

OFFICE WORKERS COLLECTIVE AGREEMENT

between

CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION, LOCAL 458

(hereinafter referred to as the “Union”)



and the

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, DISTRICT LODGE 14

(hereinafter referred to as the “Employer”)



January 1, 2018 to December 31, 2019

Ratified December 18, 2017

INDEX

<u>Article</u>	<u>Page</u>
1. Purpose	3
2. Bargaining Agency And Recognition	3
3. Union Security	3
4. The Rights Of The Employer	4
5. Definition Of Employee	4
6. Union Representation	5
7. Hours Of Work	6
8. Overtime	6
9. Accommodations And Meal Allowances	7
10. Holidays	7
11. Vacations	8
12. Medical Plan, Hospitalization, Compensation And RRSP	8
13. Sick Leave, Sick Leavy Payout, Leave Of Absence	9
14. Seniority	12
15. Promotion, Layoff And Recall	13
16. Discharge And Termination	14
17. Wages	14
18. General	15
19. Grievance Procedure	16
20. Technological And Procedural Changes	17
21. Health And Safety	17
22. Duration, Termination And Amendments	18
23. Long Service Pay	18
24. Personnel Record	18
25. Discrimination Clause	19
26. Health and Wellness	19
27. Labour Management Committee	19
Appendix "A" Job Classifications And Salary Rates	20
Appendix "B" Special Unpaid Leave Clauses	24
Appendix "C" Signing Page	30
2018 Calendar	31
2019 Calendar	32

ARTICLE 1 – PURPOSE

1:01 The purpose of this agreement is to maintain a harmonious relationship between the International Association of Machinists and Aerospace Workers, District Lodge 14, hereinafter referred to as the Employer, and the Employees who are members of the Canadian Office and Professional Employees Union, Local 458, hereinafter referred to as the Union; to clearly define the hours of work, rates of pay and the conditions of employment; to provide for an amicable method of settling differences which may from time to time arise; to promote the mutual interest of the Employer and Employees; to promote and maintain such conditions of employment and in recognition whereof, the Employer and the Union agree as follows:

ARTICLE 2 - BARGAINING AGENCY AND RECOGNITION

2:01 The Employer recognizes the Union as the sole bargaining authority for all Employees in its office within the jurisdiction of the Canadian Office and Professional Employees Union with the classification of office and clerical workers listed in Appendix "A" or within such new classifications as may from time to time be agreed to and established by the parties. It is expressly agreed that this agreement shall not apply to any elected or appointed officer or representative of the Employer.

ARTICLE 3 - UNION SECURITY

3:01 The Employer agrees that all eligible Employees shall maintain Union membership as a condition of employment and the Employer agrees to inform new Employees of this condition. New Employees who are retained beyond forty-five (45) calendar days employment shall become members of the Union with an additional fifteen (15) calendar days and shall remain in good standing so long as they are employed by the Employer.

3:02 Employees engaged on a temporary or casual basis for a period not exceeding thirty (30) calendar days shall not be required to join the Union, but must pay an applicant's service fee at the current COPE Local 458 percentage times regular wages.

3:03 The Employer agrees automatically to deduct Union dues, applicant's service fees, initiation and/or assessments, once each month and to transmit monies collected to the Secretary Treasurer of the Union by the fifteenth (15) of the following month, together with a list of the Employees from whom such deductions were made. The Union agrees to inform the Employer as to the rates of the Union dues, applicant's service fees, initiation and assessment dues with a signed authorization form from the Union signed by the Employee.

3:04 Upon written notice from the Union that an eligible Employee fails to join and maintain membership in the Union by refusing to pay dues or assessments, the

Employer agrees to terminate employment of said Employee fourteen (14) calendar days from the date of notice.

- 3:05 Should a vacancy occur in the office of the Employer covered by the agreement, such position shall be posted with Local 458, Canadian Office and Professional Employees Union, Edmonton. If the Union cannot supply qualified help within forty-eight (48) hours excluding Saturday, Sunday and holidays, then the Employer has the right to hire help elsewhere. The Union agrees to notify the Employer immediately should no Union members be available.
- 3:06 Persons who are not in the bargaining unit shall not perform work that would normally be performed by members of the bargaining unit except in cases mutually agreed upon by both parties.
- 3:07 The Union understands the need for the use of volunteers under certain circumstances; however, the Employer agrees that there shall be no layoffs as a result of the use of volunteers.

ARTICLE 4 - THE RIGHTS OF THE EMPLOYER

- 4:01 The Union recognizes the rights of the Employer to hire and promote, and discipline for just cause subject to the provisions of this agreement and the right of the Union or Employee to grieve as provided in Article 19.

ARTICLE 5 - DEFINITION OF EMPLOYEE

- 5:01 A regular Employee is any person employed on a full-time permanent basis and who has completed the probationary period.
- 5:02 A regular part-time Employee is any person employed on a continuing basis for less than the normal hours of work or work week. Regular part-time Employees shall be covered by all conditions of this agreement on a pro rata basis, consistent with the time regularly employed each week, except that all such Employees shall have medical benefit premiums as outlined in Article 12 fully paid for by the Employer.
- 5:03 A temporary Employee is one hired by the Employer as a relief for vacations, illness and leaves of absence or to carry out a short-term assignment for a specified period of time. Should continuous employment exceed six (6) months, the Employee shall be considered a regular Employee (or regular part-time Employee) and seniority will date back to original date of employment. Temporary Employees have the rights of the agreement upon date of hiring.
- 5:04 Casual or extra Employees shall be those Employees hired for extra or relief work period of up to one (1) month. Such Employees shall be paid at the rates provided in this agreement and will be guaranteed not less than three (3) hours work on each day which they are employed.

5:05 All new Employees, except temporary or casual Employees, will be considered probationary for the first sixty (60) calendar days. After sixty (60) calendar days an Employee will become permanent. A temporary Employee transferred to regular status will not be required to serve a further probationary period.

The probationary period may be extended for an additional sixty (60) calendar days provided the reasons for the extension are submitted in writing by the Employer to the Employee and the Union. This letter must outline how the Employee can improve in order to pass the probationary period. A review of the Employee's status will occur after thirty (30) days of this extension. At any time during this sixty (60) day extension period, the Employer will advise the Employee if they have met the conditions to pass their probationary period. At the end of the 60 day extension, if not done sooner, the Employee will be advised if they have successfully completed their probationary period.

5:06 The Employer or his representative shall make known to the Employees the duties the Employees are expected to perform and from whom the Employees shall receive their instructions as to the policies and procedures of the establishment.

ARTICLE 6 - UNION REPRESENTATION

6:01 The Employer shall recognize the representative(s) and stewards as selected by the Union for the purposes of collective bargaining, agreement administration and general Union business, as the sole and exclusive representatives of all Employees within the bargaining unit as defined in Article 2 of this agreement.

6:02 The Union shall notify the Employer, in writing, of the names of its representatives and stewards.

6:03 The representatives of the Union shall have the right to contact the Employees at their place of employment on matters respecting the agreement or its administration. The Union will obtain authorization from the Employer as to the appropriate time for such contact before meeting the Employees.

6:04 The stewards may, within reason, investigate and process grievances or confer with the representatives of the Union during working hours without loss of pay. The steward(s) will obtain permission from their immediate supervisor before leaving their immediate area for such purposes and such permission will not be unreasonably denied.

6:05 The Employer shall not discharge, discipline or otherwise discriminate against any member of the Union for participation in or for legitimate action on behalf of the Union or for the exercise of rights provided by this agreement.

6:06 The Employer agrees that the Employee and the Union shall be notified at least one (1) full working day in advance of any interview of a disciplinary nature and to indicate:

- a) the Employee's right to be accompanied by a Union representative;
- b) the purpose of the meeting including whether it involves the Employee's personnel record;
- c) that if the Employee's personnel record is to be considered during the interview, the Employee and/or the Union representative shall have access before the meeting to the file. The Employer reserves the right to evoke discipline immediately under extreme circumstances and to notify the Union immediately.

ARTICLE 7 - HOURS OF WORK

7:01 A regular working day shall consist of seven (7) hours between the hours of 7:30 a.m. and 5:00 p.m., five (5) days per week, Monday through Friday inclusive, with a lunch period of one hour provided; regular set times to be arranged between Employer and the Employee.

7:02 Two (2) relief periods per day of fifteen (15) minutes each, one in the morning and one in the afternoon shall be allowed.

ARTICLE 8 - OVERTIME

8:01 All time worked in excess of the regular working day, as defined in Article 7:01, shall be considered as overtime and paid for at the rate of double time. Saturdays, Sundays and Statutory Holidays shall be paid at double time for time worked.

8:02 All Employees required to work overtime in excess of two (2) hours beyond their regular working day shall be allowed a lunch period at the regular rate of pay. All Employees required to work overtime in excess of four (4) hours on Saturday, Sunday or recognized holidays shall be allowed a lunch period at the regular rate of pay.

8:03 Employees who are called back to work during regular scheduled days off or vacations or outside the regular working day, shall receive a minimum of three (3) hours pay at the overtime rates provided the Employee reports for such work.

8:04 The Employer will be responsible for an Employee's transportation home after 8:00 p.m. in the event of overtime scheduled after working hours, provided the Employee does not have their own personal transportation.

8:05 For the purpose of this article, time spent in out of town travel on Employer business shall be considered as time worked and paid at regular time rates.

ARTICLE 9 - ACCOMMODATIONS AND MEAL ALLOWANCES

9:01 Where an Employee is required to work away from the normal workplace, the Employee shall be entitled to:

- a) a per diem of \$60.00 per day in-province and \$75.00 per day for out-of-province. The per diem will be paid in U.S. dollars for days in the U.S.A.,
- b) the cost of overnight accommodation,
- c) the cost of parking,
- d) travel allowance at the current Canada Revenue rate per kilometer.

Employees shall not be required to use their vehicles for any business on behalf of the Employer. This is with the understanding that if Employees choose to use their own vehicle for Employer business, it will be at their own discretion and compensated as per the rate above.

ARTICLE 10 - HOLIDAYS

10:01 The Employer agrees to provide regular Employees and regular part-time Employees with the following holidays without loss of pay:

New Years Eve Day*	Thanksgiving Day
New Years Day	Remembrance Day
Family Day	Christmas Eve Day
Good Friday	Christmas Day
Easter Monday	Boxing Day
Canada Day	Victoria Day
Labour Day	Civic Holiday
2 Floating Holidays**	

and any duly acclaimed Federal, Provincial or Civic Holiday. (*New Years Eve Day, however, should this day land on a regularly scheduled day off, the day will not be compensated by another day). **Floating Holidays to be taken on a day mutually agreed between Employer and Employee after an employment period of sixty (60) working days).

Temporary Employees shall receive the above days with the exception of New Years Eve Day, and 2 floating holidays.

10:02 When any of the above holidays fall on a Saturday and/or Sunday, they shall be observed on either the previous Thursday and/or Friday or subsequent Monday and/or Tuesday as directed by the Employer.

10:03 In the event of any of the holidays enumerated in Article 10:01 occur during the period of an Employee's vacation, an additional day's vacation with pay shall be allowed for each holiday so occurring.

10:04 No deduction shall be made in pay of any regular Employee for a holiday except in the following case: When an Employee is absent without the immediate supervisor's consent (non-approved furlough on either of the working days immediately preceding or following the holiday).

ARTICLE 11 - VACATIONS

11:01 For the purpose of computing vacation entitlement, an Employee shall be entitled to vacation in accordance with length of service to become due on the anniversary date of the Employee as follows:

- 3 weeks vacation after 1 year
- 4 weeks vacation after 5 years
- 5 weeks vacation after 12 years
- 6 weeks vacation after 18 years
- 6 weeks + 1 day vacation after 26 years
- 6 weeks + 2 days vacation after 27 years
- 6 weeks + 3 days vacation after 28 years
- 6 weeks + 4 days vacation after 29 years
- 7 weeks vacation after 30 years or more

11:02 Preference in selection of vacation periods will be given to Employees in order of seniority with their respective Employer. Any vacation period must be taken at a time mutually agreed with the Employer. Vacation will be accrued from employment anniversary date to anniversary date. Accrued vacation entitlement may be taken prior to anniversary date by mutual agreement of the Employer and Employee. Vacation entitlement unless mutually agreed to by Employer and Employee must be completed prior to the Employee's next anniversary date.

11:03 For the purpose of computing vacation pay on severance, the following shall apply:

Less than 1 year of service	4%
After 1 year of service	6%
After 5 years of service	8%
After 12 years of service	10%
After 18 years of service	12%

ARTICLE 12 - MEDICAL PLAN, HOSPITALIZATION, COMPENSATION & RRSP

12:01 The Employer agrees to pay the Employee's monthly premiums of Alberta Health Care Insurance Plan.

- 12:02 Where there is an Employer sponsored Health and Welfare Plan in effect, wherever possible the Employer shall cover an Employee under this plan. If there is no sponsored Health and Welfare Plan then the Employer shall cover the Employee under basic Blue Cross, if such coverage is required. All regular part-time Employees shall have medical benefits paid for in full.
- 12:03 Employees, who leave the employ of the Employer for reasons other than just cause, may opt to stay in the benefit plan offered by the Employer by remitting to the Employer both the Employer's and the Employee's share of the Plan costs for a maximum of two (2) years for health and dental only to a maximum age of 70. Premiums must be prepaid for six months in advance and the next payment must be submitted 6 weeks prior to the end of the previous prepaid term. Failure to meet prepayment deadline will lead to termination of benefits.
- 12:04 All Employees shall be covered by Workers' Compensation. An Employee who suffers injury or illness covered under the Workers' Compensation Act will continue to have their medical and pension plans paid by the Employer for a period not to exceed two years or until the Employee is declared permanently disabled, whichever occurs first.
- 12:05 The Employer shall contribute monthly an amount equal to 14% of the Employee's gross salary effective January 1, 2018, 16% of the Employee's gross salary effective January 1, 2019 with the I.A.M. Labour-Management Pension Fund. Should this amount increase during the life of the collective agreement it will take effect immediately.

ARTICLE 13 - SICK LEAVE, SICK LEAVE PAYOUT, LEAVES OF ABSENCE

- 13:01 Employees shall be allowed one and one-half (1 1/2) days sick leave with pay for each month worked, such sick leave to be cumulative from year to year to a maximum of one hundred and eighty (180) actual working days. If requested by the Employer, a doctor's certificate must be supplied by the Employee in respect of an illness extending beyond three (3) working days.
- 13:02 A record of all sick leave and unused sick leave will be kept by the Employer. Each Employee shall be informed of the amount of unused sick leave accrued to their credit at the end of each calendar year. Immediately after the close of each calendar year, each Employee shall review these records with the Employer to verify that the accumulated sick leave is correct. Every Employee is to be advised on application of the amount of sick leave accrued to their credit.
- 13:03 Upon termination each Employee will be paid ten (10) percent of their accumulated sick leave credits. It is understood that this does not apply when termination has been for just cause.
- 13:04 Any Employee who terminates their employment for reasons other than discharge for cause shall be entitled to a payout of accumulated sick leave credits based on years of service as referenced in this Clause.

- after 10 years – fifty (50) percent of accumulated sick leave
- after 15 years – seventy-five (75) percent of accumulated sick leave
- after 20 years – one hundred (100) percent of accumulated sick leave

The options for payout will be determined by the Employee in consultation with the Employer. These can be:

- a) pay,
- b) pay and a reduced work week at full pay, or
- c) reduced work week at full pay.

Twenty (20) working days' notice must be provided by the Employee to the Employer for this Clause only.

- 13:05 In the case of family illness, within the immediate family (spouse, common-law spouse, parent, son or daughter), the Employee shall be entitled to two (2) accumulated sick leave days per illness. Such leave of absence will be charged against sick leave accumulated.
- 13:06 Where an Employee is receiving benefits in accordance with Article 13:01 any weekly indemnity paid under a health and welfare plan referred to in Article 12:02 and/or any Workers' Compensation Benefit shall be refunded to the Employer.
- 13:07 Employees shall be granted extended sick leave of absence without pay of up to six (6) months after one (1) years service and twelve (12) months after five (5) years service beyond the paid sick leave entitlement provided in 13:01 above during periods of lengthy illness or disability as certified by a medical doctor. During that period of leave beyond the paid sick leave entitlement, seniority will be retained but not accumulated.
- 13:08 Any Employee who has completed one (1) year of continuous service shall be entitled to maternity/paternal/adoption leave without pay for up to a maximum of eighteen (18) months per federal regulations. As part of the maternity leave, the Employee may have the option of returning to work after the completion of ninety (90) days leave of absence provided the Employee provides a certificate from the doctor stating that they are physically and mentally fit to return to work. An Employee is required to notify the Employer one month in advance of their intention to resume work, provided the Employee has not been laid off in compliance with the seniority provisions. During the period of maternity/paternal/adoption leave, seniority will be accumulated.
- 13:09 When an Employee is granted extended sick or maternity/paternal/adoption leave as outlined above, the Employer agrees to continue paying the Employee's health care benefits. In the event an Employee does not return to work the

Employee shall reimburse the Employer for the amounts paid in benefits while on leave.

- 13:10 Any Employee may apply for and, where possible, receive up to twelve (12) months leave of absence without pay, for reasons other than sick leave. Seniority will be retained but not accumulated. Permission for such leave must be obtained from the Employer in writing.
- 13:11 Employees, when delegated to perform Union activities shall be granted leave of absence without pay, not to exceed thirty (30) days without loss of seniority.
- 13:12 Employees selected to act on behalf of COPE, Local 458, shall not have their wages reduced by reasons of time spent during periods of negotiations and mediation (for the purposes of bargaining) with the Employer signatory to this agreement, prior to the appointment of an Arbitrator.
- 13:13 In cases of death in the immediate family, an Employee shall be granted a leave of absence for bereavement leave of five (5) days with pay. The Employer agrees to grant compassionate leave up to a maximum of 8 weeks as provided for under the Compassionate Care Leave EI legislation. During this period, the Employer agrees to provide salary top-up provisions and continue paying the Employee's health care benefits for the duration of the EI Compassionate Leave. For this purpose immediate family shall be defined as: spouse, common-law spouse, parents, son or daughter.

An Employee shall be granted a leave of absence for bereavement leave of three (3) days with pay in the case of the death of grandparents, parents of spouse, brother or sister, brother-in-law, sister-in-law, grandparents of spouse and grandchildren. Up to thirty (30) days accumulated sick leave may be used following the death of a spouse or child.

In cases where traveling time is necessary for out-of-town funerals, an additional one (1) day with pay shall be granted providing the distance traveled is in excess of 200 miles or 320 kilometers one way. Additional time will be allowed in accordance with distance to be traveled up to one week without pay. Such leave of absence will not be charged against sick leave, holiday entitlement or other accrued time off.

- 13:14 A maximum of two (2) days bereavement leave per calendar year to attend the funeral or memorial service of a close personal friend or other relative not covered under 13:11.
- 13:15 An Employee summoned to Jury Duty or as a Witness will receive their regular rate of pay for the time spent in this service when it occurs on regular scheduled workdays. Total hours on Jury Duty or as a Witness and actual work on the job, in the office, in one day shall not exceed seven (7) hours for the purpose of establishing the basic work day. Any time worked in the office in excess of the combined total of seven (7) hours shall be considered overtime and paid as

such. The Employee shall not be required to report if less than two hours of their shift remains to be worked.

13:16 Regular Employees who are compelled to arrange a medical or dental appointment during working hours shall be allowed to meet such appointments without loss of pay, provided that they are not absent from work for a period longer than three (3) hours. If extended over three (3) hours the entire period shall be considered sick leave and be recorded. Such Employee shall not be obliged to make up the time spent away from work to keep an appointment.

13:17 An Employee shall be granted five (5) days paid leave per year for the purpose of attending Union-related educational programs.

13:18 An Employee required by the Employer to take any course shall receive full pay and benefits, as well as meal, travel, and out-of-pocket expenses incurred while taking the course.

13:19 An Employee who requests and is authorized by the Employer to take a course relating to the Employee's position may be allowed leave without loss of pay or benefits. The Employer will pay the cost of the course, as well as meal, travel, and out-of-pocket expenses incurred while taking the course.

13:20 The Employer shall grant Employment Standards Code types of leaves added by Bill 17 that come into effect January 1st, 2018. These leaves are outlined in Appendix B – Special Unpaid Leaves.

ARTICLE 14 - SENIORITY

14:01 Seniority shall mean the length of continuous service with the Employer and shall be cumulative on an office wide basis.

14:02 An Employee shall lose all seniority rights for any one or more of the following reasons:

- a) voluntary resignation,
- b) discharge for just cause,
- c) failure to return to work within ten (10) working days after being called by registered mail unless due to illness or accident. The Employer may require substantiating proof of illness or accident.

14:03 Employees retained on staff following the probationary period will have seniority credited to the date of hiring.

14:04 An Employee laid off and placed on the recall list will retain but will not accumulate seniority during the period of layoff.

14:05 Seniority lists will be made available upon request.

14:06 Upon return to work from a mutually agreed to leave of absence, the Employee shall return to their former position or one of equal rank and in no instance will the rate of pay be less.

ARTICLE 15 - PROMOTION, LAYOFF AND RECALL

15:01 The Employer shall fill job vacancies within the office before hiring new Employees providing Employees are available with the necessary qualifications to fill the vacant position.

15:02 Promotions shall be made on the basis of seniority, ability and experience. In the event two or more Employees have the same relative ability and experience, the Employee with the greatest seniority shall be selected.

15:03 An Employee who is promoted to a higher position shall be paid at the same step in the higher category as they received in the previous category (i.e. 2nd six months in #3 the 2nd six months in #4) except for the first sixty (60) days where, if training is required, the Employee shall be paid at the rate in the step lower in the category to which the Employee is promoted (i.e. 2nd six months in #3 then 1st six months in #4), but in no case will they receive less wages than received in the previous category.

15:04 An Employee promoted to a higher rated position shall be on trial for the first sixty (60) days. If during the first sixty (60) days they are considered to be unsuitable, they shall be demoted to their former position or one of equal rank.

15:05 If a reduction of office staff is necessary the Employee with the least amount of seniority will be the first laid off, subject to ability and experience.

15:06 All regular Employees shall be given two (2) weeks written notice of layoff or two (2) weeks salary in lieu of notice. All regular part-time Employees shall receive same after one (1) years employment.

15:07 Any regular full-time or regular part-time Employee who is laid off due to lack of work or redundancy shall be placed on the recall list for a period of eighteen (18) months. Such Employee is responsible to keep the Employer advised of address or any change thereof.

15:08 Employees on the recall list shall have first rights to any vacancy in their former job classification or to a similar classification for which the Employee is qualified and the Employer will not hire or promote to such a classification while an eligible Employee is on the recall list.

15:09 Employees recalled to their former position or to a position having the same salary range shall receive the current rate for the step in the salary range which they held at the time of layoff.

ARTICLE 16 - DISCHARGE AND TERMINATION

16:01 It is hereby agreed that the Employer has the right to discharge for just cause and notice or pay in lieu of notice may be forfeited in the event of such discharge at the Employer's option. The Employer will inform the Union of the reasons for such discharge, at the time of discharge, if requested.

16:02 If upon joint investigation by the Union and the Employer or by decision of the Arbitrator appointed pursuant to the terms of this agreement it shall be found that an Employee has been unjustly discharged such Employee shall be subject to the award of said arbitration. The award of the arbitration shall be final and binding on both parties.

16:03 Employees with ten (10) or more years of service who are permanently laid off by the Employer for reasons other than discharge for just cause, shall receive severance pay calculated at their regular rate of pay on the basis of one weeks' pay for every two years of service. Severance pay shall be pro-rated for fractions of a year.

16:04 The Employer must give an Employee written notice of termination or lay off as follows:

- two weeks for employment of more than 3 months, but less than 1 year;
- three weeks for employment of 2 years or more, but less than 5;
- five weeks for employment of 5 years or more, but less than 10;
- seven weeks for employment of 10 years or more, but less than 15;
- nine weeks for employment of 15 years or more, but less than 20;
- eleven weeks for employment of 20 years or more.

The termination notice or lay-off notice may be a combination of notice and wages.

ARTICLE 17 - WAGES

17:01 Employees will be classified in accordance with the skills used and shall be paid not less than the minimum weekly or hourly wage rate for such classification in accordance with appendix "A" which is attached hereto and made part of this agreement.

17:02 Any position not covered by Appendix "A" or any new position which may be established during the life of this agreement shall be subject to negotiations between the Union and the Employer. In the event that the parties are unable to

agree as to the classification and the rate of pay for the job in question or in reclassifying any position of an Employee which may be in dispute, it may be submitted to the grievance procedure and arbitration machinery of this agreement.

- 17:03 If Employees are receiving benefits in excess of the rates or privileges outlined in this agreement, such conditions shall not be altered due to the signing of this agreement.
- 17:04 Employees shall be paid weekly, bi-weekly or monthly with a mid-month advance as mutually agreed between the Employer and the Employees. If a pay day falls on a holiday or non-working day, pay day shall be advanced to the day before the holiday or the last banking day.
- 17:05 An Employee assigned to a higher job classification or who temporarily replaces another Employee in such a higher classification shall be paid at the higher rate for the period so employed. This provision shall not apply for brief relief periods of less than one-half day except that if an Employee is required to work at a higher classification on a recurring basis, (i.e. each day, each week, or each month, the higher rate of pay shall apply.)
- 17:06 Any Employee hired who reports for work and is not put to work shall be guaranteed not less than one-half (1/2) of a regular day's pay with a minimum of three (3) hours.
- 17:07 The parties agree that the rates of pay specified herein shall be retroactive to the expiry date of the last agreement.
- 17:08 Since French and English are the official languages in Canada, therefore where an Employer specifies that a job requires the employment of a person who can read, write and speak both English and French fluently, such person will be paid a premium equivalent to the difference between the rate of pay for the classification the incumbent is in the and the rate of pay for one job classification higher on the scale of job classifications in effect in Appendix "A".

ARTICLE 18 - GENERAL

- 18:01 Employees shall not be asked to make any written statement or verbal contract which may conflict with this agreement.
- 18:02 The privilege of using the Union label shall be extended to the Employer as long as this agreement remains in full force and effect and the Employer is fulfilling all of its terms and conditions. The Union label shall be the official Union label of the Canadian Office and Professional Employees Union with the designation of Local 458 and shall remain the sole property of the Union.
- 18:03 It shall not be a violation of this agreement or cause for discharge of any Employee in the performance of their duties, to recognize a picket line. The

Union shall notify the Employer as soon as possible of the existence of such recognized picket line.

18:04 When work normally performed must be done beyond the Employee's normal working hours, the Employees will be given the first right of refusal to do such work.

18:05 The Employer shall reimburse, upon receipt or verification, up to a limit of \$15.00 per hour, an Employee who is a parent of a young child or children for the cost of substitute care when an Employee works outside of the regular hours of work or out-of-town or on weekends.

ARTICLE 19 - GRIEVANCE PROCEDURE

19:01 If any difference concerning the interpretation, application, operation or any alleged violation of this agreement or any question as to whether any difference is arbitrable arises between the parties or persons bound by this collective agreement, such parties or person shall meet and endeavor to resolve the difference. At each step of the grievance procedure the Employee shall have the right to have Union representation present.

19:02 STEP 1

The grievance shall be filed, in writing, with the Employer within thirty (30) calendar days after the grievance occurs unless circumstances beyond the control of the aggrieved party prevent such filing. The Employer shall reply to the grievor, in writing, within seven (7) calendar days of receipt of the grievance.

19:03 STEP 2

If the grievance is not resolved under STEP 1, the matter shall be referred within seven (7) calendar days to a joint grievance committee composed of two nominees of the Union and two nominees of the Employer. If the joint grievance committee is unable to resolve the grievance within seven (7) calendar days, either of the parties may notify the other party, in writing, of its desire to submit the difference to arbitration. The recipient of the notice shall, within five (5) days (exclusive of Saturday, Sunday and/or holidays) meet with the other party for the purposes of selecting a single Arbitrator.

19:04 If the parties are unable to mutually agree on a single Arbitrator within the time limits, the appointment shall be made by the Minister of Human Services upon the request of either party.

19:05 The Arbitrator shall hear and determine the difference. He may quash, vary, or confirm any action taken by either party, and shall issue an award in writing, and the decision is final and binding upon the parties and upon any Employee affected by it.

19:06 The expenses of the Arbitrator shall be borne jointly by the two parties.

19:07 The Arbitrator, by his decision, shall not alter, amend, or change the terms of the collective agreement.

ARTICLE 20 - TECHNOLOGICAL AND PROCEDURAL CHANGES

20:01 In the event of proposed change in word processing or computer equipment, the Employer agrees to notify, in writing, and consult with the Union at least sixty (60) days prior to the introduction of a technological change, with a description of the project it intends to carry out, and foreseeable effects and repercussions on Employees.

20:02 Employer further agrees to offer employment to his present Employees before hiring from the outside market. The Employer further agrees to institute a training program, by a certified instructor, for those Employees who wish to accept employment in these mechanized positions. This shall take place during normal working hours.

20:03 No Employee shall be required to operate a machine which may be defective. The Employer shall undertake any necessary repairs or protective measures to ensure that the equipment meets all operating standards and pertinent federal, provincial or occupational health and safety standards.

20:04 Further, any Employee who wishes to further their knowledge regarding the office of the Employer shall do so outside the recognized working hours or days and the Employer agrees to reimburse the Employee for fees for such classes or courses, after successful completion of same. Any courses must have prior written authorization by the Employer.

ARTICLE 21 - HEALTH AND SAFETY

21:01 The Employer agrees to make reasonable and proper provisions for maintenance of high standards of health and safety in the work place, including a properly heated, lighted and designated working environment that is free of pollution. The Employer shall comply with minimum applicable federal, provincial and municipal health and safety legislation and regulations, including the occupational health and safety act and regulations thereto.

21:02 In the event of the Employer introducing a VDT, the Employer recognizes that a number of health and safety hazards exist in the use of video display terminals.

- a) The Employer agrees to reimburse the cost of one (1) ophthalmologist eye examination if not covered by Alberta Hospitals and Medical Care, every six (6) calendar months to all Employees regularly required to work at video display terminal. The Employer further agrees that if any deterioration of eyesight occurs as a result of working on a VDT, the Employee shall be

reimbursed for the cost of corrective lenses, up to \$100.00 every two years, upon production of a medical certificate from a qualified ophthalmologist.

- b) In the case of a pregnant worker whose job is working with a VDT, the Employer agrees to provide proper protective equipment.

21:03 The Employer shall provide Employees with the information of all hazardous materials, or substances used in the workplace.

21:04 The Employer will recognize the bargaining unit Health and Safety Committee composed of members designated by the bargaining unit to deal with all matters related to Occupational Health and Safety.

ARTICLE 22 - DURATION, TERMINATION AND AMENDMENTS

22:01 This agreement shall become effective January 1st, 2018, and remain in full force and effect until December 31st, 2019, and from year to year thereafter unless either party shall not less than sixty (60) days or more than one hundred and twenty (120) days prior to the expiry date thereof notify the other party to this agreement of a desire to modify or terminate this agreement. Where either party notifies the other of the desire to modify or terminate this agreement, the agreement shall remain in full force and effect during such period of negotiations, even though such negotiations may extend beyond the expiry date, until the signing of a new collective agreement.

22:02 The Negotiating Committee for both parties shall be of equal representation.

ARTICLE 23 - LONG SERVICE PAY

23:01 The Employer agrees that upon the anniversary date of twenty-one (21) years of service Employees shall receive an additional increment of twenty-five (25) cents per hour on all paid hours.

ARTICLE 24 - PERSONNEL RECORD

24:01 An Employee's record will be automatically cleared of disciplinary measures after one (1) year unless disciplinary action for an offense of a similar nature has had to be taken during the one-year period. An Employee, accompanied by a Union representative if so desired, has the right to examine personnel records upon request. The Union representative may also examine the record on behalf of an Employee provided written authority is obtained from the Employee to do so.

The Employee and the Union must receive copies of any disciplinary measures taken.

The Employee may request that any other documentation be removed after one (1) year unless of an administrative nature. If such documents are not voluntarily removed by the Employer, this shall become subject to the grievance procedure.

ARTICLE 25 - DISCRIMINATION CLAUSE

25:01 The Employer agrees that there shall be no discrimination exercised or practiced with respect to any Employee in the matter of hiring, assigning wage rates, training, up-grading, promotion, transfer, lay-off, recall, discipline, classification, discharge or any other action by reason of age, race, creed, color, ancestry, national origin, religion, political affiliation or activity, sexual orientation, gender, marital or parental status, family relationship, place of residence, handicap, nor by reason of membership or activity in the Union.

ARTICLE 26 - HEALTH AND WELLNESS

26:01 The Employer will reimburse Employee's for receipted expenses up to a maximum of \$300.00 for gym, fitness center or community center memberships or for fees for fitness classes, weight loss programs, smoking cessation and nutritional counseling.

ARTICLE 27 – LABOUR MANAGEMENT COMMITTEE

27:01 A Labour/Management Committee shall meet at least once per year and as needed. The Committee will be co-chaired by the Union steward or Union designate and the Directing Business Representative or designate. The purpose of the committee is to allow for an exchange of ideas and information on, but not limited to, the following:

- a) Office operation arising from action of other parties outside the collective agreement;
- b) Matter related to the design, ergonomics and functionality of the office environment;
- c) Revise and update job descriptions in Appendix "A" of the Collective Agreement;
- d) Changes shall be approved by the Union prior to implementation.

APPENDIX “A” - JOB CLASSIFICATIONS AND SALARY RATES

Wages shall increase January 1st, 2019 as determined by the average of the percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) as published by the US Department of Labor Bureau of Labor Statistics and the Canadian Consumer Price Index as published by Statistics Canada. (language taken from the January 1, 2019 IAMAW Constitution).

Wage adjustments are retroactive to January 1st of each year of the agreement.

Once the average percentage increase has been determined for given year(s), the wage schedules will be completed, pages of the collective agreement re-issued to the parties and to the Alberta Labour Relations Board.

The wage increase for 2018 will be 1.93 per cent (1.93%).

The wage increase for 2019 will be 0.556 per cent (0.556%).

CATEGORY 1 – CLERK TYPIST

	<u>2018 Hourly</u>	<u>2019 Hourly</u>
1st 6 months	23.92	24.05
2nd 6 months	24.57	24.71
after 12 months	26.99	27.14

An Employee who is responsible for and performs the following under supervision:

SKILLS

- Perform office reception duties, answer telephone, screen calls, take messages, answer simple front counter enquiries and direct calls or individuals to appropriate staff.
- Open, sort, distribute all incoming mail, faxes and general emails.
- Copy, collate, stuff and process mail for mail outs.
- With accuracy enter initiation/reinstatement applications, update branch locations, sick leave, termination, unemployed in membership database and send out appropriate paperwork to members regarding the member remitting dues when required.
- Issue, cut, laminate, distribute membership cards and new member kits.
- File documents as directed.
- Handle basic correspondence as requested.

QUALIFICATIONS

- Grade 12 with 1-2 years of office experience or equivalent.
- Familiar with the operation of standard office equipment (i.e. photocopier, postage machine, fax machine and computer).
- Oral and written fluency in English is essential.
- Knowledgeable in office practices.

CATEGORY 2 - SECRETARY

An Employee who may assist Category 1 position and is responsible for and performs the following under minimal supervision:

	<u>2018 Hourly</u>	<u>2019 Hourly</u>
1st 6 months	24.88	25.02
2nd 6 months	25.60	25.74
after 12 months	28.18	28.34

SKILLS

- Typing from copy, rough draft, and non-technical reports.
- Draft routine correspondence and reply to email enquiries.
- Edit and proofread documents and review for grammar and spelling.
- Format documents, scan text and graphics.
- Organize and maintain files within parameters of the records management system.
- Use numerous software applications.
- Enter member dues data off company dues reports as supervised.
- File documents as required.
- Arrange for couriers and package materials for events.
- Handle basic correspondence as requested.

QUALIFICATIONS

- Grade 12 with 2-3 years office experience performing similar tasks.
- Completion of post-secondary office administration training is preferred.
- Oral and written fluency in English is essential.
- Excellent proofreading and formatting skills.
- Demonstrates a positive attitude and has the ability to work as part of a team.

CATEGORY 3 – ADMINISTRATIVE ASSISTANT

An Employee who may assist Category 2 position and is responsible for and performs the following without supervision and exercises independent judgment and acts in a confidential manner:

	<u>2018 Hourly</u>	<u>2019 Hourly</u>
1st 6 months	27.00	27.15
2nd 6 months	27.73	27.88
after 12 months	33.49	33.68

SKILLS

FINANCIAL

- Perform all finance and accounting duties (keeps a full set of books) within the framework of clearly established accounting systems, practices and procedures.

- Prepare payroll for IAMDL14, as well as lost time for IAMLL1722 and IAMLL99.
- Record monthly dues paid by members and contractors into membership database and issue appropriate reports.
- Manage all accounting functions: accounts payable, accounts receivable, journals and prepare financial statements and reports.
- Prepare and remit to Union or Government authorities CPP, EI, income tax and issue T4 slips. Also deduct monthly union dues from payroll and remit WCB assessment.
- Prepare and make bank deposits, conduct monthly bank reconciliations, income and expense statements in accordance with sound accounting practices.
- Prepare documents for semi-annual audits.
- Liaise with Secretary Treasurer, Trustees and Auditors for semi-annual audit and throughout the year.

ADMINISTRATION

- Acts as confidential secretary.
- Initiate correspondence for D.B.R., Business Representatives, Executive and members.
- Independently answer and produce correspondence, enquiries, reports, collective agreements, proposals, memorandums of agreement and other documents.
- Format and proof documents.
- Conduct information searches on the Internet.
- Maintain District delegate contact list, book District Lodge meeting rooms, make arrangements for meals and refreshments, prepare agenda and documents for the meeting.
- Track membership retirees, advise local lodges, prepare retirement package for members from Local 1722 or Local 99 if they are entitled to package (retirement watch, retirement pin, retirement card, IAM retirement card application) and forward to business representative who represents the area that member worked at for distribution. Not all retirees get a watch from Local 1722.
- Establish and maintain paper, electronic and archival filing systems.
- Maintain and update Grand Lodge membership database, records and files.
- Initiate complex documents, format, edit and proof.
- Sound knowledge of office procedures.

QUALIFICATIONS

- A minimum of 5 years' experience or a related business degree.
- Prior administrative and financial experience.
- Oral and written fluency in English is essential.
- Excellent computer skills, especially typing, word-processing, financial software packages, excel and databases.
- Working knowledge of professional accounting principles and practices in the maintenance of financial and budgetary records.
- Attention to detail.
- Ability to work independently and establish priorities.
- Knowledgeable in numerous computer applications and platforms.

CATEGORY 4 – EXECUTIVE ASSISTANT

An Employee who may assist Category 3 position and who is given additional responsibilities will be paid ten (10) percent over the Administrative Assistant rate. The Employee works independently, without supervision, in a confidential manner and may supervise others. Appointment to this category will be achieved through collective bargaining or at the prerogative of the Employer:

SKILLS

FINANCIAL

ADMINISTRATION

- Acts as confidential secretary to the D.B.R.
- May supervise others in this bargaining unit.
- Maintain calendars, set up appointments.
- Order and track office supplies, as well as maintain inventory.
- Conduct computer backups.
- Independently answer, correspondence, email and enquiries.
- Conducts research for collective bargaining.
- Create, update, post new content and new events to the IAMDL14 District web site.
- Take courses to support web site management, new database development, archival policy, office administration and financial administration policies.
- Update and administer paper, electronic and archival filing systems.
- Sound knowledge of office procedures and BEST practices.
- Write office and administrative procedures.

QUALIFICATIONS

- A minimum of 7 years' experience or a related business accounting or Human Resources degree.
- Excellent communication skills.
- Oral and written fluency in English is essential.
- Working knowledge of professional accounting principles and practices.
- Ability to work independently and establish priorities.
- Knowledgeable in numerous computer applications and platforms.

APPENDIX "B" – SPECIAL UNPAID LEAVES

The contract allows for paid leave provisions of shorter durations. Any paid leave entitlement is used first. Should an Employee need additional leave, the difference between their paid leave and the unpaid special leaves below would be their entitlement.

The Employer will provide for Job Protected Special Unpaid Leaves that came into effective January 1, 2018. They include:

- a) **Compassionate care leave:** The Employer will provide up to 27 weeks of unpaid leave for an Employee to provide care and support to a seriously ill family member. This leave can be taken in more than one period, but no period can be less than one-week duration.
- b) **Critical Illness Leave:** The Employer will provide up to the thirty-six (36) weeks of unpaid leave to care for an ill or injured child and up to sixteen (16) weeks of unpaid leave to care for an ill or injured adult family member.
- c) **Citizenship Leave:** The Employer will provide a half (1/2) day of unpaid leave for an Employee to attend a ceremony to receive a certificate of citizenship.
- d) **Domestic Violence:** The Employer will provide up to ten (10) unpaid days in a calendar year to seek services such as medical, counsel, legal, law enforcement or to relocate temporarily or permanently.
- e) **Personal and Family Responsibility:** The Employer will provide up to the five (5) days of unpaid leave to take care of Personal health matters or Family Responsibilities.
- f) **Long-term illness and injury leave:** The Employer will provide up to the sixteen (16) weeks of unpaid leave per calendar year.
- g) **Disappearance of a Child:** The Employer will provide up to fifty-two (52) weeks of unpaid leave.
- h) **Death of a Child:** The Employer will provide up to one-hundred and four (104) weeks of unpaid leave.

When an Employee is granted a leave of absence as outlined above the Employer agrees to continue paying the Employee's health care benefits. In the event an Employee does not return to work the Employee shall reimburse the Employer for the amounts paid in benefits while on leave. Seniority will continue to accrue during the unpaid leaves outlined above.

**Employment Standards Code types of leaves as added by Bill 17
The changes to the ESC come into effect January 1, 2018**

Kind of leave and other notes	Maximum duration	Entitlement to leave and definitions	Employee obligations and notices	Employer obligations
<p>Death or disappearance of a child</p> <p>Unpaid leave</p>	<p>Up to 104 weeks for death of child</p> <p>Up to 52 weeks for disappearance of child</p> <p>If child is found alive leave ends soonest of 52 weeks or 14 days after child found</p> <p>Leave ends if it is no longer probable that death or disappearance is due to a crime</p> <p>Leave ends if employee is charged with the crime</p>	<p>90 days employment before leave</p> <p>Death or disappearance must be presumed to be due to a crime</p> <p>Child is under 18 years old and includes child of common-law partner, child placed for adoption, foster child, child under care, custody or control of employee</p>	<p>Give notice as soon as practical including expected return date</p> <p>Must provide employer with reasonable proof of entitlement to leave</p> <p>Must give notice of changes to expected return date as soon as possible and at least 48 hours notice before return date</p>	<p>Cannot terminate employee while on leave</p> <p>Employee returns to the position they held when leave began OR</p> <p>Employee returns to alternative work of a comparable nature at no less earnings and benefits</p> <p>If business closes during leave, but reopens within 52 weeks following the leave, employee must be reinstated</p>
<p>Critical illness of child</p> <p>Unpaid leave</p> <p>Employee may be eligible for Employment Insurance benefits up to 35 weeks</p>	<p>Up to 36 weeks to provide care to the child or children</p> <p>Leave can be taken in more than one period but no period can be less than one week duration</p> <p>Leave ends earliest of 36 weeks or the end of the work week in which the child (or last child if multiple critically ill children) dies or end of the work week when the employee stops providing care or support to the critically ill child</p>	<p>90 days employment before leave</p> <p>Child or children must have a critical illness</p> <p>Child must be under 18 years old and includes child of common-law partner, child placed for adoption, foster child, child under care, custody or control of employee</p> <p>If more than one parent is employed by employer, only one parent is entitled to this leave at a time</p>	<p>Must give two weeks' notice of leave unless a shorter period is necessary in the circumstances and notice must include expected return date</p> <p>Medical certificate is required</p> <p>Must give notice of changes to expected return date</p>	<p>Cannot terminate employee while on leave</p> <p>Employee returns to the position they held when leave began OR</p> <p>Employee returns to alternative work of a comparable nature at no less earnings and benefits</p> <p>If business closes during leave, but reopens within 52 weeks following the leave, employee must be reinstated</p>

**Employment Standards Code types of leaves as added by Bill 17
The changes to the ESC come into effect January 1, 2018**

Kind of leave and other notes	Maximum duration	Entitlement to leave and definitions	Employee obligations and notices	Employer obligations
<p>Long term illness and injury leave</p> <p>Unpaid leave, unless employer benefits apply</p> <p>Employee may be eligible for Employment Insurance benefits</p> <p>NOTE: return to work subject to appropriate accommodation for a continuing disability per the <i>Alberta Human Rights Act</i></p>	<p>Up to 16 weeks per calendar year</p>	<p>90 days employment before leave</p> <p>Leave is for illness, injury or quarantine of employee</p>	<p>The employee must provide a medical certificate estimating the duration of the leave</p> <p>The employee must inform the employer of changes to expected return date</p>	<p>Cannot terminate employee while on leave</p> <p>Employee returns to the position they held when leave began OR</p> <p>Employee returns to alternative work of a comparable nature at no less earnings and benefits</p> <p>If business closes during leave, but reopens within 52 weeks following the leave, employee must be reinstated</p>
<p>Compassionate Care Leave</p> <p>*this leave was previously in the ESC but has been expanded</p> <p>Unpaid leave</p> <p>Employee may be eligible for Employment Insurance benefits for up to 26 weeks</p>	<p>Up to 27 weeks</p> <p>This leave can be taken in more than one period but no period can be less than one week duration</p> <p>Leave ends after 27 weeks or the end of the work week in which the named family member dies or end of the work week when the employee stops providing care or support to the seriously ill family member</p>	<p>90 days employment before leave</p> <p>Leave is to provide care or support to a seriously ill family member</p> <p>Family member is spouse, common-law partner, child or parent of employee or of spouse or common-law partner, or any other person designated by regulation as family member</p> <p>Only one family member per employer is entitled to this leave at a time</p>	<p>Must give two weeks' notice of leave unless a shorter period is necessary in the circumstances and notice must include expected return date</p> <p>Medical certificate is required</p>	<p>Cannot terminate employee while on leave</p> <p>Employee returns to the position they held when leave began OR</p> <p>Employee returns to alternative work of a comparable nature at no less earnings and benefits</p> <p>If business closes during leave, but reopens within 52 weeks following the leave, employee must be reinstated</p>

Employment Standards Code types of leaves as added by Bill 17
The changes to the ESC come into effect January 1, 2018

Kind of leave and other notes	Maximum duration	Entitlement to leave and definitions	Employee obligations and notices	Employer obligations
<p>Maternity Leave</p> <p>*this leave was previously in the ESC but has been expanded</p> <p>Unpaid leave</p> <p>Employee may be eligible for Employment Insurance benefits</p>	<p>Up to 16 weeks</p> <p>Starting anytime during the 12 weeks immediately before the estimated due date and must commence at least 6 weeks immediately following delivery</p>	<p>90 days employment before leave</p> <p>An employee whose pregnancy ends other than as a result of a live birth within 16 weeks of the estimated due date is entitled to maternity leave</p>	<p>Must give 6 weeks' notice unless medical indicating must start sooner due to condition arising from pregnancy</p> <p>If requested, employee must provide a medical certificate giving the estimated due date</p> <p>Employer may require the employee to start maternity within the 12 weeks before estimated due date if the pregnancy interferes with performance of duties</p>	<p>Cannot terminate employee while on leave or if entitled to leave</p> <p>Employee returns to the position they held when leave began OR</p> <p>Employee returns to alternative work of a comparable nature at no less earnings and benefits if business closes during leave, but reopens within 52 weeks following the leave, employee must be reinstated</p>
<p>Parental Leave</p> <p>*this leave was previously in the ESC but has been expanded</p> <p>Unpaid leave</p> <p>Employee may be eligible for Employment Insurance benefits</p>	<p>If employee had a live birth and is entitled to maternity, parental leave is up to an additional 37 weeks</p> <p>If any other parent, including adoptive parent, up to 37 weeks within the 53 weeks after the child's birth or placement of the child with the adoptive parent</p>	<p>90 days employment before leave</p>	<p>Must give 6 weeks' notice unless medical reasons make notice impossible or the adoption placement date is not foreseeable</p> <p>Must give 4 weeks notice of date of return</p>	<p>Cannot terminate employee while on leave or if entitled to leave</p> <p>Employee returns to the position they held when leave began OR</p> <p>Employee returns to alternative work of a comparable nature at no less earnings and benefits if business closes during leave, but reopens within 52 weeks following the leave, employee must be reinstated</p>

**Employment Standards Code types of leaves as added by Bill 17
The changes to the ESC come into effect January 1, 2018**

Kind of leave and other notes	Maximum duration	Entitlement to leave and definitions	Employee obligations and notices	Employer obligations
<p>Domestic Violence Leave Unpaid leave</p>	<p>Up to 10 days in a calendar year</p>	<p>90 days employment before leave See detailed definitions in the <i>ESC</i> Victim may be the employee, the employee's child, or a protected adult who lives with employee Includes intentional or reckless acts or omissions that cause injury or property damage and intimidates or harms; intimidation; psychological or emotional abuse; forced confinement, sexual contact that is coerced by force or threat of force; stalking Includes actions of spouse, common-law partner, adult interdependent partner, persons in dating relationship, parent of child of employee, person related to employee or parent</p>	<p>Employee must give as much notice as reasonably practical in the circumstances Leave is in order to: seek medical attention for employee or dependent child or a protected adult; obtain services from victim services organization; obtain psychological or other professional counselling; to relocate temporarily or permanently; seek legal or law enforcement assistance; or other purpose provided for by regulation</p>	<p>Cannot terminate employee while on leave</p>

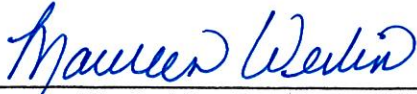
Employment Standards Code types of leaves as added by Bill 17
The changes to the ESC come into effect January 1, 2018

Kind of leave and other notes	Maximum duration	Entitlement to leave and definitions	Employee obligations and notices	Employer obligations
Personal and Family Responsibility Leave Unpaid leave	Up to 5 days in a calendar year	90 days employment before leave Leave is for health of the employee or for the responsibilities in relation to family member Family member is defined in the regulation	Employee must give as much notice as reasonably practical in the circumstances	Cannot terminate employee while on leave
Bereavement Leave Unpaid leave	Up to 3 days in a calendar year	90 days employment before leave Leave is for death of a family member	Employee must give as much notice as reasonably practical in the circumstances	Cannot terminate employee while on leave
Citizenship Ceremony Leave Unpaid leave	Up to one half day	90 days employment before leave Leave is to attend citizenship ceremony to receive citizenship certificate	Employee must give as much notice as reasonably practical in the circumstances	Cannot terminate employee while on leave
Reservist Leave ** This leave is unchanged by Bill 17 Unpaid leave	Leave is for deployment to a Canadian Forces operation, training of up to 20 days per year, or as set out in regulations	26 weeks employment before leave	Must give 4 weeks notice of leave	Cannot terminate employee while on leave

APPENDIX "C" - SIGNING PAGE

Union

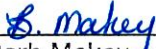
Employer




Maureen Werlin, Vice President – COPE 458



Darlene Hein, President – IAMAW District 14



Barb Makey – COPE 458



Kevin Clark, Business Representative (DBR) –
IAMAW District 14



Kim Letwin, Interim President – COPE 458

Dated this 22nd day of August, 2019.

mw//bm



Calendar 2018

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar 2019

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendar 2020

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Calendar 2021

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

