## TEMPORARY TRANSFERS

**14.10** The Employer reserves the right to temporarily transfer employees at the rate of pay for the job subject to the employee's consent. Should the employer fail to obtain the employee's consent to transfer, the employer may transfer the employee at the rate of pay he/she received in his/her regular job,

## TRANSFERS

**14.11** If an employee relocates to another area of the Province other than the employee's work location, the employee may request a transfer and bid on a vacancy in accordance with Article 12. It is understood that if awarded a vacancy that the employee's seniority is maintained,

## SCHEDULE CHANGES

**14.12** In situations where an employee has a regular schedule and such regular scheduled is to be permanently changed, the Employer will provide such affected employee with as much notice as is reasonably possible.

## ARTICLE 15: CALL IN PAY

**15.01** Each employee called out to work by management and or the Communications Department, and upon arrival at the site, and the requirement to work no longer exists, shall receive a minimum of four (4) hours pay at his/her regular hourly rate of pay. This does not apply to extended hours worked after the completion of a current shift. However, the Employer at its discretion may request the employee to report to an alternative site.

## ARTICLE 16: PAYMENT FOR INJURED EMPLOYEES

**16.01** In the event that an employee is injured in the performance of his/her duties, he/she shall, to the extent that he/she is required to stop work and receive treatment, be paid for wages for the remainder of his/her shift. If it is necessary, the Employer will provide or arrange for, suitable transportation for the employee to the doctor or hospital and back to the site and/or to his/her home as necessary.

## ARTICLE 17: VACATION WITH PAY

- 17.01**
- (a) Employees having less than one (1) year of service shall receive vacation pay only in accordance with the provisions of the Employment Standards Act, 2000, R.S.O. 1990, c. E.14, as amended.
  - (b) An employee with more than twelve (12) months of continuous service shall be entitled to two (2) weeks vacation at four percent (4%) of his/her gross earnings.
  - (c) An employee with five (5) years or more of continuous service shall be entitled to three (3) weeks vacation at six percent (6%) of his/her gross earnings.
  - (d) An employee with ten (10) years or more of continuous service shall be entitled to four (4) weeks vacation at eight percent (8%) of his/her gross earnings.

**17.02** An employee shall make their request no later than four (4) weeks in advance for vacation time. Vacation pay shall be paid on the payday immediately preceding the start of the employee's vacation or upon request of the employee.

**17.03** Subject to the written request for vacation being made four (4) weeks in advance to be directed to the Client Service Manager or designate and where the Employer decides to grant vacation (such decision shall not be reasonably withheld), the Employer shall grant in writing the vacation request within five (5) working days of receipt of the request. Where the Employer fails to respond within the five (5) working days, the vacation request **will** be deemed to be granted. Once approved, no vacation will be changed without the written consent of the employee,

**17.04** Where two or more employees at the same site request to take vacation on the same day for the same period of time, and where the Employer cannot grant all the requests due to operational requirements preference shall be granted according to seniority.

**17.05** "Gross earnings" as referred to herein shall mean previous years T-4 earnings less previous year's vacation pay and taxable benefits.

**17.06** An employee who is hospitalized because of sickness or accident while on a scheduled vacation will be considered as being on sick leave during the period of such illness. Any unused vacation time may be rescheduled at a future date, mutually agreeable to the employee and to the Employer.

**17.07** An employee who leaves the service of the Employer shall be given the vacation pay to which he/she was entitled at the time he/she left the service of the Employer.

#### **ARTICLE 18: LEAVE OF ABSENCE**

**18.01** Subject to operational requirements, the Employer may grant a request for a leave of absence from work without pay for a period not exceeding forty (40) calendar days to an employee provided that:

- (a) the employee files a request for a leave of absence at least thirty (30) calendar days prior to the proposed commencement of the leave of absence (except in the case of emergency); and
- (b) such leave is for a good reason and does not unreasonably interfere with operations.

**18.02** Applicants must indicate, on a form provided by the Employer, the reason(s) for their leave of absence and the dates of departure and return from leave,

**18.03** The Employer shall notify the applicant in writing of its decision within fourteen (14) days after the written request was made by the employee to the Employer.

**18.04** The Employer agrees to continue the pay of any employee absent from work on Union business and the Union shall reimburse the Employer for such wage and benefit payment within thirty (30) days of receipt of a bi-weekly statement. Such leave of absence shall be authorized in writing by the Union.

**18.05** The President or Chairperson of the Union will be notified by the Employer of all leaves granted under this Article,

**18.06** A leave of absence shall be extended for an additional forty (40) calendar day period if the Employer and Union agree. The employee must request the extension in writing prior to the expiration of their forty (40) calendar days leave.

**18.07** In the case of pregnancy, employees shall be granted leave of absence without pay for a period of up to fifty-two (52) weeks, inclusive of pregnancy and parental leaves pursuant to the *Employment Standards Act*, commencing no earlier than seventeen (17) weeks prior to the expected birth date. The Employer agrees that in the event of an extension request, the burden lies with the employee to substantiate by virtue of medical evidence that the requested extension is directly related to the pregnancy or birth.

### **MILITARY LEAVE**

**18.08** An employee will be allowed a leave of absence without loss of seniority to participate in the Canadian Military or Reserves. The Parties agree that such leave will be without pay and that the Employer may request written proof prior to granting such leave.

### **ACCOMMODATION FOR RELIGIOUS MINORITIES**

**18.09** Members of religious minority groups shall have the right to absent themselves from working on their religious holidays without pay. The employee must advise the Employer, in writing, of the specific holidays for the twelve (12) month period in advance.

## **ARTICLE 19: COURT, JURY AND CROWN WITNESS DUTY**

### **Court Leave**

**19.01** (a) An employee called to serve as a witness in relation to the performance of his/her duties shall suffer no loss of pay at his/her regular hourly rate, for the normally scheduled number of hours the employee would have otherwise worked. This clause shall not apply to time spent as a witness in proceedings arising from grievances or complaints arising under this Agreement, or any employment-related statute.

### **Jury Duty and Crown Witness Leave**

**19.02** (b) An employee called to serve as a juror or as Crown witness must inform his Employer as soon as he/she receives the subpoena and the Employer will reimburse him/her the difference between his/her jury or witness duty fee, and his/her regular wages. Said employee will be paid as if he/she had worked for time spent during regularly scheduled workdays for the employee. Any employee shall suffer no loss of wages while serving as a subpoenaed Crown Witness or for jury duty during regular working hours, if selected.

If an employee is excused from jury or witness duty directly related to his/her duties for one (1) or more scheduled work days due to court adjournment or other reasons, the employee must report or work on his/her regularly scheduled shift.

**ARTICLE 20: PAID HOLIDAYS**

**20.01** The following shall be deemed to be the paid holidays to which an employee is entitled to under the Agreement:

New Year's Day	Good Friday
Victoria Day	Canada Day
Civic Holiday	Labour Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

**20.02** Eligible employees shall receive pay for each holiday equal to the employee's regular hourly rate of pay multiplied by the number of hours the employee would be regularly scheduled to work on such day **if** it were not a holiday.

**20.03** An employee is not eligible for holiday pay if the employee has failed, without reasonable cause, to work all of his or her last regularly scheduled day of work before the public holiday or all of his or her first regularly scheduled day of work after the public holiday. In addition to the above an employee is not eligible for holiday pay if the employee is scheduled to work on the holiday and without reasonable cause, fails to perform the work.

**20.04** The Employer shall not purposely replace permanently assigned employees with floaters on scheduled holidays for the sole purposes of avoiding **its** holiday pay obligations under this Article.

**20.05** Any authorized work performed by an employee on any of the above-named holidays shall be paid one and one half (1 ½) times his/her regular hourly rate in addition to holiday pay.

**20.06** When any of the holidays are observed during an employees scheduled vacation period, he/she shall receive holiday pay as provided in Article 20.03 above and shall be granted an additional day off.

**ARTICLE 21: BEREAVEMENT PAY**

**21.01** The Employer agrees that in the event of a death in the immediate family, an employee will be granted three (3) days of leave with pay.

**21.02** In Article 21.01, immediate family is deemed to mean spouse (which includes same **sex** partner where they have been co-habiting a minimum of **six** (6) months), child and step-child, mother, father, sister, brother, grandparent, mother-in-law or father-in-law,

**21.03** The Employer agrees that in the event of the death of a grandchild, aunt, uncle, brother-in-law or sister-in-law, an employee will be granted two (2) days leave with pay.

**21.04** In the event that travel, due to reasons described in Articles 21.01 or 21.03, is required beyond a distance of four hundred and ~~eighty~~ <sup>(480)</sup> kilometers, the Employer will grant two (2) extra days of leave without pay.

**21.05** In the event that leave pursuant to this Article falls within previously scheduled vacation, any unused vacation time shall be taken at a time mutually agreed upon by the Employer and the employee.

## **ARTICLE 22: FRINGE BENEFITS**

**22.01** The Employer shall provide at no cost to each employee, a uniform which includes:

- (1) one blazer (where required);
- (2) two pairs of pants, such pants shall be of wash and wear quality;
- (3) **two** clip-on ties;
- (4) one belt (where required);
- (5) three shirts for full-time employees and two shirts for part-time employees;
- (6) one sweater (where required);
- (7) one hat (where required);
- (8) one bullet proof vest (where required); and
- (9) Safety vest (where required).

All uniforms shall be replaced on an "as needed" basis. The Employer agrees to pay the cost of all reasonable tailoring and alterations.

Where an employee is terminated, he/she shall be required to return all equipment and uniform items to the Employer within seven (7) days of his/her termination date, failing which the Employer shall be permitted to deduct the cost of the unreturned items from the employee's final pay cheque.

**22.02** It is clearly understood that Employees are responsible for uniform maintenance and/or any lost articles.

**22.03** When required, the Employer shall provide the equivalent feminine clothing for females, including appropriate maternity clothing.

**22.04** At any site where an employee is routinely exposed to the elements (i.e. rain, cold, etc) the Employer shall provide parkas and raincoats.

**22.05** Where safety boots and safety shoes are required due to client requirements or as established by the Joint Health and Safety Committee, the Employer will annually reimburse employees for the purchase of safety boots and safety shoes on the next payday from the date of submission of receipt of such purchase up to an amount of \$80.00.

**22.06** The Employer shall reimburse each employee (including deemed hired employees pursuant to Article 12.06) for all costs in excess of \$15.00 per year for renewing required licenses under the Private Investigators and **Security** Officers Act, R.S.O. 1990, c. P.25, as amended, including the cost of photos. New hires excluding deemed hired are required **to** assume their licensing costs.

**22.07** Effective the coming into force of this agreement, the Employer shall contribute one (\$0.01) cent per hour for all hours worked by employees to a Steelworker's Security Officer's Education Fund.

**22.08** Remittances in accordance with Article 22.07:

- (a) shall be made no later than the fifteenth of the month following the month during which the earnings occurred;
- (b) shall be forwarded by the Employer to a person and address designated by the Union; and
- (c) shall be accompanied by a statement showing the name, address, date of birth, Social Insurance Number (which the employees hereby consent to the disclosure of) and hours earned, of each employee for whom payments have been made, the total amount remitted per employee and the period for which those amounts have been paid. Such statements shall also include the names of the employees, including Social Insurance Number (which the employees hereby consent to the disclosure of), from whom no deductions have been made, along with any forms required by the Steelworker's Security Officer's Education Fund.

## LEGAL PROTECTION

**22.09** An employee charged with but not found guilty of a criminal or statutory offence because of acts done in the attempted performance in good faith of his/her duties, shall be indemnified by the Employer for the necessary and reasonable legal costs incurred in the defense of such charges.

**22.10** Notwithstanding Article 22.09, the Employer may pay necessary and legal costs of an employee pleading guilty to or being found guilty of an offence described in Article 22.09 where the Court, instead of convicting the accused, grants him/her absolute discharge,

**22.11** Notwithstanding Article 22.09, the Employer may refuse payment otherwise required by Article 22.09 where the actions of the employee from which the charges arose amounted to gross dereliction of duty or deliberate or negligent abuse of his/her powers as a security guard.

**22.12** Where an employee is a defendant in a civil action for damages because of acts done in the attempted performance in good faith of his/her duties, the employee shall be indemnified by the Employer for the necessary and reasonable legal costs incurred in the defense of such an action.

**22.13** An employee wishing to retain a particular lawyer to represent him/her and wishing to be indemnified pursuant to this Article shall:

- (a) before retaining the lawyer or as soon as reasonably possible thereafter, advise the Employer of the name and address of the lawyer for the Employer's approval which approval shall not be reasonably withheld; and
- (b) if requested by the Employer, instruct the lawyer to render regular interim accounts as required.

**22.14** For greater clarity, employees shall not be indemnified for legal costs arising from:

- (a) grievances or complaints arising under this Agreement; or
- (b) actions or omissions of members acting in their capacity as private citizens.

#### **HUMANITY FUND**

**22.15** The Employer agrees to deduct the amount of one cent (\$0.01) per hour from the **wages** of all employees in the bargaining unit for all hours worked.

**22.16** The total amount deducted pursuant to Article 22.15 shall be remitted to the Steelworker's Humanity Fund at United Steelworkers of America, 234 Eglinton Ave. E., Toronto, Ontario, M4P 1K7.

**22.17** Remittances pursuant to Article 22.16 shall be made at the same times **as** Union dues are remitted in accordance with Article 7 of this Agreement.

**22.18** When remittances are made pursuant to Article 22.16, the Employer shall advise in writing both the Union and the Humanity Fund that such payment has been made, the amount of such payment and the names and addresses of all employees in the bargaining unit on whose behalf of such payment had been made, Social Insurance Number (which the employees hereby consent to the disclosure of) and hours **worked**. Such statements shall also list the names, including Social Insurance Number (which the employees hereby consent to the disclosure of) of the employees from **whom** no deductions have been made, along with **any** forms required by the Steelworker's Humanity Fund.

**22.19** The Employer shall bear no liability for any errors made in deductions.

**22.20** The Employer agrees to record all contributions on each employee's T-4 slip.

#### **ARTICLE 23: BULLETIN BOARDS**

**23.01** The Employer agrees to provide bulletin board space, on Employer premises, in areas accessible to employees for the purpose of posting meeting notices and official Union information. Union notices will be signed and posted only by Officers of the Union and will be in keeping with the spirit and intent of this Agreement,

#### **ARTICLE 24: RATES OF PAY**

**24.01** In this Article,

- (a) "client contract" means a contract between the Employer and a client for the provisions of services to the client;
- (b) "non-USWA site" shall mean those sites in respect of which the Employer commences to provide security services (after the effective date of this Agreement) where, prior to the Employer's doing so, security services were provided by another employer, whose security guard employees were not unionized with the **Union**;

- (c) "USWA site" shall mean:
- (i) all sites at which the Employer provides security services on the effective date of this Agreement so long as the Employer provides security services at such site; and
  - (ii) all sites in respect of which the Employer commences to provide security services after the effective date of this Agreement where, prior to the Employer doing so, security services were provided by another employer, whose security guard employees were unionized with the Union.
- (d) "actual wage rate" means a regular hourly wage which is in fact paid by the Employer to an individual employee in accordance with the Agreement.

**24.02** Unless otherwise provided for in this agreement, the minimum basic wage rate payable to employees shall be:

- (a) for the purposes of non-USWA sites, minimum wage under the Employment Standards Act, R.S.O., c. E.14, as amended from time to time; or
- (b) for the purposes of USWA sites:

	<u>Greater Toronto area</u>	<u>All other locations</u>
Effective the date of ratification	\$8.30 per hr	\$7.50 per hr
Effective February 1, 2005	\$8.45 per hr	<b>\$7.70 per hr</b>
Effective February 1, 2006	\$8.75 per hr	\$8.00 per hr
Effective February 1, 2007	\$9.00 per hr	\$8.25 per hr

(for clarity, the Greater Toronto area is defined to include the Cities of Toronto, Markham, Vaughan, Mississauga and Brampton)

Notwithstanding anything to the contrary herein, floaters shall receive the minimum basic wage referred to herein irrespective of where the floater is assigned subject to the Employer's right to increase the actual wage rate paid to the floater on a contract by contract or site by site basis in accordance with the Employer's rights contained in **Article 24.03** (client dictated wages) and **24.11** (recruitment purposes rate). Floaters actual wage rates however, shall only be subject to the increases provided in this Article 24.02.

**24.03** In the event that a client contract provides for wage rates greater than the minimum basic wage rates, the wage rates payable by the Employer shall be the wage rate set out in the client contract.

**24.04** Where the Employer enters into a client contract for the provisions of security services at a non-USWA site, the actual wage rate for all employees shall be the minimum basic wage rate as set out in Article 24.02 unless a greater amount is required to be paid by the Employer pursuant to the provisions of the Employment Standards Act, R.S.O. 1990, c. E.14, as amended from time to time, in regulations thereunder. In addition, during the first year in which the employer acquires a non-USWA site, the Employer may refrain from providing benefits pursuant to Article 25 to all



employees working at the site; thereafter all employees assigned to the site will be entitled to benefits in accordance with **Article 25**.

**24.05** The Employer and the Union acknowledge that it is in the best interest of both parties to retain clients and the positions at those client sites. The Employer and the Union therefore agree that when the potential loss of a client site arises, the parties will meet to attempt to negotiate a solution to retaining the client.

**24.06** Where the Employer enters into a client contract with a client for whom security services had previously been provided such that the Employer becomes the successor employer, and that the employees working at that site are unionized with the USWA, the Employer will agree to offer such employees wages and benefits which shall be no less than what the employees were receiving at that site immediately prior to the Employer becoming the successor employer.

**24.07** With respect to a client contract in force at the time of the coming into force of this Agreement the actual wage of employees on site (prior to the renewal/renegotiation) shall not change as a result of the renewal and/or renegotiation of the client contract except insofar as the actual wage is increased by the operation of this Article.

**24.08** Except where their wages are established under Articles **24.02** (minimum basic wage) or **24.03** (client dictated rate), the wage rates paid to individual security guards having acquired seniority in accordance with Article 12 of this Agreement or Vehicle Patrol personnel that were unionized prior to the date of ratification of this Agreement with Initial Security, employed prior to the scheduling date on the effective date of the increase, shall be increased by the following amounts:

(a) for Security Officers and Vehicle Patrol Personnel:

- (1) Effective upon the date of ratification increase by two percent (2%).
- (2) Effective July 01, 2005 increase by two percent (2%).
- (3) Effective July 01, 2006 increase by two percent (2%).

Such increases will only apply to individual employees' actual wage rates subject to such employees being employed prior to the scheduled date of the increase. The minimum basic wage rate is not subject to any increase by operation of this Article **24.08** and will be the rate posted for job vacancies subject to the circumstances provided for under Articles **24.03** (client dictated rate), **24.10** and **24.12**. It is understood that in the event of an increase resulting from the application of Article **24.02** and this Article, the greater of the two increases shall apply to the individual employee's actual wage rate subject to the terms contained in this Agreement.

Notwithstanding the scheduled increases referred to herein, where the Employer is awarded a contract and commences work at the contract (be it a USWA or non-USWA site) and where employees have received an increase from his/her predecessor employer within the last six (6) months prior to the commencement of the Employer contract, the incumbent employee will not be eligible for the next scheduled wage increase. Thereafter, all wage increases shall apply.

**24.09** Notwithstanding Article **24.08**, where a vacancy exists, it will be posted and filled at the minimum basic wage rate or minimum client dictated rate, as the case may be. Where a vacancy is not filled internally in accordance with Article **12**, the Employer may hire a new employee who

shall be paid in accordance with Article 24.02 subject to the circumstances provided for under 24.11.

**24.10** In the event that a client contract provides for wage increases which exceed those increases set out in Article 24.08, the wage increases in the client contract shall prevail and the increases provided by Article 24.08 shall not apply. Twelve (12) months shall be used as a reference period for the purposes of comparing wage increases provided in a client contract to those provided for in the Article 24.08.

**24.11** Where it becomes necessary to increase a wage set out in this Agreement for recruitment purposes, the Employer may do so with mutual agreement of the Parties.

### **TRAINING WAGES**

**24.12** Training wages for existing employees shall be set out as follows:

- (i) new hires shall be paid the minimum basic wage rate set out in the Agreement.
- (ii) existing employees including deemed hired employees who have been assigned to a site shall be paid the rate of pay that they would otherwise receive as if they were working at the site.

### **DISTRICT OF MUSKOKA**

**24.13** With respect to the District of Muskoka site only, and where employees who are permanently assigned to said site are required to maintain care and control of cash while off duty, the Employer shall pay the employee a premium of \$0.20 per hour worked.

### **VEHICLE SHELTER**

**24.14** Where the Employer requires an employee to use his/her personal vehicle as shelter, the employee will receive a premium of \$1.00 per hour in addition to his/her actual wage rate. In circumstances where an employee is required to commence or end his/her work where public transportation is not available, the Employer will provide transportation to and from the employee's place of residence except in cases outside of the Employer's control such as but not limited to a public transit strike. The Parties agree that the Letter of Understanding between the Union and Securitas dated September 15, 2001 forms part of this Agreement.

### **CLASSIFICATIONS**

**24.15** The following classifications shall be paid at the following wage rates:

- (a) Security Officers shall be paid in accordance with Articles 24.01 to 24.14 inclusive.
- (b) Lead Hands shall be paid the greater of
  - (i) a regularly hourly rate which is twenty-five (25) cents an hour greater than the highest paid security officer at the site to which that Lead Hand is assigned; or
  - (ii) in accordance with Articles 24.01 to 24.11 inclusive,

## ARTICLE 25: BENEFITS

**25.01** Subject to the provisions of Article 24.04 and Article 25.02 the Employer agrees to remit to the Steelworkers Trusted Benefit Plan a total of \$0.66 per each hour an employee has worked.

**25.02** Remittances in accordance with Article 25:

- (a) shall be received by the person set ~~for the in~~ <sup>FOLTH JC</sup> Article 25.02 (b) no later than the fifteenth. (15<sup>th</sup>) of the month following the paid hours occurred;
- (b) shall be forwarded by the Employer to a person and address designated by the Union; and
- (c) shall be accompanied by a statement showing the name, address, date of birth, Social Insurance Number (which the employees hereby consent to the disclosure of), hours earned, date of severance of employment, date of death and gender of each employee **for** whom payments have been made, the total amount remitted per employee and the period for which those amounts have been paid. Such statements shall also list the names, including Social Insurance Number (which the employees hereby consent to the disclosure of), of the employees from whom no deductions have been made, along with any forms required **by** the Steelworker's Trusted Benefit Plan.

## SICK LEAVE

**25.03** Each full-time employee who **has** completed one (1) year of service, as of the date of ratification, is entitled to four (4) days sick leave per calendar year. Each sick day shall be with pay and shall be based upon the employee's normal hours of work multiplied by his/her normal rate of pay. Each full-time employee **with** five (5) or more years of service as of July 1, 2004 shall be entitled to five (5) days sick leave per calendar year in accordance with the above.

**25.04** To be entitled to payment pursuant to this Article, the employee may be required to supply a medical certificate substantiating any accident or illness. All medical certificates, examinations, tests or evaluations requested by the Employer shall be paid by the Employer and shall be kept confidential by the Employer.

**25.05** Where **an** employee in receipt of benefits ~~from the Work~~ <sup>FROM JC</sup>place Safety and Insurance Board is granted a leave of absence **for** either maternity or parental leave purposes in accordance with the Employment Standards Act, R.S.O. 1990, c. E.14, as amended, the Employer shall continue to remit to the Steelworker's Trusted Benefit Plan all benefit plan contributions for the earnings the employee would have otherwise received.

## PENSION

**25.06** Effective January 1, 2005, the Employer agrees to contribute for each employee who has at least twelve (12) months seniority with the Employer, an amount equal to one percent (1%) of such employee's gross wages (excluding vacation pay and sick pay) into a Group RRSP which shall be administered by the Union. Such amount **will** be remitted on a monthly basis. The employee will have the option of matching ~~of exceeding~~ <sup>OR JC</sup> the Employer's contribution by way of payroll deduction.

## **NEW MEMBERS ' KITS**

**25.07** The Employer agrees to notify the Union with the name and address of each new employee within seven (7) days of the date of hire and provide each new employee with a new member's kit as provided by the Union. Alternatively, a Union Officer, excluding stewards, shall be permitted to attend the Employer's office during the Employer's orientation meeting for new hires for a period not to exceed fifteen (15) minutes for the sole purpose of distributing a new Member's Kit.

## **ARTICLE 26: HEALTH & SAFETY**

**26.01** The Employer and Union agree that they mutually desire to maintain high standards of safety and health in the workplace in order to prevent injury and illness.

**26.02** The Parties recognize the importance of the Occupational Health and Safety Act. To that end, the Occupational Health and Safety Act of Ontario and its regulations thereunder in effect as of May 31, 2001 shall form a part of this Collective Agreement.

**26.03** Further SIEBA and the Union agree that each individual Employer and the Union will jointly develop agreed to Terms of Reference governing each Employer's Joint Health and Safety Committee, no later than sixty (60) days following the date of ratification. These Terms of Reference shall be reviewed annually and address items such as, but not limited to, inspections, investigations, meetings, records, accident prevention, procedures and recommendations. The Terms of Reference will form part of this Collective Agreement.

**26.04** The Employer agrees to continue to provide training for the required certified worker representatives.

**26.05** The Employer shall ensure that equipment, materials and protective devices as prescribed are provided to its employees.

**26.06** Each employee shall use or wear the equipment, materials and protective devices or clothing that the Employer requires to be worn or used.

**26.07** From among its worker members on the Joint Health and Safety Committees, the Union may designate one as the worker Health and Safety Chair of its side of the Joint Health and Safety Committee. This member must be a worker member of a Joint Health and Safety Committee. Such individual must also be an employee of the individual SIEBA Employer on whose Joint Health and Safety Committee he/she sits. Such Chair shall be granted not more than two (2) days per month for the purposes of his/her duties as chair. It is understood that there is only one (1) Chair per Employer and not one (1) per each Joint Health and Safety Committee at an Employer. The Parties agree that the Joint Health and Safety Committee will promote safety and industrial hygiene at the workplace.

**26.08** The powers of a Health and Safety Committee shall be to:

- (a) identify situations that may be a source of danger or hazard to employees;
- (b) make recommendations to the Employer and the employees for the improvement of the health and safety of employees;

- (c) recommend to the Employer and the employees the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of employees;
- (d) obtain information from the Employer respecting:
  - (i) the identification of potential or existing hazards, materials, processes or equipment, and
  - (ii) health and safety, experience **and** work practices and standards in **similar** or other industries of which the Employer has knowledge.

For the purposes of this Article, health and safety may include matters involving actual or potential issues related to workplace violence.

### **REFUSAL OF UNSAFE WORK**

**26.09** (a) An employee may refuse to work or do particular work where he/she has reason to believe that:

- (1) Any equipment, machine, device or thing he/she is to use or operate is likely to endanger himself/herself or another employee.
- (2) The physical condition of the work place **or** the part thereof in which he/she works or **is** to work is likely to endanger himself/herself, or,
- (3) Any equipment, machine, device or thing he/she is to use or operate or the physical condition of the work place or **part** thereof in which he/she works or is to work is in contravention of the Occupational Health and Safety Act (Act) or the Regulations **and such** contravention **is likely** to endanger himself/herself or another employee.

(1) **An** employee who refuses to work where he/she has reason to believe that the work is unsafe as described above, shall promptly report the matter to his/her supervisor.

(2) Following receipt of the report the Employer shall forthwith investigate the report in the presence of an Employer member and a worker member of the Joint Health and Safety Committee.

(3) Until the investigation is completed the employee shall remain in a safe place near his/her work station.

(4) **Where**, following the investigation or any steps taken to deal with the circumstances that led to the employee's refusal, the employee has reasonable grounds to believe that the condition(s) set out in (1) above still exist, the employee may refuse to do the work and a Ministry of Labour Inspector shall be notified to investigate the work refusal.

(5) Following his/her investigation, the Ministry of Labour Inspector shall decide whether the machine, device, thing or workplace is likely to endanger the worker or another person. The Inspector shall give his/her decision in writing as soon as is practicable to the Parties and the employee who refused to do the work.

(6) Pending the Inspector's investigation and decision, the employee who refused to do the work shall remain at a safe place near his/her work station during his/her normal working hours unless assigned by the Employer to reasonable alternative work.

(7) Pending the investigation and decision of the Ministry of Labour Inspector, no employee shall be assigned to do the work refused by the other employee unless, in the presence of a worker Joint Health and Safety Committee representative, such employee has been advised of the other employee's refusal and the reasons for it.

(8) No employee shall be disciplined because the employee has acted in compliance with the Act or Regulations or sought the enforcement of the Act or its Regulations.

It is understood by **the** Parties that the above is not intended in **any** way to interpret, replace, supplement and/or supercede the work refusal provisions in the Occupational Health and Safety Act, but is intended only to aid the workplace parties in the efficient handling of the work refusal process, it being the intent of the Parties that in the event of any dispute between them regarding a work refusal, the provisions **of** the Occupational Health and Safety Act shall be the sole governing provisions.

**26.10** Within ninety (90) days of the ratification of the Agreement, each Employer member of SIEBA will develop an Early and Safe Return to **Work** Program. Each Employer **will** consult with the Union in the preparation of the Program.

#### **ARTICLE 27: NOTICE OF CLIENT CONTRACTS**

**'27.01** Within ten (10) days of the execution of **a** contract for services between the Employer and a client, the Employer shall advise a Union Officer, to be identified by the Union, of

- (a) the address of the site(s) at which services will be provided;
- (b) the number and classification(s) of employees regularly assigned to such site(s) at the time of commencement of services;
- (c) the date(s) upon which services to such site(s) will commence;
- (d) the term of such client contract; and
- (e) the names, addresses, phone numbers, wage rates and whether the employee has any additional compensation at the time of commencement of services;
- (f) the Parties agree that the Employer may request a pre-assignment physical (not including **drug** or alcohol testing) provided that it is a requirement of a client contract and that such contractual provisions shall **be** demonstrated to the Union. Such physicals shall be conducted by the employee's family physician and shall be at the Employer's expense. Such medical information will not be used for any purpose other than for the purposes set out in this Article.

**27.02** Within ten (10) days of the termination or failure to renew an existing contract for services between the Employer and a client, the Employer shall advise a Union Officer, to be identified by the Union, of:

- (a) the site(s) or contract(s) affected;
- (b) the date upon which services to those site(s) or contract(s) will cease; and
- (c) the names of the employees regularly assigned to the affected site(s) or contract(s).

**27.03** The Employer shall provide to the Union, information described in Article 27.01 as at December 31 of each year by no later than February 1 of the following year.

**ARTICLE 28: DURATION OF THE AGREEMENT**

**28.01** This Agreement shall become effective on the 1<sup>st</sup> of July 2004, and shall continue in effect up to and including the 30<sup>th</sup> day of June 2007.

**28.02** Either party desiring to renew or amend this Agreement may give notice in writing of its intentions during the last ninety (90) days of its operation.

**28.03** If notice of the intention to renew or amend is given by either party pursuant to Article 27.02 negotiations shall commence not later than fifteen (15) days after such notice or as soon thereafter as is mutually agreed.

DATED this 13 day of January, 2004<sup>5</sup>.

FOR THE UNION	FC R SIEBA MEMBERS SECURITAS	INITIAL
<u>Lawrence Harg</u>	<u>Rudy An. II</u>	<u>R.A.</u>
<u>Alan Malhi</u>	<u>John Maguire</u>	<u>J.M.</u>
<u>Larry Charles</u>	<u>T. H. H.</u>	<u>L.C.</u>
<u>Joe Bouse</u>	<u>John Calott</u>	<u>J.B.</u>
<u>J. Murray</u>		
<u>Sam El</u>		

**Letter of Understanding No. 1**

The Parties agree that existing employees of Securitas as of the date of ratification (September 2004) shall continue to receive the benefit of Article 25.03 (sick leave) for the Securitas/USWA Collective Agreement which expired May 31, 2004 until such time he/she leaves the employ of Securitas for whatever reason,

**APPENDIX "A"**

- (a) Securitas Canada Limited (the "Employer") recognizes the Union as the Exclusive bargaining agent for all employees employed by the Employer in the Province of Ontario, save and except those employees currently covered by the terms of other Collective Agreement(s), Supervisors, Guard Inspectors, Dispatchers and office, clerical and sales staff.

The Parties are agreed that the term "Supervisor" is deemed to include Site Supervisor, Shift Supervisor and Guard Inspector/Dispatcher.

The Parties agree that the sites listed below and held by the Employer at the time of coming into force of this Collective Agreement, shall continue to be recognized in accordance with the provisions of Article 2.02 contained in the four previous Collective Agreements between the Parties. The Parties further agree that should the Employer cease to provide services at said sites and at some point thereafter, the Employer resumes the providing of services at said sites, such sites shall be included into the Scope of this Collective Agreement. The applicable sites are as follows:

Parke Davis  
Tenneco Automotive (Cambridge)  
CBS Canada Company (**Hamilton**)  
Siemens Westinghouse (Hamilton)  
Kubota Metal Corp. (Orillia)  
Scandura Canada (Bracebridge) (now Fenner Dunlop)  
Gordon Foods (Milton)  
**All IBM sites**  
Procor Limited (Oakville)  
Legato Systems (Burlington)  
Domtar (E.B. Eddy-Nairn Centre)  
**New Mount Canada (Marathon)**  
Loyalist College  
Casco Nobel (Cobourg) (now Coveright Services)  
Textron Automotive (Port Hope) (now Collins and Aikmans)  
Dr. Paul Hazel (Port Hope)

- (b) Rentokil Initial Canada Limited c.o.b. as Initial Security (the "Employer") recognizes the United Steelworkers of America (the "Union") as the exclusive bargaining agent for all employees employed by the Employer in the Province of Ontario, save and except Private Investigators licensed under the Private Investigators and Security Officers Act, R.S.O. 1990, c. P-25 and employed as Private Investigators, Supervisors as defined in this Article or those above the Rank of Supervisor, dispatchers, office, clerical and sales staff, persons covered by an existing Collective Agreement, persons in bargaining units for **whom** any other trade union held bargaining rights as of May 1, 1994.



**SIEBA**

(“Employer”)

**-and-**

United Steelworkers of America

(“Union”)

**MEMORANDUM OF SETTLEMENT**

The Parties agree to the following procedure for the arbitration of disciplinary removal from site grievances:

1. The Parties will establish a list of Arbitrators to deal in an expedited fashion with grievances in relation to removal from site. This list will include Arbitrators Richard Brown, Sydney Baxter, ~~Brian~~ Keller and others as agreed by the Parties, and others as agreed to by the Parties for appropriate geographical areas.
2. The date for the hearing will be scheduled within ten (10) working days of the submission to arbitration, unless an extension of time is mutually agreed upon by the Parties.
3. The Union’s submission to arbitration must be made within four **(4)** working days of the notification to the Local and Staff Representative of removal from site for cause unless mutually agreed upon by the Parties,
4. Grievances shall be presented in this expedited procedure by a designated representative of the Union and a designated representative of the Employer, Attendance of other persons at the Arbitration hearing should be limited to those who have personal knowledge of the grievance being presented, or are otherwise acting in an advisory capacity.
5. The hearing shall be informal with relaxed rules of evidence as determined by **the** Arbitrator.
6. The Parties may file written briefs to the Arbitrator, with a copy to the other party. Such briefs will be filed at least two **(2)** days prior to **the** hearings and will be a maximum of five (5) pages in length, and may make limited use of legal authorities, if any,
7. Prior to the hearing, the Parties shall determine which, if any, of the facts relevant to the grievance are in dispute, and where possible shall submit a statement of agreed facts.
8. All presentations are to be short and concise and are to include a comprehensive opening statement. The Parties agree that all hearings must be completed in one (1) day.

9. **The** Arbitrator shall render a written bottom-line decision within two (2) working days following the date of the hearing. The decision shall be based on the facts presented by the Parties at the hearing, and shall include a brief written explanation of the basis for their conclusion, Arbitrators under this procedure will limit the award to the issue of whether cause existed for the removal ~~from~~ site.
10. The Parties shall each be responsible for one-half (1/2) of the fees and expenses payable to the Arbitrator.
11. **All** decisions of the Arbitrator are final and limited in application to the particular dispute and are without prejudice. These decisions shall have no precedential value and shall not be referred to by the other party unless it **is** mutually agreed that they will be instructive to the parties in reaching agreement in any subsequent proceeding before the expedited Arbitrator.
12. In cases where an employee has been removed from site for cause Article 12.20 will apply if the Union has filed a grievance in accordance with paragraph three (3) of this Memorandum.
13. In the event the Arbitrator rules that cause did not exist for the removal from site, Article 12.20 will apply as it pertains to non-disciplinary removals.
14. In the event the Arbitrator rules that cause **existed** for the removal from site, Article 12.20 will apply as it pertains to disciplinary removals.

Letter of Understanding

BETWEEN

SECURITA CANADA TED

EMPLOYER

AND

UNITED STEELWORKERS OF AMERICA  
LOCALS 5295, 5296, 5297, 2020

UNION

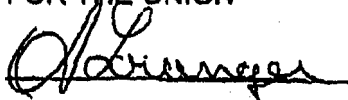
The parties hereto wish to clarify their intended meaning by the language set out in Article 24.13 of the Collective Agreement that deals with the provision of transportation by the employer.

During bargaining, it was the intention of the parties that the Employer provide transportation to employees in cases of emergency *who*, for example, are required to stay beyond their regularly scheduled shift until their relief arrives and who, as a result, have no reasonable method of transportation to return home.

It was not the intention of the parties to have the Employer provide a regular transportation service to its employees or to force the Employer to provide such a service in cases outside of the Employer's control, such as but not limited to a public transit strike and natural disasters.

Signed this 15 day of SEPTEMBER, 2001.

FOR THE UNION

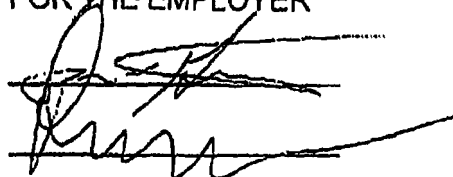


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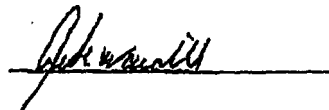
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FOR THE EMPLOYER



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