

SOURCE	Union	
EFF.	97	08/01
TERM.	2000	12/31
No. OF EMPLOYEES	70	
NOMBRE D'EMPLOYÉS	df	

**Collective Agreement**

**Between**

***J/Purolator***

**and**

**Teamsters Locals  
880, 879 and 141**

TO THE  
15N 2 9 1000

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Article 1. PREAMBLE

1.01

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 the cities of Windsor, Chatham, St. Catharines and London, Ontario, excluding supervisors and those above the rank of supervisor, district manager's secretary, human resources staff, maintenance 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. **UNIONSECURITY**

- 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 establishment 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** within the **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 meeting with 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.
- 9.06 **Internal Arbitration Procedure**  
The Company and the Union agree to promote good relations and a climate of co-operation, and that such co-operation requires efficient and effective dispute resolution mechanisms. The parties hereby agree to an Internal Arbitration Procedure.  
1. During the term of this Collective Agreement, the parties undertake to

consider utilizing the Internal Arbitration Procedure for ~~any~~ grievance ~~that~~ remains unresolved ~~after~~ passing through all the steps of the formal grievance procedure with the exception of arbitration.

2. The internal arbitration process will consist of either a single arbitrator or a **three** (3) person panel to be decided by mutual consent by the Company and Local **Union** so involved.
3. The parties agree ~~that~~ the Internal Arbitration Procedure is ~~an~~ informal and accelerated dispute ~~resolution~~ mechanism to facilitate a speedy settlement of the grievance.  
The function of the panel or sole arbitrator is to hear ~~disputes~~ and to render decisions in accordance with the provisions of the Collective Agreement.  
The arbitrator ~~has~~ the same judicial powers ~~as an~~ outside ~~Board~~ of Arbitration established under the Collective Agreement and a decision rendered by the panel or sole arbitrator is ~~final~~ and binding.
4. Either ~~party~~ ~~can~~ request the Internal Arbitration Procedure ~~within~~ twenty-five **(25)** working days following the written ~~response~~ of the Company ~~as referred~~ to in Clause 8.03. The request must be in writing to the other party.
5. ~~In~~ order for a **grievance** to be heard via ~~this~~ procedure, both parties ~~must~~ provide their consent. Failing such agreement,

the grievance will be processed through the normal arbitration process outlined in the Collective Agreement.

6. a) In the event the parties utilize a panel of nominees, the Company and Local Union ~~so~~ involved will each select ~~an~~ experienced representative engaged in the day-to-day administration ~~of~~ the Collective Agreement not involved with the said grievance. The selected nominees will mutually agree on the arbitrator to hear the grievance.  
b) When a single arbitrator is to be used to hear the grievance, the Company and the Local Union ~~so~~ involved will mutually agree upon the selection of such arbitrator.
7. The rules which apply to the panel or sole arbitrator are ~~as~~ follows:
  - a) The panel or sole arbitrator shall not decide a dispute without a hearing.
  - b) The decision of the panel or sole arbitrator shall be confined to the grievance referred to him and must be consistent with the provisions of the Collective Agreement, and the panel or sole arbitrator shall have ~~no~~ power to alter, modify or amend any part of the Collective Agreement.
  - c) The decision of the panel or sole arbitrator shall ~~only~~ apply to the case before ~~him~~ and shall not constitute a precedent ~~or~~ be used by either party ~~as~~ a precedent for any future cases.

- d) The panel's or sole arbitrator's decision shall be final and binding upon the Company, the **Union** and the grievor represented by the **Union**.
8. The arbitrator **retains** all powers vested by the Canada Labour Code. Without limiting the generality of the arbitrator's discretion he may become involved in **seeking** agreement between the parties with respect to the facts to whatever extent the arbitrator deems appropriate and may make whatever **determinations are** necessary in respect of such **matters as** time allocation, the need to hear witnesses and the accessibility of documenting evidence **without** the necessity of **formal proof**.
9. a) In all discharge and discipline cases, the initial onus of proof lies with the Company to substantiate the penalty.  
b) In all cases involving a Company grievance, the initial onus of proof lies with the Company to substantiate the remedy sought.  
c) In all other cases, the initial **onus** of **proof** rests with the **Union** to substantiate the grievance.  
d) i) The party saddled with the initial **onus** of proof makes the **first** presentation **regarding** the merits of the **case**.  
ii) The **first** presentation shall include evidence **as** to the facts in dispute, the disputed evidence

and arguments of the case.

iii) Once the first party has properly presented its case, the onus then **shifts** to the other party to **make** its formal presentation of disputed evidence and arguments.

iv) **In** the presentation of evidence, the witness may be:

(a) questioned by the party presenting evidence

(b) cross-examined by the other party

(c) re-examined by the initial party

(d) questioned by the panel and arbitrator.

e) After all evidence is presented by **the** parties, they will then present their closing arguments.

10. **The** arbitrator will render a verbal decision immediately upon the completion of the hearing or at the latest within five (5) working days. A brief **written decision** of **no more** than three (3) pages will be forwarded **to the** parties within ten (10) working days from the end of the hearing.

11. The rules which apply to the **pre-hearing** preparation **are as** follows:

a) Prior to the **commencement** of **the** hearing, the parties will provide **the** arbitrator or panel with a joint Agreed Statement of Facts. The Agreed Statement of Facts will consist of two sections. **The first** section will include all facts that can be **mutually agreed upon**. The second section should outline all facts of the dispute, **assertions** that cannot be

mutually agreed upon that each party considers relevant and intends to call evidence in respect of at the hearing of the case and the remedy sought by the grieving party.

b) In developing the Agreed Statement of Fact, the parties will be in a position to determine whether there is any dispute with respect to facts material to the merits of the grievance. Before witnesses are called, the parties will outline to the arbitrator the evidence to be introduced through each witness. The panel or sole arbitrator shall advise the parties which parts of the evidence so outlined appear to have material bearing on the grievance, and shall make such rulings as are appropriate to avoid testimony that is irrelevant or repetitious. Witnesses will be examined and cross-examined under oath, with their evidence limited to the facts as are agreed by the parties or determined by the panel or sole arbitrator to be relevant to the issue in dispute. If there is no material disagreement of fact which, in the opinion of the panel or sole arbitrator, is pertinent to the outcome of the case, the parties shall proceed directly to the argument of their positions.

12. General Understandings

a) The parties will make all representations at the hearing without legal counsel.

b) The arbitrator will set time limits for both parties to make opening statements, present evidence, cross examine, have rebuttal and closing

arguments. The hearing format will not exceed eight (8) hours. It is at the arbitrator's discretion to shorten such times.

c) All decisions by the arbitrator are without precedent or prejudice to future proceedings unless otherwise agreed in Writing by the parties and shall not be produced at any other internal or external hearing for any reason whatsoever.

d) The Union and Company agree to each remit to the Purolator Internal Arbitration fund, a fee of five hundred (\$500.00) dollars per case referred to the Internal Arbitration process described herein. The arbitrator's fees will be paid for ~~from this~~ fund.

In the event there are insufficient funds to cover the arbitrator's fees, the parties will bear the cost equally.

At the expiry of the Collective Agreement all funds will be divided equally between the Company and the Union unless it is mutually agreed otherwise.

#### 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 cases 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 five (5) working days of the employee's regular schedule following the incident or knowledge of such incident by the Company. This time period can be extended to fifteen (15) working days of the employee's regular schedule, following notice by the Company to the Local Union and steward to the effect that additional time is required to complete its inquiry.



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 who is called into the Company's office for any discussions pertaining to disciplinary or administrative measures or during an investigation by the Loss Prevention department which could result in disciplinary measures for the employee shall have the right, upon request, to 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) consecutive 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 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 or illness, 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 by reason of a work-related accident for which the WCB pays benefits, for a consecutive period of twenty-four (24) months, or for a longer **period** if **specified** by 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.

h) If he is **absent** for **reasons other than** that declared and agreed upon for the leave in question.

11.03

**Promotion to a Position Outside the Bargaining Unit**

**An employee who** accepts a position outside the bargaining unit accumulates **his** seniority during a period of ninety (90) calendar days **from** the

effective date of his move into the new position. ~~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 cases 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.

**Article 11. PROBATIONARY PERIOD**

12.01

Duration

The probationary period for a part-time or full-time employee consists of sixty (60) days effectively worked within any consecutive period of four (4) months.

12.02 Coverage Under the Collective Agreement During the Probationary Period  
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 six (6) months, excluding maternity leaves.
- 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;
  - 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 within the depot, who is available and has indicated his desire to perform a greater number of weekly hours and/or to obtain a greater hourly wage rate.
- c) No employee shall be awarded more than two (2) temporary posted vacancies in any one (1) calendar year.

- 14.02
- a) In the case of a maternity leave, the position will be posted as a temporary vacancy. Such vacancy to be posted and awarded to the senior qualified employee.
  - b) No employee shall be awarded more than one (1) maternity leave posting in any one (1) calendar year.
  - c) Subsequent vacancies will be filled according to Article 14.01.

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

- 15.01
- Bumping**
- An employee, after being notified of a layoff, may exercise his bumping rights within his bargaining unit and location, wherever his seniority permits, provided he possesses the skills and qualifications required according to the following procedures:
- a) The first full-time employee so affected will bump a junior full-time employee within either retail or operations.
  - b) The second full-time employee so affected may bump a junior full-time employee within either retail or operations.
  - c) The person so affected may bump the most junior full-time employee whether it be in retail or operations.
  - d) The person so affected may bump the most junior part-time employee whether it be in retail or operations.

- 15.02
- 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**  
Laid off employees will be recalled to work in order of seniority, subject to their possessing the skills and qualifications required by the Company,

**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 Period**  
~~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~~.

- 16.03 **Adjustment of Hours**  
Daily hours of work may be adjusted according to the needs of the business.

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 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 ½) 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

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 **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**.

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 the approval 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 **15th**.

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.

iv) The **current** practices in the Retail Department shall continue.

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

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 weeks vacation to be taken in that payroll calendar 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 is hired, the employee is entitled to take two 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 in 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 month in the payroll calendar year will have their vacation pay pro-rated for the entire period of absence/fly-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 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 months or laid off for less than a total of one 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. **An employee shall receive his vacation pay on his regular pay day.**

By exception to the above paragraph an employee who is **travelling** on vacation may request, in writing, to receive the appropriate vacation monies the week prior to **departure**. The request must be submitted at least four **(4)** week, prior to the departure date.

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 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 last 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 pay should not be paid to an employee unless the employee is taking 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 Pay Stub  
On the pay stub, the Company indicates the name, given name or initial, the date and the pay period, the hours worked, the overtime, the deductions, the gross earnings and the net earnings, and the increments if

any. Accrued monetary entitlement for vacation shall be shown on the employees' pay stubs.

21.03

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 working 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.

21.04

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.



- 21.05 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

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 the 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 worked during the year as an eligible employee:

<u>Complete Months Worked</u>	<u>Number of personal Days</u>
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 his 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  
 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 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.  
 The issue of dovetailing the employees' seniority shall be determined by mutual agreement between the Company and the Union. In the event that as a result of a purchase-merger, closure of a depot, or relocation of employees, covered by the Collective Agreement are to be laid off permanently, the Company agrees to provide severance pay as per the provisions of the Canada Labour Code.



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 00 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 \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 1998.

TEAMSTERS LOCAL UNION 880  
TEAMSTERS LOCAL UNION 879  
TEAMSTERS LOCAL UNION 141

[Signature]  
[Signature]  
[Signature]  
\_\_\_\_\_  
\_\_\_\_\_

PURULATOR COURIER LTD.

[Signature]  
[Signature]  
[Signature]  
[Signature]  
[Signature]

**APPENDIX "A"**

**WAGES**

**I. 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** 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	<b>\$9.73</b>	<b>\$12.01</b>
4 - 12 months	<b>\$10.49</b>	<b>\$12.77</b>
13 - 18 months	<b>\$11.42</b>	<b>\$13.61</b>
19 - 24 months	<b>\$12.35</b>	<b>\$14.28</b>
24+ months	<b>\$13.31</b>	<b>\$14.70</b>

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

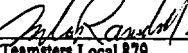
Purolator Courier Ltd.


and

Teamsters Local Union 880  
Teamsters Local Union 879  
Teamsters Local Union 141

The Company's current practice regarding break periods will continue for the term of this collective agreement.

  
Teamsters Local 880

  
Teamsters Local 879

  
Teamsters Local 141

  
For the Company

Letter of Understanding


between

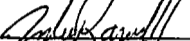
Purolator Courier Ltd.

and

Teamsters Locals ~~Union~~ 880, 879 and 141

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 calendaryear following the year which it is accumulated. The time off will be taken at a time mutually agreeable to the manager and employee.

  
Teamsters Local 880

  
Teamsters Local 879

  
Teamsters Local 141

  
For the Company

Letter of Understanding

between

Purulator Courier Ltd.

and

Teamsters Locals 880, 879 and 141

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

Teamsters \_\_\_\_\_

*Cheryl Ramsay*  
For the Company

Teamsters Local 879  
*Bob Little*  
Teamsters Local 141

Letter of Understanding

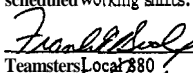
between


Purolator Courier Ltd.

and


Teamsters Locals 880, 879 and 141

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.

  
Teamsters Local 880

  
Teamsters Local 879

  
Teamsters Local 141

  
For the Company



Letter of Understanding

**between**


Purolator Courier Ltd.

:


**and**

Teamsters Locals 880, 879 and 141

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.

  
Teamsters Local 880

  
For the Company

  
Teamsters Local 879

Teamsters Local 141

Letter of Understanding

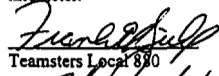
between

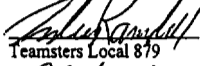
Purolator Courier Ltd.

and

Teamsters Locals 880, 879 and 141

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.

  
Teamsters Local 880

  
Teamsters Local 879

  
Teamsters Local 141

  
For the Company