

THIS AGREEMENT entered into on September 30, 2019

Between

SAV-A-CENTRE, a division of  
Metro Ontario Inc.

hereinafter called "The Company"

and

UNIFOR LOCAL 414

hereinafter called "The Union" for and on behalf of all employees of Sav-A-Centre, a division of Metro Ontario Inc. in its retail stores, located in the Province of Ontario south of North Bay, and excluding North Central Ontario defined as the triangular area bounded by the northern city limits of Orillia to the South, the district of Parry Sound to the Southwest, the southern city limits of North Bay to the North, and the district of Muskoka to the East, save and except Store Managers, Assistant Store Managers, and persons above the rank of Assistant Store Manager.

The purpose and the intent of this Agreement is to promote co-operation and harmony, to recognize mutual interests, to provide a channel through which information and problems may be transmitted from one to the other, to formulate rules to govern the relationship between the Union and the Company, to promote efficiency and service, as well as to cover wages, hours, and working conditions. It is further agreed that the development of the proper relationship can only be achieved and maintained by a reasonable and sensible approach to the problem, at the same time recognizing that the best possible working conditions are the objective of both parties, but also realizing that the thinking in the matter must, in an overall way, be properly related to competitors and to local conditions.

The conditions of work and benefits of part-time employees shall be only as outlined in Appendix "C".

Witnesseth: That the parties hereto agree as follows:

### **1. DURATION OF AGREEMENT**

1.01 This Agreement shall remain in effect until the 23rd day of September, 2023 and thereafter until terminated or amended as hereinafter provided.

1.02 If either party desires to terminate or amend this Agreement on the 23rd day of September, 2023, it shall give to the other party not more than one hundred and twenty (120) and not less than sixty (60) days' notice in writing of such intention prior to that date. Any proposed amendments will be exchanged at least sixty (60) days prior to termination date and negotiations will commence not later than thirty (30) days following exchange of proposed amendments or at such time as is mutually agreed upon by the parties following the exchange of proposals.

## 2. SENIORITY

- 2.01 (a) Seniority is the principle of granting preference to full-time employees in matters of promotion, demotions due to staff reduction, layoff, and recall after layoff in accordance with length of continuous employment provided the senior employee has the necessary ability to perform the normal requirements of the job in a competent manner.
- (b) Seniority shall be exercised on an individual store basis.

### 2.02 BARGAINING UNIT SENIORITY

With regard to promotions, layoffs, recall after layoff, and choice of vacation dates, seniority shall be based upon length of continuous employment in the bargaining unit, provided:

- (a) Persons who were previously employed within the bargaining unit, or the area presently covered by the bargaining unit, may return to positions within the bargaining unit with seniority for the purposes of this clause based on their length of service in the bargaining unit provided they do not return to a position higher than the one previously held and further provided that no bargaining unit member is demoted or laid off.
- (b) Article 2.02 (a) above is restricted to employees in Management positions with the Company.

### 2.03 COMPANY SENIORITY

Other than as set out in Article 2.02 above, seniority shall be based on length of continuous employment with the Company.

- 2.04 Seniority shall be effective only after an employee has completed a probationary period of thirty (30) days worked. Seniority shall be computed from date of most recent full-time employment, except for part-time employees hired full-time who may be eligible for seniority credit as set out in Article 2.15.
- 2.05 Seniority shall be considered broken and services terminated if an employee:
- (a) is duly discharged by the Company;
- (b) voluntarily quits or resigns;
- (c) has been laid off continuously for a maximum period of eighteen (18) months, but in no case to exceed the employee's bargaining unit seniority at the time of the employee's layoff or if the employee is called back to work by registered mail during the recall period and does not return to employment within two (2) weeks of the receipt of such notice;
- (d) is absent from work for a period in excess of three (3) scheduled working days without a written leave of absence unless a reason satisfactory to management is given by the employee. Provable sickness or provable inability to communicate with the Company shall be considered a satisfactory reason. It is understood and agreed that this Article does not permit or sanction absences of three (3) days or less without reasons satisfactory to management or beyond the control of the employee;

- (e) fails to return to work on the completion of an authorized leave of absence unless a reason satisfactory to management is given by the employee. Provable sickness or provable inability to communicate with the Company shall be considered a satisfactory reason.
- 2.06 Seniority lists shall be prepared and posted on the bulletin board of each store every January and July, with a copy to the District Union Office.
- 2.07 In filling vacancies and new positions, the Company will recognize the principle of seniority where the senior employee has the ability and qualifications to perform the job in a competent manner.
- 2.08 In matters of staff reductions, reduction of a full-time employee to a part-time employee as provided for in clause (g) below, and recall from layoff, the principle of seniority shall be recognized by the Company, provided the senior employee has the ability and qualifications to do the job in a competent manner. Where staff reductions result in demotions and/or layoffs and in matters of recall, the procedure set out below will be followed on an individual store basis:
- (a) Probationary employees in the surplus classifications will be terminated first, and in reverse order of date of hire. If previously employed on a part-time basis, the employee will have the option of returning to the employee's former part-time position; the employee's part-time starting date will be restored and the employee's name will be reinstated on the list of part-time employees desiring full-time employment at the employee's original application date.
- (b) Employees not classified as Department Manager (Clerk, Meat Cutter, Journeyman Baker, Decorator, Chief Clerk) provided they are able and available to perform the job in a competent manner and do not bump an employee with greater seniority will, as set out below:
- (i) Bump the most junior employee in their classification.
- (ii) If the employee chooses not to bump the junior employee in the employee's classification, or is in fact the most junior employee in the employee's classification, then the employee will have the right, as set out below, to bump the most junior employee in any other position not classified as Department Manager which the employee is able and available to perform in a competent manner. All employees so bumped will have a similar option. If the employee chooses not to bump, or is in fact the most junior employee, then the employee will be laid off as per this Article with recall rights as per Article 2.05 (c) and such employee could exercise the employee's option under Article 2.08(g) below to work on a part-time basis.
- (c) Employees classified as Department Manager, depending upon their qualifications to perform the job in a competent manner, will bump the most junior employee as set out in (b) (ii) above in one of the following classifications: Chief Clerk, Meat Cutter, Journeyman Baker, Clerk, Decorator, provided they do not bump an employee with greater seniority.
- For the purposes of this clause, employees classified as Department Manager shall include Grocery Manager, Meat Manager, Produce Manager, Bakery Manager, Bookkeeper, Deli Manager, Seafood Manager, Floral Manager and Bake-off Manager.
- (d) The Company will provide employees affected by layoff with their options under the collective agreement in the presence of union representation, as in Article 7.10. Employees will be given forty-eight (48) hours to make such election.

- (e) An active list of laid-off employees listing their seniority, date of layoff, store and classification will be posted once a month in the store, with a copy forwarded to the District Union Office.
- (f) Except in cases of temporary layoff due to fires, floods, strikes, lockouts and similar occurrences beyond the control of the Company, when an employee who has completed the employee's probationary period is laid off through no fault of his/her own, the employee shall be laid off in accordance with the Employment Standards Act.

The employee will be informed of the employee's layoff in writing on a form provided by the Company, a copy of which will be forwarded to the Union Office. When such notice is given, the Union will be represented as set out in Article 7.10 of this Agreement and the Union Representative shall sign the Layoff Notice as witness of the employee's presence.

- (g) A full-time employee reduced to part-time because of layoff or demotion, shall be credited with the employee's full original seniority on the Part-Time Seniority List. When the employee's recall rights expire in accordance with 2.05 (c), the employee shall be reinstated to the employee's former position on the Part-Time to Full-Time Application List, with the employee's original date of application, or full-time start date, if there is no application on file.

## **2.09 RECALL PROCEDURE**

- (a) When a vacancy occurs that would create a recall, the Company will recall employees by seniority provided the employee is capable of performing the job in a competent manner. If the senior employee refuses the job it will be offered to the next most senior employee and so on until the vacancy has been filled or all employees on layoff have refused.
- (b) Any employee who is demoted due to lay-off, bumped, or laid-off, shall be given first opportunity to be returned to the employee's former classification in order of seniority when a vacancy occurs and the ensuing vacancy will be filled in accordance with (a) above.
- (c) Recall rights under this Clause shall supersede all other relevant clauses of this agreement dealing with the filling of vacancies.

## **2.10 PREFERENCE FOR RELIEF ASSIGNMENTS**

During periods in which employees are displaced (bumped) as a result of layoffs or any employees are actually on layoff with recall rights, the following procedures will apply for relief assignments:

- (a) Relief assignments are defined as temporary vacancies in excess of two (2) full consecutive weeks caused by sickness, leaves of absence or accident/injury in the regular full-time staff, which place the store staffing below the minimum number of full-time employees required, as outlined in Article 12.01. To qualify as a relief assignment, the temporary vacancy must be a minimum of a normally scheduled full work week for a full-time employee.
- (b) In filling relief assignments as defined above, the most senior displaced employee in the department in which the vacancy occurs, and who is qualified to do the work in a competent manner, will be offered the assignment. In the event there are no displaced employees available in the department, then the most senior displaced employee in the store qualified to do the work in a competent manner, will be offered the assignment. In the event there is no displaced employee in the store available for the relief assignment, then the most senior employee on layoff with recall rights in the store qualified to do the work in a competent manner will be offered the assignment.

- (c) Employees who fill assignments, as defined above, will be temporarily recalled to full-time status with the benefits outlined below. At the end of the relief period, the employee will be returned to part-time status and continue to work out the recall period, which will not be altered as a result of the relief assignments. In the event an assignment exceeds the time limits outlined in Appendix "C", Article 10.09, the position will be filled in accordance with Article 2.09.
- (i) O.H.I.P. For each week of relief as defined above, the employee will be paid the cash equivalent to the cost of coverage for that employee for that week, if the employee was required to pay O.H.I.P. premiums.
  - (ii) Vacation Pay For each week of relief as defined above, the employee will be paid according to the following formula:  
2% times the number of eligible weeks for that employee times the employee's gross pay for that week.
  - (iii) Christmas Bonus A laid off employee with recall rights will be paid a Christmas bonus which is the greater of:
    - (a) A bonus prorated on the total number of weeks the employee works in relief in the year.
    - (b) The applicable part-time bonus as outlined in Appendix "C".

2.11 When a full-time employee is reduced to part-time status, the Company will recognize the employee's full-time starting date in regard to the employee's part-time employment.

2.12 Members of the Negotiating Committee and Union Officers who are employees of the Company be retained during their respective terms of office, notwithstanding their position on the Seniority List, so long as the Company has work available which they are qualified to perform and their conduct conforms with the ordinary requirements of the Company.

The Union will inform the Company in writing of the election of any employee to, or the removal of any employee from, these offices or committee and this benefit will apply only to those employees of whom the Company has been so informed.

2.13 There shall be no coercion, intimidation, restraint, penalty, or discrimination against any employee by reason of the employee's membership or activities, or lack of activities, on behalf of the Union or because of race, sex, age, colour, marital status, citizenship, ancestry, place of origin, ethnic origin, creed, sexual orientation, gender identity, gender expression, record of offences, family status, or disability. It is agreed that the retirement of an employee at normal retirement age, or earlier if the employee exercises such option shall not be a violation of this clause or the Ontario Human Rights Code.

2.14 In time of war, seniority shall not be broken by reason of active service in the Canadian or Allied Armed Forces agreed upon by the Union and the Company.

- 2.15 Following successful completion of the full-time probationary period, a part-time employee who is hired full-time will be credited with fifty (50%) percent of the employee's part-time service up to a maximum of one (1) year. This credit will apply to matters of layoff, promotion, vacation, and rates of pay; however, the normal waiting period will apply to Group Insurance, Absence from Work Pay, O.H.I.P., and other fringe benefits.
- 2.16 Applications for training will be available to the employees upon request, and may be submitted to the District Manager at any time. Should the Company decide to train a full-time employee within a store to perform the duties of a different job classification, or in a different area of experience within a job classification (namely, cash, meat wrapping, deli, bakery, snack bar, produce, grocery, seafood, scanning), it shall assign such training to the senior employee of the store concerned who has an application on file specific to the classification or area of experience being trained, providing the applicant has the qualifications and ability to warrant the training. Such application will be valid for a one (1) year period. Nothing in this Article shall be construed to circumvent the provisions of Article 3 - Promotions.

### **3.01 APPLICATION FOR PROMOTION**

Applications for promotion or appointment to Department Manager positions covered by this Agreement will be made available to all employees. Applications will be made in triplicate to the Store Manager on a form supplied by the Company. The second copy will be returned to the employee signed by the Store Manager as acknowledgment of the application. The third copy will be sent to the District Union Office.

Applications may be made at any time and will be valid for a period of one (1) year. Applications may be renewed during the two (2) month period immediately preceding January 31<sup>st</sup> each year and in such case the application will retain the original date. Within thirty (30) days of receipt of the application, Management will discuss with the employee the employee's application for promotion, and will bring to the employee's attention any shortcomings which may affect the employee's opportunities for advancement. The Store Manager may post a bulletin soliciting applications at any time. The Store Manager will provide the store steward with a listing of all valid applications on file by classification and in order of date of application.

In making promotions, the Company will select employees from among those who have valid applications on file at least two (2) weeks before the promotion becomes effective, in accordance with Article 2.07.

### **3.02 ANNOUNCEMENT OF PROMOTIONS**

The Company will post an Announcement of Promotions of employees who have been promoted or appointed to Department Manager positions within a store on that store's bulletin board, a copy of which will be forwarded to the District Union Office.

Such notices will be made each week covering promotions made during the previous week and will include the length of service of the promoted employee. Any grievance filed with reference to a promotion must be filed at Step Two (2) of the Grievance Procedure within seven (7) working days of the posting of the announcement of such promotion. The same procedure shall be followed in the matter of New Jobs (Article 9). Grievances regarding promotion to the positions set out in 3.01 above may only be filed by employees who have valid applications on file for such positions.

- 3.03 In the event a successful grievance is filed regarding a promotion as set out above, the employee originally promoted to the disputed position, and those who were promoted due to the employee's promotion will be moved back to their former positions and classifications.

### **4. LEAVE OF ABSENCE FOR REGULAR FULL-TIME EMPLOYEES**

- 4.01 All requests for personal leave of absence of three (3) working days or less shall be made verbally to the Store Manager. If granted, permission will be given in writing to the employee concerned by the Store Manager.
- 4.02 All requests for personal leave of absence of more than three (3) working days shall be made to the Human Resources Manager in writing by the employee concerned and the letter shall indicate in full the reason for requesting the leave of absence. Each request will be considered on its individual merit and the granting or refusal of all such requests for leave of absence shall be made by the Human Resources Manager in writing to the employee concerned with a copy to the Union Office within fourteen (14) days. Where the request is refused, the letter will state the reason for the refusal.
- 4.03 If an employee is elected to an office in the Union and the performance of such office requires leave of absence, such leave of absence (up to a maximum of twelve (12) months) without pay or other benefits shall be arranged between the Union, the employee, and the Company. Except in cases of emergency, beyond the control of the Union, the Union agrees to notify in writing the Labour Relations Department at least thirty (30) days in advance that such leave of absence is requested. Leave of absence, if arranged, shall state the length of time the employee may be absent (up to a maximum of twelve (12) months).

- 4.04 If an employee is elected a delegate of the Union to a Union Convention, Seminar, or Educational Conference, and such attendance requires leave of absence, such leave of absence, without pay, shall be arranged by mutual agreement between the Union, the employee, and the Company. Except in cases of emergency, beyond the control of the Union, the Union agrees to notify in writing the Manager, Industrial Relations at least fifteen (15) days in advance that such leave of absence is requested. Leave of absence, if arranged, shall state the length of time the employee may be absent and such absence shall not exceed three (3) weeks. If the leave of absence is for less than one (1) full week, the employee's day off that week will be scheduled for a day other than those days included in the leave of absence.

For all leaves of absence granted under this article for Seminars or Educational Conferences, the Union will pay the Company the cost of maintaining all employee benefits during the leave of absence. For the term of this agreement payment will be calculated at \$3.16 per hour.

- 4.05 An employee granted leave of absence as outlined above in subsections 4.01, 4.02, 4.03, 4.04 shall be restored without loss of seniority to the employee's former position or to a similar position at the then prevailing wage rate at the expiration of the employee's leave of absence. This provision becomes void, however, if the absence exceeds the period granted.

#### **4.06 PREGNANCY AND PARENTAL LEAVE OF ABSENCE**

- (a) The Company will grant pregnancy leave and/or parental leave, without pay, in accordance with the Employment Standards Act (E.S.A.) of Ontario to those employees who make application on forms supplied by the Company.
- (b) In the event of a miscarriage, the employee will be granted a Leave of Absence in accordance with the provisions of the Employment Standards Act.
- (c) Pregnancy leave of absence will be without pay. Continuation of benefits under the Company benefit plans will be subject to the provisions of the Employment Standards Act.

Employees granted pregnancy leave of absence, will accumulate seniority during any such leave of absence. Except in cases where it is not possible or practical, on being reinstated, the employee will return to the position and store in which she was employed prior to the commencement of the leave of absence. She will receive the same salary she received at the commencement of her leave of absence, plus any general increase which may have been granted in the interim.

- 4.07 An employee with thirteen (13) weeks' continuous service who adopts a child or who applies for Parental Leave of Absence will be granted a leave of absence in accordance with the Employment Standards Act, provided the employee makes application in writing to the Human Resources Manager at least two (2) weeks before the commencement of the desired leave of absence and presents satisfactory proof of adoption which requires a leave of



absence. In cases where the adoption agency requires additional time off, the Parties will meet to discuss an extension of the leave of absence.

## **5. NO STRIKES OR LOCKOUTS**

- 5.01 Should grievances arise between the Company and the Union or employee or employees as to the meaning and application of any provisions of this Agreement, or as to the compliance of either party with any of the provisions of this Agreement, it is agreed that during the life of this Agreement there shall be no strikes, walkouts, pickets, boycotts, stoppages of work or lockouts. The settlement of any such grievance is to follow the procedure set out in Article 7, Adjustment of Grievances.

## **6. NEGOTIATING COMMITTEE**

- 6.01 It is agreed that the negotiating committee for this Agreement shall be composed of up to four (4) employees all of whom must have completed the probationary period with the Company at the time of their election.
- 6.02 Members of the negotiating committee who are employees of the Company shall suffer no loss in pay for time spent during their normal working hours attending negotiating meetings with Company officials.
- 6.03 It is also agreed that prior to the commencement of negotiations, a policy committee of one (1) employee from each store, to a maximum of six (6), all of whom must have completed the probationary period with the Company at the time of their election from the stores covered by this Agreement, will be allowed time off without pay to hold a one (1) day meeting on such negotiations.

## **7.01 GRIEVANCE PROCEDURE: STEP ONE**

It is the mutual desire of the parties hereto that legitimate complaints of employees shall be adjusted as quickly as possible.

If an employee has any complaint or question which the employee wishes to discuss with the Company, other than discharge as outlined in Article 10.02, which is not subject to grievance or arbitration, the employee, along with the Store Steward, shall discuss the matter with the employee's Store Manager. If the complaint or question is not settled to the employee's satisfaction by the end of the following working day, the employee either along with or through the employee's Union Steward, may file a grievance in writing concerning the matter with the Store Manager. Such grievance shall state the nature of the grievance, the clause or clauses alleged to have been violated and shall be signed by the employee. Such grievance must be delivered personally to the Store Manager by the Grievor or the employee's Store Steward within seven (7) working days of the alleged occurrence said to have caused the grievance

or the right to grieve shall be forfeited. Within three (3) working days of its presentation to the Store Manager, he/she shall give his/her reply in writing to the Grievor on the grievance form.

If the grievance is not settled to the satisfaction of the employee concerned within three (3) working days of its presentation to the Store Manager in writing, the grievance shall be turned over to the Union Representative who shall determine if the grievance has merit before taking the matter to Step Two. In such case, it is agreed that no member of Management will discuss the grievance with the employee, nor will the employee discuss the grievance with any member of Management, without a union steward or representative being present.

## **7.02 GRIEVANCE PROCEDURE: STEP TWO**

If the grievance has not been settled satisfactorily in Step One above, then within seven (7) working days from receiving the reply of the Manager in Step One the Union Representative shall give the District Manager or his/her appointee notice in writing of the employee's desire to meet with the employee in order to settle the grievance and shall enclose a copy of the grievance in writing signed by the employee concerned.

The grievance to be discussed shall be itemized and shall state the clause or clauses of the agreement, if any, alleged to have been violated. The District Manager or his/her appointee, who shall have full authority in the matter, shall acknowledge receipt of the notice of the meeting in writing and shall meet within seven (7) working days of such receipt of grievance. The District Manager shall give his/her reply in writing within seven (7) working days of the hearing of the grievance in Step Two.

## **7.03 ARBITRATION**

If a complaint or grievance is not settled to the satisfaction of either party at Step Two, then within seven (7) working days following receipt of the written reply from Step Two either party (subject to Article 7.08) may request that the grievance or complaint be submitted to a board of three (3) arbitrators, one to be selected by the Company, one by the Union, and a third agreed upon by the other two arbitrators. Such a request for arbitration shall be made by one party to the other in writing by registered mail within the period allowed in this article and shall be accompanied by the nomination of an arbitrator. Within one week after the receipt of such request the other party shall nominate an arbitrator.

If the two arbitrators fail to agree on the third member of the Board within one week after their appointment, the Minister of Labour of the Provincial Government shall be asked to select a third member who shall be the Chairman. The Arbitration Board shall hear and determine the difference or

allegation and shall issue a decision and the decision shall be final and binding upon the parties and upon any employee affected by it.

The decision of the majority is the decision of the arbitration board, but if there is no majority the decision of the Chairman shall govern. The cost of the arbitrator appointed by the Company and the Union shall be borne by each party respectively, and the cost of the third member of the Arbitration Committee will be borne equally by the Company and the Union. This Arbitration Board shall not make decisions inconsistent with the provisions of this agreement, nor alter, modify, or amend any part of this agreement.

- 7.04 No matter may be submitted to arbitration which has not been properly processed according to the prescribed grievance procedure.
- 7.05 No person may be appointed to an Arbitration Board who has been involved in an attempt to negotiate a settlement of the grievance.
- 7.06 Notices required to be in writing shall be deemed to be properly given if given orally or by telephone and confirmed by letter postmarked no later than the final day for giving notice.
- 7.07 Any difference arising directly between the Company and the Union as to the interpretation, application, or administration of this agreement may be submitted by either party to the other as set out below:
- (a) if the matter concerns a particular store, the Union through the Store Steward or the Business Agent, will process the matter through Step One of the grievance procedure (Article 7.01) in exactly the same manner as an individual employee grievance.
  - (b) if the matter concerns a number of stores or the general administration, application, or interpretation of the Agreement and, therefore, could not be resolved by an individual Store Manager, the Union may file a grievance at Step Two (Article 7.02).
  - (c) any grievance filed by the Company would be filed at Step Two (Article 7.02) with the International Representative responsible for the area with a copy to the Local Director.
- 7.08 Any grievance or complaint may be considered at a meeting between the Union Representative and the District Manager or his/her appointee; however, only grievances or complaints which arise through the interpretation or alleged violation of the provisions of this Agreement shall form the subject of arbitration.
- 7.09 Upon notification in writing from the Union, the Company agrees to recognize the appointed or elected representatives of the Union in each store who will be known as the Store Steward and the Substitute Store Steward. It is agreed that the Substitute Store Steward will function only when the regular Store Steward is absent. The Store Steward will not be transferred from one store to another except by mutual agreement between the employee and the Company, or where it is agreed between the Company and the Union that such a transfer should be made. The store steward shall suffer no loss of

pay for time spent meeting with Company officials to discuss grievances during the employee's scheduled hours of work.

7.10 The Union Steward, or in his/her absence the Substitute Steward, or in his/her absence another union member in the store chosen by the employee concerned, shall be present when any member of the bargaining unit:

- (a) is accused of and questioned regarding a serious breach of conduct or suspected dishonesty,
- (b) is given an official reprimand,
- (c) is demoted, suspended, discharged, or laid off.

The Union Steward, or his/her substitute as set out above, will sign documentation for the company attesting to his/her presence at such meeting. In the event that the Union Steward or his/her substitute as set out above is not present, the action taken by the company will be null and void until such time as the employee is reformed of the matter in the presence of the Union Steward or his/her substitute.

An exception to the above is where it is necessary for the Company to inform an employee by mail of the employee's discharge, suspension, demotion, or layoff. In such case, the notice will emanate from the Company, and in lieu of having the Union Steward present as set out above, a copy of the notice will be sent to the Union office by Registered Mail.

7.11 No store steward or member of a union committee shall leave his/her post of duty during his/her normal working hours to discuss union business with employees and/or union representatives without first notifying his/her Store Manager, or his/her appointee.

7.12 A suspended or discharged employee may present a grievance which shall be in writing in duplicate to the District Manager within five (5) working days after discharge, and in the event of such grievance, the procedure shall follow from Step Two of the Grievance Procedure to final settlement. If the final finding is that the employee has been unjustly suspended or discharged the employee shall be reinstated to the employee's former position or wage classification without loss of seniority, and shall be compensated for all time lost, or the employee shall be granted such lesser compensation as may be deemed fair in the circumstances by the parties, or in the advent of arbitration by the Arbitration Board.

7.13 Decisions arrived at between the Company, the employee and the Union on the adjustment of any employee's grievance shall be final and binding upon the Company, the Union and the employee or employees concerned.

- 7.14 The time limits referred to in this Article may be shortened or lengthened by mutual agreement in writing. The Company will agree to extend time limits in regard to arbitration where there is an appeal under the Ontario Labour Relations Act.
- 7.15 The time limits referred to in Article 7.01 will not apply where a grievance concerns an alleged error in an automatic increase within a wage progression, but will apply where wage rates form part of a grievance relating to matters of promotion and reclassification.

### **8. HOURS OF WORK, WAGES, ETC.**

- 8.01 Attached hereto, and forming part of this Agreement, are Appendices "A", "B", and "C" relating to hours of work, overtime, night bonus, holidays, rest periods, wage rates, job classifications, etc., covering employees in the bargaining unit.

### **9. NEW JOBS AND UNION SECURITY**

- 9.01 The Union agrees that the Company retains the right to study or introduce any new or improved production methods or facilities deemed necessary for the efficient operation of the business. However, without limiting its rights in any way, the Company agrees that prior to the commencement of any major experiments or innovations that could affect the wages, hours, or working conditions of the employees covered by this agreement it will advise the Union. Should such changes result in the displacement of employees the Company agrees to meet with the Union to discuss alternate employment for the actual employees displaced.
- 9.02 The Company retains the right to establish any new job it may desire. However, the Company agrees that three (3) months prior to establishing a new job, it will notify and discuss it with the Union. After the new job has been in effect for a period of three (3) months, the wages, hours, working conditions, and retroactivity shall be such as are then agreed to between the Company and the Union. It is understood that this Clause shall in no way limit management's right to experiment and innovate. (See Article 3, Announcement of Promotions re: announcement of new jobs).

### **10. MEMBERSHIP IN THE UNION**

- 10.01 With reference to such of its store employees as are covered by this agreement the Company will retain in its employ only members in good standing of the Union or those who become members in good standing of the Union within the first thirty (30) days worked.

The Union agrees that it will not unreasonably deny application for admission to the Union. The Company agrees to notify the District Union Office of all new employees and their classification at

least monthly. The Union agrees to notify the Company in writing by registered mail of the name of any employee who is not in good standing with the Union. The Company agrees to have all new employees sign Applications for Membership and forward them to the Union. It is agreed that the Union shall save the Company harmless for any and all claims arising from this Section which may be made against it by an employee.

- 10.02 The first thirty (30) days worked by all new employees shall be a probationary period. During this probationary period, new employees may be discharged by the Company without further recourse.
- 10.03 New employees may be secured from any source that the Company desires.
- 10.04 Should an employee intentionally give false or misleading information in the completion of the employee's Application for Employment Form or the employee's Bond Application Form, the employee may be discharged without further recourse within one (1) year of the date of hire.

### **11. COLLECTION OF UNION DUES**

- 11.01 The Company will deduct regular weekly dues and initiation fees equal to monthly dues as certified by the Union in writing from all full-time employees covered by this Agreement who are members of the Union. The Company agrees to remit, by the 15th day of the following month, such initiation fees and dues together with a list of employees from whom such deductions were made to the offices of Unifor, Local 414.

The Company shall supply the Area Union Office on a quarterly basis with a list which shows the employees' names, addresses and telephone numbers currently on file, as well as store number and full-time/part-time status.

### **12. PART-TIME EMPLOYEES**

- 12.01 On the basis that recognition is given to the requirement of the business to engage the services of part-time employees, it is agreed that the minimum number of full-time employees in a store shall be determined as follows:
- (a) There shall be a minimum of one full-time employee in the store for each \$38,824 of sales per week, based on the average total store sales over the Company's previous four (4) fiscal quarters.
  - (b) Any adjustments in accordance with this minimum provision shall be completed within two (2) weeks following the end of each fiscal quarter.

- 12.02 No temporary store employee, part-time employee or person excluded from the bargaining unit shall be employed as a relief bookkeeper, or a relief store department manager, if a regular full-time employee capable of doing the relief work is available for the job.
- 12.03 Full-time employees who are fully qualified on their present jobs will not be denied the opportunity to qualify for the next senior position due to the regular use of part-time help doing the work.

### **13. EMPLOYEES OTHER THAN UNION MEMBERS**

- 13.01 Employees who are excluded from the bargaining unit shall not perform routine store work. However, this condition does not apply to Store Managers in stores of less than \$198,050 volume, and Assistant Managers in stores of less than \$220,841 volume. Specialists/merchandisers can assist with new line ups, relines and culling of product.
- 13.02 This Article will not be interpreted in such a way as to restrict the performance of routine store work by such employees of the Company in connection with new store openings. This exemption will apply prior to the opening of the store and during the week of the opening.
- 13.03 The appointment of Assistant Store Managers will be limited as follows:
- One (1) Assistant Store Manager in stores of \$339,614 and over, open no more than four (4) evenings per week.
- One (1) Assistant Store Manager in stores open three (3) or four (4) evenings per week.
- One (1) Assistant Store Manager in stores open five (5) or six (6) evenings per week and under \$203,811 volume.
- Two (2) Assistant Store Managers in stores open five (5) or six (6) evenings per week and \$223,872 or over in sales volume.
- Up to three (3) Assistant Store Managers in stores open for customer shopping twenty-four (24) hours per day and \$606,404 or over in sales volume.
- Up to four (4) Assistant Managers in stores with sales volumes in excess of \$878,602 per week.
- 13.04 The Store Manager or Assistant Manager will not perform routine store work under this Clause while bargaining unit employees are laid-off in the store concerned.

This Article will not be interpreted in such a way as to restrict the performance of routine store work by such employees of the Company in connection with new store openings. This exemption will apply prior to the opening of the store and during the week of the opening.

#### **14. SUPPLIERS' REPRESENTATIVES**

- 14.01 Except as set out below, no Suppliers' Representative shall perform any routine manual store work.
- 14.02 Exceptions:
- (a) Suppliers' Representatives may check the codes on their products and rotate their products.
  - (b) In the case of authorized sampling of merchandise, the Suppliers' Representatives involved are authorized to handle the items on display, to distribute samples, but are not to fill or refill displays.
  - (c) In conjunction with a new store opening, there will be no restriction on the use of Suppliers' Representatives prior to and during the week of the opening.
  - (d) General merchandise, chips, pop, Van Houtte, bread, books and magazines Suppliers' Representatives may perform routine manual store work.
  - (e) Suppliers' Representatives may erect display material for periodic special promotions, but will not fill or refill the actual product involved.
  - (f) Suppliers' Representatives will not be used in the reline of stores (either major or minor) unless the Company applies for an exception as set out in this section.
  - (g) Further exceptions may be made in special circumstances by mutual agreement between the District Manager and the International Representative in the area.
  - (h) Fireco Sales Limited or its successors, and greeting card Suppliers' Representatives may perform routine manual store work.
  - (i) The Company may utilize a third party crew during the set up of new stores or renovated stores, or the reline of existing stores.

#### **15. SICKNESS AND ACCIDENT**

- 15.01 In the event that an employee is unable to work due to sickness or accident (excepting accidents occurring during performance of regular duties for which Workers' Compensation coverage is provided) the employee shall be reinstated at such time as the employee is able to return to work in accordance with the provisions of the Ontario Human Rights Code.
- 15.02 The Company shall, however, at any time be entitled to have an employee absent because of illness or accident examined at its own expense. The Company doctor shall endeavour to consult with the employee's personal doctor as to whether or not the employee is able to resume the employee's normal duties.



- 15.03 Except in cases where an appointment was scheduled and the employee failed to report, no employee who has completed the employee's probationary period shall be requested to take a physical examination required by the Company on the employee's day off or after regular working hours. This, however, will not apply when an employee is on sick leave and a medical examination is required, as in 15.02 above, before the employee returns to work.

**16. PAY FOR TIME ABSENT FROM WORK DUE TO SICKNESS AND  
NON-OCCUPATIONAL ACCIDENTS**

- 16.01 An employee will be paid seventy-five (75%) percent of the employee's regular wages at store level for time during which the employee is absent from work due to the employee's illness which renders the employee unable to work. Such payment is limited to a maximum of three (3) days for one continuous absence. Payment shall be subject to the following conditions and qualifications, all of which must be complied with:
- 16.02 The employee must have at least six (6) months' continuous service with the Company at the time of the employee's sickness.
- 16.03 The employee must notify the employee's Store Manager (or his/her appointee) at the store of the employee's absence prior to the employee's regular starting time on the first day of absence or as soon as possible, at which time the employee shall supply the following information:
- (a) Why the employee is unable to report to work (illness, bereavement, etc.)
  - (b) Estimated duration of absence (one, two, three, or more days).
  - (c) How the Manager can call the employee relative to the employee's absence.
- 16.04 When an employee has been given medical clearance to return to work, the employee shall notify the Store Manager (or the Store Manager's appointee) immediately and the employee will be placed on the next posted schedule following the notification date.
- 16.05 An employee confined to hospital or at home as the result of a serious illness or accident should report the employee's condition periodically, and as soon as practical notify the Manager of the employee's intention to return to work.
- 16.06 The employee must produce proper evidence that the employee is entitled to absence from work pay if requested to do so by the Company. Such evidence will be requested prior to the employee returning to work.

- 16.07 Any employee abusing this privilege by attempting to collect absence from work pay under false pretenses shall be subject to instant dismissal.
- 16.08 The Company will pay fees in excess of OHIP, arising as a result of the Company specifically requesting additional medical documentation, in the amount of up to \$25.00 per request, applicable to both full time and part time employees.

### **17. COMPENSATION FOR ACCIDENTS AT WORK**

- 17.01 In the case of an accident, as a result of which the employee is disabled for the balance of the day's shift from earning full wages at the work at which the employee is employed, the Company agrees to give the employee loss of earnings compensation covering the day the disability occurred up to one (1) day's pay on the basis of the amount the employee would have earned at the employee's regular rate had the employee not been absent from work. The Company agrees to provide work for an employee, following the employee's proper release from the W.S.I.B. provided suitable work is available which the employee is capable of performing.

An employee temporarily unable to perform the employee's previous duties due to an injury received in the employ of the Company, who can return to work under temporary medical restriction, will be assigned by the Company to a temporary modified work program within the employee's own classification, or given such other work as is available and which the employee is capable of performing, following agreement regarding such program among the W.S.I.B. Rehabilitation Counsellor, the Health & Safety Department, the District Manager or his/her appointee, and the employee concerned.

- 17.02 W.S.I.B. Reports will be completed in duplicate and the second copy will be given to the injured worker. Both copies will be signed by authorized personnel. If the Company is going to question or contest the claim, it will inform the employee in writing of the reason for its action.

### **18. GROUP INSURANCE**

- 18.01 The Group Insurance Plan will be kept available to employees during the term of this Agreement.
- 18.02 The Company will provide a booklet to each employee outlining the benefits provided by the plan and such booklet will be considered an Appendix to this Agreement.
- 18.03 The benefits outlined in the booklets will remain unchanged during the term of this Agreement, except where:
- (a) changes are necessary to comply with government legislation
  - (b) changes are approved by the Negotiating Committee of the Union.

- 18.04 The Company agrees to pay the full premium for the employee's personal and dependent coverage under the Company Group Insurance Plan including the Prescription Drug Plan, and the Optical Plan.
- 18.05 If government legislation is enacted during the term of this agreement which establishes a plan of benefits which duplicates any of the benefits provided by the Company's plan resulting in a reduction in the cost of such benefits to the Company, the Union agrees that any such cost reduction will be absorbed by the Company.
- 18.06 In cases where there is a dispute between the Group Insurance doctor or the Long Term Salary Continuance doctor and an employee's doctor as to the extent of an employee's disability, the Company and the Union will select a doctor (a specialist who has not previously examined the employee) who will examine the employee and render a decision as to whether or not the employee is totally disabled at the time of the examination as defined in the Insurance Policy.

The Doctor's decision will be binding upon the Company, the Union, and the employee.

Should the Company and the Union be unable to agree upon a doctor, the Ontario College of Physicians and Surgeons will be asked to select a specialist to conduct the examination.

To qualify for such examination, an employee must request such examination in writing to the Company within thirty (30) days of the event causing the dispute, or the employee's rights under this clause are forfeited.

The cost of the examination will be shared equally by the Company and the Union.

- 18.07 Any dispute regarding the administration or application of the Group Insurance Plan or Long Term Salary Continuance Plan, other than a medical matter as provided for in 18.06 above, may be referred to the grievance and arbitration procedure of this Agreement.

#### **18.08 DENTAL PLAN**

The Company agrees to contribute to the "Retail Wholesale Canada Multi-Employer Dental Benefit Trust Fund" on behalf of all eligible employees for all regular hours worked, not including overtime. The Company's contributions on behalf of part-time employees will be based on a maximum of twenty-four (24) regular hours per employee per week. Such contributions will be forwarded to the Administrator of the Fund by the 15th day of the month following the end of each of the Company's twelve (12) fiscal periods.

The contribution to the "Retail Wholesale Canada Multi-Employer Dental Benefit Trust Fund" is thirty-nine (39¢) cents per regular hour worked, not to include overtime.

The Trust Fund will be administered by a Board of Trustees made up of an equal number of Company and Union officers. The Chairman and the Secretary of the Trust Fund will be elected annually, one from among the Company's Trustees and one from among the Union's Trustees. Each position will rotate between a Company and a Union Trustee each year.

All details of the dental plan, including but not limited to matters of eligibility, coverage, and benefits, shall be determined by the Trustees of the Fund, acting in accordance with the provisions of an "Agreement and Declaration of Trust", between the contracting parties.

### **19. ONTARIO HEALTH INSURANCE PLAN (O.H.I.P.)**

- 19.01 The Company agrees that it will pay the O.H.I.P. premiums on behalf of all employees who have completed three (3) months' continuous full-time employment on the following basis:
- 19.02 The full "single" premium for those employees without eligible dependents as defined in the O.H.I.P. plan.
- 19.03 The full "family" premium for those employees who have eligible dependents as defined in the O.H.I.P. plan.
- 19.04 The Company will continue to pay the premiums set out above for retired employees, provided the employee had twenty (20) years' service at the time of the employee's retirement.
- 19.05 If the O.H.I.P. premiums are reduced the Union agrees that any savings resulting therefrom will be retained by the Company.

### **20. BEREAVEMENT**

- 20.01 The Company agrees to grant regular full-time employees with three (3) months' continuous full-time service the necessary time off up to three (3) days with pay at the time of the death of the following relatives of the employee:  
  
Father, Mother, Spouse as defined in law, Son, Daughter, Brother, Sister, Mother-in-Law, Father-in-Law, Sister-in-Law, Brother-in-Law, Grandmother, Grandfather, Grandchildren, Step-Parent, Step-Child, Son-in-Law, or Daughter-in-Law.
- 20.02 This privilege is limited to the above mentioned bereavements. Any absences in the case of any other bereavements and any absences in excess of three (3) days in the case of the above mentioned bereavements, shall be without pay.
- 20.03 Should an employee desire to attend the funeral of a relative named in this Article and such attendance require travelling an extreme distance from the employee's place of residence, then such bereaved employee may apply for and be granted a reasonable leave of absence without pay in order to attend the funeral.

- 20.04 Should an employee request a one (1) day leave of absence without pay to attend the funeral of a close friend or relative not covered in this Article, the Store Manager will make every effort to grant the request.

## **21. VACATIONS**

- 21.01 The date for determining the length of vacation in a calendar year shall be May 1st in that calendar year. Any employee absent from work in excess of six (6) months in any qualifying year shall have the employee's vacation pay prorated based upon the actual time worked.
- 21.02 All employees who have completed six (6) months' continuous service on or before May 1st in any calendar year shall receive one (1) week's vacation with pay in that calendar year during the regular vacation period.
- 21.03 All employees who have completed twelve (12) months' continuous service on or before May 1st in any calendar year shall receive two (2) weeks' vacation with pay in that calendar year during the regular vacation period.
- 21.04 All employees who have completed five (5) years' continuous service on or before May 1st in any calendar year shall receive three (3) weeks' vacation with pay in that calendar year. Two (2) of the three (3) weeks shall be granted in one continuous period during the regular vacation period. The third week may be granted at any other time during the calendar year.
- 21.05 All employees who have completed nine (9) years' continuous service on or before May 1st in any calendar year shall receive four (4) weeks' vacation with pay in that calendar year. Two (2) of the four (4) weeks shall be granted in one continuous period during the regular vacation period. The remaining two (2) weeks may be granted at any other time during the calendar year.
- 21.06 All employees who have completed sixteen (16) years' continuous service on or before May 1st in any calendar year shall receive five (5) weeks' vacation with pay in that calendar year. Two (2) of the five (5) weeks shall be granted in one continuous period during the regular vacation period. The remaining three (3) weeks may be granted at any other time during the calendar year.
- 21.07 All employees who have completed twenty-five (25) years' (twenty-three (23) years', effective January 1, 1991, and applicable only to those employees who have been credited with continuous service in accordance with the Letter of Understanding below which deals with replacement stores) continuous service on or before May 1st in any calendar year shall receive six (6) weeks' vacation with pay in that calendar year. Two (2) of the six (6) weeks shall be granted in one continuous period during the regular vacation period. The remaining four (4) weeks may be granted at any other time during the calendar year.

- 21.08 The regular vacation period shall be from March 1st to October 31st. No vacation weeks will be granted after December 15<sup>th</sup>.
- 21.09 Vacations may be taken outside the regular vacation period but within the calendar year by request in writing to the Store Manager by the employee concerned. Vacations for two (2) successive years may not be combined during one continuous period. Employees will not be allowed to work for the Company in any capacity during their vacation.
- (a) Employees with five (5) years of full time service may take single days of vacation up to five (5) days per calendar year, provided such day(s) are mutually agreed between the employee and the Store Manager.
- 21.10 Subject to Article 21.01 it is agreed that in the event an employee has earned vacation with pay and is absent for any reason during the calendar year, the employee shall be paid and receive the employee's full vacation entitlement upon return to work. If an employee becomes confined to the employee's home or in a hospital due to serious illness or injury while on vacation, the employee may file a claim for weekly indemnity benefits and the balance of the employee's vacation will be rescheduled following the employee's recovery.

If an employee is absent from work and therefore unable to take the employee's vacation as scheduled by the end of that calendar year, the employee shall be entitled to take the employee's earned vacation entitlement upon the employee's return to work in the next calendar year.

Should an employee be on Workers' Compensation and not return to work by the end of the calendar year following the calendar year in which the employee's vacation was scheduled, the employee will be "cashed out" at the end of that calendar year for all vacation monies to which the employee is entitled for the previous year's scheduled vacation.

Should an employee be receiving Long Term Disability benefits and not return to work at the end of the initial two (2) years of benefit coverage, the employee will be "cashed out" at the end of that period for all vacation monies for the previous vacation which was scheduled but not taken.

- 21.11 If a holiday, as listed in Appendix "A" is observed during any employee's paid vacation period, the employee shall receive an additional day off with pay in conjunction with one of the employee's regular days off during the four (4) weeks following the employee's return from vacation.

Where it is possible to schedule this additional day in conjunction with the employee's vacation, that is the Saturday before or the Monday following vacation, then this Article will not be interpreted in such a manner as to prevent such a schedule. For holidays that are observed in July or August, the period for taking the extra day is extended up to September 30<sup>th</sup> of that year.

- 21.12 The Company agrees that to the extent it is practicable it will grant vacations in one continuous period. Employees entitled to three (3), four (4), five (5), or six (6) weeks' vacation and who wish to take them in one continuous period should be prepared to finish them prior to June 15th or commence them subsequent to September 15th. During the year in which an employee completes the employee's twenty-fifth (25) year of continuous full-time service with the Company, the employee will be allowed to take three (3) of the employee's weeks of vacation in one (1) continuous period.
- 21.13 An employee whose employment is terminated will be granted vacation pay as follows:
- |                            |   |                                     |
|----------------------------|---|-------------------------------------|
| Less than 5 years          | - | 4% of earnings for work performed.  |
| 5 years to 9 years         | - | 6% of earnings for work performed.  |
| 9 years to 16 years        | - | 8% of earnings for work performed.  |
| 16 years to 23 or 25 years | - | 10% of earnings for work performed. |
| 23 or 25 years and over    | - | 12% of earnings for work performed. |
- 21.14 In cases of dismissal, where dishonesty, substance abuse on the job, wilful damage of Company property, or where Article 16.07 is involved, the above method of payment will not apply. In such cases only the legal provincial allowance will be paid.
- 21.15 The Company will post a notice on the bulletin board in each store by January 15<sup>th</sup> each year, requesting full-time employees to indicate on an attached schedule their preferred vacation dates. The notice will remain posted until February 15<sup>th</sup>, and except in the case of absence due to sickness or accident employees who have not entered their preferred vacation dates by then will forfeit their right to do so, following which management will prepare the vacation schedule based upon seniority, individual preference, and the proper operation of the business. The finalized vacation schedule will be posted on the store bulletin board by March 1<sup>st</sup>.
- 21.16 When two (2) department managers in one store request that their vacations be scheduled for the same or overlapping periods, and such request is refused by their immediate superiors, the department managers concerned may make a direct request to the District Manager to render a decision in the matter.

## **22. VISITS BY UNION REPRESENTATIVES**

- 22.01 Union duties and activities will not be carried on during hours of employment except that the business agent or other known executive of the Union may, after making the employee's presence known to the Manager, or the employee's appointee, enter the store during business hours to observe the performance of this agreement, and to interview employees for the purpose of hearing grievances. It is understood that such visits will be timed to cause as little disruption as possible to the normal conduct of business. It is further understood that representatives of the Union will comply with Company regulations and restrictions.

## **23. NOTICES OF IMPORTANCE TO EMPLOYEES**

- 23.01 The Union may use the stores' bulletin boards, where provided, for the posting of Union notices of importance. Except for notices of Union Meetings and the posting of Steward's names on the bulletin boards, all such notices must be approved and signed by a Company official before being posted on the bulletin boards.
- 23.02 In-store Bakery Departments will be equipped with bulletin boards. The Company will forward to such stores duplicate copies of all notices or announcements that are to be posted on the bulletin boards so that one may be posted in Bakery Departments. In regard to Union notices of importance to such stores, the Union will supply and the Company forward duplicate copies to such stores so that one may be posted in the Bakery Departments.
- 23.03 In regard to rules and regulations that are posted on the bulletin boards and that could affect the wages or working conditions of employees covered by this Agreement, the Company agrees to forward copies of such rules and regulations to the Union prior to posting them on the bulletin boards.
- 23.04 Upon commencing employment, the employee's immediate supervisor shall introduce the new employee to the Union Steward in the store

## **24. TEMPORARY WORK**

- 24.01 Employees shall perform any temporary work which the management may direct with the understanding that when an employee is assigned to a job with a lesser rate of pay the employee will be entitled to the employee's regular rate of pay.



24.02 When an employee is assigned to a job in a higher classification for more than one (1) working day the employee will be entitled to the minimum rate of pay for that classification as will provide an increase of fifty (\$50.00) dollars on a pro-rata basis, but not less than twenty (\$20.00) dollars in a week, on the employee's weekly rate of pay during the time the employee works at the job in the higher classification. If an employee relieves for a full week in which a specified holidays falls, the relief premium shall not be prorated. However, in no case will the employee receive more than the top rate for the classification. In the application of this Article, only one (1) employee will receive this relief money for any week at a time. In the absence of a department manager, the chief clerk in the department may be required by the Company to replace the department manager.

### **25. EMPLOYEE CONDUCT**

25.01 The Union will uphold reasonable rules and regulations of the Company in regard to punctual and steady attendance, proper and sufficient notification in case of absence, as well as businesslike conduct on Company premises.

25.02 A need exists for improved methods and production in the interests of the employees and the Company. The Union agrees to cooperate with the Company in the installation of any such methods, in suggesting improved methods, and in the education of its members for the necessity of such changes and improvements. The Company agrees that it will give the Union notice as far as possible in advance of any of the above mentioned changes.

25.03 It is the responsibility of each employee to notify the Company (Personnel Department) on forms supplied by the Company of any change in the employee's home address and mailing address if different than the employee's home address, telephone number, marital status, number of dependents or other vital statistics. Failure to keep the Company informed of the above matters will relieve the Company of any responsibility for failure to comply with any part of this agreement where such information is necessary in order to comply. The Company agrees that one copy of the completed form will be forwarded to the Union.

### **26. MANAGEMENT**

26.01 The management of the business shall control the direction of the staff including the right to plan, direct and control the operations, make and place signs and/or assign the making and placement of signs, order product and place shelf tickets and/or assign the ordering of product and the placement of shelf tickets, hire, suspend or discharge for proper cause, relieve employees from duty because of lack of work or other legitimate reasons.

The right to study or introduce new or improved production methods or facilities, the right to establish and maintain reasonable rules and regulations covering the operation of the stores, a violation of which shall be among the reasons for discharge, are vested in the Company, provided, however, that the above rights shall be exercised subject to the provisions of the grievance procedure of this Agreement. This right to grieve shall only apply, however, where the wages or working conditions of an employee are directly affected.

### **27. LABOUR-MANAGEMENT MEETING**

- 27.01 Upon request, a joint labour-management meeting will be held for the purpose of discussing matters of concern to either party, at a mutually agreed upon time.

### **28. TRANSPORTATION/TRANSFERS**

- 28.01 The temporary transfer of employees between stores may occur from time to time; however, employees will not be transferred to any other store unless it is mutually agreed to by the Company and the employee or employees concerned.
- (a) In the case of a temporary out of town transfer, not to exceed twelve (12) weeks, an employee will be paid thirty-seven (.37¢) cents per kilometer for all additional kilometers travelled, in reporting for work, where such additional travelling exceeds that which the employee normally travels. In the case of an out of town overnight transfer, an employee will be reimbursed reasonable travelling and/or living expenses in accordance with an arrangement made, prior to the transfer taking place, between the employee and the employee's Store Manager.
- 28.02 Should an employee accept a permanent transfer from an existing store to a new store, the employee will retain the employee's seniority in the employee's original store for a period of nine (9) weeks during which time the employee will have the option to move back should the employee so desire. In the event the employee decides to stay in the new store the employee shall carry the employee's full seniority.

### **29. SAFETY**

- 29.01 The Company agrees to continue to maintain reasonable provisions for the safety of its employees in all its stores during the hours of employment and to provide an accident prevention programme with reference to accident hazards where the safety of an employee might be endangered. There shall be a safety committee operating in all stores; the store steward shall be a member of this committee.
- 29.02 It is the responsibility of the employees to observe such safety provisions, to wear the proper safety equipment as provided by the Company, and to immediately advise the Store Manager of any unsafe working conditions.

- 29.03 Any outstanding matters relevant to safety conditions may be brought up and dealt with at the meeting between the Union and Management as outlined in Article 27.
- 29.04 In the event the Company requires employees to wear protective footwear, such employees shall receive a protective footwear allowance of up to one hundred (\$100.00) dollars per calendar year upon submission of the original receipt of purchase for C.S.A. approved footwear, except that there shall be no reimbursement of a new employee until the employee has completed the employee's probationary period.

### **30. INTERPRETATIONS**

- 30.01 In this Agreement unless otherwise indicated by the content, the plural shall include the singular.

### **31. JURY DUTY OR SUBPOENAED CROWN WITNESS**

- 31.01 When an employee with three (3) months' continuous full-time service is called upon to serve on a jury or as a subpoenaed Crown Witness, the Company shall pay the difference between the fee received from the Crown and the employee's regular weekly wage rate, provided:
- (a) the employee furnishes proof of service by a statement of earnings supplied by the Court.
  - (b) the employee provides the Company with at least 48 hours' notice of when the employee is to report, or immediately on notification.
  - (c) the employee returns to work if the employee is called and not kept. However, the employee shall not be required to report for work if less than two (2) hours of the employee's normal shift remains to be worked.
  - (d) such duty falls on a regularly scheduled work day the employee would have worked.
- 31.02 Employees required to appear in court as a witness in any case directly affecting the Company will be paid in the same manner as set out above.
- 31.03 When a night shift employee is required to serve on a jury, and provides management with notice as set out in 31.01 (b), the employee will be rescheduled to work a day shift for the duration of the employee's jury duty. In such rescheduling, it is agreed that all other time limits in this agreement regarding scheduling are waived.
- 31.04 An employee who is required to report for jury duty will not have the employee's day off changed to coincide with the day the employee is to report for such jury duty.

**32. PAY DAY**

- 32.01 (a) Except in weeks in which a statutory holiday is observed:
- (1) Regular day shift employees will be paid on Friday morning for work performed during the previous week.
  - (2) Employees on a regular night shift will be paid on the completion of their shift on Friday morning for work performed during the previous week.
- In weeks in which a statutory holiday is observed, every effort will be made to maintain the above schedule.
- (b) All full-time and part-time employees will be paid by means of mandatory direct payroll deposit.

**33. EMPLOYEES' PERSONAL EFFECTS**

- 33.01 The Company agrees to provide a properly secured area in which employees may keep their personal effects while on duty.

**34. CLOTHING**

- 34.01 The Company agrees to provide uniforms as required by Company Policy.
- 34.02 The Company agrees to supply a white uniform consisting of pants and hat as required which will be laundered by the Company to Bakery Production employees.

**35. PENSION PLAN**

- 35.01 As set out in the Letter of Understanding dated September 30, 2019

FOR THE UNION  
Unifor, Local 414

FOR THE COMPANY, Sav-A-Centre,  
a division of Metro Ontario Inc.

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**APPENDIX "A"**  
**HOURS OF WORK, OVERTIME, HOLIDAYS, ETC. FOR ALL**  
**REGULAR FULL-TIME EMPLOYEES**

**1. WORK WEEK**

- 1.01 The normal workweek for all regular full-time store employees covered by this Agreement shall consist of thirty-seven (37) hours a week to be worked in two (2) days of eight (8) hours each and three (3) days of seven (7) hours each, Monday to Saturday (Sunday to Saturday as set out in article 3.08 below).
- 1.02 All regular full-time employees covered by this Agreement will be scheduled for two (2) consecutive days off (a Saturday-Sunday) once every four (4) weeks. Weeks in which statutory holidays are observed will not be counted in calculating this entitlement. Whenever possible, in the administration of this Article, the Store Manager will:
- (1) Rotate the schedule so that each employee will receive an equal number of Saturday-Sundays off during the year.
  - (2) Once each year upon one month's prior notice in writing, schedule an employee's Saturday-Sunday off to coincide with the commencement of one (1) of the employee's weeks of vacation.

**2. WORK SCHEDULE**

- 2.01 The arrangement of the work schedule is to be directed by the Company in all instances either for the majority of the employees or individuals in accordance with the proper operation of the business.

**Employees Other Than Bakery/Bake-Off Production Employees Only**

- 2.02 The regular work schedule for all regular full-time employees will be prepared in ink and will include the employee's last name and initial. The schedule will be posted in each store at the time clock by 5:00 p.m. on Monday of each week. If a revised schedule is not posted by 5:00 p.m. Monday, the schedule for the previous week will apply.

After 5:00 p.m. Monday, no changes in schedule for the following week will be made, except where changes are necessary due to accident, illness, promotion, demotion, fire, flood, or other similar circumstances beyond the control of the Company. Where such changes are necessary, the employee will be given notice as far in advance as possible. The Union Steward will receive a copy of this schedule. Schedules will not be continuously changed so as to harass the employee and shall always be posted at the time clock.

- 2.03 A new schedule will be posted seven (7) days before any general revision of employees' hours takes place.
- 2.04 Subject to Article 1.01 above, regular day shift employees may be scheduled to work three (3) shifts of up to eight (8) hours each between the hours of six (6) a.m. and six fifteen (6:15) p.m. when the store is open for business or six thirty (6:30) p.m. when the store closes at six (6) p.m. and two (2) shifts of up to eight (8) hours each between the hours of six (6) a.m. and one half (1/2) hour after store closing or, in the case of an extended hour store, to one-half (1/2) hour after store closing. There shall be no split shifts. All regular eight (8) hour shifts shall be scheduled within nine (9) hours and all regular seven (7) hour shifts will be scheduled within eight (8) hours. There will be a minimum of ten (10) hours between the end of a scheduled shift and the commencement of the following scheduled shift.
- To the extent that it is practical and possible, cashiers will not be assigned permanently to the express desk, but will be rotated on this job as the situation in the individual stores will allow.
- 2.05 Regular day shift employees will not be scheduled to work more than two (2) night openings per week except on a voluntary basis on the part of the employee. No employee will be coerced to work such third night and the choice as to whether the employee decides to do so will be left entirely to the employee. Voluntary agreement as referred to above will not be withheld by employees to the extent of preventing the efficient operation of any store.
- 2.06 The night shift will be scheduled to work between 10:00 p.m. and 8:30 a.m. on consecutive nights. No employee will be scheduled or required to work alone in the store (this does not apply to Article 3.07 below). Night shift employees will be given a telephone number to call in the event that circumstances result in them being alone on a night shift. In such case the employee may be directed to wait for the arrival of another employee to work with the employee. If it is not possible or practical to have another employee report to work on the shift with the employee, the employee will have the option of: (a) working alone on the shift (b) not working and being paid four (4) hours' pay at the employee's regular hourly rate.
- 2.07 No employee will be scheduled on a night shift for more than four (4) weeks in any eight (8) week period except by mutual agreement, provided there are sufficient qualified full time employees to participate in the rotation. Where possible, on a six (6) night operation, night shift employees will be rotated each week from a Sunday through Friday shift, to a Monday through Saturday shift.
- 2.08 Employees may be scheduled to work a combination of day shift and night shift provided there is at least ten (10) hours between the end of a scheduled shift and the commencement of their next scheduled shift. Employees scheduled as per this subsection, will be rotated as set out in subsection 2.07 of this Appendix where sufficient staff is available within the store.

- 2.09 If an employee reports for work on the employee's regular shift and there is no work available, the employee shall be paid a minimum of seven (7) hours' pay at the employee's regular rate. This clause shall not apply to the checking of heat and refrigeration on non-working days. When a store is closed due to a storm or a situation beyond the control of the Company and more than three (3) hours remain on an employee's or employees' scheduled hours, the Company and the Union will discuss and decide whether or not the employee(s) will be paid for the lost hours.

**Bakery/Bake-Off Production Employees Only**

- 2.10 The regular work schedule for regular full time employees will be prepared in ink and will include the employee's last name and initial, and be posted at the time clock. The Union Steward will receive a copy of this schedule.

- 2.11 Regular shifts will be scheduled to commence as follows:

Day Shift - between 4:00 A.M. and 10:00 A.M.

Afternoon Shift - between 11:00 A.M. and 4:30 P.M.

Night Shift - between 10:00 P.M. and Midnight

The Bakery Manager's hours of work will not be subject to the times set out in this subsection but will be based upon the requirement of the Bakery operation.

No employee will be scheduled or required to work alone in the store (this does not apply to Article 3.07 below). Night shift employees will be given a telephone number to call in the event that circumstances result in them being alone on a night shift. In such case the employee may be directed to wait for the arrival of another employee to work with the employee. If it is not possible or practical to have another employee report to work on the shift with the employee, the employee will have the option of: (a) working alone on the shift (b) not working and being paid four (4) hours' pay at the employee's regular hourly rate.

- 2.12 Where the work schedules of individuals are changed they will be given four (4) days' notice. However, the four (4) days' notice will not be required in the case of sickness or accidents, promotions or demotions, and changes in schedules due to fires, floods, and similar conditions beyond the control of the Company. Conditions beyond the control of the Company will include a breakdown of equipment. In cases where the four (4) days' notice need not be given, notice will be given as far in advance as possible. Schedules will not be continuously changed so as to harass the employee, and will always be posted at the time clock.

- 2.13 Where a night shift employee requests rotation to another shift, the Company agrees to schedule the rotation, provided the night shift employee is qualified to perform the duties assigned to day shift employees, and there are sufficient qualified day shift employees available in the department to be rotated to night shift.

**3. OVERTIME**

- 3.01 All hours worked in excess of the regular daily work schedule will be paid for at the rate of one and one-half (1 1/2) times the employee's regular hourly rate. Overtime will not be paid unless the time worked exceeds five (5) minutes. If the time worked exceeds five (5) minutes, then pay will be computed from the termination of the regular work schedule.
- 3.02 All hours worked on days which are not on an employee's regular daily schedule, shall be paid for at the rate of two (2) times the regular hourly rate, with a minimum of three (3) hours' work, or three (3) hours' pay for that day.
- 3.03 All hours worked on all holidays as listed in Article 8, below shall be paid for at the rate of one and one-half (1 1/2) times (two (2) times if the store was not open for business on the holiday) the regular hourly rate plus the holiday pay, with a minimum of three (3) hours' work or three (3) hours' pay for that day. Employees will be paid for authorized work performed on Civic Holiday at their regular straight time hourly rate of pay (two (2) times if the store was not open for business on the Civic Holiday), in addition to any holiday pay to which they may be entitled.
- 3.04 The Company reserves the right to schedule overtime but agrees that overtime work will be kept to a minimum. When overtime is necessary, the employees involved will be given at least two (2) hours' notice, except in the case of emergencies when notice will be given as far in advance as possible.
- 3.05 The Union agrees that the proper operation of the business will require overtime work periodically and that the employees will cooperate fully in the matter. In the case of emergency overtime work on short notice every effort will be made to work it out so as to cause as little inconvenience to individual employees as possible. Notwithstanding the Ontario Employment Standards Act of 1974 Section 20, subsection 3, the Union acting as the employee's agent agrees that the Company has the right to require employees to work one-half (1/2) hour past store closing.
- 3.06 No employee will take time off for overtime worked.
- 3.07 If an employee is called back to work after the employee has left the store following the completion of the employee's regular daily shift, the employee shall be paid a minimum of four (4) hours' pay at the employee's regular rate, or the appropriate premium rate for the number of hours worked, whichever is greater.



- 3.08 Work performed on Sunday shall be voluntary for employees hired prior to June 16, 2002, and shall be over and above the regular work week. Employees scheduled to work on Sunday shall receive a minimum of three (3) hours work, and shall be paid a premium of \$1.60 per hour worked. The Sunday premium of \$1.60 per hour shall not be payable to employees who are hired full time after May 29, 2005, or, are advanced to full-time with a part-time start date after May 29, 2005. Employees shall have the option of working a regular work week including Sunday. Employees must declare every April 1 and October 1 which option they choose.

**4. SHIFT PREMIUMS**  
**EMPLOYEES OTHER THAN BAKERY/BAKE-OFF PRODUCTION EMPLOYEES ONLY**

- 4.01 Regular full-time employees scheduled as per Article 2.06 of this appendix will be paid a shift premium of one (\$1.00) dollar per hour for all hours worked on such shift, including overtime hours. An employee will also be paid such premium for all hours worked after 10:00 p.m. for any shift that starts before 10:00 p.m.
- 4.02 An employee who has custody of the store keys and is in charge of the store during the night shift as described in Article 2.06 above, will be paid a premium of one (\$1.00) dollar per hour for all hours actually worked when the store is closed for business and the employee is charged with the responsibility of the store and the custody of the keys.
- 4.03 A Clerk who is in charge of the store and has custody of the store keys during hours the store is open for business will be paid a premium of sixty-five (.65¢) cents per hour for all hours worked while such conditions exist. Department Managers may be required to close the store as part of their regular duties. If Clerks are asked, they will do so on a voluntary basis, and there will be no retaliation if the Clerk declines the opportunity.

**Bakery/Bake-Off Production Employees Only**

- 4.04 Regular full-time employees scheduled to work the night shift as set out in Article 2.11 above will be paid a shift premium of one (\$1.00) dollar per hour for all hours worked on such shift, including overtime hours.
- 4.05 An employee in the Bakery Department, who is required to have the custody of the store keys and is in charge of the bakery while the store is closed for business, will be paid as outlined in Article 4.02 above. However, if the bakery staff is permitted to enter through the same door as other night shift employees, and the bakery staff do not have custody of the store keys, no premium will be paid to any bakery employees.

## **5. REST PERIODS**

- 5.01 There shall be a rest period permitting an employee to be absent from the employee's post of duty for fifteen (15) minutes during the first half of the employee's daily work schedule and for fifteen (15) minutes during the second half of the employee's daily work schedule. Rest periods will be given as near as possible to the midway point in each half shift and under no circumstances will they be combined with meal periods.
- 5.02 If an employee is required to work twelve (12) or more consecutive hours (except for two (2) meal periods) in any one day the employee shall be entitled to a further fifteen (15) minute rest period during the last four (4) hours worked, to be taken as close as possible to the tenth hour.

## **6. MEAL PERIODS**

- 6.01 The lunch and supper periods shall not be more than one (1) hour each and shall be scheduled for each store individually.
- 6.02 By mutual agreement, between a Store Manager and an employee, an employee may be scheduled for one-half (1/2) hour lunch or supper period. Employees scheduled to work the night shift will be scheduled for one-half (1/2) hour meal period.
- 6.03 Unless it is mutually agreed to the contrary between employees and the Store Manager, regular day shift employees will not be scheduled for lunch before 11:00 A.M. or dinner before 4:30 P.M. As far as practical, employees will be scheduled for lunch and dinner periods in the same order as they are scheduled for the commencement of their shift.

A meal period shall not be scheduled less than two and one-half (2 1/2) hours after the starting time of an employee's shift.

- 6.04 **Bakery/Bake-Off Production Employees** shall have a half (1/2) hour lunch period to be arranged as near as possible to the middle of the employee's shift.

**7. HOLIDAYS**

- 7.01 There shall be up to ten (10) paid holidays each contract year during the term of this agreement. These holidays are as follows:

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

Employees hired after July 27, 2008 shall not be entitled to Civic Holiday. For employees who are advanced from part-time to full-time, the employee's part-time hire date will be used to determine eligibility for the Civic Holiday.

The parties to this Agreement may by mutual agreement in writing, substitute another working day for any of the above listed holidays on an individual store basis and in such case, the substituted day shall be deemed to be the holiday.

- 7.02 An employee who has completed three (3) months of service will be granted a personal holiday once during each calendar year at a time mutually agreed upon between the Store Manager and the employee concerned. The personal holiday must be taken by December 8th of the year in which it is earned, and failure on the part of an employee to do so will result in non-payment for such day. An employee hired between September 16th and September 30th, shall, provided the employee otherwise qualifies, be entitled to take the personal holiday earned during the first three (3) months of employment at a time mutually agreed upon between January 1st and February 15th of the following year.
- 7.03 The employees shall receive the benefit of any additional holiday that may be proclaimed by the Government during the life of the Agreement.
- 7.04 An employee will not be paid for the above holidays unless the employee works the employee's scheduled full working day before and the employee's scheduled full working day after the holiday unless the absence on the day before or the day after but not both is due to provable illness.
- 7.05 In weeks in which a holiday as listed in Sections 8.01 or 8.02 above is observed, the workweek will be reduced to twenty-nine (29) hours (1 day of 8 hours and 3 days of 7 hours each). In weeks in which two (2) holidays as listed in Section 8.01 above are observed, the workweek will be reduced to twenty-three (23) hours (1 day of 7 hours and 2 days of 8 hours each).

**8. TIME AND ATTENDANCE CARDS**

8.01 Time and attendance cards must be swiped to show:

- the time the employee commences work
- the time in and out for rest periods
- the time in and out for lunch or supper periods
- the time the employee finishes work

8.02 Each employee is required to swipe the employee's time and attendance card as indicated above and is personally responsible for the accuracy of the entries on the employee's time and attendance card. Errors in swiping must be corrected and initialled by the Store Manager or his/her appointee as soon as they are discovered. It is a serious offence, subject to disciplinary action up to and including the dismissal of an employee, to:

- (a) swipe another employee's time and attendance card
- (b) fail to swipe the employee's own time and attendance card as required.

**APPENDIX B****1. WAGE SCHEDULES****1.01 RATES OF PAY**

	<b>EFFECTIVE Sept. 29, 2019 <u>HRLY</u></b>	<b>EFFECTIVE Sept. 27, 2020 <u>HRLY</u></b>	<b>EFFECTIVE Sept. 26, 2021 <u>HRLY</u></b>	<b>EFFECTIVE Sept. 25, 2022 <u>HRLY</u></b>
<b><u>Clerk</u></b>				
(Hired Prior to 7.28.08)	\$20.15	\$20.55	\$20.95	\$21.35
<b><u>Grocery Chief Clerks</u></b>				
(Stores over \$294,739 only)				
Start	MW+\$1.00			
3 Months	MW+\$1.75			
6 Months	MW+\$2.00			
9 Months	MW+\$2.50			
12 Months	\$20.49	\$20.89	\$21.29	\$21.69
<b><u>Produce Chief Clerks</u></b>				
(Stores in which there are four (4) or more full time Produce Department employees)				
Start	MW+\$1.00			
3 Months	MW+\$1.75			
6 Months	MW+\$2.00			
9 Months	MW+\$2.50			
12 Months	\$20.49	\$20.89	\$21.29	\$21.69
<b><u>Deli Chief Clerks</u></b>				
(Stores over \$294,739 only)				
Start	MW+\$1.00			
3 Months	MW+\$1.75			
6 Months	MW+\$2.00			
9 Months	MW+\$2.50			
12 Months	\$20.49	\$20.89	\$21.29	\$21.69
<b><u>Front End Chief Clerks</u></b>				
(Stores over \$294,739 only)				
Start	MW+\$1.00			
3 Months	MW+\$1.75			
6 Months	MW+\$2.00			
9 Months	MW+\$2.50			
12 Months	\$20.49	\$20.89	\$21.29	\$21.69

**Meat Cutters**

<b>(Pre June 16, 2002)</b>	\$21.35	\$21.75	\$22.15	\$22.55
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**Meat Chief Clerks**

(Stores over \$294,739 only)

Start	MW+\$1.25			
3 Months	MW+\$1.75			
6 Months	MW+\$2.25			
9 Months	MW+\$3.00			
12 Months	\$21.85	\$22.25	\$22.65	\$23.05

**Journeyman Bakers**

<b>(Pre June 16, 2002)</b>	\$20.75	\$21.15	\$21.55	\$21.95
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**Decorators**

<b>(Hired Prior to 7.28.08)</b>	\$20.29	\$20.69	\$21.09	\$21.49
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**1.02 RATES OF PAY FOR DEPARTMENT MANAGERS INCLUDING BOOKKEEPERS**

	<b>EFFECTIVE Sept. 29, 2019 <u>HRLY</u></b>	<b>EFFECTIVE Sept. 27, 2020 <u>HRLY</u></b>	<b>EFFECTIVE Sept. 26, 2021 <u>HRLY</u></b>	<b>EFFECTIVE Sept. 25, 2022 <u>HRLY</u></b>
<b><u>Grocery Manager</u></b>				
Start	MW+\$1.50			
3 Months	MW+\$2.25			
6 Months	MW+\$3.50			
9 Months	MW+\$4.50			
12 Months	\$21.85	\$22.25	\$22.65	\$23.05
<b><u>Produce Manager</u></b>				
Start	MW+\$1.50			
3 Months	MW+\$2.25			
6 Months	MW+\$3.50			
9 Months	MW+\$4.50			
12 Months	\$21.85	\$22.25	\$22.65	\$23.05
<b><u>Meat Manager</u></b>				
Start	MW+\$1.75			
3 Months	MW+\$2.50			
6 Months	MW+\$4.00			
9 Months	MW+\$5.50			
12 Months	\$22.90	\$23.30	\$23.70	\$24.10

**Bakery Manager**

Start	MW+\$1.50			
3 Months	MW+\$2.50			
6 Months	MW+\$3.75			
9 Months	MW+\$5.00			
12 Months	\$22.75	\$23.15	\$23.55	\$23.95

**Bookkeeper**

Start	MW+\$1.50			
3 Months	MW+\$2.25			
6 Months	MW+\$3.50			
9 Months	MW+\$4.50			
12 Months	\$21.85	\$22.25	\$22.65	\$23.05

**Deli Manager**

Start	MW+\$1.50			
3 Months	MW+\$2.25			
6 Months	MW+\$3.50			
9 Months	MW+\$4.50			
12 Months	\$21.85	\$22.25	\$22.65	\$23.05

**Bake-Off Manager**

Start	MW+\$1.25			
3 Months	MW+\$1.75			
6 Months	MW+\$2.25			
9 Months	MW+\$3.00			
12 Months	\$21.35	\$21.75	\$22.15	\$22.55

**Floral Manager**

Start	MW+\$1.00			
3 Months	MW+\$1.75			
6 Months	MW+\$2.00			
9 Months	MW+\$2.50			
12 Months	\$20.49	\$20.89	\$21.29	\$21.69

**Seafood Manager**

Start	MW+\$1.00			
3 Months	MW+\$1.75			
6 Months	MW+\$2.00			
9 Months	MW+\$2.50			
12 Months	\$20.49	\$20.89	\$21.29	\$21.69

1.03 Rates Of Pay For Employees Hired After June 16, 2002 and prior to July 28, 2008:

	<b>EFFECTIVE</b> <b>Sept. 29,</b> <b>2019</b> <b><u>HRLY</u></b>	<b>EFFECTIVE</b> <b>Sept. 27, 2020</b> <b><u>HRLY</u></b>	<b>EFFECTIVE</b> <b>Sept. 26, 2021</b> <b><u>HRLY</u></b>	<b>EFFECTIVE</b> <b>Sept. 25, 2022</b> <b><u>HRLY</u></b>
<u>Meat Cutter and Baker</u>				
Bewtween 6.16..2 and 7.28.08	\$19.60	\$20.00	\$20.40	\$20.80
36 months (pre 6.16.02)	\$20.50	\$20.90	\$21.30	\$21.70



1.04 Rate Progression Schedules for Full Time Employees Hired After July 27, 2008

		<b>EFFECTIVE Sept. 29, 2019</b>	<b>EFFECTIVE Sept. 27, 2020</b>	<b>EFFECTIVE Sept. 26, 2021</b>	<b>EFFECTIVE Sept. 25, 2022</b>
	<b><u>Mo.</u></b>	<b><u>HRLY</u></b>	<b><u>HRLY</u></b>	<b><u>HRLY</u></b>	<b><u>HRLY</u></b>
<u>Clerk</u>	Start	MW+\$1.00			
	6 Months	MW+\$1.25			
	12 Months	MW+\$1.50			
	18 Months	MW+\$1.75			
	24 Months	MW+\$2.00			
	30 Months	MW+\$2.50			
	36 Months	\$19.35	\$19.75	\$20.15	\$20.55
<u>Decorator</u>	Start	MW+\$1.00			
	6 Months	MW+\$1.25			
	12 Months	MW+\$1.50			
	18 Months	MW+\$1.75			
	24 Months	MW+\$2.00			
	30 Months	MW+\$2.50			
	36 Months	\$19.35	\$19.75	\$20.15	\$20.55
<u>Cutter</u>	Start	MW+\$1.00			
	6 Months	MW+\$1.25			
	12 Months	MW+\$1.50			
	18 Months	MW+\$1.75			
	24 Months	MW+\$2.00			
	30 Months	MW+\$2.75			
	36 Months	\$19.60	\$20.00	\$20.40	\$20.80
<u>Baker</u>	Start	MW+\$1.00			
	6 Months	MW+\$1.25			
	12 Months	MW+\$1.50			
	18 Months	MW+\$1.75			
	24 Months	MW+\$2.00			
	30 Months	MW+\$2.75			
	36 Months	\$19.60	\$20.00	\$20.40	\$20.80

**2. GENERAL**

- 2.01 Increases in pay within classifications for employees who have qualified will be effective on the first Sunday following the anniversary date of their employment or promotion as the case may be.
- 2.02 Any employee may request an increase or an explanation as to why the employee has not received an increase at any time.
- 2.03 The Union shall have the right to take up specific wage rates for any individual employee at any time during the life of this Agreement.
- 2.04 Nothing in this Agreement shall prevent the hiring of any employee at any rate of pay above the minimum rate.
- 2.05 All sales volumes contained in this Agreement are fifty-two (52) week averages calculated at the end of each of the Company's four (4) fiscal quarters. Each June, the sales volumes in this Agreement will be increased by the percentage increase in the Food Section of the C.P.I. during the preceding year (May to May).
- 2.06 a) Full-time employees who are at an end rate of pay shall receive the following:
- 1) September 29, 2019 – end rates increased by 35¢ per hour.
  - 2) September 27, 2020 – end rates increased by 40¢ per hour.
  - 3) September 26, 2021 – end rates increased by 40¢ per hour.
  - 4) September 25, 2022 – end rates increased by 40¢ per hour.
- b) All employees in receipt of a wage progression rate of pay will not receive the above increases, and will only receive wage progressions until such employee reaches an end rate of pay.
- 2.07 The Company agrees that the classifications of Chief Clerk will be filled in each store or department in a store based upon the volumes contained in this Agreement.
- 2.08 A Deli Manager will be appointed where the store has full-service Deli department.
- 2.09 One (1) employee in each store will be assigned by the Company as an assistant bookkeeper, and shall receive a premium of five (\$5.00) dollars per week.
- 2.10 In the event that any of the above increases result in an employee being on an "off rate" within the employee's classification, then on the date of the employee's next scheduled increase, as set out in Article 2.01 above, the employee will advance to the next higher rate within the employee's classification.

- 2.11 The Company agrees that the classification of Floral Manager will be appointed in full service floral departments. It is a pre-requisite that the employee holds a floral design certificate and has prior experience working as a floral designer. Such jobs will be filled by appointment, not subject to a posting.
- 2.12 When the Company chooses to assign an employee on a full time basis to co-ordinate scanning, the Company will pay a premium to such employee of forty (40¢) cents per hour.
- 2.13 The Company agrees that the classification of Seafood Manager will be filled in stores with full service Seafood departments.

### **3. CHRISTMAS BONUS**

A Christmas Bonus shall be paid to all regular full-time employees in the bargaining unit to be computed as follows:

- 3.01 Employees with three (3) months' service as of December 1st of such year shall receive one-quarter (1/4) of one week's pay at their regular weekly rate as of such December 1st.
- 3.02 Employees with six (6) months' service as of December 1st of such year shall receive one-half (1/2) of one week's pay at their regular weekly rate as of such December 1st.
- 3.03 Employees with nine (9) months' service as of December 1st of such year shall receive three-quarters (3/4) of one week's pay at their regular weekly rate as of such December 1st.
- 3.04 Employees with twelve (12) months' service as of December 1st of such year shall receive one week's pay at their regular weekly rate as of such December 1st.
- 3.05 Christmas Bonus will be paid on or before December 15th each year.
- 3.06 An employee absent from work, for reasons other than layoff, in excess of six (6) months in any qualifying year shall have the employee's Christmas Bonus prorated based upon the employee's actual time at work.
- 3.07 Christmas Bonus will be prorated for any employee on layoff who has been on layoff for thirty (30) days or more as of December the 1st and pay will be based upon the number of months worked in the qualifying year.

### **4. MEAT CUTTERS**

- 4.01 A meat cutter is an employee who can process primal cuts into retail cuts to the Company's standards, and who spends over 50% of the employee's time cutting meat.

**5. CLERKS**

5.01 Normally a Clerk will perform the following functions:

- cashier
- price changing
- snack bar attendant
- bakery counter attendant
- wrappers and packers in any department
- finishers in the bakery department
- stocking shelves
- cleaning
- receiving
- truck unloading
- carryouts
- clerk in charge of hot food deli counter
- other similar duties as assigned.

**6. QUARTERLY BONUS PAYMENTS**

- 6.01 During the term of this Agreement, a quarterly bonus payment of one hundred and twenty-five (\$125.00) dollars a quarter will be paid on a weekly basis (at 26¢ per regular hour) to each eligible full-time employee who was hired prior to April 2, 1995.
- 6.02 To be eligible for such payment, an employee must have worked one full shift during each quarter, and must have full time status at the end of the quarter. The bonus shall be paid on a pro rata basis based on time worked during the quarter, which shall include vacation and specified holidays.

## APPENDIX "C"

All matters relative only to part-time employees and their wages and working conditions shall be contained within this Appendix. Such part-time employees shall not regularly be scheduled to work in excess of twenty-eight (28) hours per week, except as otherwise provided for in Appendix "C".

### 1. PROBATIONARY PERIOD

- 1.01 The probationary period for all new employees shall be one hundred and fifty (150) worked hours or ninety (90) days during one period of employment, whichever comes first (only ninety (90) days during one period of employment for employees hired at the time of a store enlargement or a new store opening). During this probationary period, new employees may be discharged by the Company without recourse to the Grievance and Arbitration procedures.
- 1.02 New employees may be secured from any source that the Company desires.
- 1.03 Seniority for all purposes will be on an individual store basis. Seniority lists shall be prepared and a copy supplied to the District Union Office semi-annually.
- 1.04 Seniority shall be lost and employment deemed to be terminated if the employee:
- (a) Voluntarily quits;
  - (b) Is discharged for cause and the discharge is not reversed through the Grievance Procedure;
  - (c) Does not work for a period of twenty-six (26) consecutive weeks;
  - (d) Fails to return to work at the expiration of a Leave of Absence, without a reason satisfactory to the Company;
  - (e) Has an unreported absence for three (3) consecutive scheduled working days without a satisfactory reason.
- 1.05 Part time employees will be considered for advancement to full-time in accordance with Article 10.06 providing they have a valid application on file for full-time work, and are able to perform the job in a competent manner.
- 1.06 Persons who were previously employed within the bargaining unit, or the area presently covered by the bargaining unit, may return to positions within the bargaining unit with seniority for the purposes of this clause based on their length of service in the bargaining unit provided they do not return to a position higher than the one previously held and further provided that no bargaining unit member is demoted or laid off.

### 2. MANAGEMENT

- 2.01 The management of the business shall control the direction of the staff including the right to plan, direct and control the operations, make and place signs and/or assign the making and placement of signs, order product and place shelf tickets and/or assign the ordering of product and the placement of shelf

tickets, hire, suspend or discharge for proper cause, relieve employees from duty because of lack of work or other legitimate reasons.

The right to study or introduce new or improved production methods or facilities, the right to establish and maintain reasonable rules and regulations covering the operation of the stores, a violation of which shall be among the reasons for discharge, are vested in the Company, provided, however, that the above rights shall be exercised subject to the provisions of the grievance procedure of this Agreement. This right to grieve shall only apply, however, where the wages or working conditions of an employee are directly affected.

### **3. UNION ACTIVITIES**

- 3.01 Union duties and activities will not be carried on during hours of employment except that the business agent or other known executive of the Union may, after making the employee's presence known to the Manager, or his/her appointee, enter the store during business hours to observe the performance of this agreement, and to interview employees for the purpose of hearing grievances. It is understood that such visits will be timed to cause as little disruption as possible to the normal conduct of business. It is further understood that representatives of the Union will comply with Company regulations and restrictions.

### **4. NO STRIKES OR LOCKOUTS**

- 4.01 Should grievances arise between the Company and the Union or employee or employees as to the meaning and application of any provisions of this Agreement, or as to the compliance of either party with any of the provisions of this Agreement, it is agreed that during the life of this Agreement there shall be no strikes, walkouts, pickets, boycotts, stoppages of work or lockouts. The settlement of any such grievance is to follow the procedure set out in Article 5, Adjustment of Grievances.

### **5. ADJUSTMENT OF GRIEVANCES**

#### **5.01 GRIEVANCE PROCEDURE: STEP ONE**

It is the mutual desire of the parties hereto that legitimate complaints of employees shall be adjusted as quickly as possible.

If an employee has any complaint or question which the employee wishes to discuss with the Company, other than discharge as outlined in Article 10.02, which is not subject to grievance or arbitration, the employee, along with the Store Steward, shall discuss the matter with the employee's Store Manager. If the complaint or question is not settled to the employee's satisfaction by the end of the following working day, the employee either along with or through the employee's Union Steward, may file a grievance in writing concerning the matter with the Store Manager. Such grievance shall state the nature of the grievance, the clause or clauses alleged to have been violated and shall be signed by the employee. Such grievance must be delivered personally to the Store Manager by the Grievor or the employee's

Store Steward within seven (7) working days of the alleged occurrence said to have caused the grievance or the right to grieve shall be forfeited. Within three (3) working days of its presentation to the Store Manager, he/she shall give his/her reply in writing to the Grievor on the grievance form.

If the grievance is not settled to the satisfaction of the employee concerned within three (3) working days of its presentation to the Store Manager in writing, the grievance shall be turned over to the Union Representative who shall determine if the grievance has merit before taking the matter to Step Two. In such case, it is agreed that no member of Management will discuss the grievance with the employee, nor will the employee discuss the grievance with any member of Management, without a union steward or representative being present.

### **5.02 GRIEVANCE PROCEDURE: STEP TWO**

If the grievance has not been settled satisfactorily in Step One above, then within seven (7) working days from receiving the reply of the Manager in Step One the Union Representative shall give the District Manager or his/her appointee notice in writing of the employee's desire to meet with the employee in order to settle the grievance and shall enclose a copy of the grievance in writing signed by the employee concerned.

The grievance to be discussed shall be itemized and shall state the clause or clauses of the agreement, if any, alleged to have been violated. The District Manager or his/her appointee, who shall have full authority in the matter, shall acknowledge receipt of the notice of the meeting in writing and shall meet within seven (7) working days of such receipt of grievance. The District Manager shall give his/her reply in writing within seven (7) working days of the hearing of the grievance in Step Two.

### **5.03 ARBITRATION**

If a complaint or grievance is not settled to the satisfaction of either party at Step Two, then within seven (7) working days following receipt of the written reply from Step Two either party (subject to Article 7.08) may request that the grievance or complaint be submitted to a board of three (3) arbitrators, one to be selected by the Company, one by the Union, and a third agreed upon by the other two arbitrators. Such a request for arbitration shall be made by one party to the other in writing by registered mail within the period allowed in this article and shall be accompanied by the nomination of an arbitrator. Within one week after the receipt of such request the other party shall nominate an arbitrator.

If the two arbitrators fail to agree on the third member of the Board within one week after their appointment, the Minister of Labour of the Provincial Government shall be asked to select a third member who shall be the Chairman. The Arbitration Board shall hear and determine the difference or

allegation and shall issue a decision and the decision shall be final and binding upon the parties and upon any employee affected by it.

The decision of the majority is the decision of the arbitration board, but if there is no majority the decision of the Chairman shall govern. The cost of the arbitrator appointed by the Company and the Union shall be borne by each party respectively, and the cost of the third member of the Arbitration Committee will be borne equally by the Company and the Union. This Arbitration Board shall not make decisions inconsistent with the provisions of this agreement, nor alter, modify, or amend any part of this agreement.

- 5.04 No matter may be submitted to arbitration which has not been properly processed according to the prescribed grievance procedure.
- 5.05 No person may be appointed to an Arbitration Board who has been involved in an attempt to negotiate a settlement of the grievance.
- 5.06 Notices required to be in writing shall be deemed to be properly given if given orally or by telephone and confirmed by letter postmarked no later than the final day for giving notice.
- 5.07 Any difference arising directly between the Company and the Union as to the interpretation, application, or administration of this agreement may be submitted by either party to the other as set out below:
- (a) if the matter concerns a particular store, the Union through the Store Steward or the Business Agent, will process the matter through Step One of the grievance procedure (Article 7.01) in exactly the same manner as an individual employee grievance.
  - (b) if the matter concerns a number of stores or the general administration, application, or interpretation of the Agreement and, therefore, could not be resolved by an individual Store Manager, the Union may file a grievance at Step Two (Article 7.02).
  - (c) any grievance filed by the Company would be filed at Step Two (Article 7.02) with the International Representative responsible for the area with a copy to the Local Director.
- 5.08 Any grievance or complaint may be considered at a meeting between the Union Representative and the District Manager or his/her appointee; however, only grievances or complaints which arise through the interpretation or alleged violation of the provisions of this Agreement shall form the subject of arbitration.
- 5.09 Upon notification in writing from the Union, the Company agrees to recognize the appointed or elected representatives of the Union in each store who will be known as the Store Steward and the Substitute Store Steward. It is agreed that the Substitute Store Steward will function only when the regular Store Steward is absent. The Store Steward will not be transferred from one store to another except by



mutual agreement between the employee and the Company, or where it is agreed between the Company and the Union that such a transfer should be made. The store steward shall suffer no loss of pay for time spent meeting with Company officials to discuss grievances during the employee's scheduled hours of work.

- 5.10 The Union Steward, or in his/her absence the Substitute Steward, or in his/her absence another union member in the store chosen by the employee concerned, shall be present when any member of the bargaining unit:
- (a) is accused of and questioned regarding a serious breach of conduct or suspected dishonesty,
  - (b) is given an official reprimand,
  - (c) is demoted, suspended, discharged, or laid off.

The Union Steward, or his/her substitute as set out above, will sign documentation for the company attesting to his/her presence at such meeting. In the event that the Union Steward or his/her substitute as set out above is not present, the action taken by the company will be null and void until such time as the employee is reformed of the matter in the presence of the Union Steward or his/her substitute.

An exception to the above is where it is necessary for the Company to inform an employee by mail of the employee's discharge, suspension, demotion, or layoff. In such case, the notice will emanate from the Company, and in lieu of having the Union Steward present as set out above, a copy of the notice will be sent to the Union office by Registered Mail.

- 5.11 No store steward or member of a union committee shall leave his/her post of duty during his/her normal working hours to discuss union business with employees and/or union representatives without first notifying his/her Store Manager, or his/her appointee.
- 5.12 A suspended or discharged employee may present a grievance which shall be in writing in duplicate to the District Manager within five (5) working days after discharge, and in the event of such grievance, the procedure shall follow from Step Two of the Grievance Procedure to final settlement. If the final finding is that the employee has been unjustly suspended or discharged the employee shall be reinstated to the employee's former position or wage classification without loss of seniority, and shall be compensated for all time lost, or the employee shall be granted such lesser compensation as may be deemed fair in the circumstances by the parties, or in the advent of arbitration by the Arbitration Board.
- 5.13 Decisions arrived at between the Company, the employee and the Union on the adjustment of any employee's grievance shall be final and binding upon the Company, the Union and the employee or employees concerned.

- 5.14 The time limits referred to in this Article may be shortened or lengthened by mutual agreement in writing. The Company will agree to extend time limits in regard to arbitration where there is an appeal under the Ontario Labour Relations Act.
- 5.15 The time limits referred to in Article 5.01 will not apply where a grievance concerns an alleged error in an automatic increase within a wage progression, but will apply where wage rates form part of a grievance relating to matters of promotion and reclassification.

## **6. SAFETY**

- 6.01 The Company agrees to continue to maintain reasonable provisions for the safety of its employees in all its stores during the hours of employment and to provide an accident prevention programme with reference to accident hazards where the safety of an employee might be endangered. There shall be a safety committee operating in all stores; the store steward shall be a member of this committee.
- 6.02 It is the responsibility of the employees to observe such safety provisions, to wear the proper safety equipment as provided by the Company, and to immediately advise the Store Manager of any unsafe working conditions.
- 6.03 Any outstanding matters relevant to safety conditions may be brought up and dealt with at the meeting between the Union and Management as outlined in Article 27.
- 6.04 In the event that the Company requires employees to wear protective footwear, such employees shall receive a protective footwear allowance of up to one-hundred (\$100.00) dollars once every two (2) calendar years upon submission of the original receipt of a purchase for C.S.A. approved footwear, except that there shall be no reimbursement of a new employee until the employee has completed the employee's probationary period.

## **7. TIME AND ATTENDANCE CARDS**

- 7.01 Time and attendance cards must be swiped to show:
- the time the employee commences work
  - the time in and out for rest periods
  - the time in and out for lunch or supper periods
  - the time the employee finishes work
- 7.02 Each employee is required to swipe the employee's time and attendance card as indicated above and is personally responsible for the accuracy of the entries on the employee's time and attendance card. Errors in swiping must be corrected and initialled by the Store

Manager or his/her appointee as soon as they are discovered. It is a serious offence, subject to disciplinary action up to and including the dismissal of an employee, to:

- (a) swipe another employee's time and attendance card
- (b) fail to swipe the employee's own time and attendance card as required.

### **8. EMPLOYEE CONDUCT**

- 8.01 The Union agrees that it will uphold the rules and regulations of the Company in regard to punctual and steady attendance, proper and sufficient notification in the case of absence, conduct on the job and all other rules and regulations established by the Company.
- 8.02 Should an employee intentionally give false or misleading information in the completion of the employee's Application for Employment Form or the employee's Bond Application Form, the employee may be discharged without further recourse within one (1) year of date of hire.

### **9. MEMBERSHIP IN THE UNION AND COLLECTION OF DUES**

- 9.01 With reference to such of its part-time store employees as are covered by this Appendix the Company will retain in its employ only members in good standing of the Union or those who become members in good standing of the Union within the first one hundred and fifty (150) worked hours or ninety (90) days during one period of employment, whichever comes first.

The Union agrees that it will not unreasonably deny application for admission to the Union. The Company agrees to notify the Area Union Office of all new employees and their classification at least monthly. The Union agrees to notify the Company in writing by registered mail of the name of any employee who is not in good standing with the Union. The Company agrees to have all new employees sign Applications for Membership and forward them to the Union.

It is agreed that the Union shall save the Company harmless for any and all claims arising from this Section which may be made against it by an employee.

- 9.02 The Company will deduct regular dues and special assessments, as certified by the Union in writing, for all part-time employees who have worked in a calendar month. Such dues will be deducted in the first three (3) weeks in each calendar month. There will be no deduction for the remaining week(s) in each calendar month unless there is an arrears situation. Such dues are to be remitted to the offices of the Unifor Local 414, by the 15th day of the following month.
- 9.03 The Company will deduct initiation fees equal to one (1) month's dues, as certified by the Union in writing from all part-time employees. Such initiation fees will be remitted to the Union with the union dues as set out above.

## **10. WORK SCHEDULE**

- 10.01 When a part-time employee is ordered to report for work, and reports as ordered, the employee shall be guaranteed at least four (4) hours' work or four (4) hours' pay for that day.
- 10.02 No split shifts will be permitted unless each part of the split shift amounts to four (4) hours or more.
- 10.03 In scheduling or calling in part-time employees for work, the Company agrees to recognize length of continuous service of the employee on an individual store basis, provided the senior employee has the ability and qualifications to perform the job in a competent manner. In the application of this provision, the Company will not be obligated to work an employee in excess of twenty-four (24) hours per week.
- (a) In the event a part-time employee requests a transfer from an existing store to a new store, the employee will retain the employee's seniority in the employee's original store for a period of nine (9) weeks during which time the employee will have the option to move back should the employee so desire. In the event the employee decides to stay in the new store the employee shall carry the employee's full seniority.
- (b) If the Company deems it necessary to temporarily transfer a part-time employee to another Sav-A-Centre store, such transfer will be made in accordance with Article 28.01 (a) of the main body of this Agreement.
- 10.04 Part-time employees with one (1), five (5), or eight (8) or more years of continuous service will be scheduled for a minimum of fifteen (15), twenty (20), or twenty-four (24) hours per week respectively provided:
- (a) such schedule of hours are available in the employee's store
- (b) the employee is available to work the available hours
- (c) the employee has the ability to perform the normal requirements of the work available
- (d) Full availability will normally be two (2) shifts and Saturday each week, except that employees may be required to add one (1) or two (2) shifts in order to receive their minimum hours. Secondly, employees will be scheduled rotating start times when working on either day shifts or evening shifts. If employees limit their availability contrary to the foregoing, they may not receive their minimum hours as set out in Article 10.04. The scheduler will schedule minimum hours by seniority, within an employee's availability subject to 10.04 (a), (b), (c), and (d)."

Where the schedule of hours is such that all part-time employees with one (1), five (5), or eight (8) or more years continuous service, who desire to work a minimum of fifteen (15), twenty (20), or twenty-four (24) hours per week respectively, are not able to do so, the minimum schedules will be allocated in order of seniority. The employees who, as a result do not obtain the minimum schedule, will be scheduled in order of seniority for the maximum number of hours available. Such employees will also have the opportunity of transferring to another store as set out above.

A part-time employee with one (1), five (5), or eight (8) or more years of continuous service who elects not to accept the minimum schedule of fifteen (15), twenty (20), or twenty-four (24) hours per week respectively will be locked into such decision for a period of six (6) months.

Part-time employees with less than one (1) year of continuous service will be scheduled for the remaining available hours taking into consideration the employee's length of continuous service, and the employee's ability to perform the normal requirements of the work. Should any employee, or employees, have a problem or question regarding their scheduling which they cannot satisfactorily resolve personally with the Store Manager, they may call upon the District Manager and the Union Business Agent who will meet with the Store Manager to seek an answer or resolution to the problem. Such employees will also have the opportunity of transferring to another store as set out above.

- 10.05 (a) Part-time employees desiring full-time employment will make application in writing to their Store Manager, on a form provided by the Company. The Store Manager will maintain a list of all such part-time employees showing their name, store, date of application, and areas of experience, an up-to-date copy of which will be given to the store steward upon request. The list will be divided into nine (9) areas of experience: Meat, Grocery, Produce, Cash, Snack Bar, Bakery Counter, Bakery Production, Deli and Cheese, and Fish.
- (b) In hiring new full-time employees within an existing store, the Company agrees to advance part-time employees from the above mentioned list for that store by seniority provided they are qualified to perform the work available, and further provided that they have an application on file at least thirty (30) days in advance of the job opening. To remain on the list, an employee must reconfirm the employee's application by January 31<sup>st</sup> of each year.
- (c) When additional full time employees are required in the case of a new store opening, the Company will give preference to part-time employees of its other stores, who have applied for full-time employment at least two (2) months prior to the opening of the new store, on a form provided by the Company. In hiring new full-time employees, the Company will advance part-time employees by experience from the above mentioned list in order of date of application, provided they are qualified to perform the work available.
- (d) If a part-time employee desires additional training in another area of the store in order to obtain full-time employment, the employee shall make the employee's request known to the Store Manager on a form supplied by the Company. The Company shall attempt to accommodate such request by seniority, as part-time positions become available within the store.
- (e) If hired for the full-time staff and terminated during the probationary period as outlined in Article 10 of the body of the Agreement for reasons other than misconduct, the employee shall revert to the employee's former part-time employment and retain the employee's original part-time starting date. In cases where a probationary full-time employee is reverted to the employee's former part-time position, the Store Manager will meet with the employee and the Store Steward and provide the employee with a detailed explanation in writing for the employee's return to part-time. It is understood and agreed that neither the action or the reason for it is subject to grievance or arbitration.
- 10.06 A schedule showing the part-time employee's hours of work for the following week will be posted at the time clock by 5:00 p.m. Monday for the following week, a copy of which will be given to the Union Steward. The posting does not constitute a guarantee of work for that week. If part-time employees are scheduled to report for work and work is not available as a result of circumstances beyond the

control of the Company, the Company will give notice as far in advance as possible. The Company has the right to call in other part-time employees not previously scheduled to work if required by the business. No part-time employee will be forced to work more than five (5) days in any week.

In the event that an employee has had the employee's shift cancelled, and subsequently the Company requires additional help on the same day and in the same department, such employee shall be entitled to the additional hours notwithstanding the employee's position on the seniority list and providing the employee is available. The Company shall endeavour to make initial contact with the employee by telephone, and in the event the employee cannot be contacted as witnessed by another bargaining unit member, the Company may assign the hours to another employee.

(a) An employee who is unable to report for work as scheduled will advise the Store Manager, or the employee's appointee, as far in advance of the employee's scheduled starting time as possible.

10.07 In any week in which a part-time employee works in excess of twenty-eight (28) hours, the employee will be paid at least the hourly equivalent of the pre June 16, 2002 full-time starting rate or the employee's part-time rate whichever is the greater. In calculating a part-time employee's entitlement to this rate, hours worked on overtime, on statutory holidays, and on Sundays will not be included. This clause will not be used to evade the proper scheduling of part-time employees. In the event that a part-time employee relieves an absent department manager for a full week, the employee shall receive a premium of forty (\$40.00) dollars per week of relief.

10.08 In the event a full-time employee is absent due to sickness, leave of absence, or accident/injury, in excess of two (2) full consecutive weeks, and such employee's absence places the store staffing below the minimum number of full-time employees required, as outlined in Article 12.01, a part-time employee shall be advanced temporarily to work full-time hours. Should such condition continue in excess of three (3) months, a full-time employee will be hired in order to bring the staff up to the minimum.

10.09 Applications for training will be available to employees who are not currently receiving their minimum hours. Such applications shall be submitted to the Store Manager on a form supplied by the Company. Should the Store Manager and the applicable Department Manager decide to train an employee to perform the duties in a different department within the store, the Store Manager shall assign such training to the senior eligible applicant, within thirty (30) days.

## **11. OVERTIME**

11.01 Part-time employees will be paid time and one-half (1 1/2) their regular hourly rate for all hours in excess of eight (8) per day, or thirty-seven (37) per week; however, in no case will hours that qualify for the daily premium also qualify for the weekly premium.

11.02 Part-time employees will be paid time and one-half (1 1/2) their regular hourly rate for all hours worked on a holiday as listed in Article 18.01 below, with the exception of Civic Holiday. Straight time will be

paid for work performed on Civic Holiday, in addition to any holiday pay to which they may be entitled (time and one-half (1 ½) for time worked if the store is not open for business on the Civic Holiday).

- 11.03 Part-time employees will be paid a premium of \$1.60 per hour for all hours worked on a Sunday. Work performed on Sunday shall be voluntary for employees hired prior to June 16, 2002, and shall be over and above the regular work week. The Sunday premium of \$1.60 per hour shall not be payable to employees who are hired after May 29, 2005.
- 11.04 Notwithstanding the Ontario Employment Standards Act of 1974, Section 20, Subsection 3, the Union, acting as the employee's agent, agrees that the Company has the right to require employees to work one half (1/2) hour past store closing.

## **12. MEAL AND REST PERIODS**

- 12.01 A part-time employee who works three and one-half (3 1/2) consecutive hours, but less than or equal to five (5) consecutive hours, shall be entitled to one (1) fifteen (15) minute rest period without loss of pay.
- 12.02 A part-time employee who works more than five (5) consecutive hours, but less than seven (7) consecutive hours, shall be entitled to one-half (1/2) hour rest period, fifteen (15) minutes of which shall be without loss of pay.
- 12.03 A part-time employee who works seven (7) consecutive hours or more shall be entitled to two (2) fifteen (15) minute rest periods without loss of pay, and one-half (1/2) hour unpaid meal period. The one half (1/2) hour unpaid meal period is to be taken no later than the end of the fifth hour of work. By mutual agreement between an employee and the Store Manager, an employee may be scheduled for a one (1) hour unpaid meal period.

## **13. BEREAVEMENT**

- 13.01 A part-time employee, temporarily working full-time relieving a full-time employee absent due to sickness, vacation, leave of absence, or accident/injury, will be eligible for bereavement leave as set out in Article 20 of the body of the Agreement if a qualifying bereavement occurs during the period the employee was relieving the full-time employee.
- 13.02 The Company agrees to grant part-time employees with twelve (12) months' continuous part-time service the necessary time off up to three (3) days with pay at the time of the death of the following relatives of the employee in order to attend the funeral:

Father, Mother, Spouse as defined in law, Son, Daughter, Brother, Sister, Mother-in-Law, and Father-in-Law, Sister-in-Law, Brother-in-Law, Grandmother, Grandfather, Grandchildren, Step-Parent, Step-Child, Son-in-Law, or Daughter-in-Law.

#### **14. LEAVE OF ABSENCE**

- 14.01 All requests for personal leave of absence of three (3) working days or less shall be made verbally to the Store Manager. If granted, permission will be given in writing to the employee concerned by the Store Manager.
- 14.02 All requests for personal leave of absence of more than three (3) working days shall be made to the Human Resources Manager in writing by the employee concerned and the letter shall indicate in full the reason for requesting the leave of absence. Each request will be considered on its individual merit and the granting or refusal of all such requests for leave of absence shall be made by the Human Resources Manager in writing to the employee concerned with a copy to the Union Office within fourteen (14) days. Where the request is refused, the letter will state the reason for the refusal.
- 14.03 If an employee is elected to an office in the Union and the performance of such office requires leave of absence, such leave of absence (up to a maximum of twelve (12) months) without pay or other benefits shall be arranged between the Union, the employee, and the Company. Except in cases of emergency, beyond the control of the Union, the Union agrees to notify in writing the Labour Relations Department at least thirty (30) days in advance that such leave of absence is requested. Leave of absence, if arranged, shall state the length of time the employee may be absent (up to a maximum of twelve (12) months).
- 14.04 If an employee is elected a delegate of the Union to a Union Convention, Seminar, or Educational Conference, and such attendance requires leave of absence, such leave of absence, without pay, shall be arranged by mutual agreement between the Union, the employee, and the Company. Except in cases of emergency, beyond the control of the Union, the Union agrees to notify in writing the Manager, Industrial Relations at least fifteen (15) days in advance that such leave of absence is requested. Leave of absence, if arranged, shall state the length of time the employee may be absent and such absence shall not exceed three (3) weeks. If the leave of absence is for less than one (1) full week, the employee's day off that week will be scheduled for a day other than those days included in the leave of absence.
- For all leaves of absence granted under this article for Seminars or Educational Conferences, the Union will pay the Company the cost of maintaining all employee benefits during the leave of absence. For the term of this agreement payment will be calculated at \$3.16 per hour.
- 14.05 An employee granted leave of absence as outlined above in subsections 14.01, 14.02, 14.03, 14.04 shall be restored without loss of seniority to the employee's former position or to a similar position at the



then prevailing wage rate at the expiration of the employee's leave of absence. This provision becomes void, however, if the absence exceeds the period granted.

#### **14.06 PREGNANCY AND PARENTAL LEAVE OF ABSENCE**

- (a) The Company will grant pregnancy leave and/or parental leave, without pay, in accordance with the Employment Standards Act (E.S.A.) of Ontario to those employees who make application on forms supplied by the Company.
- (b) In the event of a miscarriage, the employee will be granted a Leave of Absence in accordance with the provisions of the Employment Standards Act.
- (c) Pregnancy leave of absence will be without pay. Continuation of benefits under the Company benefit plans will be subject to the provisions of the Employment Standards Act.

Employees granted pregnancy leave of absence, will accumulate seniority during any such leave of absence. Except in cases where it is not possible or practical, on being reinstated, the employee will return to the position and store in which she was employed prior to the commencement of the leave of absence. She will receive the same salary she received at the commencement of her leave of absence, plus any general increase which may have been granted in the interim.

- 14.07 An employee with thirteen (13) weeks' continuous service who adopts a child or who applies for Parental Leave of Absence will be granted a leave of absence in accordance with the Employment Standards Act provided the employee makes application in writing to the Human Resources Manager at least two (2) weeks before the commencement of the desired leave of absence and presents satisfactory proof of adoption which requires a leave of absence. In cases where the adoption agency requires additional time off, the Parties will meet to discuss an extension of the leave of absence.
- 14.08 A part-time student employee will be granted a leave of absence without pay to participate in a school sponsored work experience program.
- 14.09 A student enrolled in full time studies at a college or university in another city more than 40 kilometers from their home may be granted a leave of absence of one semester (up to a maximum of 4 months) without loss of seniority. The employee must complete and provide the leave of absence form to their Store Manager (or designate) a minimum of 2 weeks prior to the requested start date and must notify the Store Manager (or designate) in writing a minimum of 2 weeks in advance of their return date.

#### **15. WAGES**

- 15.01 a) Part time employees hired prior to May 24, 1998 who are at an end rate of pay (excluding students under 18 years of age and Courtesy Clerks), shall receive the following:
  - 1) September 29, 2019 – end rates (excluding students and Courtesy Clerks) to be increased by 35¢ per hour
  - 2) September 27, 2020 – end rates (excluding students and Courtesy Clerks) to be increased by 40¢ per hour

- 3) September 26, 2021 – end rates (excluding students and Courtesy Clerks) to be increased by 40¢ per hour
- 4) September 25, 2022 – end rates (excluding students and Courtesy Clerks) to be increased by 40¢ per hour
- c) All employees in receipt of a wage progression rate of pay will not receive the above increases, and will only receive wage progressions until such employee reaches an end rate of pay.

Part-time employees who are students under 18 years of age and Courtesy Clerks, will be paid in accordance with the wage progression schedules set out in 15.01 (g) and 15.01 (h).

- d) The wage schedule for part time employees hired prior to May 24, 1998, shall be as follows:

Eff.	Eff.	Eff.	Eff.
Sept. 29, 2019	Sept. 27, 2020	Sept. 26, 2021	Sept. 25, 2022
\$16.35	\$16.75	\$17.15	\$17.55

e)

- (1) Rates for part-time employees hired after May 24, 1998, shall be as follows:

Level D_PT	Hours	Sept. 29, 2019	Sept. 27, 2020	Sept. 26, 2021	Sept. 25, 2022
1	0-750	(MW)			
2	751-1250	MW + \$0.15			
3	1251-2000	MW + \$0.25			
4	2001-2750	MW + \$0.50			
5	2751-3500	MW + \$0.75			
6	3501-4250	MW + \$1.00			
7	4251-5000	MW + \$1.25			
8	5001-5750	MW + \$1.50			
9	5751-6500	MW + \$1.75			
10	6501 and over	\$16.00	\$16.20	\$16.40	\$16.55

- (2) The rate of pay for part-time meat cutter, shall be as set out in 15.01 (f) (1) above, but with a 6501 hours and over rate of pay as follows:

Level	Hours	Sept. 29, 2019	Sept. 27, 2020	Sept. 26, 2021	Sept. 25, 2022
10	6501 and over	\$18.40	\$18.80	\$19.20	\$19.60

f) Rates of pay applicable to part time employees under 18 years of age shall be as follows:

Student					
Level	Hours	Sept. 29, 2019	Sept. 27, 2020	Sept. 26, 2021	Sept. 25, 2022
1	0-500	SMW			
2	501-1000	SMW + \$0.05			
3	1001 and over	SMW + \$0.10			

Upon attaining age 18, the employee shall be placed on the part time wage progression for employees hired after May 24, 1998.

g) The Company may employ part-time Courtesy Clerks whose duties will be restricted to parcelling, parcel pick-up, buggy collection, carry outs, perishable product returns, cleaning and sweeping of the store, price checks, replenishing grocery bags, bottle refunds, putting back returns, inspection and clean-up of all floor areas for spills and other health and safety hazards, and empty bottle/can sorting and handling. The provisions of Appendix "C" shall apply to the Courtesy Clerk classification, except as set out below:

- 1) Hours of work, which shall be placed on a separate schedule for courtesy clerks, will be limited to the performance of the duties listed above, and such hours will not be considered available for regular part-time employees in the application of Article 10.04 and 10.05.
- 2) Courtesy clerks shall wear a distinct apron/smock with a badge clearly identifying them as courtesy clerks.
- 3) In the event that a grievance concerning the improper use of courtesy clerks succeeds, which claims a breach of the strict terms set out above, the Company will pay a fine of fifty (\$50.00) dollars for each individual infraction per store up to a maximum of one hundred (\$100.00) dollars per week in any one store, with such payment being made to the United Way.

4) Rates for Courtesy Clerks shall be as follows:

Hours	Sept. 29, 2019	Sept. 27, 2020	Sept. 26, 2021	Sept. 25, 2022
0-750	(MW)	(MW)	(MW)	(MW)
751-1250	MW + \$0.15	MW + \$0.15	MW + \$0.15	MW + \$0.15
1251-2000	MW + \$0.25	MW + \$0.25	MW + \$0.25	MW + \$0.25
2001-2750	MW + \$0.50	MW + \$0.50	MW + \$0.50	MW + \$0.50
2751-3500	MW + \$0.75	MW + \$0.75	MW + \$0.75	MW + \$0.75
3501-4250	MW + \$1.00	MW + \$1.00	MW + \$1.00	MW + \$1.00
4251-5000	MW + \$1.25	MW + \$1.25	MW + \$1.25	MW + \$1.25
5001-and over	MW + \$1.50	MW + \$1.50	MW + \$1.50	MW + \$1.50

i) In the event that Ontario minimum wage legislation results in a minimum wage which is greater than the start rates of pay listed above, employees shall remain at such rate until their wage progression catches up.

- j) Employees who are hired at an off rate, other than as a result of a change in the Ontario minimum wage, shall progress up the wage progression scale each six (6) months to the next wage rate that would provide them with a wage increase.
- 15.02 A part-time employee who works a night shift as set out in Article 2.06 of Appendix "A" will be paid a night shift premium of one (\$1.00) dollar for all hours worked on such shift.
- 15.03 During the term of the Agreement, employees hired prior to April 2, 1995 shall receive a quarterly bonus payment of ten (.10¢) cents per regular hour worked, paid on a weekly basis,.

## **16. CHRISTMAS BONUS**

- 16.01 All part-time employees on the payroll of the Company as of December 1st in any year who have completed six (6) months' continuous service with the Company shall be entitled to a Christmas Bonus of fifteen (\$15.00) dollars payable on or before December 15<sup>th</sup>.
- 16.02 All part-time employees on the payroll of the Company as of December 1st in any year who have completed twelve (12) months' continuous service with the Company shall be entitled to a Christmas Bonus of twenty-five (\$25.00) dollars payable on or before December 15<sup>th</sup>.

## **17. COMPENSATION FOR ACCIDENTS AT WORK**

- 17.01 In the case of an accident, as a result of which the employee is disabled for the balance of the day's shift, from earning full wages at the work at which the employee is employed the Company agrees to give the employee loss of earnings compensation covering the day the disability occurred up to one (1) day's pay on the basis of the amount the employee would have earned at the employee's regular rate had the employee not been absent from work.

The Company agrees to provide work for an employee, following the employee's proper release from the Workers' Compensation Board, provided suitable work is available which the employee is capable of performing.

- 17.02 Workers' Compensation Reports will be completed in duplicate and the second copy will be given to the injured worker. Both copies will be signed by authorized personnel. If the Company is going to question or contest the claim, it will inform the employee in writing of the reason for its action.

## **18. HOLIDAYS**

- 18.01 Part-time employees with three (3) months' continuous employment will be paid for the following holidays as per the Employment Standards Act, 1974, of the Province of Ontario, as amended.

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

Employees hired after July 27, 2008 shall not be entitled to Civic Holiday.

In order to qualify for holiday pay the employee must have completed three (3) months' continuous employment with the Company prior to the holiday, worked the employee's scheduled day before and the employee's scheduled day after the holiday, and worked on at least ten (10) days during the four (4) weeks prior to the week in which the holiday occurs. For employees who qualify, payment is calculated by dividing their total hours worked during the four (4) weeks by the number of days on which they worked in that same four (4) week period and multiplying the result by their regular hourly rate of pay.

- 18.02 A part-time employee temporarily working a full-time schedule the week that one of the above mentioned holidays is observed, to relieve a full-time employee who is absent from work, will be eligible for holiday pay and overtime as set out in Appendix "A". In such case, the employee will not

receive the payment that the employee might otherwise be entitled to under 18.01 above. However, a part-time employee who works equal to or in excess of the regular full-time hours the week in which such a holiday is observed due to reasons other than that set out above, will be paid for such holiday as per 18.01 above.

- 18.03 Effective January 1, 2020, part-time employees with fifteen (15) years of service or more will be entitled to a personal day each year, calculated on the basis of totaling the number of hours worked by the employee in the four (4) week period preceding the week of the personal holiday, and dividing the total by the number of days worked in the same period.

### **19. TRAVELLING EXPENSES**

- 19.01 The temporary transfer of employees between stores may occur from time to time; however, employees will not be transferred to any other store unless it is mutually agreed to by the Company and the employee or employees concerned.
- (a) In the case of a temporary out of town transfer, not to exceed twelve (12) weeks, an employee will be paid thirty-seven (.37¢) cents per kilometer for all additional kilometers travelled, in reporting for work, where such additional travelling exceeds that which the employee normally travels. In the case of an out of town overnight transfer, an employee will be reimbursed reasonable travelling and/or living expenses in accordance with an arrangement made, prior to the transfer taking place, between the employee and the employee's Store Manager.

### **20. EMPLOYEES' PERSONAL EFFECTS**

- 20.01 The Company agrees to provide a properly secured area in which employees may keep their personal effects while on duty.

### **21. JURY DUTY**

- 21.01 When an employee with three (3) months' continuous service is called upon to serve on a jury or as a subpoenaed Crown Witness, the Company shall pay the difference between the fee received from the Crown and the employee's regular hourly wage rate, provided:
- (a) the employee furnishes proof of service by a statement of earnings supplied by the Court.
- (b) the employee provides the Company with at least 48 hours' notice of when the employee is to report, or immediately upon notification.
- (c) the employee returns to work if the employee is called and not kept. However, the employee shall not be required to report for work if less than two (2) hours of the employee's normal shift remains to be worked.
- (d) such duty falls on a regularly scheduled work day the employee would have worked.

**22. VACATION**

- 22.01 An employee with ten (10) years or more of continuous service shall be entitled to up to four (4) weeks of vacation without pay in a calendar year. The scheduling of such vacation time off shall be subject to Company approval on an individual store basis.
- 22.02 (a) An employee with five (5) years' service as of May 1st in any year shall receive vacation pay equal to six (6%) percent of the previous year's earnings.
- (b) In cases of dismissal, where dishonesty, substance abuse on the job, or wilful damage of Company property is involved, the above method of payment will not apply. In such cases only the legal provincial allowance will be paid.
- (c) Each store will, by March 1<sup>st</sup> in each calendar year, post a vacation schedule form listing the employees in order of seniority. An employee wishing to take vacation must submit the employee's request for preference on vacation dates, covering the employee's complete vacation, by April 1<sup>st</sup>, in order that the Company may finalize and post vacation schedules by May 1<sup>st</sup>. However seniority shall not apply if the employee fails to make the employee's selection by April 1<sup>st</sup>.

In scheduling such vacations the Company will endeavour to allow employees to exercise their choice in accordance with their seniority status.

**Addendum****Store Employee Incentive Fund**

- 1) Effective with the date of this Agreement, there shall be created an Employee Incentive Fund ("Fund") for full-time and part-time employees.
- 2) Employer obligations for the store shall commence on the first day of the Company's fiscal year, which is on or around the last week of September each year.
  - a) New stores will be added to the program based on:
    - i) Starting 13 periods following the first full period after opening for the sales portion of the Incentive Award.
    - ii) Starting immediately for the store contribution portion of the Incentive Award.
- 3) The amount of Employer contribution for the store shall be equal to the Store's "Productive Hours" times \$0.50 per hour, subject to adjustment based on the pay-out schedule below:

**Payment Schedule**

<b>Sales</b>		<b>Store Contribution</b>		
<b><u>Yr. to Yr. Chg.</u></b>	<b><u>% of Incentive</u></b>		<b><u>Rate to Sales</u></b>	<b><u>% of Incentive</u></b>
> 0%	0.0%		>2.5%	0.0%
0.1%	1.0%		2.5%	12.5%
1.0%	10.0%		3.0%	25.0%
2.0%	20.0%		4.0%	50.0%
3.0%	30.0%		5.0%	75.0%
4.0%	40.0%		6.0%	100.0%
5.0%	70.0%		7.0%	105.0%
6.0%	100.0%		8.0%	110.0%
7.0%	101.0%		9.0%	115.0%
8.0%	102.0%		10.0%	120.0%
9.0%	103.0%		11.0%	125.0%
10.0%	104.0%		12.0%	130.0%
15.0%	109.0%			
20.0%	114.0%			
25.0%	119.0%			
<b>30%</b>		<b>WEIGHTING</b>	<b>70%</b>	

*Note: Above scale is abbreviated, full scale is based on a change of 0.1%*

- a) Sales versus Last Year
  - i) Thirty percent (30%) of the target incentive will be based on the Store's sales results versus a year ago, expressed as a percentage change.
- b) Store Contribution
  - i) Seventy percent (70%) of the target incentive will be based on the Store's store contribution results for the current year, expressed as a rate to sales. This means that the Store's contribution dollars will be divided by the Store's total sales for the store.
- c) Example:
  - i) Sales performance for the year = 5.0% over prior year.
    - (1) Sales Incentive Award = 70.0% (% of incentive) x 30% (weighting) = 21% sales Incentive Award.



ii) Store contribution as a rate for the year = 7.0%.

(1) Store contribution Incentive Award = 105% (% of incentive) x 70% (weighting) = 73.5% store contribution Incentive Award.

iii) Total Incentive Award = 94.5% (21% + 73.5%).

- 4) Incentive Awards earned by the Store during the preceding year shall be paid within sixty (60) days following the completion of the Company's fiscal year (the fiscal year identified as FY1 is the same year as identified in items numbered 5 & 6 below) to those employees who are actively employed, both on or before the last day of the sixth month following the beginning of the fiscal year, and also at the end of the fiscal year, on the basis of the following formula:

$$\text{Incentive Payment} = \frac{\text{An Employee's Total Straight-Time earnings (including Sundays) in the Fiscal Year (FY1)}}{\text{Total Straight-Time Store Payroll (including Sundays) in the Fiscal Year (FY1)}} \times \text{Total Award Pool}$$

i) "Straight-Time earnings" shall include an employee's total earnings less overtime, premiums, taxable benefits, sick pay, insurance or Workers' Compensation benefits, but shall include vacation and specified holiday pay.

- 5) At the conclusion of the second fiscal year (FY2) an additional payment equal to seventy percent (70%) of the Incentive Award paid in the preceding year shall be paid within sixty (60) days following the completion of the Company's fiscal year to those employees who are actively employed, both on or before the last day of the sixth month following the beginning of the fiscal year (FY1), and also at the end of the second fiscal year (FY2), on the basis of the following formula:

$$\text{Incentive Payment} = \frac{\text{An Employee's Total Straight-Time earnings (including Sundays) in the Fiscal Year (FY1)}}{\text{Total Straight-Time Store Payroll (including Sundays) in the Fiscal Year (FY1)}} \times \text{Total Award Pool} \times 70\%$$

a) This payment is in addition to the Incentive Award earned in the current fiscal year (FY2).

- 6) At the conclusion of the third fiscal year (FY3) an additional payment equal to thirty percent (30%) of the Incentive Award paid two years prior to the current year shall be paid within sixty (60) days following the completion of the Company's fiscal year to those employees who are actively employed, both on or before the last day of the sixth month following the beginning of the fiscal year (FY1), and also at the end of the third fiscal year (FY3), on the basis of the following formula:

$$\text{Incentive Payment} = \frac{\text{An Employee's Total Straight-Time earnings (including Sundays) in the Fiscal Year (FY1)}}{\text{Total Straight-Time Store Payroll (including Sundays) in the Fiscal Year (FY1)}} \times \text{Total Award Pool} \times 30\%$$

a) This payment is in addition to the Incentive Award earned in the current fiscal year (FY3).

b) This payment is in addition to the Incentive Award earned in the previous fiscal year (FY2).

## **LETTERS OF UNDERSTANDING**

The following letters of understanding were agreed during the renewal of the Collective Agreement dated September 30, 2019:

1) **Assistant Store Managers:**

- Employees in training for Assistant Manager will be left in the bargaining unit while they are being trained and will continue to pay union dues.
- Such trainees will remain at the current wage rate they were paid prior to the commencement of training, plus any automatic wage increases that may occur.
- They will be scheduled in accordance with the provisions of the Collective Agreement.
- A specific training program will be set up for each trainee. This will consist of training in all departments as needed by the individual employee.
- The Company will provide up to a six (6) month training program.
- Training manuals are to be set up for each trainee.
- Reports are to be sent to the Personnel Office every second week, which have been completed by the trainee and Store Manager.
- Department Managers in training are to continue to wear a Department Manager's coat and name badge.
- Should the employee return to the bargaining unit, the Company will return the employee to their former position in their former location if seniority permits.

2) **Salesmen:**

Should it be necessary for the Company to write any supplier in regard to the activities of their salesmen, a copy of such letter will be forwarded to the Union.

3) **U-Scan:**

No full-time employee will be laid off as a direct result of the implementation of U-scan.

4) **Leave of Absence:**

An employee who is a member of the Canadian Armed Forces Primary Reserve may be granted a leave of absence without pay for up to three (3) weeks, so that the employee may attend the annual training camp.

5) **Store Stewards and Business Agents:**

- (a) To the extent that the operation of the business will allow, Store Managers will endeavour not to schedule the Store Steward and the Sub-Steward on the night shift at the same time.

- (b) When a Store Manager considers it necessary to take the actions set out in Article 7.10, the employee will make every possible effort to do so while the Steward or Sub-Steward is on duty in the store. If the Steward or Sub-Steward is not on duty and the circumstances will allow, the employee will postpone the action until either the Steward or the Sub-Steward is next on duty. Where it is impossible or impractical to postpone the action, the employee will have the choice of another employee in the bargaining unit in the store at the time to be present as a witness.
- (c) Union Business Agents will make every effort to plan their routine visits to stores at a time when the Manager is on duty.

6) **Meat Department Knives:**

The Company will supply each Cutter with one Boning Knife and one Steak Knife. The knives will be nothing less than Victorinox or Sweibo quality. The Company will also provide an Electric Belt Grinder and a Wet Stone. The Company will also make arrangements to instruct the Store Meat Manager in the proper procedures in sharpening knives and the employee will in turn, instruct each Cutter.

7) **Lease Renewal, Closure or Sale of a Store:**

Prior to the lease renewal, closure or sale of a store, or prior to a significant capital investment in a store, or prior to an emerging competitive threat to a store, or in the event of a decline in store sales, or a decline in store contribution (profit/loss), the Company may approach the Union to establish mutually agreeable alternatives outside the current Agreement. In the interest of maximizing continued employment of the membership, the Union may approve or reject such option at its sole discretion.

8) **ALCOHOL/DRUG DEPENDENCY**

This will reconfirm the understanding with respect to employees affected by alcohol and/or drug related problems.

1. Should an employee request assistance from the Company regarding an Alcohol or Drug Addiction Problem, the District Manager and the Union Business Agent will meet with the employee to discuss the employee's problem and seek a solution to it. If such employee is referred to a professionally recognized organization for the treatment of Alcohol or Drug Addiction and such organization recommends a program of treatment that will require time off work, the employee will be eligible for Group Insurance Benefits (including Weekly Indemnity) while undergoing such treatment.
2. If the Company believes that an employee is experiencing an Alcohol or Drug Addiction problem, it will inform the Business Agent and arrange a meeting with the employee concerned. If the employee confirms that the employee has such a problem, then the conditions set out in paragraph one will apply.
3. In all such cases the parties will work in the strictest confidence to protect the interests of the employee, the Company, the Union and the industry in general.

## 9) Pension Plan for Full Time Employees

This will reconfirm the understanding with respect to the Pension Plan for full time employees, as amended in negotiations.

- **Normal Retirement Age** - the 1st of the calendar month coincident with or next following the attainment of age 65.
- **Early Retirement** - after age 55 and with 30 or more years of credited service, a member may retire on the employee's full accrued pension at the date of the employee's early retirement.

After age 55 and with 10 years but less than 30 years of credited service, a member may retire on the employee's accrued pension at the date of the employee's early retirement but reduced by four (4%) percent for each year or partial year that the early retirement date is prior to the employee's normal retirement date.

**Death Before Retirement:** In the event of the death of any employee who has completed 2 years of continuous service as a member of the Pension Plan, there shall be paid the actuarial equivalent of the benefits payable at normal retirement with respect to credited service subsequent to December 31, 1986, plus any required contributions with interest to date of death, minus any lump sum benefit amount payable to the employee's Spouse under the Company's survivor benefit insurance plan. If the employee does not have a Spouse at the time of the death, such benefit would be paid to the named Beneficiary.

**Death After Retirement:** The normal pension is payable for life and guaranteed for 10 years (120 monthly installments). Optional forms of payments are available -- life only, 5 year guarantee, Joint and Survivor.

### **Termination**

- a. **Minimum Vesting:** After 2 years of continuous service as a member of the Pension Plan, a terminating employee is entitled to the actuarial equivalent of the benefits payable at normal retirement with respect to credited service subsequent to December 31, 1986, plus any required contributions with interest to date of termination.
- b. **Full Vesting:** After age 45 and 10 years of service, a terminating member is entitled to the actuarial equivalent of the benefits payable at normal retirement. Such benefits are not to be less than the benefits payable under Minimum Vesting.

### **CONTRIBUTIONS**

Effective January 1, 1984, employees are neither required, nor permitted, to make contributions to the Employee Pension Plan.

The Company shall pay the cost of the Plan plus the cost of administration.

### **BENEFITS**

- a) effective November 1, 1990, the monthly pension for credited service prior to January 1, 1986 shall be increased to \$23.00; effective November 1, 1992, the monthly pension for credited service prior to January 1, 1986 shall be increased to \$24.50; effective November 1, 1993, the monthly pension for credited service prior to January 1, 1986 shall be increased to \$26.00.
- b) effective June 23, 1986, the monthly pension for credited service from January 1, 1986 to December 31, 1989 shall be increased to \$26.00.
- c) effective July 1, 1991, the monthly pension for credited service from January 1, 1990 to October 25, 1992 shall be increased to \$29.00.

- d) effective November 1, 1992, the monthly pension for credited service from October 26, 1992 shall be \$31.00; effective November 1, 1993, the monthly pension for credited service from October 26, 1992 shall be \$33.00.
- e) effective January 1, 2000, the monthly pension for credited service from January 1, 2000 shall be \$36.00 effective June 1, 2005, the monthly pension for credited service from January 1, 2000 shall be increased by \$4.00 per month to \$40.00.
- f) effective July 1, 2002, the future service pension credit shall be increased by \$2.00 per month to \$38.00 for credited service from July 1, 2002.  
effective June 1, 2005, the monthly pension for credited service from July 1, 2002 shall be increased by \$2.00 per month to \$40.00.
- g) effective July 1, 2003, the future service pension credit shall be increased by \$2.00 per month to \$40.00 for credited service from July 1, 2003.
- h) effective June 1, 2005, the monthly pension for credited service from June 1, 2005 shall be \$41.00; effective August 1, 2008, the pension for credited service from June 1, 2005 shall be increased by \$1.00 per month to \$42.00.
- i) effective June 1, 2006, the monthly pension for credited service from June 1, 2006 shall be \$42.00; effective August 1, 2008, the pension for credited service from June 1, 2006 shall be increased by \$1.00 per month to \$43.00.
- j) effective June 1, 2007, the monthly pension for credited service from June 1, 2007 shall be \$43.00; effective August 1, 2008, the pension for credited service from June 1, 2007 shall be increased by \$1.00 per month to \$44.00.
- k) effective August 1, 2009, the future service pension credit shall be increased by \$1.00 per month to \$45.00, for credited service from August 1, 2009.
- l) effective August 1, 2010, the future service pension credit shall be increased by \$1.00 per month to \$46.00, for credited service from August 1, 2010.
- m) effective August 1, 2011, the future service pension credit shall be increased by \$1.00 per month to \$47.00, for credited service from August 1, 2011.
- n) effective October 1, 2011, future service pension credit shall be increased by one (\$1.00) dollar per month to forty-eight (\$48.00) dollars for credited service from October 1, 2011.
- o) effective October 1, 2013, future service pension credit shall be increased by one (\$1.00) dollar per month to forty-nine (\$49.00) dollars for credited service from October 1, 2013.
- p) effective October 1, 2014, future service pension credit shall be increased by one (\$1.00) dollar per month to fifty (\$50.00) dollars for credited service from October 1, 2014.
- q) Effective October 1, 2018, future service pension credit shall be increased by one (\$1.00) dollar per month to fifty-one (\$51.00) dollars, for credited service from October 1, 2018.
- r) Effective September 1, 2022, future service pension credit shall be increased by one (\$1.00) dollar per month to fifty-two (\$52.00) dollars for credited service from September 1, 2022.

Benefits provided by a member's voluntary contributions to the prior Dominion Stores Limited plan are in addition to the above benefits.

Credited service shall be limited to a maximum of 35 complete years.

## **ADMINISTRATION AND FUNDING**

The Company shall administer the Plan and shall decide all matters pertaining to the management of the pension fund.

## **JOINT TRUST**

The Company and the Union met for the purpose of establishing a Joint Trust, and the trusteeship was implemented by June 23, 1989.

**The Managements Rights Clause** -- The Agreement is to contain the following clause:

"It is agreed that the retirement of an employee at normal retirement age, or earlier if the employee exercises such option, shall not be a violation of this agreement or of any provincial anti-discriminatory legislation except as provided for in such legislation."

## 10) **BENEFITS FOR FULL-TIME EMPLOYEES**

This will reconfirm the understanding relating with respect to Group Insurance, Long Term Disability, and Survivor's Income.

### **1. GROUP INSURANCE PLAN**

- (a) **Weekly Indemnity Benefits** will be 75% of weekly base rate, to a maximum of \$485.00 a week.
- (b) **Optical Benefits** will be a maximum of two hundred (\$200.00) dollars, in any two (2) consecutive calendar years. The optical benefit will pay the cost of a customary and reasonable basis for frames, lenses and fittings of prescription glasses recommended as necessary by a physician (M.D.) or optometrist.
- (c) **Chronic Care Benefits** will provide coverage up to a maximum of \$13.00 a day in excess of the amount paid by O.H.I.P. for room, board and normal nursing care provided in a Licensed Nursing Home or Clinic for convalescent or chronic care, but excluding custodial care.

### **2. SURVIVOR INCOME BENEFIT PLAN**

The Company will pay the full cost of the benefit for eligible employees.

### **3. LONG TERM DISABILITY PLAN**

- (a) The Company will pay the full cost of the benefit for eligible employees. An employee receiving L.T.D. benefits will not have such benefits reduced as a result of income from other benefit plans to which the employee may be entitled, with the exception of the following:
  - (1) C.P.P. or Q.P.P.,
  - (2) Any other government plan of insurance to which the Company is required to contribute by law.

The maximum weekly benefit under the L.T.D. Plan will be \$400.00. Effective January 1, 1991, the L.T.D. plan shall provide a maximum benefit of \$1,800.00 per month for employees who apply and first become eligible for L.T.D. after January 1, 1991. (\$1,850.00 per month effective April 1, 1994 for employees who apply and first become eligible for LTD after April 1, 1994).

- (b) Employees receiving L.T.D. benefits will continue to accrue pension benefits as long as they are receiving L.T.D. benefits.
- (c) The Company will maintain the following benefits for employees receiving L.T.D. benefits: O.H.I.P., Semi-Private Hospital, Life Insurance, Drug Plan, Optical Plan, and Chronic Care. However, such employees will not have A.D. & D. coverage, nor will they receive payment for statutory holidays, vacation allowance or Christmas Bonus.

#### **4. RETIREMENT LIFE INSURANCE**

Employees who, at the time of their normal retirement, have twenty (20) years of continuous service with the Company, will retain the following coverage under Group Insurance Plan:

- (a) \$4,000 Life Insurance.
- (b) Semi-Private Hospital Coverage.
- (c) Prescription Drug Benefit.

#### 11) **ABSENCE FROM WORK PAY FOR FULL-TIME EMPLOYEES**

This will reconfirm the understanding with respect to the Application of Article 16.

The following letter of instructions regarding "Absence from Work Pay" will be reissued from time to time.

#### **LETTER OF INSTRUCTIONS REGARDING "ABSENCE FROM WORK PAY"**

In order to qualify for absence from work pay, an employee must comply with all the terms and conditions set out in Article 16 of the Collective Agreement; failure to do so can render an employee ineligible for such benefits.

To assist you in understanding and complying with the terms and conditions of Article 16, the Company and the Union wish to bring the following instructions to your attention:

- 16.03 Employees must PERSONALLY NOTIFY their Store Manager of their absence;
- (b) the only exception to this is where the employee is physically incapable of doing so -- then the employee may have a responsible person (not a child) call on the employee's behalf.

The employee must ask for the Store Manager when reporting the employee's absence and not leave a message with the person who answers the telephone. If the Manager is not available, the employee is to ask for the "Manager's Appointee" and inform him/her of the employee's absence.

The employee must give the Store Manager a specific reason for the employee's absence.

Not only must the employee inform the Manager of how the employee may be contacted during the employee's absence, but the employee must respond to such contacts. To be unavailable at the phone number or address given -- or to fail to return a call left in the employee's absence may make an employee ineligible for benefits.

These instructions have been issued and approved by both the Company and the Union.

12) **Conversion to Sav-A-Centre**

In the event that the Company opens a Sav-A-Centre store at the same time as, in conjunction with, or within three (3) months or such other reasonable period as agreed by the parties prior to the closure of a store having a collective agreement between another division of Metro Ontario Inc. and Unifor, Local 414, and such new store is in the same municipality and shopping market area as the store which is closing, the parties agree that the store shall be governed by the collective agreement between Sav-A-Centre and Unifor, Local 414, dated September 14, 2015. The employees of the store which is closing shall have the option of either exercising those bumping rights provided by the collective agreement in place in the store which is closing, or may opt to work in the Sav-A-Centre store, in which latter case they will carry with them continuous seniority, and be subject to all terms and conditions set out in the collective agreement between Sav-A-Centre and Unifor, Local 414, in accordance with such seniority.

13) **Social Justice Fund**

The Company will contribute one (1¢) cent per hour worked to the Social Justice Fund and such contribution will be made for straight time hours worked only and will not be made for overtime hours or premium hours. Hours not worked, even though compensated in accordance with a specific provision of the Agreement and deemed to be hours worked for other purposes, shall not be considered to be hours worked for purposes of this Fund. Contributions to the Fund will be made quarterly, in the middle of the month immediately following completion of each calendar quarter year, and such contributions remitted to the address of the Unifor Social Justice Fund.

The Company will be issued with a charitable receipt for each payment.

14) **Optical Plan For Part-Time Employees**

The Company agrees to provide an Optical Plan for part-time employees with three (3) years of continuous service who work six hundred (600) hours per calendar year, on the basis of a ten (\$10.00) dollar deductible and with an eighty (80%) percent co-insurance feature. The plan shall provide a benefit for employees and dependent children only, of up to two hundred (\$200.00) dollars, over two (2) consecutive years, for frames, lenses and fittings of prescription glasses recommended as necessary by a physician (M.D.) or optometrist. The Plan shall provide forty (\$40.00) dollars over two (2) consecutive years for an eye exam.

15) **Drug Plan For Part-Time Employees**

The Company agrees to provide a drug plan for part time employees with five (5) years of service or more, who are otherwise not covered, and who work 600 hours or more in the prior calendar year with a \$50.00 annual deductible.

16) **Prescription Drug Counter**

If the Company establishes a prescription drug counter in any store covered by the Collective Agreement, it is agreed that the Pharmacists, Pharmacist Interns and Pharmacist Students will be excluded from the Agreement, and that there will be no limitations placed upon their functions. It is expected that "Regulated Pharmacy Technicians" will be introduced in the Province of Ontario at some time during the term of this Collective Agreement. The parties agree that once this designation is recognized in the Province, individuals working in the Pharmacy operations who hold this designation shall be excluded from the bargaining unit. The Employer and Union agree to meet at the time this occurs to discuss any potential issues. However, all other persons employed in this section as



Pharmacist's Assistants, whether full-time or part-time, will be union members covered by the terms of the Agreement, with rates of pay as follows:

- a) Rates for full time employees hired prior to July 28, 2008 shall be as follows:

<b>EFFECTIVE</b> <b>Sept. 29, 2019</b>	<b>EFFECTIVE</b> <b>Sept. 27, 2020</b>	<b>EFFECTIVE</b> <b>Sept. 26, 2021</b>	<b>EFFECTIVE</b> <b>Sept. 25, 2022</b>
<u><b>HRLY</b></u>	<u><b>HRLY</b></u>	<u><b>HRLY</b></u>	<u><b>HRLY</b></u>
\$20.15	\$20.55	\$20.95	\$21.35

- b) Rates for full-time employees hired after July 27, 2008 shall be as follows:

	<b>EFFECTIVE</b> <b>Sept. 29, 2019</b>	<b>EFFECTIVE</b> <b>Sept. 27, 2020</b>	<b>EFFECTIVE</b> <b>Sept. 26, 2021</b>	<b>EFFECTIVE</b> <b>Sept. 25, 2022</b>
Start	MW+\$1.00			
6 Months	MW+\$1.25			
12 Months	MW+\$1.50			
18 Months	MW+\$1.75			
24 Months	MW+\$2.00			
30 Months	MW+\$2.50			
36 Months	\$19.35	\$19.75	\$20.15	\$20.55

- c) Rates for part-time employees shall be as follows:

<b>Hours</b>	<b>Sept. 29, 2019</b>	<b>Sept. 27, 2020</b>	<b>Sept. 26, 2021</b>	<b>Sept. 25, 2022</b>
0-750	MW			
751-1250	MW + \$0.15			
1251-2000	MW + \$0.25			
2001-2750	MW + \$0.50			
2751-3500	MW + \$0.75			
3501-4250	MW + \$1.00			
4251-5000	MW + \$1.25			
5001-5750	MW + \$1.50			
5751-6500	MW + \$1.75			
6501 and over	\$16.00	\$16.20	\$16.40	\$16.55

- d) Rates of pay applicable to part time employees under 18 years of age who are students shall be as follows:

Hours	Sept. 29, 2019	Sept. 27, 2020	Sept. 26, 2021	Sept. 25, 2022
0-500	SMW			
501-1000	SMW + \$0.05			
1001 and over	SMW + \$0.10			

Upon attaining age 18, the employee shall be placed on the part time wage progression set out in (c) above.

17) **Pension Plan for Part-Time Employees**

A retirement plan applicable to part-time employees shall be set up within the Jointly Trusteed Retirement Plan for Retail Store Employees of Metro Ontario Inc. who are Members of Local 414 of Retail Wholesale Canada/UNIFOR Division, providing for the following:

- **Effective Date** - Plan to become effective on July 1, 2002.
- **Normal Retirement Date** - the first day of the month coincident with or next following the attainment of age. 65

It is agreed that the retirement of an employee at their normal retirement date, or earlier if the employee exercises such option, shall not be a violation of this agreement or of any provincial anti-discriminatory legislation except as provided for in such legislation.

- **Early Retirement** - A member may retire on an early retirement date which shall be the first day of any month following or coincident with the member having attained both age 55 and completed 2 years of continuous service.

In the event that a member elects early retirement, the member's retirement income will be the actuarial equivalent of the employee's deferred retirement income under the Plan.

- **Eligibility for Plan Membership** - An employee will be eligible for membership in the plan upon the completion of at least twenty-four months of continuous service, with the lesser of:
  - (a) 700 hours worked with A&P; or
  - (b) earnings of not less than 35% of the Year's Maximum Pensionable Earnings.

in each of two consecutive calendar years immediately prior to membership in the plan.

- **Credited Service** - Credited Service will include the calendar years of continuous service after July 1, 2002 during which an employee works 700 or more hours.

If an employee is absent due to illness or injury, the employee will continue to accumulate credited service for up to one year. However, an employee will not

accumulate credited service during an absence beyond one year due to illness or injury or during authorized leave of absence or layoff. In this case, the employee will continue to accumulate credited service upon the employee's return to work provided the employee works a minimum of 700 hours in the calendar year.

- **Current Service Benefit** - \$10.00 per month per year of Credited Service effective July 1, 2002. Credited Service shall be limited to a maximum of 35 complete years. Effective June 1, 2005, the future service pension credit shall be increased by \$1.00 per month to \$11.00 for credited service from June 1, 2005. Effective June 1, 2006, the future service pension credit shall be increased by \$1.00 per month to \$12.00 for credited service from June 1, 2006. Effective June 1, 2007, the future service pension credit shall be increased by \$1.00 per month to \$13.00 for credited service from June 1, 2007. Effective October 1, 2011, future service pension credit shall be increased one (\$1.00) dollar per month to fourteen (\$14.00) dollars for credited service from October 1, 2011. Effective October 1, 2013, future service pension credit shall be increased one (\$1.00) dollar per month to fifteen (\$15.00) dollars for credited service from October 1, 2013. Effective October 1, 2018, future service pension credit shall be increased by one (\$1.00) dollar per month to sixteen (\$16.00) dollars for credited service from October 1, 2018. Effective September 1, 2022, future service credit pension shall be increased by one (\$1.00) dollar per month to seventeen (\$17.00) dollars for credited service from September 1, 2022.
- **Normal Form of Pension** - The normal form of pension will be life only.
- **Termination** - After completing 2 years of continuous service, a terminating member, other than termination on account of death or retirement, will be entitled to a pension payable at the employee's Normal Retirement Date, or to transfer to a locked-in Registered Retirement Savings Plan the actuarial equivalent value for the employee's deferred retirement income under the Plan.
- **Death** - After completing 2 years of continuous service, for a member who terminates on account of death, the lump sum value of the Termination benefit shall be payable to the member's spouse or beneficiary, as required by provincial pension legislation.

18) **Legal Assistance Fund**

The Company agrees to contribute up to five (5¢) cents per hour worked into a fund to provide legal assistance to eligible full time and part time employees, subject to working out details within six (6) months of the date of ratification, regarding timing, eligibility and coverage. Such fund to be single employer and jointly trusted.

19) **Starbucks**

The following summarizes our discussion regarding the installation of Starbucks operations in identified Metro stores that are subject to the Sav-A-Centre (SAC) Collective Agreement between the parties dated September 30, 2019. Starbucks at these locations will be considered to be part of the store, managed by the Store Manager and covered by the aforementioned Collective Agreement. The following sets out those Collective Agreement terms applicable to the Starbucks that differ from said Collective Agreement.

- a) All employees, full and part time, who work in the Starbucks, will be covered by the terms of the Collective Agreement, but like the in-store pharmacies, the Starbucks will be considered a separate department. That is to say, there will be no posting, bumping, or claiming of hours into or out of the Starbucks.

b) Main Body of CBA

- 13.02 Amended to provide that an Assistant Store Manager may work in the Starbucks on a hands-on basis.

c) Appendix "A"

- 1.01 Amended to provide that the normal work week of all full-time employees shall consist of forty (40) hours per week, to be worked in five (5) days of eight (8) hours each, Sunday to Saturday. All other related articles throughout the Collective Agreement shall be considered amended to conform with a forty (40) hour work week.
- 1.02 Does not apply.
- 2.07 Does not apply.
- 3.08 Does not apply

d) Appendix "B"

- 1.04 A Starbucks Clerk shall receive the same hourly rate of as a Stock Clerk/Service Clerk as set in the main body of the Collective Agreement.
- The person in charge of the Starbucks will be a full-time employee on a lead clerk assignment. Any full-time employee who is designated a lead clerk by the Employer shall receive a premium of \$1.00 per hour while performing lead clerk duties.
- 2.07 Does not apply.

e) Appendix "C"

- 11.03 Regarding Sundays, does not apply. Work performed on a Sunday shall be considered part of the normal work week.
- 15.01 (f) Refer to the main body of the collective agreement for part time wages
- 15.01 (g) Refer to the main body of the collective agreement for student wages

Letters of Understanding

This will confirm the understanding reached by the parties during negotiations with respect to the currency of the Collective Agreement dated the 30<sup>th</sup> day of September 2019, relating to the following matter:

The Company and the Union agree that the following list of Letters of Understanding has been agreed to and forms part of the Collective Agreement, and the signing of this letter has the effect of signing each letter on the list. The list is as follows:

Letter #1	Assistant Store Managers
Letter #2	Salesmen
Letter #3	U-Scan
Letter #4	Leave of Absence
Letter #5	Store Stewards and Business Agents
Letter #6	Meat Department Knives
Letter #7	Lease Renewal, Closure or Sale of a Store Closure
Letter #8	Alcohol/Drug Dependency
Letter #9	Pension Plan for Full-time Employees
Letter #10	Benefits For Full-Time Employees: Group Insurance, Long Term Disability and Survivor's Income
Letter #11	Absence from Work Pay For Full-Time Employees
Letter #12	Conversion to Sav-A-Centre
Letter #13	Social Justice Fund
Letter #14	Optical Plan For Part-time Employees
Letter #15	Drug Plan For Part-time Employees
Letter #16	Prescription Drug Counter
Letter #17	Pension Plan for Part time Employees
Letter #18	Legal Assistance Fund
Letter #19	Starbucks
Letter #20	Signing of Letters of Understanding

Agreed to this 30<sup>th</sup> Day of September, 2019

For The Union

For The Company

## ADDENDUM

The following outlines the Company's Policy regarding Workplace Violence and Harassment. This is a Corporate policy not subject to negotiation.

### **POLICY ON WORKPLACE VIOLENCE AND HARASSMENT**

Metro Ontario Inc. (Metro) is committed to providing a safe and healthy work environment free of workplace violence and harassment. With this in mind, Metro has taken actions to identify possible sources of workplace violence and harassment and to implement a workplace violence and harassment prevention program to eliminate or minimize risk. Individuals who violate this policy may be subject to dismissal or other disciplinary action (if employed), arrest and/or criminal prosecution.

#### **DEFINITION**

##### **Workplace violence is:**

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker; or
- domestic violence where a spouse or former spouse, a current or former intimate partner, or a family member physically harms, or attempts or threatens to physically harm, a worker in the workplace.

**Workplace harassment** occurs when a person engages in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

#### **APPLICATION**

This policy applies to all Metro workers, customers, visitors, guests or other individuals on Metro premises. Any person who engages in or is reasonably believed to have engaged in workplace violence or harassment on Metro premises may be removed from the premises if required. Should an investigation substantiate that violations of this policy have occurred, Metro will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or cancellation of any business relationship, reassignment of job duties, suspension or discharge from employment, and/or seeking arrest and prosecution of the person or persons involved.

#### **RESPONSIBILITIES**

##### **Management Staff of Metro Ontario Inc. shall:**

- Understand and uphold the principles of this policy;
- Provide training and instruction to employees concerning workplace harassment and violence;
- Communicate this policy and its procedures to all workers;

- Consult with Human Resources and/or Health & Safety Management, and where appropriate, Loss Prevention, in conducting workplace violence hazard assessments;
- Advise the Joint Health and Safety Committee of the results of workplace violence hazard assessments;
- Respond promptly to all reports of workplace violence and harassment and not condone or permit any behaviour contrary to this policy;
- Take every precaution reasonable in the circumstances for the protection of a worker where management staff are aware, or ought to be aware, that the worker could be subjected to physical injury resulting from domestic violence which may occur in the workplace;
- In consultation with appropriate Metro resources, ensure that each known incident of workplace violence or harassment is investigated to the extent appropriate, based on the nature of each incident and the actual or potential threat it posed to worker safety:
  - consult with other parties (e.g., Labour Relations, Human Resources, Union Representative, Loss Prevention, Health & Safety, JHSCs, Employee Assistance, Police Services);
  - take all reasonable and practical measures to minimize or address risks identified by the incident;
  - document the incident, its investigation, and the corrective action taken; and
  - follow up with the worker who reported the incident to ensure that they are apprised as to the status of the investigation.
- Take all reasonable and practical measures to protect workers, acting in good faith, who report workplace violence or harassment or act as witnesses, from reprisal or further workplace violence or harassment.

**All Workers Shall:**

- Adhere to Metro's Policy on Workplace Violence and Harassment;
- Not engage in or ignore workplace violence or harassment directed at others;
- Report promptly any incident where the worker is subjected to, witnesses, or has knowledge of workplace violence, or has reason to believe that workplace violence may occur;
- Notify management if they are protected by a restraining order or protective order which encompasses Metro locations as protected areas. Upon request, the worker shall provide a copy of any temporary protective or restraining orders that are granted, and a copy of any protective or restraining orders that are made permanent; and
- Refrain from bringing weapons on Metro premises which includes Metro vehicles and parking areas owned or operated by Metro. Requests for exceptions, available only in limited circumstances, must be approved in advance by the Vice-President, Human Resources.

**The Health and Safety Department will:**

- Periodically review the effectiveness of the policy and procedures and make changes as required.

**REPORTING REQUIREMENTS:**

All workers are responsible for promptly notifying the manager in charge of the work site of any workplace violence which they have witnessed, been subjected to, or have been told that another person has witnessed or been subjected to. Workers, who for any reason are unable to communicate information to the manager in charge, may alternatively contact their Human Resource or Health & Safety Management representative, the Union Representative, or call Metro's Loss Prevention Hotline at 1-877-700-7867.

**CONFIDENTIALITY AND REPRISALS**

Metro understands the sensitivity of the information requested, respects the privacy of the individual providing the information and will strive to handle each instance with the maximum confidentiality the situation warrants. Reprisals against a worker who has reported an incident of workplace violence or harassment, whether against them or another worker, shall not be tolerated.