

Wages  
98-07-01

|                   |       |       |
|-------------------|-------|-------|
| SOURCE            | Union |       |
| EFF.              | 98    | 10/15 |
| TERM.             | 2000  | 12/31 |
| No. OF EMPLOYEES  | 20    |       |
| NOMBRE D'EMPLOYÉS | JF    |       |

# Collective Agreement

between



and

## Teamsters Local 91

Kingston, Ontario

RECEIVED  
OCT 22 1998

10133(02)

| <b>ARTICLE</b> | <b>TABLE OF CONTENTS</b> | <b>PAGE</b>   |
|----------------|--------------------------|---------------|
| Article 1      | Preamble                 | 1             |
| Article 2      | Recognition              | 1             |
| Article 3      | Management Rights        | 1             |
| Article 4      | Continuity of Operations | 2             |
| Article 5      | General Provisions       | 3             |
| Article 6      | Union Security           | 4             |
| Article 7      | Union Representation     | 6             |
| Article 8      | Grievance Procedure      | 8             |
| Article 9      | Arbitration              | 11            |
| Article 10     | Disciplinary Measures    | 13            |
| Article 11     | Seniority                | 15            |
| Article 12     | Probationary Period      | 17            |
| Article 13     | Job Postings             | 18            |
| Article 14     | Temporary Vacancies      | 19            |
| Article 15     | Layoff and Recall        | 20            |
| Article 16     | Hours of Work            | 21            |
| Article 17     | Overtime                 | 22            |
| Article 18     | General Holidays         | 24            |
| Article 19     | Vacation                 | 26            |
| Article 20     | Special Leaves           | 33            |
| Article 21     | Payment of Wages         | 34            |
| Article 22     | Health and Safety        | 36            |
| Article 23     | Benefits Program         | 37            |
| Article 24     | Personal Days            | 38            |
| Article 25     | Interpretation           | 41            |
| Article 26     | Purchase-Merger          | <del>41</del> |
| Article 27     | Duration and Renewal     | 42            |
| Appendix "A"   | Wages                    | 43            |
| Appendix "B"   | Casual Employees         | 45            |
| Appendix "C"   | Letters of Understanding | 46            |

**Article 1. PREAMBLE**

1.01

**PURPOSE**

The purpose of the present Collective Agreement is to establish orderly relations between the parties, to set wage rates, hours of work and other working conditions for the employees covered by this Collective Agreement, as well as to promote good relations and a climate of cooperation between the Company and its employees represented by the Union.

**Article 2. RECOGNITION**

2.01

**CERTIFICATION AND RECOGNITION**

The Company recognizes the Union as the sole bargaining agent for all office and clerical employees of Purolator Courier Ltd., working in Brockville, Cornwall and Kingston, Ontario, excluding supervisors, persons above the rank of supervisor, district manager's secretary, human resources staff, sales staff, casual employees and employees covered by a subsisting collective agreement.

2.02

**EXCLUSIVE AGREEMENT**

No particular agreement relating to working conditions other than those provided for in the present agreement, between an employee and the Company, is valid unless it has received the written approval of the officers duly mandated by the Union and the Company.

**Article 3. MANAGEMENT RIGHTS**

3.01

**ACKNOWLEDGED RIGHT**

The Union recognizes the exclusive right of the Company to operate its establishment, machinery and equipment and to manage its undertakings as it sees fit, subject only to the restrictions imposed by

law or by the provisions of the present Collective Agreement.

Without limiting the generality of the foregoing, the Union recognizes that it is the Company's right:

- a) To administer the Company, including the right to study and introduce new methods, to increase or reduce its personnel, as well as to establish and modify schedules of work;
- b) To demote, discharge, reprimand, suspend and discipline with just cause;
- c) To maintain order, discipline, productivity and output;
- d) To hire or transfer;

In the exercise of its management rights, the Company shall comply with the provisions of the present agreement and the paragraphs above shall not deprive employees or the Union of the right to have recourse to the grievance and arbitration procedure provided for in the present agreement.

#### **Article 4. CONTINUITY OF OPERATIONS**

##### **4.01 STRIKE - LOCK-OUT**

It is agreed that for the duration of the present agreement, there shall be no strike nor lockout, nor work slow-down, nor total or partial stoppage of work, nor study session.

The parties agree not to counsel nor encourage the above mentioned actions.

##### **4.02 PICKET LINES**

The Company recognizes the right of employees either to accept or refuse to cross a legal picket line. In the event an employee exercises his right of refusal, he must immediately advise his immediate supervisor.

If such a picket line is so established, the Company agrees to meet, at the request of the Union, to discuss any problem raised.

**Article 5. GENERAL PROVISIONS**

5.01 **REGULATIONS AND POLICIES**

a) The Company has the exclusive right to make, modify and implement regulations, policies and procedures to be observed by the employees; such regulations, policies and procedures must not be inconsistent with the provisions of the present agreement. Furthermore, where in the present agreement it is provided that a policy is maintained, such policy remains in force and may not be modified by the Company for the duration of the present agreement;

b) The Union Business Agent will be advised, in writing, of any new regulations or policies or modifications thereof, at least seven (7) days in advance of the implementation date. The Company is committed to take the necessary measures available to it to advise the employees of any such new or modified regulation or policy, including potentially distributing written notices with the employees' pay cheques. A notice will also be posted on the employee bulletin board.

5.02 **DISCRIMINATION**

No person shall be discriminated against in accordance with the Canadian Human Rights Act.

5.03 **GENDER-SEX**

The masculine gender includes the two (2) sexes unless it results from the context of a provision that it be only applicable to one of the two (2).

5.04 **NULLITY**

The nullity of a provision of the present agreement does not affect the validity of other provisions of the agreement. Any provision of the agreement which is or which becomes contrary to applicable laws, will be null and void. In such a case, the

clause(s) affected shall be amended in conformity with the law.

- 5.05 HEADINGS AND SUB-HEADINGS  
All headings and sub-headings in the present Collective Agreement are utilized for reference purposes only and have no bearing whatsoever on the interpretation of the agreement.

#### Article-6. UNION SECURITY

- 6.01 MAINTENANCE OF MEMBERSHIP  
Within 30 days of the ratification of the present agreement all current employees shall become members of the Union, and shall thereafter maintain their membership for the duration of the present agreement as a condition of continued employment.

- 6.02 UNION MEMBERSHIP  
Any employee hired after the signing of the present agreement must, as a condition of employment, become a member of the Union within thirty (30) calendar days after his date of hiring.

- 6.03 UNION DUES  
The Company agrees for the duration of this agreement, to deduct the monthly dues from the first pay cheque each month of any employee under the scope of this agreement, and to remit such monies so deducted to the Head Office of the Local Union along with a list of the employees from whom the monies were deducted, not later than the fifteenth (15th) day of the month following the date upon which such monies were deducted. The checkoff list will include social insurance numbers and names. Moreover, within the thirty (30) calendar days following the date of hiring of a regular employee, the Company shall deduct from the employee's pay an amount equal to the initiation fee(s). The

Company agrees to remit such monies so deducted to the Head Office of the Local Union, along with a list of the employees from whom the money was deducted, at the same time as the Union dues are remitted. Such deductions shall be made at a rate so prescribed by each local union.

6.04

ARREARS

The Union will notify the Company in writing of any arrears in dues for any reason or any arrears in Initiation or Re-Initiation fees and the Company will immediately commence deductions in amounts prescribed by the Local Union in such written notice and forward such monies to the Local Union along with the monthly dues as provided for above. Such notice of arrears served on the Company shall prescribe payroll deductions of not more than the equivalent of one month's dues at the appropriate Local Union's rate.

6.05

AUTHORIZATION FORMS

The Union will supply the Company with Initiation Deduction Authorization Forms, Application for Membership Forms, Dues Deduction Authorization forms, and Health and Welfare enrollment forms, all of which shall be signed by all new employees on the date of hire. The Company will forward all completed Application for Membership Forms and Health and Welfare forms to the Union. All forms shall be returned to the Union within thirty (30) calendar days from the date of hire.

6.06

REMITTANCE OF DUES

The checkoff and cheque for the Union dues deducted must be in the office of the Local Union not later than the fifteenth (15th) day of the month following the month in which the monies were deducted.

6.07

PROBATIONARY EMPLOYEES

The deduction of Union dues shall be made from every employee including, but not limited to probationary employees. In the event that a probationary employee fails to complete his probationary period, Union dues will be deducted from his final pay cheque.

6.08

TAX FORMS

The Company shall show the yearly total of Union dues deductions on employees' T4 slips.

**Article 7. UNION REPRESENTATION**

7.01

BULLETIN BOARD

The Company will make available to the Union, in each establishment covered by the present agreement, a bulletin board upon which the Union may post its official notices and communiques which must be signed by a representative of the Union, and which may not contain any matters of a political or prejudicial nature with respect to the Company, its agents or mandataries.

7.02

NEGOTIATION COMMITTEE

In the four months preceding the expiration of the Collective Agreement, the parties agree to determine the number of employees to be allowed to absent themselves from their work, without loss of salary and benefits, for the negotiation sessions with the Company for the purpose of renewing the present agreement, until the right to strike or lock out has been obtained. Such payment of salary will continue to be effected on the condition, however, that the said bargaining sessions take place during the regular scheduled shifts of work for the said employees.



7.03

SHOP STEWARDS

The Union may appoint a steward at each establishment. The appointment of more than one (1) steward at a location requires the consent of both the Company and the Union. Shop stewards may inquire about any grievance originating from their depot and assist any employee who wishes to make one. However, a steward must, prior to leaving his position of work, obtain the authorization of his supervisor which shall not be unduly refused. The supervisor will authorize the period of time during which the shop steward may be absent from his work to inquire about the grievance.

Shop stewards shall not suffer a loss in regular pay as a result of their participation in the Grievance Procedure.

The parties agree that in the case where any employee, other than the shop steward, is involved in the inquiry concerning a complaint or a grievance, any such meeting or inquiry must be held outside the working hours of the employee concerned.

7.04

THE UNION BUSINESS AGENT

a) The Union business agent may participate in any joint meeting held between the Union and the Company.

b) After notifying a member of site management, the Union business agent may meet, in the establishment, any employee, Union steward or officer, without interrupting normal operations.

These meetings will be conducted outside of the working hours of the employee concerned and/or the Union steward.

7.05

LABOUR RELATIONS MEETINGS

Labour Relations meetings will be held to discuss any questions of mutual interest other than those being the object of a grievance or those being the jurisdiction of the Health and Safety Committee.

These meetings shall occur once every three (3) months.

7.06 UNION LEAVE OF ABSENCE

In the event that the Union requires the services of one or more of its members as business agent, the employee(s) chosen shall have the right to a leave of absence without pay for the duration of the Collective Agreement. The employee(s) shall continue to accumulate seniority during such a leave. An employee on such leave must advise the Company, in writing, at least thirty (30) days in advance, of the date on which he will be returning to work as a regular employee.

**Article 8. GRIEVANCE PROCEDURE**

8.01 DEFINITION OF GRIEVANCE

The term “grievance” refers to any disagreement relating to the interpretation, application or alleged violation of the present Collective Agreement.

8.02 VERBAL STEP

Any employee having a problem concerning his working conditions which may give rise to a grievance, must discuss it first with his immediate supervisor, accompanied by an available Union steward if he so desires and subject to the steward obtaining permission from his supervisor, which permission will be granted at a time convenient for operational purposes, to attend said meeting in order to attempt to settle it. The supervisor will give his answer as soon as possible, but no later than five (5) working days following the discussion.

8.03 WRITTEN STEP

The employee concerned and/or a steward must submit the grievance in writing to the person designated by the Company within the ten (10)

working days following knowledge of the facts or the decision leading to the grievance. The grievance form must be signed by the employee. In the event where a grievance is submitted to the written step in conformity with the present clause, and where the verbal step was not completed, the employee must ensure that he complies with the verbal step in the two (2) working days following notification by the Company. During these two (2) working days, the time limits set out in the written step will be suspended.

At a monthly meeting established between the parties, the Company will meet with the Union to discuss and attempt to resolve the grievance. The Company will give its response to the grievance to the business agent in the ten (10) working days following the meeting or the expiry of the time limit set to hold such meeting. A copy of said response shall be submitted to the employee and the steward concerned.

In the case of an unsatisfactory answer or in the absence of an answer, the Union will inform the Company in writing of its intention to submit the grievance to arbitration in the twenty-five (25) working days following the written response of the Company. The monthly meeting will be held on a mutually agreed upon predetermined date. It is understood that this meeting will be held in the establishment where the grievance originated or at a site mutually agreed upon.

#### 8.04

#### SUSPENSION OR DISMISSAL

In cases of suspension or dismissal, a grievance may be filed at the written step of the grievance procedure by submitting it in writing to the person designated by the Company within the ten (10) working days following imposition of the suspension or the dismissal.

8.05

UNION GRIEVANCE

The Union may make and submit a grievance, commencing at the written step, in the name of a group of employees or the whole of the employees, or on behalf of the Union as such. The parties agree that individual grievances of the same or of a similar nature may be studied collectively at a meeting held between the Company and the Union, and may equally be made the object of a collective answer on the part of the Company.

8.06

COMPANY GRIEVANCE

Any grievance submitted by the Company will be filed at the written step of the grievance procedure by submitting it in writing to the Union business agent, or in his absence, the principal officer of the said Union, within the ten (10) working days following knowledge of the fact giving rise to the grievance. Within the ten (10) working days following receipt of the grievance by the Union, the Union shall meet with the Company to discuss and attempt to settle the grievance. The Union must give its response to the grievance in writing within the ten (10) working days following the said meeting or the expiry of the time limit set to hold the said meeting.

In the case of an unsatisfactory answer or in the absence of an answer, the Company will inform the Union in writing, of its intention to submit the grievance to arbitration within the twenty-five (25) working days following the meeting with the Union.

8.07

WRITTEN STATEMENT OF THE GRIEVANCE

a) Written Statement:

The written statement of the grievance shall briefly summarize the facts in order to identify the problem raised and the solution sought.

b) Rejection of a Grievance:

No grievance may be rejected by reason of defect in form or technical error in the written statement.

- 8.08            MUTUAL AGREEMENT IN WRITING  
All decisions taken by mutual agreement in writing between the designated representatives of the Company and the Union, at any time during the grievance and arbitration procedures, shall be final and binding upon the Company, the Union and the employees.
- 8.09            EXTENSIONS AND TIME LIMITS  
The time limits provided for in the present article are mandatory and may only be prolonged by mutual agreement in writing between the Company and the Union.
- 8.10            PAYMENT OF GRIEVANCE SETTLEMENT  
In cases where a grievance settlement involves a payment to an employee, such payment will be made to the employee no later than the second pay day following the settlement of the grievance, with an indication of payment on the pay stub.
- 8.11            WORKING DAY  
For the purposes of Article 8 of the present agreement, the term “working day” does not include Saturday, Sunday, nor general holidays as agreed upon by the present Collective Agreement.

## Article 9. ARBITRATION

- 9.01            NOTICE OF ARBITRATION  
Where the Union or the Company wishes to submit a grievance to arbitration, it must do so by notice in writing to the other party within the time limit provided for in Article 8.  
**Any** grievance is prescribed and is not arbitrable if it has not been submitted to the grievance procedure in the manner provided for in Article 8 of the present agreement. Moreover, any grievance is prescribed and is not arbitrable if it has not been

processed through all the steps provided for in the grievance procedure within the time limits there indicated, or if it has not been submitted to arbitration in the manner and within the time limits provided for in the present Collective Agreement.

9.02

APPOINTMENT OF AN ARBITRATOR

The grievance shall be submitted to a sole arbitrator mutually agreed upon by the parties. In cases whereby several cases of a disciplinary nature are the subject of -grievances for an employee or a group of employees, the parties may agree to have them heard individually by the same arbitrator. Should the parties be unable to mutually agree upon an arbitrator, either party may request the Minister of Labour to appoint one.

9.03

FINAL AND BINDING DECISION

The arbitrator's decision shall be final and bind the Company, the Union and the employees concerned. The arbitrator shall not be authorized to alter, modify or amend any part of this agreement, nor to render any decision incompatible with the provisions of this agreement, nor to consider any matter not pertaining to the present agreement.

9.04

FEES AND EXPENSES

The parties will bear equally the fees and expenses of the arbitrator.

9.05

BURDEN OF PROOF

In the case of disciplinary measures or of administrative dismissal being the object of a grievance, the Company shall bear the burden of proof.

## **Article 10. DISCIPLINARY MEASURES**

10.01

### **DISCIPLINE**

a) It is recognized that the imposition of discipline is the exclusive right of the Company.

Written reprimand, suspension and discharge are the disciplinary measures susceptible of being imposed depending upon the gravity or the frequency of the infraction in question.

b) In the event an employee is suspended for disciplinary purposes, he may choose one of the following at the time the discipline is dispensed:

i) Accept and serve the suspension. An employee choosing i) will be deemed to have forfeit his rights under Articles 8 and 9;

ii) Grieve the suspension and remain on the job until the grievance is resolved. The discipline will be considered to be imposed at the time dispensed however the employee choosing ii) will serve the suspension (if a suspension has been maintained) once the grievance is settled in accordance with the settlement or the grievance has been abandoned by the Union. The Union agrees it will not delay the processing of such cases. If the Union delays the processing of the case, the Company shall have the right to impose the suspension.

The above does not apply in the case of discharge.

10.02

### **TIME LIMIT FOR IMPOSITION OF A DISCIPLINARY SANCTION**

The decision to impose a disciplinary sanction shall be communicated, in writing, to the employee in the ten (10) working days of the employee's regular schedule following the incident or knowledge of such incident by the Company.

In the case of a criminal investigation, this time period will not commence until all the facts of the investigation have been determined.

10.03 CONTENTS AND DELIVERY OF THE  
CONFIRMATION OF DISCIPLINE

A written confirmation of discipline addressed to the employee concerned must state the reasons for the disciplinary sanction with a copy transmitted simultaneously to the Union business agent and to the steward concerned.

Moreover, the employee concerned must sign a statement attesting receipt of the said confirmation. His signature does not constitute an acceptance of the disciplinary measure, but only receipt of the written confirmation.

10.04 PRESENCE OF A UNION STEWARD

Any employee covered by this agreement when called into the Company's office for the disposition of a disciplinary measure may, upon request, be accompanied by a steward. Should a steward be unavailable, the employee may request the presence of a fellow Union member. The above paragraph will not apply in cases where there is no Union steward or other Union member available at the worksite.

10.05 PRESCRIPTION

A disciplinary measure becomes null and void twelve (12) months after the date of the imposition of the discipline for all full-time employees and part-time employees regularly scheduled for twenty-five (25) hours or more per week, and twenty-four (24) months after the date of the imposition of the discipline in the case of part-time employees regularly scheduled for less than twenty-five (25) hours per week.

10.06 CONSULTATION OF THE EMPLOYEE'S FILE

An employee who has completed his probationary period may, after having made an appointment two (2) working days in advance, consult his file in the presence of a representative of the Company,



accompanied by his steward if he so wishes. The two (2) working days may be extended by the Company in order to process multiple requests from one location or requests from remote areas.

## **Article 11. SENIORITY**

### 11.01 **DEFINITION OF SENIORITY**

Seniority is the total length of “continuous service” by an employee in the employ of the Company on a full or part-time basis, within the bargaining unit. The purpose of seniority is to provide the order of work preference, layoffs, recalls, and vacation selection.

### 11.02 **LOSS OF EMPLOYMENT AND SENIORITY**

**An** employee loses his seniority rights and his employment is terminated in the following cases:

- a) If he resigns;
- b) If he is discharged and not reinstated subsequent to a grievance or an arbitration award;
- c) If he is laid off and not recalled for a period of twelve (12) months, unless the employee has five (5) or more years of seniority at the time of layoff in which case recall rights will continue for eighteen (18) consecutive months;
- d) If he is absent from work for three (3) or more consecutive working days without the authorization of his immediate supervisor;
- e) If he does not reply to a notice of recall to work within the three (3) working days following receipt of such notice or if he does not return to work within the delays therein provided, without valid reason;
- f) If he is absent from work by reason of illness or accident, other than a work-related accident, until such time as the short or long term disability benefits run out or until a physician, mutually agreed to by the parties, provides a

medical prognosis which establishes that the employee will be unable to resume his regular duties;

g) If he is absent from work, for a consecutive period of twenty-four (24) months, by reason of a work related accident or illness for which the WCB or CSST pays benefits, the whole subject to the law. The twenty-four (24) month period will be extended for up to three (3) additional months if, prior to the expiry of the twenty-four (24) months, the employee provides a medical prognosis which establishes that he will be able to resume his duties within the three (3) month extension.

11.03 PROMOTION TO A POSITION OUTSIDE THE BARGAINING UNIT

An employee promoted to a position outside the bargaining unit accumulates his seniority during a period of ninety (90) calendar days from the effective date of his promotion. During this period, the employee may return to his position within the bargaining unit. At the end of this period of ninety (90) calendar days, the employee loses his seniority and all rights and advantages provided for in the present agreement.

11.04 SENIORITY LISTS

A seniority list for each depot shall be revised every three (3) months following the signing of the Collective Agreement and will be posted in the depot concerned. A revised copy is to be sent to the Local Union and the Steward.

11.05 IDENTICAL SENIORITY DATES

In the case of identical seniority dates:

i) For employees hired on or before May 20, 1998 the last names of the employees concerned and following that, their first names, will be entered on the seniority list, in alphabetical order.

- ii) For employees hired after May 20, 1998 the seniority date ranking shall be established by random draw.
- iii) Existing employees of a specific depot will be entered on the seniority list ahead of other employees moving to that depot with the identical seniority date.

## **Article 12. PROBATIONARY PERIOD**

- 12.01 **DURATION**  
The probationary period for a full-time employee consists of sixty (60) days effectively worked within any consecutive period of four **(4)** months.  
The probationary period for a part-time employee will be six (6) months.
- 12.02 **COVERAGE UNDER THE COLLECTIVE AGREEMENT DURING THE PROBATIONARY PERIOD**  
During the probationary period provided for in Clause 12.01, an employee is entitled to the advantages provided for in the present Collective Agreement, except as otherwise provided. However, it is acknowledged that in the case of discharge, an employee on probation may not avail himself of the grievance and arbitration procedure.
- 12.03 **END OF PROBATION - SENIORITY LIST**  
Upon completing his probationary period, an employee shall have his name entered on the seniority list, effective from the first day of his probationary period, and may exercise his seniority rights in the manner provided for in the present Collective Agreement.

**Article 13. JOB POSTINGS**

- 13.01            **JOB POSTINGS**  
All job vacancies within the bargaining unit other than temporary vacancies shall be posted for a period of three (3) consecutive working days. It is the intention of the Company to continue with the current practice of including an outline of the job as it exists at the time of posting and qualifications required.
- 13.02            **SUBMISSION OF CANDIDACY**  
Applicants for a posted position shall apply in writing to the Company, within the three (3) working day posting period, using the form provided by the Company. Positions are awarded on the basis of qualifications and then seniority. Where qualifications are equal seniority shall prevail.  
When an employee is on vacation a steward may submit an application to a posted vacancy on the employee's behalf, provided the employee has requested the steward to act on his behalf. It is the employee's responsibility to advise the steward of the specifics of the desired position.
- 13.03            **APPLICATION LIMIT**  
No employee shall be awarded more than four (4) permanent posted vacancies in any one calendar year.
- 13.04            **FAMILIARIZATION**  
The successful candidate moving to an equal paid or higher paid position within the bargaining unit will be placed on a trial period of up to one (1) week. During that time, either the Company or the employee may terminate the trial period, in which case the employee will be returned to their previous position and wage rate. The one (1) week period may be extended by mutual agreement between the Company and the Union.

13.05

POSTING RESULTS

a) Within five (5) working days following the end of the posting period, the Company will post the name of the successful candidate. The successful candidate normally will be placed into the position within the ten (10) working days following the posting of his name.

b) If an employee obtains a posting in the same classification and the new position has a greater number of hours than his current position, then, effective the eleventh (11) working day following the expiry of the posting period if the employee has not yet been placed in his new position, he will be entitled to be remunerated according to the scheduled hours of his new position.

c) If an employee obtains a posting in a classification other than his current classification and the new position has a higher wage rate and/or a greater number of hours than his current position, then, effective the twenty-first (21) working day following the expiry of the posting period if the employee has not yet been placed in his new position, he will be entitled to be remunerated according to the wage rate and/or scheduled hours of his new position.

**Article 14. TEMPORARY VACANCIES**

14.01

VACANCIES

a) Temporary vacancies shall be defined as vacancies of less than three (3) months or, in the case of a maternity leave as a vacancy of less than six (6) months.

b) In cases where the Company requires a temporary vacant position to be filled by an incumbent for more than one (1) week, the following will apply:

i) For vacancies in a Retail Centre, the senior part-time Retail Centre employee who

is available and has previously indicated his desire to perform a greater number of weekly hours will be given the opportunity to fill the temporary vacancy.

ii) For such vacancies in a Depot, the Company may first utilize a Clerical Float, if available, and will then give the opportunity to fill the temporary vacancy to the most senior qualified employee at that establishment who is available and has previously indicated his desire to perform a greater number of weekly hours and/or to obtain a greater hourly wage rate.

## **Article 15. LAY-OFF AND RECALL**

15.01

### **BUMPING**

An employee, after being notified of a layoff may exercise his bumping rights within his location wherever his seniority permits, provided he possesses the skills and qualifications required and according to the following procedures:

a) The full-time employee affected will bump the most junior full-time employee;

b) The most junior full-time employee may bump the most junior incumbent within a work schedule consisting of a number of scheduled weekly hours that is inferior to his own.

This same procedure will be followed until all employees so affected/bumped have exercised their seniority rights.

c) If the employee elects not to bump, or is unable to do so, he is laid off.

15.02

### **REDUCTION IN HOURS**

It is agreed that a reduction in hours leading to a change in status from full-time to part-time, or a reduction of more than five (5) hours per week, will

be considered a lay off for the purposes of Clause 15.01.

15.03

**RECALL LIST**

The laid off employees shall be placed on a recall list. Except in instances where equipment availability or time or service commitments will not allow, laid off employees shall be offered “casual” work while on layoff in order of seniority, subject to their possessing the skills and qualifications required by the Company.

However, if an employee refuses such an assignment three (3) times during his recall period, or if he is not available, the said employee will retain his right to recall for regular positions only.

**Article 16. HOURS OF WORK**

16.01

**DEFINITION**

The normal daily hours of work for full-time employees shall be seven and one-half (7 1/2) hours.

The normal work week for full-time employees shall consist of thirty-seven and one-half (37 1/2) hours.

An employee who is regularly scheduled for less than thirty-seven and one-half (37 1/2) hours per week is considered to be a part-time employee. Part-time and full-time employees are considered to be regular employees.

16.02

**LUNCH PERIODS**

Full-time employees will be allowed an unpaid lunch period of up to one and a half (1 1/2) hours depending on operational and service requirements, at a time authorized by the immediate supervisor. Where mutually agreed upon, part-time employees, required to work six (6) hours or more per day shall be entitled to an unpaid meal period of up to thirty

(30) minutes, unless the taking of such meal period will adversely affect operations, at a time authorized by the immediate supervisor.

16.03 ADJUSTMENT OF HOURS

Daily hours of work may be adjusted according to the needs of the business. It is agreed that the Company shall advise the affected employee(s) at least 5 days prior to a permanent modification of their start time.

16.04 NORMAL WORK WEEK

The normal work week for full-time employees shall consist of five (5) consecutive days. The Company reserves the right to establish alternative work schedules.

16.05 HOURS OF WORK

The Company agrees to optimize operations, such that where full-time positions can be created by combining and reorganizing hours, that such steps as **are** necessary shall be taken to create full-time positions. Additionally, the Company commits to creating schedules of the greatest number of hours as is operationally possible when creating schedules.

The application, understanding and interpretation of this clause is to create such positions/schedules based on optimizing service, productivity and employee/customer satisfaction and only where it is clear that there is an immediate and ongoing need for the creation of a position or increase in the schedule of an existing position.

**Article 17. OVERTIME**

17.01 DEFINITION

Overtime will be defined as any hours which the employee is required by the Company to work in



excess of seven and one half (7 1/2) hours daily or thirty seven and one half (37 1/2) hours in a week and will be paid for at the rate of time and one half the employee's regular wage rate.

17.02

OVERTIME

a) An employee who is not scheduled to perform work, but who at the request of the Company, performs work on a sixth (6<sup>th</sup>) shift shall be paid one and one half (1 1/2) times his regular hourly wage for all such time worked.

b) An employee who is not scheduled to perform work, but who at the request of the Company, performs work on a seventh (7<sup>th</sup>) shift shall be paid two (2) times his regular hourly wage for all such time worked.

17.03

CALL BACKS

A minimum of four (4) hours pay at overtime rates will be paid to full-time employees, and a minimum of four (4) hours pay at regular rates will be paid to part-time employees in the case of a call-in. A call-in occurs when an employee is called into work, without prior notice, after having completed his regular scheduled hours of work and after having left the Company premises. This clause does not apply to employees who have placed their name on the availability list.

17.04

EXTENDED SCHEDULES

By mutual agreement, the parties may implement daily schedules of more than seven and one half (7 1/2) hours which will not be considered to include any overtime.

## **Article 18. GENERAL HOLIDAYS**

18.01

### **GENERAL HOLIDAYS**

The parties agree that eligible employees will be given a designated shift to observe as a general holiday and non-working day for each of the following days:

1. New Year's Day;
2. Good Friday;
3. Victoria Day;
4. Canada Day;
5. Labour Day;
6. Thanksgiving Day;
7. Christmas Day;
8. Boxing Day;
9. Civic Day;

10. In addition to the above, a floating general holiday will be granted to all employees who are eligible as of January 2nd of that year. This floating holiday may be scheduled by the Company at a time which meets the operational needs of the Company. Should the Company not schedule a specific day to observe the floating holiday, it will be taken at a time mutually agreed to by the Company and the employee.

18.02

### **SPECIAL PROVISIONS**

If one or the other of the general holidays falls on a Saturday or a Sunday, it shall be observed on the working day which precedes or follows the said general holiday, according to the notice which shall be posted by the Company to this effect two (2) weeks prior to the said holiday.

Moreover, where a general holiday falls on a working day other than a Monday or a Friday, the Company shall post a notice two (2) weeks prior to the said general holiday in the event it decides that the said holiday shall be observed on a day other than that upon which it falls.

- 18.03            PAYMENT OF A HOLIDAY  
Subject to satisfying the eligibility requirements provided for in clause 18.06:  
a)     Payment for a holiday to a part-time employee will be based on 1/20 of his regular hours worked during the four (4) pay weeks preceding the day that payroll is calculated for the week wherein the general holiday occurs.  
b)     Payment for a holiday to a full-time employee is based on the normal remuneration for his regularly scheduled hours for the shift which is designated as his general holiday.
- 18.04            GENERAL HOLIDAYS DURING VACATION  
Where one or more general holidays fall during the vacation period of an employee, such employee may prolong his vacation period by one (1) day for each such general holiday or be granted a paid holiday at another time agreed upon with the Company.  
However, where the employee wishes to prolong his vacation period in the above-described circumstances, his intention to this effect must accompany his vacation preference submitted to the Company as outlined in Article 19.
- 18.05            OVERTIME FOLLOWING A GENERAL HOLIDAY  
For the purpose of calculating overtime, the normal work week during which falls a general holiday with pay is reduced by one (1) day, provided that the employee is entitled to the payment of the said general holiday in compliance with clause 18.06.
- 18.06            CONDITIONS TO THE PAYMENT OF THE GENERAL HOLIDAY  
An employee shall be paid for a general holiday upon which he would normally be scheduled to work were it not for the said general holiday, provided that:

- a). He has been in the employment of the Company for at least thirty (30) calendar days prior to the date of the general holiday;  
and
- b) He has worked the complete working day immediately preceding the said general holiday as well as the complete working day immediately following the said general holiday, unless:
  - i) His failure to work one or the other of the said days has been the object of prior authorization from his immediate supervisor;
  - ii) His failure to work one or the other of the said days results from an absence by reason of illness or accident and that the employee remits at the Company's request and upon his return to work, a medical certificate indicating a visit to the doctor on the day of the absence;
  - iii) His absence from work on one or the other of the said days is in virtue of a right recognized under the present Collective Agreement.

18.07

**EXCEPTIONS**

- (a) An employee shall not be paid for a general holiday which occurs during a leave without pay or a suspension.
- (b) Employees who are absent by reason of illness or accident or who are on lay-off when a general holiday falls, shall not receive payment for the said general holiday.

**Article 19. VACATION**

19.01

**COMPONENTS**

Vacation is comprised of two parts:

- a) Vacation entitlement, i.e. time off.

b) Vacation pay i.e. the monies paid for the time off.

19.02

GENERAL PROVISIONS

a) Vacation is accumulated and taken on a payroll calendar year basis. The payroll calendar year is defined to start on the first payroll week of the year and conclude on the last payroll week of the year. The Company will advise all employees of the payroll year start and end dates.

b) **As** a general rule, vacation entitlement cannot be carried over from one year to the next. If there are extenuating circumstances which may warrant a carry over of vacation, i.e. illness, etc., then a written request may be made by the employee to carry over the vacation. Where the Company grants approval it must be in writing with a copy to the employee's file. Employees who carry over vacation to the following year cannot use that privilege again the following year.

c) Vacation time cannot be waived; employees must take their vacation entitlement in each payroll calendar year.

d) When a general (statutory) holiday falls within the employee's vacation period, the employee will be paid for the general holiday (if eligible). Full-time employees will use four (4) vacation days in order to make up the full week. The fifth (5th) day of vacation which would normally be used to take a week's vacation will be granted at some other time convenient to both the Company and the employee. Part-time employees will be granted the vacation day saved as a result of this at some other time convenient to both the Company and the employee.

e) i) Vacation schedules should be completed taking into account the preference of the employee, the service of the employee, and the operational needs of the

Department. The vacation schedule should not adversely affect the operations or customer service.

ii) Vacation schedules should be completed no later than March 15<sup>th</sup>.

iii) Employees who are entitled to more than two (2) weeks vacation may schedule vacation time in excess of the first two (2) weeks once all other employees have had an opportunity to schedule up to two (2) weeks vacation.

f) Employees will not normally be eligible to take vacation prior to Christmas Day during the week of Christmas and during the two (2) weeks prior to the week of Christmas.

g) For part-time employees a “week of vacation” is defined to be the regularly scheduled weekly hours for the employee.

19.03

VACATION ENTITLEMENT

a) Newly hired employee – hired prior to July 1st.

i) Employees hired prior to July 1st are entitled to one (1) week vacation, to be taken any time after July 1st of that same payroll calendar year.

ii) During the payroll calendar year following the year an employee is hired, the employee is entitled to two (2) weeks vacation to be taken in that payroll year, the second week to be taken after the employee’s one year anniversary date.

iii) In the subsequent payroll calendar years, the employees are entitled to take their weeks of vacation as per the remainder of this policy.

b) Newly hired employee – hired on or after July 1st.

- i) Employees hired on or after July 1st are not entitled to any vacation during that same payroll calendar year.
  - ii) During the payroll calendar year following the year the employee was hired, the employee is entitled to take two (2) weeks vacation. The first week can be taken, at any time in that calendar year, while the second week cannot be taken prior to July 1st.
  - iii) In the following years the employees are entitled to take their weeks of vacation as per the remainder of this policy.
- c) Employees having more than one (1) year of continuous service but less than five (5) years of continuous service are entitled to take two (2) weeks vacation which may be taken at any time during the payroll calendar year with the exception of the employees still in a) or b) above.
- d) Employees having completed five (5) years of continuous service but less than ten (10) years of continuous service with the Company are entitled to three (3) weeks vacation, in the payroll calendar year.
- e) Employees having completed ten (10) years of continuous service but less than fifteen (15) years of continuous service with the Company are entitled to four (4) weeks vacation, in the payroll calendar year.
- f) Employees having completed fifteen (15) years or more of continuous service are entitled to five (5) weeks vacation, in the payroll calendar year.

19.04

VACATION PAY – FULL-TIME EMPLOYEES

- a) Vacation pay is accumulated in the same payroll calendar year as the entitlement is taken, i.e. vacation pay is earned and taken in the same calendar year. It is accumulated on the basis of a percentage of gross earnings as follows:

- i) For employees with less than five (5) years at the rate of 4%.
- ii) Effective on the anniversary date of five (5) years service at the rate of 6%.
- iii) Effective on the anniversary date of ten (10) years service at the rate of 8%.
- iv) Effective on the anniversary date of fifteen (15) years service at the rate of 10%.

Vacation pay information will be shown on an employee's weekly pay statement.

b) For each week of vacation taken, an employee will receive as vacation pay an amount equivalent to his normal weekly salary, with the exception of employees covered by e) below.

c) Any vacation accrual owed to the employee at the end of the payroll calendar year will be paid out in January of the following year. The sole exception to this will be for regular employees newly hired in that payroll calendar year, or employees who have been authorized to carry over vacation to the following year. Such employees will have any balance owed forwarded to the vacation pay accrual for the next payroll calendar year. Any monies owed at the end of that subsequent payroll calendar year will be paid out in January of the following year.

d) Employees who have been unable to take their vacation due to uncontrollable circumstances and who have not received proper authorization to carry over vacation to the subsequent year will have any vacation monies owed paid in January of the following year.

e) Employees absent for a total of more than three (3) months in the payroll calendar year (maternity, parental, short/long term disability, WCB, leave of absence, etc. or any combination thereof) or laid off for a total of more than one (1) month in the payroll calendar year will have their vacation pay pro-rated for the entire period of absence/lay-off.



An employee who, at the time he goes on vacation, has been absent for a total of more than three (3) months in that payroll calendar year, or has been laid off for a total of more than one (1) month, will receive a vacation pay based on the percentage accumulated in that payroll calendar year. The employee may take the entire vacation entitlement with a suitably pro-rated vacation pay or the employee may take a pro-rated vacation entitlement based on the number of months of absence. At the end of the payroll calendar year, any negative vacation accrual, due to an absence as defined above, will either be repaid by the employee via personal cheque prior to the end of that year or alternatively the employee may choose to have his next year's vacation pay pro-rated by an equivalent amount. A negative vacation accrual occurs if the monies paid to an employee as vacation pay in a year exceed the vacation monies earned by the employee in that year.

f) For any employees who have been absent for less than a total of three (3) months or laid off for less than a total of one (1) month (as per e) above) there will be no pro-rating of vacation pay or entitlement.

g) An employee shall receive his vacation pay on his regular pay day. With the exception of the year end payment noted in c) and d) above, vacation pay should not be paid to an employee unless the employee is taking vacation.

h) Employees covered by other vacation plans, i.e. part-time employees who obtain a full-time position during the year will be entitled to vacation pay on a pro-rated basis for the number of complete months they will work as a full-time employee during that year. The employees' outstanding vacation pay accrued under their previous plan will be added to their pay entitlement under this plan and any excess will be paid out in January of the subsequent year as per the provisions of this plan.

19.05

VACATION PAY -- PART-TIME EMPLOYEES

a) Vacation pay is accumulated on the basis of a percentage of gross earnings as follows:

i) For employees with less than five (5) years service at the rate of 4%.

ii) Effective on the anniversary date of five (5) years service at the rate of 6%.

iii) Effective on the anniversary date of ten (10) years service at the rate of 8%.

iv) Effective on the anniversary date of fifteen (15) years service at the rate of 10%.

b) For each week of vacation taken, an employee will be able to withdraw vacation pay from the amount of vacation pay he has accumulated up to that time. The amount withdrawn as vacation pay should not exceed the employee's earnings for a normal week's work and cannot be more than the actual vacation pay accumulated up to that date. The sole exception is if an employee who is taking his first week of vacation entitlement for the year has vacation pay in excess of a normal week's wages, he will be entitled to request that all outstanding vacation pay be paid out.

c) An employee shall receive his vacation pay prior to his departure on vacation. Vacation employee should not be paid unless employee is taking a vacation.

19.06

TERMINATION

When an employee ceases to be employed by the Company, any vacation monies which are owed to the employee for the current year will be paid out. If at the time of termination the employee has been overpaid vacation monies for the current year, the Company will deduct the overpayment from any other monies the employee is owed at termination. If the overpayment exceeds the monies owed, the employee will be asked to reimburse the Company for any additional overpayment (personal cheque).

## **Article 20. SPECIAL LEAVES**

20.01

### **BEREAVEMENT LEAVE**

- a) In the event of the death of his spouse or common-law spouse, child or stepchild, an employee has the right to a bereavement leave during the working days falling within the five (5) days immediately following that of the death;
- b) In the event of the death of any other member of his immediate family, an employee has the right to a bereavement leave during the working days falling within the three (3) days immediately following that of the death;
- c) An employee who has completed three (3) consecutive months of continuous employment with the Company and who has the right to a bereavement leave provided for in paragraphs a) or b), has the right to be paid for such leave at his regular hourly rate for his regular scheduled hours of work in his position;
- d) The expression “immediate family” means, in relation to the employee, his father, mother, sisters, brothers, father-in-law, mother-in-law, grand-parents, son-in-law, and daughter-in-law, as well as any relative permanently residing in the employee’s household or with whom the employee permanently resides;
- e) The Company may require that an employee provide satisfactory proof of death in order to establish his right to be paid for the bereavement leave;
- f) An employee may request to extend the time allowed for bereavement leave.

20.02

### **BIRTH**

The Company shall grant to an employee a paid leave of one (1) working day at the time of the birth of his child by his spouse or the adoption of his child.

- 20.03            JURY DUTY AND WITNESS
- a)        Where an employee has received a subpoena as a witness in a case to which he is not a party or has been called upon to act as a juror during his scheduled working days, he shall receive the difference between the indemnity which is paid to him as witness or as a juror and the salary he would normally have earned if he would have worked his regularly scheduled hours during the said days.
- b)        An employee who is summoned for jury duty but is not in fact chosen to sit as a juror, must present himself at work as soon as possible thereafter. Such employee may be required to establish that the duration of his absence was caused by the time necessary for waiting, being chosen or being set aside.

- 20.04            CHILD CARE LEAVE  
Employees are entitled to the child care leave provided for in the Canada Labour Code.

- 20.05            COMPASSIONATE LEAVE  
The Company shall reserve the right out of compassion, or if extenuating circumstances warrant, to grant leave of absence with or without pay for reasons not specifically mentioned here.

**Article 21. PAYMENT OF WAGES**

- 21.01            PAYDAY  
The payment of wages shall be weekly.
- 21.02            ERROR ON THE PAY CHEQUE (SHORTAGE)  
In the event of an error on the pay cheque of an employee of seventy-five dollars (\$75.00) gross earnings or more, attributable to the Company, the Company will correct this error on the day following notice, provided that the employee notified management of the error by 1:00 p.m.

Eastern Standard/Daylight Savings Time. In the absence of such a request, the error is corrected on the next pay cheque of the employee.

In the case of any error inferior to the above mentioned amount, the Company shall correct the said error on the next pay cheque of the employee.

21.03 ERROR ON THE PAY CHEQUE (OVERPAYMENT)

In the event the Company overpays on the pay cheque of an employee, the amount overpaid will be deducted, following notice to the employee, on the next pay cheque of the employee where it is possible to do so after discovery of the error or notice thereof by the employee to the Company, the whole according to the agreement reached between the Company and the employee concerned. Failing such an agreement, the Company will establish the provision of reimbursement, which shall be such that the employee will not have more than thirty percent (30%) of his gross salary deducted per pay, up until such time as the amount overpaid has been reimbursed to the Company. It is agreed that the employee will advise the Company immediately upon discovery of such an error.

21.04 PAY AT TERMINATION OF EMPLOYMENT

The Company shall remit or send to the employee, at the pay period following the termination of his employment, a pay cheque covering the salary and benefits which are then due to him, accompanied by a statement of the calculations.

21.05 WITHHOLDING FROM PAY CHEQUE FOR DAMAGE OR LOSS

No withholding shall be made from the pay cheque of an employee for the breakage, damage or loss of any article or object whatsoever, unless there has been proven negligence or mischief on the part of the said employee.

- 21.06            TEMPORARY ASSIGNMENT
- a)        Employees will perform work in any classification as required for operational need without an increase in their wages.
- b)        By exception to clause a), an employee who is temporarily assigned to a job with a higher salary range than his own for one half (1/2) shift per day, will be entitled to receive the next highest pay rate of the higher range job for the period of time he performs the higher rated job.

**Article 22. HEALTH AND SAFETY**

- 22.01            CO-OPERATION
- The parties agree to cooperate in order to establish and maintain conditions conducive to ensuring proper health and safety at work for all employees.
- 22.02            RESPECT OF THE LAW
- The Company, the Union and the employees collectively undertake to respect the health and safety measures prescribed by applicable laws and regulations in order to ensure the health and safety of all employees.
- 22.03            ACCIDENT REPORT
- The employees undertake to report any work accident immediately, or as soon as possible, to their immediate supervisor or to another Company representative within the depot.
- 22.04            RIGHT OF REFUSAL
- An employee may exercise the right of refusal to perform work constituting an imminent danger, the whole in compliance with the provisions of the Canada Labour Code.

22.05

**SAFETY FOOTWEAR**

Where the Company deems it necessary that employees wear safety footwear, employees who have completed their probationary period will be entitled to be reimbursed up to \$25.00 annually for the purchase of CSA safety footwear. The employee must submit a receipt in order to be reimbursed.

**Article 23. BENEFITS PROGRAM**

23.01

**BENEFITS PROGRAM**

a) The Company agrees that the benefits program in force as outlined in the benefits booklet, at the date of signing of the present agreement, is maintained for the duration of the latter. The cost of such benefits program is paid for by the Company, with the exception of the optional plans offered by the Company for which the eligible employee pays the cost if such coverage is desired. All full-time employees who have twelve (12) months or more of service will be eligible for the benefits program. All part-time employees who have eighteen (18) months or more service and who are regularly scheduled for more than twenty (20) hours per week, shall be eligible for the benefits program. The Company may improve the benefits and/or conditions of eligibility; in such a case, the Union is advised in writing of the change.

b) Part-time employees who are regularly scheduled for twenty (20) hours or less per week but who average more in a specified quarter, will be eligible for benefits for the subsequent specified quarter providing they meet the remaining eligibility requirements as outlined in 23.01 (a). The specific benefits to which such employees are eligible are Dental and Health Care benefits. Benefits such as Weekly Indemnity, Long Term Disability, Life Insurance, and AD&D do not apply

to such employees. By the fifteenth (15<sup>th</sup>) day of January, April, July, and October of each year (i.e. quarterly) the Company will review the actual hours worked for each employee in the previous quarter, to determine benefit eligibility for the new quarter.

c) Employees becoming eligible for benefits under 23.01 (b), shall only be reimbursed through receipt submission.

23.02 **MODIFICATIONS**

The Company shall have the right to change existing plans provided that there is no reduction in the overall benefits.

23.03 **PENSIONS**

The Company agrees to continue the pension plan in effect at the date of signing of this agreement.

23.04 **BROCHURES**

Explanatory brochures of the benefits program shall continue to be made available to the employees.

**Article 24. PERSONAL DAYS**

24.01 **CALCULATION**

On January 1st of each year, each regular full-time employee who has completed his probationary period will be granted a credit equivalent to five twelfths (5/12) of one (1) personal day, paid at his regular hourly rate, for each complete month worked as an eligible employee during the year, to a maximum of five (5) personal days per calendar year.

An absence by reason of a leave provided for in the collective agreement does not interrupt the “complete month of work”.

In the case of an absence from work by reason of illness or accident (including a work related accident) for a period not exceeding two (2)



continuous months during a calendar year, an employee shall retain his right to the maximum number of personal days hereinabove provided for the said calendar year.

24.02

UTILIZATION

These days of which a full-time employee may avail himself may be used in a case of absence on account of illness or for personal reasons.

An employee wishing to use a personal day for personal reasons must advise his immediate supervisor, in writing, at least one (1) week in advance.

Authorization to take the said day on the date requested by the employee may be refused taking into account the operational requirements of the Company and number of requests made for the same day. It is understood that personal days are not intended to be scheduled to prolong the vacation period.

24.03

PAYMENT

An employee who has not used all of the personal days to which he is entitled during a calendar year receives, during the month of January of the following year, the payment of the equivalent of his unused personal days at his regular hourly rate applicable on December 31st of the preceding year.

24.04

PERSONAL DAY TABLE

In the application of clause 24.01, personal days will be paid to the employee according to the following table, based on complete months working during the year as an eligible employee;

| Completed Months Worked | Number of Personal Days |
|-------------------------|-------------------------|
| 12                      | 5.00                    |
| 11                      | 4.50                    |

|    |      |
|----|------|
| 10 | 4.25 |
| 9  | 3.75 |
| 8  | 3.25 |
| 7  | 3.00 |
| 6  | 2.50 |
| 5  | 2.00 |
| 4  | 1.75 |
| 3  | 1.25 |
| 2  | 0.75 |
| 1  | 0.50 |

24.05 TERMINATION - PAYMENT

The employee who leaves the Company or whose employment is terminated by the Company, shall reimburse to the Company on his last pay cheque any overpayment of personal days, as the case may be, taking into account the number of complete months worked as an eligible employee during the year of his departure.

The employee who leaves the Company or whose employment is terminated by the Company during a year without having used all the personal days to which he should have been entitled to, shall receive payment of the equivalent of his unused personal days at his hourly rate applicable at the time of his departure.

24.06 PERSONAL DAYS - PART-TIME

In order to be eligible for personal days the part-time employee must have been employed by the Company for the entire previous calendar year i.e. from January 1 to December 31.

**At** the start of the new calendar year the Company will calculate the average weekly hours worked during the previous calendar year. Vacation time and statutory holidays will be included as hours worked for the purpose of this calculation.

Based on the average weekly hours worked during the previous calendar year, the part-time employee

will receive the number of personal days outlined below:

| Average No. Of Weekly Hours Worked in Previous Year | Personal Day Entitlement |
|---|--------------------------|
| 37.5  | 5                        |
| 35.0  | 4                        |
| 32.5  | 3                        |
| 30.0  | 2                        |
| <30.0   | 0                        |

**Article 25. INTERPRETATION**

25.01 **COLLECTIVE AGREEMENT IN PRINTED FORM**

The Company shall have the text of the Collective Agreement printed in 8 1/2" x 11" form. It shall distribute one (1) copy to each of the present and future employees in the bargaining unit and shall remit a number to the Union not more than sixty (60) days after the signing of the Agreement.

**Article 26. PURCHASE - MERGER**

26.01 **PURCHASE - MERGER**

The Company agrees to advise the Union in writing in the event it acquires by purchase the affairs or operations of another employer which are of such a nature as to be covered by the bargaining certificate granted to the Union, and where such operations were to be merged with the existing operations of the Company.

**Article 27. DURATION AND RENEWAL**

27.01 DURATION AND RENEWAL

The present Collective Agreement shall come into force on its date of signing and shall terminate on December 31, 2000 and barring express provisions to the contrary, does not have retroactive effect.

Either of the parties to the present agreement may give notice in writing of its intention to renegotiate the present agreement within a delay of not less than ninety (90) and not more than a hundred and twenty (120) days prior to its expiry date.

27.02 APPLICATION

The present agreement, all terms and conditions therein provided, shall remain in force until the signing of a new Collective Agreement.

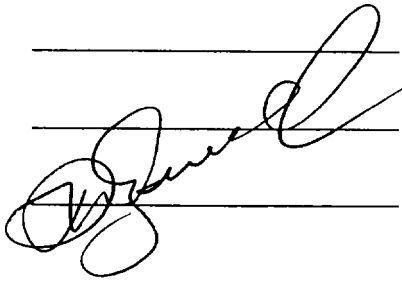
27.03 ANNEX OR APPENDIX

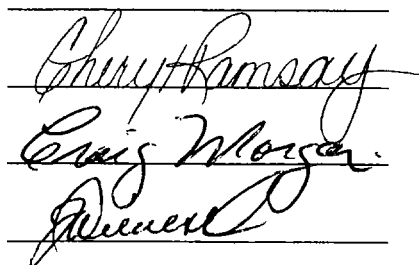
**An** annex or appendix to the present agreement is an integral part thereof.

IN WITNESS WHEREOF, the parties have signed, through their duly authorized representatives, in Ottawa, this 15<sup>th</sup> day of October, 1998.

TEAMSTERS LOCAL 91

PUROLATOR COURIER LTD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_

## APPENDIX "A"

### WAGES

#### 1. WAGES

a) For employees hired prior to May 20, 1998, effective July 1, 1998:

i) Employees currently earning less than the top of the new wage scale for their level will receive as their new rate the next highest rate on the new wage scale for their level.

These employees will subsequently progress through the new wage scale on July 1, 1999, January 1, 2000 and July 1, 2000.

If by July 1, 2000, these employees have not reached the top rate of their levels; they will receive the top rate as of July 1, 2000.

ii) Employees currently earning greater than the top of the new wage scale will be red circled and will receive \$20.00 per week over and above their earnings.

b) New hires will start and progress as follows:

|                | <u>Level 2</u> | <u>Level 1</u> |
|----------------|----------------|----------------|
| 0 - 3 months   | \$9.73         | \$12.01        |
| 4 - 12 months  | \$10.49        | \$12.77        |
| 13 - 18 months | \$11.42        | \$13.61        |
| 19 - 24 months | \$12.35        | \$14.28        |
| 24+ months     | \$13.31        | \$14.70        |

c) Employees hired prior to signing will receive a lump sum of \$600.00 for full-time employees and \$300.00 for part-time employees.

Level 1 positions include: Collectors, U.S. Customer Service Representatives, Sales Co-ordinator (London), CAS, Customer Service Representatives.

Level 2 positions include: Retail, Data Entry, Sub-Depot Clerk, CAR, Depot Clerk, Accounts Payable, Shipping, Receptionist, Data Prep, DCC, Billing, Secretary, Dispatch, Senior Clerk.

## **APPENDIX "B"**

### **CASUAL EMPLOYEES**

Casual employees may be used to perform bargaining unit work in cases of absenteeism, fluctuations in work load and temporary vacancies.

Casual employees are not covered by the present collective agreement and are thus not entitled to the advantages therein provided.

In the case of a surplus of work or of fluctuations in the volume of work, the Company undertakes to offer the additional work required to available part-time employees within the classification concerned; however, the Company retains the right to immediately use casual employees to perform additional work resulting from such surplus or fluctuations when it deems it necessary in order to achieve at all times the standards of service required or to otherwise fulfil its contractual obligation.

The utilization of casual employees shall not have as intent the reduction of the number of regular positions nor the prevention of the creation of regular positions.

**APPENDIX "C"**

**Letter of Understanding**

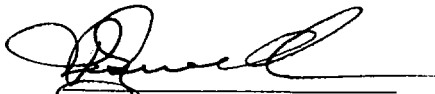
**between**

**Purolator Courier Ltd.**

**and**

**Teamsters Local Union 91**

The Company's current practice regarding break periods will continue for the term of this Collective Agreement. It is further agreed that coverage will be arranged as may be required and on a case by case basis at a time mutually agreeable to the employee and the supervisor.

  
For the Union

  
For the Company



**Letter of Understanding**

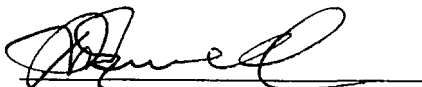
**between**


**Purolator Courier Ltd.**

**and**

**Teamsters Local Union 91**

The Company agrees to continue its current practice whereby employees, with the permission of their immediate manager, may request time off in lieu of overtime pay. No employee may accumulate more than one week's worth of their regular scheduled hours as lieu time. Such lieu time is to be taken no later than February 28th of the calendar year following the year which it is accumulated. The time off will be taken at a time mutually agreeable to the manager and employee.

  
For the Union

  
For the Company

**Letter of Understanding**

**between**


**Purolator Courier Ltd.**

**and**

**Teamsters Local 91**

In December of each year, all such eligible regular employees who have attained twelve (12) or more months of service and who have not been absent from work for more than fifteen (15) weeks during the year (excluding maternity leave) shall be eligible to receive a Christmas bonus as follows:

| <u>Status</u> | <u>Bonus</u> |
|---------------|--------------|
| Full-time     | \$100.00     |
| Part-time     | \$ 50.00     |

  
For the Union

  
For the Company

**Letter of Understanding**

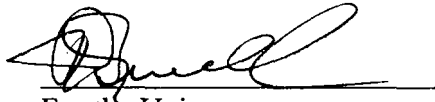
**between**

**Purolator Courier Ltd.**

**and**

**Teamsters Local Union 91**

The Company and the Union agree that in the application of Article 13.01 the Company will not designate a single posting with six (6) scheduled working shifts.

  
For the Union

  
For the Company

**Letter of Understanding**


**between**

**Purolator Courier Ltd.**

**and**

**Teamsters Local Union 91**

The parties agree that the Company has the right to appoint Team Leaders. A Team Leader shall be defined as a bargaining unit member who, in addition to his regular duties, may direct the work of other bargaining unit employees and perform related administrative duties. He shall not have the authority to hire, fire or discipline. A Team Leader will be paid a premium of \$25.00 per week. Selection of Team Leader will be solely at the Company's discretion.

  
For the Union

  
For the Company

**Letter of Understanding**

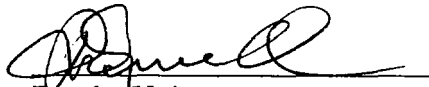
**between**

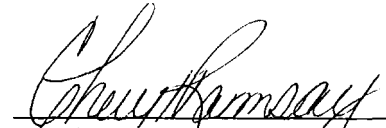
**Purolator Courier Ltd.**

**and**

**Teamsters Local Union 91**

The Company agrees to continue its current practice whereby employees required by the Company to use their personal vehicle for Company business shall be entitled to an allowance of \$0.32 per kilometer.

  
For the Union

  
For the Company