



COLLECTIVE AGREEMENT

DATED:

MARCH 14, 2000

Between

CAMROSE PIPE
COMPANY

01537^{and} (06)

CANADIAN AUTO WORKERS
LOCAL 551

COLLECTIVE AGREEMENT

THIS AGREEMENT, made this 14th day of March, 2000

by and between

CAMROSE PIPE COMPANY
hereinafter called "the Company"

OF THE FIRST PART

and

**CANADIAN AUTO WORKERS
AND ITS LOCAL 551**
hereinafter called "the Union"

OF THE SECOND PART

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**SECTION 1
GENERAL PURPOSE OF AGREEMENT**

1.01 The parties are agreed that the purpose of the Agreement is to provide orderly collective bargaining relations between the Company and the Union, to secure prompt and equitable disposition of grievances, and to eliminate interruptions of work and interference with the proper operations of the Company's business, and to maintain mutually satisfactory working conditions, hours and wages for the employees covered by this Agreement. It is an objective of the Company and the Union to provide full and efficient employment in an atmosphere of cooperation. The parties recognize that to meet the above objective, it is necessary to remain a consistently profitable company.

1.02 The Union and the Company jointly undertake to perform their respective duties with respect to the operation of the Industrial undertaking operated by the Company in the City of Camrose, in the Province of Alberta.

The representatives of the Company and the Union shall continue to provide each other with such advance notice as is reasonable under the circumstances on all matters of importance in administration of the terms of this Agreement.

**SECTION 2
RECOGNITION**

Sole and Exclusive Bargaining Agency:

2.01 The Company recognizes the Union as the sole and exclusive bargaining agency for all employees save and except Office Staff, Clerical and Technical Employees, First Aid Attendants, Storekeepers, Main Office Janitors, Security Guards, Foremen, and those above the rank of Foremen, and Supervisors.

Prohibition Of Strikes and Lockouts:

- 2.02** The Union agrees that during the life of this Agreement there will be no strikes, mass resignations, sit-downs, slow-downs, stoppages of work, or other interference with production; and the Company agrees that there will be no lockouts or mass dismissals.
- 2.03** Throughout this agreement, in referring to Employees, wherever either the feminine or masculine gender is used, it is for convenience only and shall refer both to females and males.

**SECTION 3
MAINTENANCE OF MEMBERSHIP AND CHECK-OFF**

- 3.01** (a) All employees who, at the date of signing this Agreement, are members of the Union in good standing in accordance with its constitution and by-laws, and all employees who become members after that date shall, as a condition of employment, maintain their membership in the Union in good standing for the duration of this Agreement. Any such employee shall be deemed to be a member in good standing providing he fulfills the provisions of Clause 3.01 (b).
- (b) All present employees, as a condition of employment, shall have Union dues deducted as provided in Clause 3.01 (c) and all new employees shall, as a condition of employment, be required to sign an "Official Application for Membership" and an "Authorization for Check-off of Dues" if applicable (i.e. Form A-230-86), a copy of which shall be sent to the Union. Form A-230-86 shall be supplied by the Union and shall be retained in the Employee Resources Department.

- (c) The Company will deduct Union dues on a bi-weekly basis commencing the 1st full pay period, and will deduct an initiation fee upon written authorization from an employee. Where an employee's pay is insufficient to cover such dues deduction, the Company shall not be obliged to make such deduction from subsequent wages.

The Financial Secretary of Local 551 shall notify the Company by letter of the amount of such dues and initiation fee and any changes therein and such notification shall be the Company's conclusive authority to make the deductions specified. The Company will remit to the Financial Secretary of Local 551 within fourteen (14) days after each pay the dues deducted together with the particulars of such deductions as follows:

- (i) A list of clock numbers and names of employees in the bargaining unit, who paid dues in the pay period, showing the amount of dues deducted.
 - (ii) A copy of the current work schedules which show sick (illness or injury), and W.C.B. with dates when available.
- (d) The Union agrees to indemnify the Company and hold it harmless against any and all claims which may arise in complying with the provisions of this Section.

SECTION 4 RELATIONSHIP

- 4.01** It is the continuing policy of the Company and the Union that the provisions of this Agreement shall be applied to all Employees without regard to age, marital status, gender, race, colour, national origin, sexual orientation, political or religious affiliations which are recognized or

accepted by the Canadian Government as consistent with Canadian Citizenship.

4.02 The Company agrees that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practiced by the Company or by any of its representatives upon any employee because of his membership in, or connection with, the Union. The Union agrees that there will be no intimidation, interference, restraint, or coercion exercised or practiced upon employees of the Company by any of its members or representatives, and that except for the purpose of carrying out the provisions of this Agreement there will be no Union activity on the Company's premises during employees' working hours except as mutually agreed upon.

4.03 The Company acknowledges the right of the Union to appoint or otherwise select Stewards and members of Working Committees in order to facilitate the performance of this Agreement, and undertakes to instruct all members of its supervisory staff to cooperate with the said officers of the Union in the performance of this Agreement.

4.04 The Union undertakes to instruct all its officers, stewards and members of Committees to cooperate with the Company, and with all persons representing the Company in any supervisory capacity. The Company agrees with the principle that, under normal circumstances, supervisors and other non-bargaining employees should not perform work which would normally be performed by members of the Bargaining Unit. The Union agrees that, under certain circumstances, this principle cannot be strictly adhered to.

(a) If a supervisor is advised by a Union Steward or a Bargaining Unit employee, that he believes the supervisor is performing bargaining unit work in vio-

lation of Clause 4.04, and the supervisor continues to perform such work at that time, and it is subsequently confirmed that the work in question was a violation of this clause, the Company shall pay to an employee chosen by the union, an amount equal to the length of time the work was performed after the supervisor had been notified by the Union Steward or Bargaining Unit employee.

4.05 Copies of all general notices which are posted on the Plant Bulletin Boards which deal with hours, wages or working conditions will be sent to the President of the Union or any other officer designated by the Union.

4.06 The Union undertakes to supply the Company with the names of its duly elected officers and representatives appointed or selected to perform any act in connection with this Agreement; and the Company undertakes to supply the Union with the names of all its foremen, subforemen, supervisors, superintendents and other officers of the Company who may be called upon to perform any act in connection with this Agreement, and to set out along with such names their titles in such manner as to indicate the nature and extent of their authority.

(a) All present local understandings and practices that can be demonstrated to have been consistently and repetitively applied will remain in effect unless changed by mutual agreement or unless they deprive the employees of any benefits provided for by this Agreement. Any dispute which arises out of this section will be discussed by the Company and the Union in order to attempt to resolve such dispute.

(b) The Company and the Union mutually agree that all the ordinary functions of both Management and the Union are hereby preserved and retained by both

parties except as expressly limited by the terms of this Agreement.

**SECTION 5
COMPLAINTS AND GRIEVANCES**

5.01 The Grievance Committee shall be composed of the President, the Chief Steward of the Union and the Steward who processes the grievance or, in his absence, a Steward from the same shift, and of such representatives of the Company as it may desire to appoint, but not to exceed three (3) in number.

(a) Union Representation:

Working from the most recent list of stewards supplied by the Union, the Company will ensure that a Union Steward is made available to an employee as soon as it becomes evident that disciplinary action will be necessary. Where there were no known union stewards working in that mill on that shift, and supervision decides it is necessary for reasons of suspension or similar cause to send an employee home before the end of his regular shift, the Chief Steward or her designate shall be called prior to any action being taken.

5.02 Any complaint or grievance of Management shall be presented orally to the President and Chief Steward or their appointees by the Manager, Employee Resources and/or his appointee. The grievance procedure, as set out in Clause 5.04 (b), will then be followed if/as required.

5.03 (a) The Company and the Union have agreed to a written form for the convenience of employees in submitting grievances.

- (b) A "Time Out Meeting" may be called by either the Department Steward or the Department Supervisor in an attempt to resolve a dispute prior to the initiation of the grievance procedure. Such meeting shall take place subject to the needs of the operation.

Grievance Procedure:

5.04 Any unresolved complaint of an employee, including a claim that he has been disciplined without just cause, will be taken up as soon as possible in the following manner:

(a) Step 1

Complaints or grievances arising within a department shall be presented in writing on "Employee Grievance Form" to the department foreman by the department steward within five (5) days of the event or the time the employee reasonably should have known of the event. The grievance form will be signed by all parties at this time. The department foreman or Manager shall give an answer to the steward who presented the grievance within five (5) days of receipt of the grievance. Grievances settled at Step 1 shall not be considered to set a precedent. If the answer is not satisfactory to the employee, it must be appealed to Step 2 within five (5) days.

(b) Step 2

Step 2 grievances shall be presented in writing, to the Department Manager, signed and dated as of the date of its submission. The Department Manager and the Chief Steward will meet within seven (7) calendar days and attempt to settle the grievance. The answer after this meeting must be given in writing within eight (8) calendar days. If no satisfactory set-

tlement is reached, the matter must be referred to Step 3 within seven (7) calendar days from the date of receipt of the written answer.

(c) Step 3

Union representatives including an officer or agent of the Union National Office and the Company Grievance Committee including the General Manager and/or his appointee will meet within thirty (30) calendar days of receipt of written request of appeal and attempt to settle the grievance. Either party may bring in additional officers or agents to a third step meeting provided notification is given at the time the meeting is set. By mutual consent either party may present such witnesses as may be required in the settlement of the grievance. If a settlement is not reached between these parties, the issue shall, on request in writing, be referred to arbitration as hereinafter provided.

(d) If the Company is alleged to have violated any provisions of this agreement and such violation affects the interests of the Union as a party to the Agreement, the Union may file a grievance, using the form referenced in 5.03 (a), beginning at Step No. 2, within seven (7) days of the event or the time the Union reasonably should have known of the event. This grievance shall be signed on behalf of the Union by the Local Union President and the Chief Steward, and shall be identified as a "Union Policy Grievance". In the event that retroactive wages are claimed under this Clause 5.04 (d), the time limits shall be sixty (60) calendar days from the date of submission of the written grievance as provided at Step 2.

(e) It is also agreed that all time limits beginning with Step 2 may be extended by mutual agreement.

For the purpose of Step 1, Saturdays, Sundays, Statutory Holidays and mill shutdowns will not be counted in determining the time within which any action is to be taken or completed.

(f) In the event that either party fails to abide by any of the time limits provided for in this section, the grievance shall be forfeited in favour of the other party.

5.05 Before visiting any section of the Plant for the purpose of dealing with any difference, dispute or grievance, the Chief Steward or Union President, or their delegate, shall obtain the permission of his foreman before leaving his job. If not at work they shall obtain the permission of the Employee Resources Department or General Manager before entering the Plant. Such permission shall be granted within reasonable limits.

5.06 A member of the Local Union Executive and the National Representative will be permitted to visit the plant at least once a month to check the condition of employment of all employees covered by this Agreement, accompanied by a representative of Management.

5.07 Each member of the Union Grievance Committee as defined in Clause 5.01 shall not suffer any loss of pay for attending grievance meetings.

Arbitration:

5.08 (a) Subject to Clause 5.11, any issues that are not satisfactorily settled as a result of the foregoing procedure shall, at the election of the grieving party, be submitted within thirty (30) calendar days to arbitration

In this event, the Union shall give the Company a list of at least three arbitrators within seven (7) calendar days. If none of these are acceptable to the

Company, the Company shall give the Union a list of at least three arbitrators within seven (7) calendar days. If none of these are acceptable to the Union, then the Union and the Company shall jointly request the Labour Relations Board for the Province of Alberta to appoint an arbitrator.

The decision of the Arbitration Board shall be final and binding on both parties but the Arbitration Board shall not have jurisdiction to change, amend, add to or subtract from any of the provisions of this Agreement.

(b) Any award made by the Arbitration Board shall not be retroactive beyond sixty (60) calendar days preceding the date of the submission of the written grievance as provided at Step 2.

5.09 Each party shall bear his own expenses except the cost of the Arbitrator shall be borne equally.

5.10 If, before submission of a grievance to the Arbitrator, it becomes necessary for a Union representative to observe during working hours any plant operation having a bearing on any dispute which has arisen so as to understand the case, he will be granted a pass to enter the plant and make such observation while accompanied by a representative of Management.

5.11 Any matter of interpretation, application, or alleged violation of any clause of this agreement or any schedules to this Agreement can be submitted to arbitration.

Any question which involves the modification or change of any clause of this Agreement or of any schedules to this Agreement shall not be subject to arbitration but shall be treated as a subject of negotiations between the parties.

Suspension and Discharge Cases:

- 5.12** (a) The claim by an employee, other than a probationary employee, that he has been suspended or discharged without just cause may be presented as a grievance within seven (7) calendar days after the employee is notified of his suspension or discharge and such grievance will be presented directly at Step 2 of the Grievance Procedure and processed through the various steps thereafter provided if/as required.
- (b) The Company will immediately notify the Union whenever an employee is discharged and the reasons thereof, and such employee will be informed that he is entitled to discuss his discharge with the Department Steward or, in his absence, any other available member of the Union Grievance Committee before leaving the plant.
- (c) Such discharge or suspension grievance may be settled by:
- (i) Confirming the Company's action of discharging or suspending the employee, or
 - (ii) Reinstating the employee with full compensation for time lost, or
 - (iii) By any other arrangement which is just and equitable in the opinion of the parties or a Board of Arbitration.
- 5.13** (a) The Department Steward and the employee will be provided a copy of any disciplinary record at the time of its issuance.
- (b) Each employee will be provided with a copy of any grievance submitted on his behalf.

- (c) Union will be advised when a record of verbal warning is placed in employees file.

SECTION 6
SENIORITY

- 6.01** Seniority shall be defined as plant length of service in years, months, and days. Employment shall be deemed to have commenced on the day on which the employee was last hired to work with the Company. Seniority of those employees hired on the same day shall be established by their initial placement on the seniority list.
- 6.02** (a) An employee shall be considered a probationary employee until he has completed one hundred and twenty (120) calendar days of cumulative employment with the Company. Upon completion of the probationary period, such an employee's seniority shall date from his last hiring date. An employee will be deemed not to have completed his probationary period if there has been a one (1) year interruption of service and must not have refused offered employment.
- (b) A grievance may not be presented with respect to the discharge or lay-off of a probationary employee. Such an employee is entitled to all other rights and privileges accruing under this Agreement except as they are expressly limited by the terms of the Agreement.
- (c) Notwithstanding the provisions of this Section 6, students will not acquire seniority and may be terminated by the Company at any time. It is agreed that the termination of a student will not be subject to the grievance and arbitration procedures. In addition, students will not be eligible to participate in the Group Insurance Programmes.

(d) If an employee working in production, who holds a valid trade ticket, becomes a successful applicant to a trades position for the first time, the employee must complete a forty-five (45) cumulative day trial period in order to demonstrate his capability for such position.

- 6.03** (a) Lists of new and rehired employees and employees laid off for lack of work showing their length of continuous service will be sent to the President or any other officer designated by the Union.

The Company will establish a Seniority and Recall list showing each employee's seniority, and will post such lists so that they are available to employees at all times. This list will be kept current to give effect to all changes. The Company will furnish the Union with a copy of the seniority list and list of current mailing address and telephone number of each bargaining unit employee every six (6) months.

- (b) The Union will furnish the Company with a complete copy of the Officers of the Union whenever a revision is made.

- 6.04** The Company acknowledges that an employee's complaint with respect to his position on the seniority list which is not satisfactorily adjusted shall be treated as a grievance.

- 6.05** An employee's continuity of service shall not be deemed to have been broken under the following conditions:

- (a) During a lay-off up to one (1) year for employees with less than two (2) years' seniority; or during a lay-off up to two (2) years for employees with two (2) but less than three (3) years' seniority; or during a lay-off up to three (3) years for employees with three (3) but less than four (4) years' seniority; or during a lay-off up to 42 months for employees with four (4) but less

than five (5) years' seniority; or during a lay-off up to four (4) years for employees with five (5) or more years' seniority.

- (b) Any absence caused by illness or accident provided he notifies the Company as soon as possible but in any case not later than five (5) calendar days, unless unable to notify the Company through no fault of his own.
- (c) By any period of leave of absence granted by the Company in writing.

6.06 An employee shall have his employment and seniority terminated for any of the following reasons if he:

- (a) Voluntarily terminates his employment with the Company.
- (b) Is absent from work for any reason and does not report to the Employee Resources Office with a reasonable explanation for such absence within five (5) calendar days, unless unable to notify the Company through no fault of her own.
- (c) Is discharged provided that such employee is not reinstated pursuant to the provisions of the grievance procedure herein.
- (d) Is laid-off and not recalled to work within the applicable period of time as follows:
 - (i) He is not recalled to work within twelve (12) months where at the date of lay-off he had ninety (90) calendar days but less than (2) years' seniority.
 - (ii) He is not recalled to work within twenty-four (24) months where at the date of lay-off he had two (2) years but less than three (3) years' seniority.

- (iii) He is not recalled to work within thirty-six (36) months where at the date of lay-off he had three (3) years but less than four (4) years' seniority.
 - (iv) He is not recalled to work within forty-two (42) months where at the date of lay-off he had four (4) years but less than five (5) years' seniority.
 - (v) He is not recalled to work within forty-eight (48) months where at the date of lay-off he had five (5) or more years' seniority.
- (e) If the employee has been laid off and fails to either return to work within five (5) calendar days or fill the requirements of (f) below after he has been requested to do so by the Company.
- (f) A laid off former employee on the Recall List who notifies the Company within the five (5) calendar day period and confirmed in writing within fifteen (15) calendar days described in Clause 6.06 (e) that he is not available for offered re-employment when his services are required due to conditions beyond his control, but does not decline such offer, shall not lose his position on the Recall List.

However, the Company shall be in a position to offer the available work to others on the Recall List in accordance with their plant seniority. Such employee must be available for work within sixty (60) calendar days from the time he is called or at any time during this period if the Company finds that the Recall List will be exhausted, or his name shall be removed from the Recall List.

It is understood that an employee, as a result of being granted a sixty (60) calendar day extension on his recall, cannot claim a job in the interim unless he advises the Company that he is available and it is necessary for the Company to recall additional jun-

ior employee(s). If the recalled employee is not available for work until the expiration of his sixty (60) calendar day period, he can only be returned to work after the junior employee has been laid off in accordance with Clause 6.15 (a). In this event, the returning employee is not guaranteed five (5) days' work as provided for in Clause 6.15 (a) unless he has worked more than five (5) days.

6.07 In order to provide maximum employee job opportunity and at the same time to avoid production losses, the parties agree that in cases of promotion, demotion, transfer, lay-off, and recall, the following procedure shall apply.

(1) All jobs listed in Appendix "B" will be further categorized under the following headings:

A. These jobs will be filled according to seniority subject to skill and ability to perform that job. Where the most senior employee is not already trained to perform the job, the Company will undertake to provide training in an expeditious manner to enable her to qualify for the next opening on that job. The employee shall be paid at the Allowance Rate and at straight time for the first ten (10) hours of training. Thereafter the employee will receive his regular job rate for the time spent training on that job.

B. These jobs require familiarization and/or a trial period. The senior applicant for each of these job openings shall be entitled to be:

- (i) Placed directly on the open job.
- (ii) Given a trial period to determine if he can perform the job, or
- (iii) Advised that he requires a familiarization or training period prior to his trial. In this case, the Company may place a qualified man of

their choice on the job while the training is carried out. The trainee, in the meantime, will receive instructions on the job in question under the supervision of a foreman until said foreman feels he is ready for his trial. This instruction will be given, again at the discretion of the Company, either during the worker's regular hours or during his unscheduled hours. In either case, he shall be paid at the Allowance Rate in the Plant and at straight time. Should the training or familiarization period extend past one (1) shift, upon request, a "time out" meeting will be convened.

All instruction shall be given in such a manner as to avoid interference with normal production. Each senior applicant, if need be, will be given a training period.

It is understood that, should an employee fail to qualify for a job, then the next senior applicant will have the next opportunity. The Company will have the discretion of advising an employee which of the above procedures he shall follow.

C. These jobs will be filled according to seniority.

(2) It is expected under this clause that an employee shall perform the normal requirements of the job.

6.08 In order to minimize lay-offs necessitated by changes in production, the Company will endeavour to transfer or assign employees, subject to Clause 6.07, to such work which may be available. If it becomes necessary to reduce the working forces, the Company will subject to the provisions of this section, take the following steps or such of them as may be deemed necessary.

- (a) Eliminate or reduce overtime.
 - (b) Lay off such number of probationary employees as may be necessary.
 - (c) Reduce hours of work to the extent necessary to prevent further lay-offs, such reduction to be agreed upon by the parties.
 - (d) Reduce the working forces in accordance with the provisions of Clause 6.09.
- 6.09**
- (a) An employee with seniority who is displaced from his regular job due to a reduction in working forces, will, subject to Clause 6.07, be placed on the available job held by an employee junior to him in seniority. Placement into available jobs shall be based on the job preference procedure described in Clause 6.11.
 - (b) For the purposes of 6.09 (a), where more than one employee on a job is junior in seniority to the displaced employee being placed or assigned to such job, the employee most junior in seniority on such job shall be displaced.
 - (c) An employee who is returning to work when his job has been filled in his absence will go to a job per the job preference procedure described in Clause 6.11.
 - (d) All reasonable efforts will be taken to provide training for "A" jobs and/or where a certification is required prior to a level change.
 - (e) Employees will be held "out of seniority":
 - (i) To fill jobs where a trades ticket is requiredEmployees held out of seniority to perform these jobs will then only perform that job.

- 6.10** All vacancies except as per Clause 6.12 shall be filled as follows:
- (a) The company may fill a vacancy for a temporary period with the first available employee at their discretion for the first eight (8) hours of the position.
 - (b) Vacancies greater than eight (8) hours but less than two weeks shall be filled:
 - (i) 42" Mill - in the following order from employees on shift:
 - (1) Senior qualified repair grinder who desires same (if available)
 - (2) Junior qualified repair grinder (if available)
 - (3) Qualified Mechanical Sweeper Operator - Forming Line only (if available)
 - (4) Qualified Grinder Cleaner Circumferential - Welding only (if available)
 - (5) Junior qualified from the rest of the mill.
 - (ii) 16" Mill - in the following order from employees on shift:
 - (1) Senior qualified from the yard who desires same (if available)
 - (2) Junior qualified from the yard (if available)
 - (3) Junior qualified from the rest of the mill.
 - (c) Vacancies of more than two weeks or vacancies expected to last more than two weeks will be filled based on the job preference procedure described in Clause 6.11. When known, notification of such vacancies will be made with preceding workforce.
 - (d) Employees will be recalled out of seniority to fill jobs where:
 - (i) a trades ticket is required

Employees held out of seniority to perform these jobs will then only perform that job.

- (e) The Company may make a temporary appointment to any job for such period as is necessary to complete the posting (if required per Clause 6.12) and training necessary to fill vacancies. The Company will only appoint fully qualified employees to "A" jobs when making these temporary appointments.

6.11 (a) The job preference procedure is:

- (i) All employees will select, in writing, ten (10) jobs (occupations) from the list of available jobs from both mills that they prefer to perform. These jobs will be listed in order of preference.
- (ii) The job preference lists for each employee will be retained in the Employee Resources Office. Employees may change their list at any time by submitting a revised list to the Employee Resources Office. A master list showing all current job preferences will be generated each Tuesday with all the changes received up to Monday. This master list will be used to make necessary schedule changes for the following week.
- (iii) Whenever the operating level is changed, all employees will be re-assigned to the available jobs in accordance with the master list and Clause 6.07. A change in operating level is defined as the situation where the number of employees on a shift is doubled or reduced by half and the change exceeds ten (10) employees.
- (iv) In the event that an employee is not assigned to any of the ten (10) jobs on his list, such employee may notify his foreman within two (2) working days of the schedule being effective that he wish-

es to be transferred to a job other than the one to which he was assigned. Subject to Clause 6.07, such employee shall be placed on the job to which he wishes to be transferred on the next posted workforce after notifying his foreman. All ten jobs on employee's preference list must be from the available jobs as indicated on the posted operating level schedule.

(b) Posted notice will be given:

- (i) That identifies the anticipated crew schedule when a change in level is intended.
- (ii) Before a job is added or removed from the list of available jobs.
- (iii) Before the Company changes an existing job evaluation from one Labour Grade to another.
- (iv) When unexpected vacancies occur due to the creation of a new job or termination of an employee, (for reason other than lay-off).
- (v) Before adding a job that currently does not exist on any shift in that mill.

(c) When a person becomes physically incapable of performing the job to which he has been scheduled, that person will be scheduled to the job that his seniority and ability allows him to hold. There will be a TP shown next to his name on the schedule until a change takes place that allows him to hold a job based on his revised preference list.

6.12 (a) In the event that the Company is unable to fill "A" Jobs by preference list the Company will place the junior qualified employee on the job who does not hold an "A" Job as per his preference list. The Company will post the job as a vacancy for two (2)

working days and any employee in the plant may apply in writing within such two (2) day period. Such vacancy will be filled with the senior qualified applicant. If there are no qualified applicants the Company will train the senior applicant. If no applications are received, the junior qualified employee remains on the job until the next level change.

(b) A copy of all jobs posted will be provided to the Union at time of posting. When the job is filled, the Union will be notified.

- 6.13** (a) The Company will establish and maintain a listing of all employees who are qualified to perform all "A" and "B" jobs. An employee shall be qualified if that employee and his supervisor agree that he is capable of performing each job with normal supervision.
- (b) A record of the employee's qualifications will be retained on Employee Qualification Form CAM35. A copy of which will be provided to the employee. The Company will review each active employee's qualifications once per year or upon the request of the employee.
- (c) In order to resolve disputes regarding an employee's capability to perform a job, the following procedure will apply:
- (i) "Time Out" meeting will be held involving the employee, the Union, and Supervision.
 - (ii) If necessary, a trial will be provided to confirm an employee's capabilities in areas identified in 6.13(c)(i).
- (d) A form will be available for use by an employee if that employee wants training on a particular job. This form will include:

(i) One copy for the employee, one copy for the Union and one copy for the Company.

(ii) Provision for a response from the Company that will identify when training is to occur and the reason(s) if the employee will not be trained.

(e) Before any training is performed on an "A" Job, a notice will be posted.

6.14 The provisions of clause 6.09 shall not apply in the case of an employee laid off work as a result of any breakdown except when the period of lay-off exceeds or is expected to exceed forty-eight (48) hours. An employee so laid off shall be placed, subject to Clause 6.07, as soon as reasonably possible, but not later than forty-eight (48) hours following the breakdown, on an available job held by an employee junior to him in seniority. The provisions of Clause 6.15 shall not apply to an employee laid off work as a result of the application of this section. Training classes may be held at the established training rate to reduce the need for lay-off.

For the purposes of this clause "breakdown" shall mean any unforeseen interruption of production necessitating a reduction of manpower and caused by:

(a) a breakdown of equipment excluding normal maintenance or repair;

(b) any situation such as fire, flood or storm; or

(c) non-receipt of sufficient raw material reasonably required for production where the Company has made reasonable efforts to acquire same.

6.15 (a) If a lay-off is anticipated, the Company will post on department bulletin boards a notice to employees who are subject to this lay-off. A copy of this posted notice will be mailed immediately to the Union.

Employees who have been advised by posted notice may be laid off work at the end of any shift after seven (7) calendar days and up to twenty-one (21) calendar days following the date of posting of the notice. The Company may post a new notice of lay-off at any time and such new notice will automatically cancel the previous notice except as such previous notice applies to an employee who was advised and is laid off work in accordance with such previous notice during the same calendar week in which the new notice is posted.

Following issue of lay-off notice, the Company shall endeavour to make five (5) days' work available to each employee listed thereon. If any portion of this work is not made available, the employee shall receive pay in lieu of same.

- (b) When an employee is recalled temporarily during a period of Plant shutdown to perform work of short duration other than the production of pipe, then the Company, if the conditions are such that the work can be performed on a one-shift basis, will endeavour to make five (5) days' work available to each employee. If any portion of this work is not made available, the employee shall receive pay in lieu of same. When the work is of an emergent nature so that it is necessary to schedule two or three shifts, then the Company shall provide only a minimum of eight (8) hours work or pay in lieu of same. At the time of recall the Company shall, to the best of its ability, advise each employee recalled the anticipated length of recall period. In these cases the seven-day notice shall not apply unless the working period exceeds five (5) days. In the conditions outlined above any employee qualified as a tradesman while working at a trade job will receive the regular trade rate. Tradesmen not working at their trade and all

other employees involved will receive the established shutdown rate.

- (c) When an employee is recalled temporarily to perform production work of short duration, the Company will endeavour to make five (5) days' work available to each employee. If less than 32 hours work is made available the employee shall have the right to decline recall. At the time of recall the Company shall, to the best of its ability, advise each employee recalled the anticipated length of recall period. In these cases the seven-day notice shall not apply unless the working period exceeds five (5) days.

- 6.16** President, Secretary, Treasurer and Chief Steward with one (1) year or more of seniority shall be exempt during their term of office from the seniority provisions of this Agreement, in connection with lay-off on account of reduction in force only provided sufficient "B" and/or "C" category jobs as described in Clause 6.07 are available. In the event that only "A" category jobs are available, and five or less employees are scheduled to perform the work, the provisions of Clause 6.07 (1) shall apply. However, when only "A" category jobs are available, and more than five employees are scheduled to perform the work, and there is no Union Officer with the required skill and ability to perform the work on one of these jobs, one Union Officer will be retained to work in the Plant on assigned jobs at the shutdown rate. The President will normally be retained to perform this work, although if he is unavailable the job shall be filled in order, by the Treasurer or Chief Steward.

In the event of a recall of more than five (5) employees following a plant shutdown, and no Union Officer has seniority to work in the plant, then one Union Officer shall be recalled to work immediately. The President or his substitute, as listed above, will normally be recalled

to perform this work, although if only "A" category jobs are scheduled and the President does not have the **required skill and ability to perform an available job while** another Union Officer is so qualified, the qualified Union Officer shall be recalled in place of the President or his substitute. All further recalls of Union Officers will take place in accordance with Clause 6.07.

No Shift Steward will be transferred without his consent while his shift is scheduled. Where there is more than one Shift Steward in a department and the department is scheduled to operate on more than one shift, the Company will endeavour to schedule them onto different shifts.

- 6.17** The Company and the Union agree that only an employee who is transferred from the Bargaining Unit to a job outside the Bargaining Unit shall have the right to revert to the ranks of the Bargaining Unit with the same seniority basis as that which he would have occupied if he had not been transferred outside of the Bargaining Unit.

Any employee who transfers to or has transferred to a supervisory position shall cease to accrue seniority for time spent as a supervisor after he has accumulated three (3) years in a supervisory position after the signing of this Collective Agreement.

- 6.18** In the event that changes in the methods of operation or a technological change will result in a displacement of employees, the Company will review such changes with the Union prior to the implementation of the seniority provisions of the Agreement.

SECTION 7 SPECIAL LEAVES OF ABSENCES

- 7.01** (a) The Company agrees to grant leave of absence without pay when requested by the Union to do so to

one (1) employee of the Company to serve the Union as Business Agent or other full time worker. Such leave of absence is to continue for a period of one (1) year and shall be renewed automatically with each new agreement period.

(b) Such employee's seniority shall accumulate during his leave of absence. In the event that an employee on leave of absence returns to the Plant, he shall be reinstated in his former job or its equivalent and be given the benefit of all wage increases and other benefits which may be accrued during his absence.

7.02 (a) Subject to the needs of the operation, the Company will provide leaves of absence, without pay, when the Union so requests upon five (5) days written notice to attend to legitimate and official business of the Union. It is understood that such leave will not be extended to more than one (1) employee from any one department on any one shift or two (2) from any one mill on any one shift.

(b) Subject to the needs of the operation, the Company will provide leaves of absence, without pay, when the Union so requests upon five (5) days' written notice, not to exceed four (4) employees for the purpose of conducting the regular monthly Union meeting. It is understood that such leave will not be extended to more than two (2) employees from any one department.

7.03 On a quarterly basis, the Union may request leaves for up to ten (10) employees to attend Union weekend school. Such request will be given two (2) weeks in advance.

7.04 Upon reasonable notification, the Company will provide a leave, without pay, to the President of the Union or his designate, to attend the funeral of a Camrose Pipe Company employee or retiree.

**SECTION 8
HEALTH & SAFETY**

8.01 The Company is committed to maintaining a safe and healthful workplace for all employees. The Union is committed to work with the Company to help it achieve this objective. We believe that no job is so urgent and no production schedule so rigid that we cannot take time to do our work safely. The goal is to establish a healthy and accident free workplace with a commitment by the Company, the Union and all employees to this end. Collectively, the Union and Company encourage employees to work safely by maintaining adequate sanitary facilities throughout the plant, by ensuring the effective presence of safety devices and safety rules in accordance with the standards set out by laws of Alberta and/or Canada, and by encouraging input and suggestions for further improvement through the Joint Health & Safety Committee and through daily one on one contact.

8.02 Joint Health and Safety Committee

(a) The Company and the Union agree to maintain a Joint Health and Safety Committee. The Union representation on this Committee shall be five (5) members chosen by the Union. The Company shall be represented on this committee by an equal number of persons appointed by the Company. The Committee shall have two (2) co-chairpersons, one appointed by the Union and one appointed by the Company. Either of these co-chairpersons may appoint an alternate to act in his absence.

(b) The Committee will meet at least monthly to review health and safety issues, and, as appropriate, recommend actions to improve the effectiveness of the safety and health programs. An agenda for such meeting will be prepared by the co-chairpersons and

given to each committee member at least three (3) working days in advance of the meeting. Such agenda will include any unresolved matters from the preceding meeting, any new items previously discussed by a Union safety representative and the appropriate department manager, and a review of all accident reports received since the prior meeting. The Union Health & Safety Committee will be permitted the use of the conference room for 15 minutes prior to the regular monthly meeting. Minutes of these meetings will be posted on plant bulletin boards.

- (c) On a monthly basis, the committee shall appoint two individuals (one union and one management member) to perform a safety inspection in the 42" Mill and in the 16" Mill, when these mills are operating. (This may involve a separate inspection team for each mill). These inspections shall include not only observation of building conditions, machinery, tools and other equipment, but also observation of work methods and practices, and a review to ensure that appropriate training is provided. A written report of each inspection shall be submitted to the committee as a whole. This report shall include a listing of significant safety achievements/improvements as well as a list of any unsafe conditions or actions found during the inspection. Responsibility for correcting any unsafe conditions or practices and due date for accomplishing such corrections shall also be noted on the report. These inspections are not intended to be a substitute for each person's daily attention to safety matters, but rather to serve as protection against overlooking the familiar.
- (d) On an annual basis, the Health & Safety Committee will coordinate a thorough audit of the Company's Health & Safety programs. This audit will be structured to ensure that each active employee is given

an opportunity to evaluate the safety and health programs on a confidential basis.

- 8.03** All accidents, no matter how minor, and significant near misses must be reported promptly to supervision for investigation. Where there is a medical aid case, lost time accident, or serious incident an initial investigation should be completed within 24 hours, the Union and Management co-chairpersons of the Health & Safety Committee and/or their designates shall attend the initial investigation and any follow up investigation. Participation in the process by all employees directly involved in the accident or near miss is vital to its success. The investigation will determine who, what, where, when and how an accident occurred in order to help prevent others from being hurt by similar occurrences.
- 8.04** The Joint Health and Safety Committee shall receive copies of all accident and near miss investigations, meeting minutes, Medical Assistance Record reports, industrial hygiene test results, results of the joint audit of the health and safety program, and copies of the written record of the investigation resulting from the work refusal due to the "existence of imminent danger" in a timely manner.
- 8.05** Upon reasonable request, Health and Safety Committee members shall be given sufficient time without loss of pay to perform the duties of a Committee member as described in Health and Safety Section of the Collective Agreement. Any duties directed by the Joint Health and Safety Committee and performed by a member of the Joint Health and Safety Committee outside the workplace or after their regular working hours shall be paid in accordance with the collective agreement.
- 8.06** The Company shall ensure that all new employees are individually informed of their right to refuse work which may harm them or any person. The Company shall post

the relevant sections of the Occupational Health and Safety Act of Alberta in both mills.

- 8.07** No employee shall be discharged, penalized, coerced, intimidated or disciplined for acting in compliance with the Occupational Health and Safety Act, its regulations and codes of practice and environmental laws, regulations or codes of practice.
- 8.08** On April 28th, or the nearest working day thereto, the Company shall fly the flag at half mast and inform employees that it is in recognition of the National Day of Mourning to commemorate those individuals who lost their lives and/or were injured while on the job.
- 8.09** (a) The Company and the Union agree that the facility manager and the President of the Union or their designates will make every reasonable effort to provide suitable modified or alternate employment to employees who are temporarily or permanently unable to return to their regular duties, as a consequence of an occupational or non-occupational disability.
- (b) Cases of this nature will be reviewed on an individual basis by the Company and the Union, taking into consideration the needs of the business and the necessity to provide work assignments which will make a positive productive contribution to the Company's operation. By mutual agreement between the parties, provisions of this agreement may be amended or waived by letter of understanding to meet the needs of the disabled employee.
- (c) Any alteration in seniority shall only be considered as a final resort after all other avenues within the bargaining unit have been duly considered by both parties. In situations involving lay-off or recalls from lay-off, the provisions of the seniority clause will have

priority over any special arrangements that may have been established to accommodate disabled employees.

SECTION 9
HOURS OF WORK AND OVERTIME

- 9.01** The parties hereto have mutually agreed upon the standard hours of work for each department, conditions governing overtime work and penalties for being late.
- (a) This section is intended to provide a basis for calculating overtime and shall not be construed as a guarantee of work to any employee for such hours or any other hours.
 - (b) For the purposes of this Section, a day shall be the twenty-four (24) consecutive hour period commencing at 7 a.m.
 - (c) Overtime payments shall be made on the basis of either daily or weekly overtime hours worked but an employee shall not be paid both daily and weekly overtime for the same overtime hours worked.
 - (d) The standard work week shall be one of forty (40) hours made up of five consecutive days of eight (8) hours per day. Time and one-half shall be paid to all workers for all hours worked in excess of eight (8) hours in any one day, or forty (40) hours in any one week or the first four (4) hours on Saturday. Double time shall be paid for all time worked in excess of eleven (11) hours per day or forty-four (44) hours per week. Double time will be paid for all hours worked in excess of four (4) hours on Saturday and for all hours worked on Sunday.
 - (e) Overtime at the applicable rate will be paid for all hours worked on regularly scheduled day or days

off. It is agreed that in the event of a major breakdown or a shortage of work which necessitates the rearranging of shift schedules over those that are regularly scheduled, overtime rates will not be paid if it is necessary because of the above, to allocate the employees to another shift for the balance of the particular week.

- (f) The scheduling practices now in effect at the Plant shall remain in effect, except by mutual agreement. Whenever possible, notice of weekend work and the department schedule for the following week will be posted prior to the end of the day shift on Thursday of each week. The Company will attempt to give at least four (4) hours notice when daily overtime is expected.
- (g) The penalty for lateness shall be in units of tenths of an hour.
- (h) When an employee works more than two (2) hours overtime following a regular shift of eight hours, he shall be supplied with a hot meal. When an employee works sixteen (16) consecutive hours, he will be supplied with a hot meal after 8 hours of work and a second hot meal after 12 hours of work. The company will make every effort to supply meals under the above circumstances. In exceptional cases, when this is impractical, a meal allowance in the amount of \$10.00 will be provided.
- (i) The Company shall divide overtime work as equitably as practicable among those employees performing the same work. In the event that an insufficient number of employees within the department accept the offer to work overtime the Company will assign the required number of employees to such overtime work in order of seniority (beginning with the junior most employee). Such assignments will be

made from amongst those employees within the department who have declined the offer to work overtime. Employees so assigned will be considered to have been scheduled and required to work. In the event that all employees within a department are required to work overtime such overtime will be considered scheduled and required to be performed.

Where meetings which involve employees from more than one shift are scheduled outside of an employee's regular schedule, up to a maximum of four hours per week, pay will be at a straight time hourly rate.

The Company agrees to schedule a "3 turn" operation on a Days/Afternoons/Nights pattern.

SECTION 10 STATUTORY HOLIDAYS

- 10.01** (a) An eligible employee shall receive a Statutory Holiday Allowance for each legal holiday hereinafter listed without being required to render service on that day. The holidays to which such allowance shall apply are: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.
- (b) In addition to such legal holidays, eligible employees shall receive a Statutory Holiday Allowance for one (1) Floating Holiday. The day on which this holiday will be observed will be decided by Agreement between the parties. However, in the event that an additional legal holiday is established, the Floating Holiday will be observed on the date of such legal holiday. If this holiday has not been scheduled by April 1, the Company will offer four (4) alternate

dates and the Union will choose one of these dates prior to April 30. If this statutory holiday has not been scheduled by April 30 the Company will schedule the holiday.

- (c) An employee is eligible for the payment if he has thirty (30) days or more continuous service with the Company and has worked his regular shift upon the working day preceding such holiday and also his regular shift upon the first working day succeeding such holiday. However, payment for the holiday will be made if the employee worked during the week but is absent on the above days due to illness, death in the immediate family, jury duty, being subpoenaed as a witness in a matter in which the employee or his immediate family are not a party, compensation, or if he has been home during the week in which the holiday occurs for lack of work or if he has obtained prior permission from his supervisor to be absent. In the event that the employee is unable to contact supervision in his department he may contact the Security Guard to assist the employee in contacting supervision.
- (d) Employees will not be paid for legal holidays if they are absent from work more than fifteen (15) days before the holiday and/or fifteen (15) days after the holiday due to illness or other reason except compensation.
- (e) If an employee is laid-off during the fifteen (15) day period prior to a Statutory Holiday, he will not lose the Statutory Holiday Allowance solely by reason of the fact that he is unable to comply with the fifteen (15) day provision following the holiday because of such lay-off.
- (f) An employee who is required to work between the hours of 7 a.m. on such holiday to 7 a.m. of the day

following will in addition to the above allowance be paid for the time worked at time and one-half his rate of pay as outlined under Clause 9.01.

- (g) The Statutory Holiday Allowance for each eligible employee shall be eight (8) times the average straight time hourly rate earned by him the preceding pay period.
- (h) For the purpose of this Section whereby Statute some other day is declared to be observed instead of the above legal holidays, the Company will recognize such other day as the legal holiday.

**SECTION 11
CALL IN AND REPORTING**

- 11.01** (a) Employees who are scheduled and who report for work shall be paid one (1) hour's pay at the Allowance Rate in the event no work for which they were scheduled is available. At the discretion of the Company, the employees scheduled or notified to report may be assigned to other work for which they may be qualified in lieu of their being released. If any employee is assigned to a higher rated job, he shall be paid the higher rate. If an employee is assigned to work beyond the one (1) hour, he shall be paid the occupational rate of the job to which assigned. In case an employee does not work the one (1) hour but is paid for same, the one (1) hour shall be considered allowed time and shall not be used in overtime calculation, but the fact that he is paid the one (1) hour shall not prevent him from working a full scheduled work week at regular rates of pay.
- (b) Employees who are scheduled and report and actually begin work on the job for which scheduled at the start of a turn and through no fault of their own work

less than four (4) hours shall be paid for a minimum of four (4) hours at their job rate. If the employee works only a part of this four (4) hours, the unworked part shall be considered as allowed time and shall not be included in overtime calculation. In the event the employee works any portion of the next four (4) hours on his regularly scheduled job, he shall be paid at this job rate for all hours worked on this or any lower rated job. An employee who does not work any portion of this second four (4) hour period on his regularly scheduled job shall be paid for all hours worked at the rate of the available job to which he was assigned.

- (c) An employee temporarily replaced on his regular job at the discretion of the Company and temporarily assigned to other work shall be paid for this period an amount equal to the higher of the two job earnings for a minimum of two (2) hours pay. It is not intended that this paragraph shall be used contrary to the seniority provisions of this contract.
- (d) The foregoing payments, Paragraphs (a), (b) and (c) shall be either at the regular or overtime rates depending upon whichever pertains in accordance with the provisions of this Clause.
- (e) The provisions of Paragraph (a), (b) and (c) will not apply in the event that strikes, stoppages of work due to labour disputes, climatic conditions, or any other conditions where the Union officials or men, without prior consultation with the Company, decide not to work. If the stoppage of work in a department, as outlined above, affects other departments, the Company will comply with Paragraphs (a), (b) and (c) insofar as these departments are concerned provided that the Company is able to continue the necessary operations to insure work for those employ-

ees remaining on their job. The Union will undertake to give the Company four (4) hours notice as to when normal operations can be expected to resume. If the Union gives the Company such notice the Company will then comply with the provisions of Paragraphs (a), (b) and (c).

- (f) An employee called from home by the Company to perform work of an emergent nature shall receive two (2) hours pay at straight time hourly rates plus one and one-half times his straight time hourly rate for all hours worked outside his regularly scheduled hours as overtime pay. It is agreed that a minimum of four (4) hours pay at straight time rates shall be paid for an emergency call-in.

Emergent is defined as a situation which requires an immediate solution. Subject to fitness for duty, in emergent situations where an immediate solution is required, an employee called will be required to report for duty until such situation has been resolved.

- (g) An employee called from home by the Company to perform work outside of his regular scheduled shift that is not of an emergent nature as defined above in Clause 11.01 (f) shall not be subject to the above clause.

Planned Shutdowns or Major Breakdowns:

- 11.02** All employees working in the Plant during a planned shutdown or a major breakdown shall receive their job rates during this period except as provided for under Clause 6.15 (b).

**SECTION 12
VACATIONS**

12.01 The vacation schedule shall be as follows based on service at January 1st of each year:

- (1) 2 weeks after 1 year's service
- (2) 3 weeks starting with the calendar year in which your 5th service anniversary occurs.
- (3) 4 weeks starting with the calendar year in which your 9th service anniversary occurs.
- (4) 5 weeks starting with the calendar year in which your 15th service anniversary occurs,
- (5) 6 weeks starting with the calendar year in which your 22nd service anniversary occurs.
- (6) 7 weeks starting with the calendar year in which your 30th service anniversary occurs.

Accumulation of service credits for the purpose of this Clause 12.01 shall not continue beyond the following periods of time except with the written approval of the Company.

- (1) Non-Occupational Disability
The date on which an employee is medically certified to be permanently disabled or two (2) years from the commencement of disability.
- (2) Occupational Disability -
The date on which weekly compensation payments terminate.
- (3) Leave of Absence -
One (1) year.

12.02 When a paid legal holiday occurs during an employee's vacation, he shall receive an extra day's vacation.

12.03 The vacation season shall be from January 1st to December 31st of each year. Vacation will, so far as possible, be granted at times most desired **by employees**, but the final right to allotment of vacation period is exclusively reserved to the Company.

12.04 Between January 1 st and April 30th of each year, vacation schedules will be arranged for with their foreman and employees may select their vacation time in accordance with their seniority. Failure of an employee to select his vacation time during the above period automatically gives the Company the privilege of selecting his vacation period. The principal vacation schedule will run through the months of June, July, August and September but may be selected during other months by arrangement with the Company.

The company and the Union have agreed to written "Vacation Request" forms for use by employees.

The Company has the privilege on thirty (30) days notice to close down the entire plant for any two-week period in order to complete vacation schedules. The Union requests that, if it can possibly be arranged, this period shall be the last week in July and the first week in August.

12.05 Vacation wages will be paid in advance for full weeks of vacation if requested seven (7) days in advance of vacation.

12.06 Vacation pay for each week of vacation will be 2% of the employee's gross earnings during the preceding calendar year.

12.07 (a) An employee shall receive an additional vacation payment equal to a percentage as provided below of the appropriate amount calculated under Clause 12.06 in respect to the length of vacation he is entitled to under Clause 12.01 depending upon the

month when each such week of his vacation entitlement is taken.

(i) During the months of January, February, March, April, November and December - 30%.

(ii) During the months of May, June, July, August, September and October - 25%.

The appropriate payment as provided above for each week of vacation entitlement will be determined on the basis of the month in which the first scheduled day of such week of vacation is taken.

12.08 A notice will be posted in May and October of each year identifying available vacation weeks.

SECTION 13 MISCELLANEOUS LEAVE

13.01 Jury Duty -

When an employee is selected for Jury Duty or as a subpoenaed Crown Witness, the Company agrees to make up the difference between the Jury or Witness pay and his normal average earnings. This is only when he is on actual Jury or Witness Duty certified by Court Officials. When he is not required for actual Jury or Witness Duty, he is obliged to report for work as soon as possible and work the balance of his regular shift. If he loses any money due to this latter instance, his pay will be made up in a like manner.

13.02 Bereavement Leave -

In the event of the death of certain immediate relatives (as outlined below), leave of absence will be granted the bereaved employee to attend the funeral or memorial service. Such employee will be paid for time actually lost from work for which he is scheduled up to a maximum of either five (5), three (3) or one (1) days (depending upon

relationship to the deceased, as outlined below) during the period from the time of death through the day after the funeral, inclusive, at the same rate as shown each year in the Statutory Holiday clause. In the event that such employee is unable to attend the funeral, he will be paid up to a maximum of one (1) day. In no case will an employee be paid bereavement leave for hours which he would not have worked had the bereavement not taken place. Payment will be made upon application to the Employee Resources Office and satisfactory evidence of such death. Up to five (5) days may be granted where the death involves the employee's father, mother, spouse, son or daughter. Up to three (3) days may be granted where the death involves the employee's brother, sister, mother-in-law, father-in-law, grandmother, grandfather or grandchild. Up to one (1) day may be granted where the death involves the employee's brother-in-law, sister-in-law, or grandmother or grandfather of the employee's spouse. Spouse (and corresponding in-law relationships) shall also mean common-law spouse, provided the employee has co-habited with such spouse for one (1) or more years.

Should an employee request an unpaid leave to extend their Bereavement Leave to a full week, it shall be granted.

- 13.03** Subject to the needs of the operation, employees will be granted an unpaid leave of absence of up to thirty (30) days after all annual vacation has been used. It is understood that all benefit premiums will be prepaid by employee prior to commencing his leave of absence. On commencement of leave Weekly Indemnity and Long Term Disability coverage will terminate until employee actively returns to work.

SECTION 14
WAGES

14.01 The following wage scales shall apply for the term of this Agreement:

Labour Grade	Effective Feb. 1/00	Effective Feb. 1/01	Effective Feb. 1/02
1	\$19.36	19.95	20.34
2	19.48	20.06	20.46
3	19.69	20.28	20.68
4	19.87	20.47	20.88
5	20.11	20.72	21.13
6	20.36	20.97	21.39
7	20.72	21.34	21.77
8	20.97	21.60	22.03
9	21.38	22.02	22.46
10	21.78	22.43	22.88
11	22.16	22.83	23.28
12	22.68	23.36	23.83
13	23.32	24.02	24.50
14	23.71	24.42	24.91

Special:

Shutdown Rate	\$20.11	20.72	21.13
Allowance Rate	19.48	20.06	20.46
Changeover Rate	20.11	20.72	21.13

A tradesman who has a valid Government license recognized in Alberta for the Trade will be paid \$1.00 per hour above the applicable Labour Grade Job Rate for the Trade.

14.02 For hours worked on the second shift there shall be paid a premium rate of forty (40) cents per hour. For hours worked on the third shift there shall be paid a premium rate of fifty (50) cents per hour.

An additional fifteen (15) cents per hour shift premium will be paid to those employees working in a department

on a shift when more employees are scheduled to work that shift than on the day shift in that department.

- 14.03** The *second shift* shall *cover hours regularly worked as a shift* between the hours of 3 p.m. and 1 a.m. The third shift shall cover the hours regularly worked as a shift between the hours of 11 p.m. and 9 a.m. Such shift premium shall not be taken into account when calculating overtime.
- 14.04** The appropriate Labour Grade Job Rate for each job shall be paid to any employee during such time as the employee is required to perform such job, except as otherwise provided in this Agreement.
- 14.05** An employee, who during a plant shutdown, is assigned to a job, other than a trade job, which is required to be performed for other than the production or manufacture of pipe, shall be paid the applicable Special Shutdown Rate of all hours worked on such job.
- 14.06** An employee, who is not required to perform his regular job during a mill changeover in the 42nd Mill and who is assigned to assist in the replacement, installation and adjustment of tooling and equipment on other than his regular job during the changeover, shall be paid the applicable Changeover Rate for time worked during the period he is so assigned.
- 14.07** The Company agrees to pay an employee who is training another employee one (1) dollar per hour for the first ten (10) hours of training.

SECTION 15 TERMINATION OR MODIFICATION

- 15.01** This agreement shall continue in effect until the 31st day of January, 2003, and unless either party gives notice in writing to the other party that amendments are required

or that the party intends terminating the Agreement, then it shall continue in effect until the 31st day of January, 2004, and so on from year to year thereafter.

15.02 Notice that amendments are required or that either party intends to terminate the Agreement may only be given during the months of October or November, 2002, and in the months of October or November any year thereafter.

15.03 When notice has been served, the parties, not more than fifteen (15) days after this notice has been served, shall commence bargaining. The parties will exchange bargaining proposals within fifteen (15) days of the first time they meet for the purpose of collective bargaining or within any longer time agreed.

SECTION 16
APPENDICES

16.01 Annexed hereto and forming part of this Agreement are the following:

APPENDIX "A"

Schedule of Stewards for each department will be as follows:

Department	Steward Representation
42" Mill	
Forming	One (1) Steward per shift
Welding	One (1) Steward per shift
Finishing & Inspection	One (1) Steward per shift
Shipping & Yard	One (1) Steward per shift
Maintenance	One (1) Steward per shift

16" Mill

Forming	One (1) Steward per shift
Finishing & Inspection	One (1) Steward per shift
Shipping & Yard	One (1) Steward per shift
Maintenance	One (1) Steward per shift

APPENDIX "B"
SCHEDULE OF SENIORITY CATEGORIES

Labour		Seniority
Grade	Department and Job	Category
1	Nil	
2	16" Mill	
	Inspector Helper (Mill Line)	B
	Mill Labourer	C
	42" Mill	
	Pipe Turner Op.	C
	Inspector Helper (Final)	B
	Tab Shear Op.	B
	Expander Helper	B
	Mechanical Floor Sweeper Op.	B
	Mill Labourer	C
	16" Mill	
	Repair Grinder	B
	Yard Labourer	C
	42" Mill	
	Outside Welder Helper	B
	Grinder Cleaner Circumferential	C
	Yard Labourer	C
	Spare Person	B
	Scrap Cutter	B

	16" Mill	
	Torch Cut-off Op.	B
	Chain Person	C
	Loader	C
	H.F. Grinder/Spare	B
	42" Mill	
	Plate Grinder	B
	End Grinder	B
	Repair Grinder	B
	Torch Cut-Off Op.	B
	Loader	C
	Inspector-Magnaflux	B
5	16" Mill	
	Sizing Mill Operator	B
	Measurer and Stenciller	B
	Straightener Op.	B
	Crane Op. (Finishing)	B
	Crane Op. (Shipping)	B
	Fork Truck Op (Yard)	B
	Loader Asst./Carrier Operator	B
	Shutdown Labourer	C
	42" Mill	
	Squaring Mill Op.	B
	Measurer and Stenciller	B
	Switch Person	B
	Car Preparer	C
	Facing Mill Op.	B
	Fork Truck Op. (Mill)	B
	Crane Op. (Shipping)	B
	Trackmobile and Locomotive Op.	B
	Fork Truck Op. (Yard)	B
	Tab Welder	B
	Pre Inspector Grinder	B
	Shutdown Labourer	C

6	16" Mill		
	Tally Person	B	
	Crane Op. (Mill Line)	B	
	Uncoiler Op.	A	
	Cut-Off Machine Op.	B	
	Inspector Final B	B	
	Inspector-Crusher	B	
	42" Mill		
	Inside Welder Op.	B	
	Crane Op. (Skelp Bay)	B	
	Plate Stocker	C	
	Tally Person	B	
	Pre Inspector	B	
	7	16" Mill	
Rotary Straightner Operator		B	
Inspector Ultrasonic		A	
Inspector Mill Line		B	
42" Mill			
Slitter-Preformer Op.		B	
Mig Tackwelder Helper		A	
Outside Welder Op.		B	
Inside Welder Op. (Circum.)		B	
Inspector-Fluoroscope		A	
Weld Preparer		B	
8		16" Mill	
		Oiler Maintenance Helper	A
		Inspector Final A	A
	Slitter Op.	B	
	42" Mill		
	"O" Press Operator	A	
	Oiler Maintenance Helper	A	
	Outside Welder Op. (Circum.)	B	
	Shot Blaster Op.	A	

	Inspector Final	A
	Inspector Ultrasonic	A
	16" Mill	
	Production Worker 1	A
	42" Mill	
	Mig Tackwelder Operator	A
10	16" Mill	
	H.F. Welder Helper	A
	42" Mill	
	Expander Op.	A
	Repair Welder	A
11	16" Mill	
	Tool Person	A
	Hydrotest Operator	A
12	16" Mill	
	Maintenance Welder	A
	42" Mill	
	Maintenance Welder	A
13	16" Mill	
	H.F. Welder Op.	A
	Electrician	A
	Millwright	A
	Maintenance Fitter Welder	A
	Heavy Duty Mechanic	A
	Electronic Technician	A
	42" Mill	
	Electrician	A
	Millwright	A
	Maintenance Fitter Welder	A
	Heavy Duty Mechanic	A
	Electronics Technician	A

APPENDIX "C"
JOB EVALUATION PROGRAMME

1. The Job Evaluation Programme, which was implemented by agreement of the parties on February 10, 1970, shall continue in effect during the term of this Collective Agreement.
2. The Job Evaluation Plan dated June 1, 1960, as amended January 1, 1990, (hereinafter referred to as "the Plan") which is attached hereto as Schedule 1, has been agreed to by the parties and will be the sole basis for the evaluation of all jobs performed by bargaining unit employees at the Company. The Plan as such may not form the subject of a grievance nor shall it be arbitrable.
3. Each job in effect as of the date of the Collective Agreement has been evaluated in accordance with the plan and each such Job Evaluation has been agreed to. Attached hereto as Schedule 2 is a list of all such jobs showing their agreed to assigned Labour Grade.
4. Attached hereto as Schedule 3 is a list of Benchmark Jobs which have been agreed to by the parties. Such Benchmark Jobs will be used, together with the Plan, for the purpose of determining the proper ranking relationship and job factor comparison of new or changed job evaluations. A Benchmark Job may not be the subject of a grievance nor shall it be arbitrable.
5. The responsibility for the evaluation of any job will continue to be vested in the Company and such evaluation will continue to be made consistent with and conforming to the provisions of the Programme.
6. The agreed to Job Evaluation for each job and others subsequently agreed upon shall continue in effect and will not be subject to appeal, except as hereinafter provided.

7. When the Company implements a new Job Evaluation or changes an existing Job Evaluation from one Labour Grade to another, the Company will send the Union a copy of a new Job Identification and Evaluation and inform the Union of the effective date of implementation or change.
8. In the event that the Union disagrees with the Company's evaluation of such new or changed job, it may file an appeal in accordance with the notification and appeal procedure as provided in paragraph 10 below, within thirty (30) days following the date the new Job Evaluation was sent to the Union.
9. In the event that the Union alleges that the Company has changed the primary function or the content of the work as contained in the Job Identification of an existing job to the extent that the Job Evaluation should be changed, the Union may file an appeal procedure as provided in paragraph 10 below.
10. (a) The Chairman of the Union Job Evaluation Committee will file in writing with the Chairman of the Company Job Evaluation Committee any appeal being processed in accordance with paragraphs 8 and 9 above. Such written appeal shall specify the factors of the new job evaluation which are disputed, the proposed degree rating for each disputed factor claimed by the Union and giving reasons for such claim. Any Benchmark Job or other agreed to jobs being relied upon by the Union to support their claim shall be listed and reasons given.

(b) Upon receipt of such appeal, the Chairman of the Company Committee will establish with the Union Committee Chairman, a meeting date within thirty (30) days or such other period as the Chairman may agree. The Company and Union Committee will meet to discuss and attempt to resolve such disputed Job Evaluation.

- (c) In the event that such appeal is not resolved by the Committees, the company Chairman, within thirty (30) days following the date of the meeting, will send the Union Committee Chairman an answer in writing.
- (d) If the Company's answer is not satisfactory, the Union may, within thirty (30) days following the date of the Company's answer, refer the appeal to Arbitration as described in the Collective Agreement.
- (e) The Board of Arbitration shall not be *authorized* to make any decision inconsistent with the provisions of this Appendix nor to adjudicate any matter not specifically referred to in the written appeal filed under the provisions of paragraph 10(a) above and the authority of the Arbitration Board shall be limited to:
 - (i) confirming the job evaluation of the Company, or
 - (ii) assigning a revised ranking if the Board determines that the job was improperly ranked as a result of inconsistent application of the Plan and the disputed Job Evaluation does not bear a proper ranking relationship to other undisputed job evaluations, or Benchmark Jobs, in which event the provisions of paragraphs (f) and (g) below shall apply.
- (f) In the event a job evaluation is changed from one Labour Grade to another by agreement between the parties or by decision of the Arbitration Board and such change in Labour Grade results from an appeal filed under the provisions of:
 - (i) paragraph 8 above, the revised Labour Grade for such job shall become effective on the date specified by the Company in paragraph 7;

(ii) paragraph 9 above, the revised Labour Grade for such changed job evaluation shall become effective ten (10) days prior to the date of receipt of the Union's written appeal.

(g) Any employee, who has occupied a job for which the Job Evaluation is revised in accordance with the above provisions, shall be paid the applicable Job Rate for the Labour Grade to which the job is assigned retroactively to the effective date specified in paragraph (f) above, provided that the revised Labour Grade is higher than the Labour Grade assigned by the Company.

11. The Union may select three employees to act as its Job Evaluation Committee, one of whom will be designated as Chairman. Each such member of the Union Committee will be paid at his straight time Labour Job Rate for hours spent at meetings scheduled by the Company under the provisions of paragraph 10 (b) above. The Chairman of the Union Committee, or in his absence, another member of the Committee will be allowed access to any department to observe a job whose Evaluation has been sent to the Union in accordance with paragraph 7 or has been appealed by the Union in accordance with paragraph 9, provided the employee member notifies the General Manager of the department in advance and does not interfere with production.
12. In the event that a Benchmark Job changes from one Labour Grade to another, the job shall be deleted from the list of Benchmark Jobs and the provisions of paragraph 7 and 8 shall be applied. For every job which is deleted from such list, the parties will select another job to be added to such list, such other job to be selected on the basis that it is representative and comparable to the former Benchmark Job and the Labour Grade for which it was selected.

APPENDIX "D"
BENEFITS INSURANCE

Details of the plans for medical, dental, prescription drug, life and long term disability insurance are contained in the Agreement for an Insurance Program. The level of benefits of the Agreement for an Insurance Program in effect on the effective date shall not be changed during the term of this agreement without the consent of both parties.

APPENDIX "E"
PENSIONS

Details of the plan are contained in the Agreement for a Pension Plan. The level of benefits of the Agreement for a Pension Plan in effect on the effective date shall not be changed during the term of this agreement without the consent of both parties.

Each of the parties hereto has caused this Agreement to be signed by its duly authorized representatives as of the day and year first above written.

FOR CAMROSE PIPE COMPANY

K. S. Roberts
G. O. Schmidt
S. G. Van Rooyen
S. E. Flemming
J. S. Fox

CANADIAN AUTO WORKERS - LOCAL 551

T. Mutchler
D. Jack
D. Strilchuk
D. Wilcox
B. McDonagh

Mr. Trace Mutchler, President
CAW-TCA - Local 551
P.O. Box 1374
CAMROSE, Alberta
T4V 1X3

Dear Mr. Mutchler:

Item 1

Re: "A" Category Job

When an employee is assigned to an "A" Category job in accordance with Clause 6.10 (e) of the Collective Agreement, such period of assignment will not be considered by the Company while assessing his skill, ability and experience on such job for the immediate job vacancy.

Item 2

Re: Certification

As a result of requirements imposed on the Company by customers and/or government agencies, the Company will, from time to time, require an employee performing quality control and other related functions to meet certain physical and technical levels of competency as may be required by such customers or government agencies. An employee assigned to such work will, as a result, be required to satisfactorily complete the required medical examinations, training and tests in order to maintain compliance with such standards. The employee will receive instruction and training and will be tested in the areas covered by such instruction and training.

An employee who occupies a permanent job in accordance with the terms of the Collective Agreement and who is unable to meet the required standards, will be displaced in accordance with Clause 6.09.

Item 3

Re: Benefits - Clause 6.06 (e) & (f)

The Company and the Union have agreed as follows:

1. Clause 6.06 (e) and (f) of the Collective Agreement shall be read and construed so as to provide that an employee who is laid off work while disabled and receiving weekly compensation payments under the Worker's Compensation Act or receiving Weekly Indemnity payments under the Benefit Plan for Bargaining Unit Employees, and is subsequently recalled but unable to return to work due solely to continuing to be disabled with the same disability which he was suffering at the date of his lay-off and recalled and reinstated in employment for all purposes of the Agreement on the effective date of his recall.
2. An employee who, while on lay-off, becomes disabled due to accident or sickness and is unable to return to work when recalled due solely to being so disabled, will be deemed to be recalled and reinstated in employment on the effective date of his recall for all purposes other than for eligibility under the Agreement for an Insurance Program. However, such employee may re-establish Group Insurance coverage from the date of his recall to the date of his actual return to work provided he pays the appropriate premiums for whatever coverage he is eligible to subscribe.

Item 4

Re: Communications Committee

In recognition of the desirability of improved communications between the Union and Company to facilitate solutions of mutual problems which may arise during the term of the Agreement, the parties agree as follows:

- a) Quarterly meetings will be held between the appropriate senior management of the Company and executive representatives of the Union, at the request of either party, and at a mutually convenient time.
- b) Such meetings will occur to discuss general matters of mutual concern arising out of the administration of the Collective Agreement and its Supplements, as well as other matters of mutual concern affecting the interests of the Company and its Employees.
- c) Such meetings are not intended to replace or interfere with the established collective bargaining procedure, the grievance procedure, or other established procedures for the administration of the Collective Agreement and its Supplements.

Item 5

Re: Plant Closure

- A. When in the sole judgement of the Company, it decides to close permanently the plant and terminate the employment of individuals, an Employee who is terminated directly as result of the shutdown, shall be entitled to a severance allowance in accordance with and subject to the following provisions:

Before the Company shall finally decide to close permanently the plant it shall give the Union advance written notification of its intention. Such notification shall be given as far in advance as is practicable. The Company will thereafter meet with appropriate Union representatives in order to provide them with an opportunity to discuss the Company's proposed course of action. Upon conclusion of such meetings, the Company shall advise the Union of its final decision. The final closure decision shall be the exclu-

sive function of the Company. The notification provision shall not be interpreted to offset the Company's right to lay off or in any other way reduce or increase the working force in accordance with its currently existing rights as set forth in this Agreement.

B. To be eligible for a severance allowance, an affected Employee must have accumulated three or more years of continuous Company service at the time of the shutdown. This severance allowance is not applicable for layoff situations, for terminations based on corrective actions, when the affected Employee is offered and turns down other employment within the plant or when the Employee is eligible for an immediate pension benefit.

C. Scale of Allowance

AN ELIGIBLE INDIVIDUAL SHALL RECEIVE SEVERANCE ALLOWANCE BASED UPON THE FOLLOWING WEEKS FOR THE CORRESPONDING CONTINUOUS COMPANY SERVICE:

CONTINUOUS COMPANY SERVICE	WEEKS SEVERANCE ALLOWANCE
3 Years but less than 5 years	4
5 Years but less than 10	8
10 Years but less than 20	12
20 Years or more	16

In addition to the above, insurance benefits would continue as if placed on lay-off.

Item 6

Re: Transportation for Call-In

The Company agrees, wherein an employee is called into work in accordance with Section II of the Collective Agreement, such employee will be permitted to drive in from the main gate to their work area.

Item 7

Re: Work Week Start Time

The parties agree to discuss the implementation of a revised work schedule to allow for the start of the regular work week at 23:00 on Sunday for a fifteen turn operation.

In the event that such a revision is made, hours worked on the shift starting at 23:00 on Sundays shall be paid at straight time while hours worked on the shift starting at 23:00 on Fridays shall be deemed to be Saturday hours.

Item 8

Re: Employee Assistance Program (EAP)

The Union and the Company have agreed to form a joint Employee Assistance Committee. This Committee will have an equal number of members from the Union and from management, and will meet within the first two months of the contract period for the purpose of establishing an Employee Assistance Program.

Item 9

Re: Apprenticeship Program

The Company and the Union agree to form a Joint Apprenticeship Committee for the purpose of establishing an apprenticeship training program.

The committee shall consist of an equal number of Company and Union representatives.

Joint Apprenticeship Committee:

There is hereby established a Joint Apprenticeship Committee. This committee shall be composed of six (6) members, three (3)

representing the Company and three (3) journeymen employees representing the Union.

(a) The committee shall meet once a month unless otherwise agreed. It shall be the duty of the Committee:

(i) To see that each prospective apprentice is interviewed and impressed with the responsibilities he is about to accept as well as the benefits he will receive.

(ii) To accept or reject applicants for apprenticeship.

(iii) To offer constructive suggestions for the improvement of training on the job.

(iv) To review the Foreman's and/or Journeyman monthly report on each apprentice.

(v) In general, to be responsible for the successful operation of the apprenticeship standards in the plant and the successful completion of the apprenticeship by the apprentice under these standards.

(vi) Each member of this committee shall not suffer any loss of pay for attending apprenticeship committee meetings.

Purpose:

The purpose of these standards is to make certain that extreme care is exercised in the selection of applicants and that the methods of training are uniform and sound, with the result that they will be equipped for profitable employment and to further the assurance to the company of proficient employees at the conclusion of the training period.

Definition:

"Apprenticeship Agreement" shall mean a written agreement between the Company and the person employed as an appren-

tice, which agreement or indenture shall be reviewed by the Joint Apprenticeship Committee and registered with the "Alberta Apprenticeship and Industry Training Board".

Application:

When the Company determines the need for an apprentice the Company will:

- (i) Post such job for five (5) working days and any employee may apply in writing within such five (5) day period.
- (ii) The job will be awarded to the applicant by these qualifications:
Seniority, experience, aptitude and standards as per Apprenticeship and Industry Act. If any dispute rises it will be referred to the Joint Apprenticeship Committee for resolution.

Hours of Work:

Apprentices shall work the same hours and be subject to the same conditions regarding overtime rates as the journeymen employed by the Company. In case an apprentice is required to work overtime he shall receive credit on the term of apprenticeship for only the actual hours of work. Apprentices may work overtime hours providing that proper ratios of apprentices to journeymen are established as follows:

Working ratio is 1 to 1 except where agreed by the committee for 3rd and 4th year apprentices

Apprentice ratio is 1 to 4 per trade.

Discipline:

The committee shall have the authority to recommend discipline and/or cancellation of the apprenticeship agreement of the apprentice to the Company at any time for cause such as:

- (i) inability to learn
- (ii) unreliability
- (iii) unsatisfactory work
- (iv) lack of interest in his/her work or education
- (v) improper conduct
- (vi) failure to attend classroom instruction regularly

Probationary Period:

The first five hundred (500) hours of employment for every apprentice shall be a probationary period. During this probationary period the apprenticeship agreement with an apprentice may only be cancelled by the Company or the Apprentice after advising the committee. The Alberta and Industry Training Board shall be advised of such cancellations.

Wages:

As laid out in the Alberta Apprenticeship Standards:

- (i) The apprentice shall also receive the annual improvement factor and all cost of living increases that are accrued by all other Bargaining Unit employees.
- (ii) Hours spent in classroom instruction shall not be considered hours of work in computing overtime.
- (iii) Apprentices who are given credit for previous experience shall be paid, upon receiving such credit, the wage rate for the period to which such credit advances them. This shall not be made retroactive.
- (iv) When an apprentice has completed the required hours of training and after recommendation for his journeyman's certificate by the

Apprenticeship Branch, he is to receive not less than the minimum rate to skilled journeymen in the trade in which he has served his apprenticeship provided an opening exists and he is selected for employment as a journeyman.

- (v) Company will reimburse apprentices for the cost of purchased tools up to a maximum of \$300.00 for a Millwright; \$100.00 for an Electrician; \$50.00 for a Welder.

Academic Training:

Apprentices are required as a condition of apprenticeship to receive and attend classroom instructions at a technical or similar school. The schedule of work processes and related instructions are attached to the apprenticeship plan. A refund of the tuition fee will be made to the apprentice provided he completes and receives a passing grade in the course.

Supervision of Apprentices:

Apprentices shall be under the general direction of the Foreman and/or Journeyman of the Department. The Foreman and the Journeyman shall make a report at least every thirty (30) days to the committee for review on the work and progress of the apprentices under their supervision.

Seniority:

The apprentices will exercise their seniority. For example if there are four apprentices in the trade such as electrician and a reduction in this number is required due to lack of work, the last hired shall be the first laid off and the laid off apprentice shall exercise plant seniority in accordance with Section 6 of the Collective Agreement.

Notwithstanding the provisions of this Collective Agreement between the Company and the Union, of which these Apprentice Standards shall henceforward be a part, an employee with seniority who is selected for an apprenticeship

shall be permitted during the apprenticeship, to return to his former job classification with same seniority date that he held immediately prior to becoming an apprentice.

Schedule of Work Process:

The committee will ensure completion of the schedule of work processes and related training as required by the Alberta Apprenticeship and Industry Training Board for the following trades:

Heavy Duty Mechanic
Millwright
Electrician
Electronics Technician
Welder First Class

Apprenticeship Rates:

Three (3) Year Program:

1st Period - Labour Grade 1
2nd Period - Labour Grade 4
3rd Period - Labour Grade 7

Four (4) Year Program:

1st Period - Labour Grade 1
2nd Period - Labour Grade 4
3rd Period - Labour Grade 7
4th Period - Labour Grade 10

item 10

Re: Leadperson

- A. Leadperson is a job on which the employee has combined responsibility of directing the work of a group of employees on other hourly-rated production and maintenance jobs and performing some of the same work as that of the

group directed. A Maintenance Leadperson must be a licensed tradesman or equivalent (e.g. 8 years experience) having the necessary qualifications and experience in his trade. The direction generally consists of activities such as required to:

1. To carry out instructions of his immediate supervisor as to workmanship on the tasks involved.
2. Determine "on-the-job" working procedure in the case of repair and maintenance work with input from other employees in the group.
3. Arrange for necessary tools, supplies, and facilities.
4. Inspect, coordinate, and record the work performed by the group.

Such direction does not include activities such as required to:

5. Hire, promote, demote, suspend, or discharge members of the group.
6. Represent the Company in handling employee grievances.
7. Determine the schedules of hours, days and weeks during which members of the group shall work.
8. Perform other general supervisory or management functions.

The responsibility of a Leadperson is exclusively confined to the work involved in his group as a leader and not as a supervisory officer in charge of a department.

- B. Those assigned to the position of Leadperson will be paid a premium of 70 cents per hour more than the highest job class for which they are responsible to direct.

C. Before the Company creates or deletes a Leadperson position it will consult with the Union concerning the need for such a position and method for advertising and filling the position. In the event that the Company requires the classification of leadperson to be filled, the Company shall make an appointment of an employee of their choosing from among employees with sufficient seniority to remain in the plant. In the event someone other than the most senior person who wants the position is chosen, the Company will consult with the Union prior to filling the position. An employee who does not meet the criteria required of a leadperson, will be given training where shortcomings are due to lack of training or exposure. Reasons for decisions will be reviewed with affected employees, as well as with the Union.

Item 11

Re: Cost-of-living Allowance

1. Effective with the first pay period following the release of the Consumer Price Index (1981 = 100 Base) for each of the Designated Months, a cost-of-living allowance of 1 cent per hour will be paid for each .17 increase in the Consumer Price Index (1981 = 100 Base) comparisons specified below.

Designated Month

- | | |
|---------------------|---------------------------------------|
| (i) January 2000 | October 1999 compared to July 1999 |
| (ii) April 2000 | January 2000 compared to October 1999 |
| (iii) July 2000 | April 2000 compared to January 2000 |
| (iv) October 2000 | July 2000 compared to April 2000 |
| (v) January 2001 | October 2000 compared to July 2000 |
| (vi) April 2001 | January 2001 compared to October 2000 |
| (vii) July 2001 | April 2001 compared to January 2001 |
| (viii) October 2001 | July 2001 compared to April 2001 |
| (ix) January 2002 | October 2001 compared to July 2001 |

- (x) April 2002 January 2002 compared to October 2001
- (xi) July 2002 April 2002 compared to January 2002
- (xii) October 2002 July 2002 compared to April 2002

2. Any increase in the cost-of-living allowance payable, as calculated above, will be added to any cost-of-living payable in the previous quarter.

Any such allowance will be paid for straight time hours worked only and will not be paid for overtime hours, premiums or used as a basis for calculation of overtime.

3. The continuance of the cost-of-living allowance shall be contingent upon the availability of the relevant monthly Statistics Canada Consumer Price Index in its present form and calculated on the same basis as the Index for February 1, 2000 (1981 = 100 Base). No adjustment retroactive or otherwise shall be made due to any revision which may be made in the Index by Statistics Canada during the term of this Agreement.

4. Any decrease in the cost-of-living allowance calculated from comparisons of the Consumer Price Indices in any of the quarterly periods specified in paragraph 1 shall reduce the next accumulated cost-of-living allowance, payable under paragraph 2 above, effective at the times specified in paragraph 1.

5. Cost-of-living allowance will be paid for overtime hours worked on Saturday and Sunday provided that such hours worked are paid for solely on the basis of Clause 9.01 (d) and provided further that such allowance shall not be increased by reason of having been earned in overtime.

Item 12

Re: Safety Boots and Coveralls

The Company will subsidize the cost of approved safety boots

once per year to the extent of \$135.00 after February 1, 2000, \$140.00 after February 1, 2001 and \$145.00 after February 1, 2002. Probationary employees will be reimbursed for boot subsidy upon completion of probationary period.

The Company will pay 100% of the cost of metatarsal protectors.

The Company will provide a \$1.00 subsidy towards the cost of cleaning coveralls.

Item 13

Re: R.R.S.P.

The Company agrees to provide a Payroll Deduction Service starting for 1994 to facilitate an employee's ability to divert some of her pay into a R.R.S.P.

The Union shall select, up to a maximum of three (3), the plans to which employees may make contributions. Employees may elect to switch from one plan to another a maximum of twice yearly. Employees may not contribute to more than one plan at any given time.

Item 14

Re: Student Rate

Students shall be paid at seventy-five percent (75%) of the labour grade for jobs performed.

Item 15

Re: Bulletin Boards

The Union will be permitted to install one (1) 3' x 5' bulletin board in each mill in a location acceptable to both the Union &

the Company. The following items may be posted on such board:

Letters from the National
Posters from the National
Education - School times and information on courses
Local and National - Strike notices
 - Resolved Grievances
 - Election Notices
Local Union Meetings (Time & Agenda)

Other items may be posted if found to be acceptable by the Company.

Item 16

Re: Special Leaves

For the purpose of administering Clause 7.02 (a) , Finishing and Inspection will be considered to be separate departments,

Item 17

Re: Workplace Harassment and Discrimination

The Company and the Union agree that all employees at Camrose Pipe Company have the right to work in an environment free from Harassment and/or discrimination. Employees have the right to be treated with dignity and respect by supervisors, managers and/or fellow employees.

Harassment is discrimination in matters of employment under any of the following grounds: race, gender, age, colour, political or religious beliefs, ancestry, marital or family status, sexual orientation, place of origin, mental or physical ability or union membership.

Harassment and/or discrimination is defined as follows:

Sexual Harassment:

Any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, leering, physical contact or sexual demands.

Racial Harassment:

Any action, whether verbal or physical that expresses or promotes racial hatred in the workplace such as racial slurs, written or visual offensive actions, jokes or other unwanted comments or acts.

Harassment may also be verbal, physical, deliberate, unsolicited, unwelcome and/or unwanted intrusion upon the dignity of a person. It may include but is not limited to:

- verbal abuse or threats
- unwelcome remarks, jokes, innuendoes or taunting
- displaying offensive or derogatory pictures or graffiti
- practical jokes
- leering or other gestures
- unnecessary physical contact
- physical assault
- other unwanted offensive behavior

Harassment related to employment may extend to incidents away from the workplace, during or outside normal working hours, provided such acts are committed within the course of employment.

Harassment will be considered to have taken place if a reasonable person ought to have known that such behaviour was unwelcome.

Harassment is not:

Harassment will not be considered to have taken place in relation to the properly discharged supervisory responsibilities

including the delegation of work assignments, worker evaluations or the assignment of discipline.

This policy is not meant to inhibit free speech or interfere with normal social relations.

Filing a complaint:

If an employee believes that he/she has been harassed and/or discriminated against, the employee may take the following actions to resolve the matter:

- Inform the individual that is doing the harassing or discriminatory act that the behaviour is unwanted and unwelcome;

If the employee persists:

- Document the events, complete with times, dates, location, witnesses and details and then report the incident to the Employee Resources Administrator and/or the Chairperson of Local 551.

It is understood that some employees who are being harassed or discriminated against may be reluctant to confront their harasser; or may fear reprisals; or lack of support by their work group, face disbelief by their supervisors or others. In this event such employee may seek assistance by reporting the incident directly to the General Manager and/or the President of Local 551.

As soon as possible the Company and the Union will conduct a confidential joint investigation into the matter with the purpose of finding a suitable resolve which is acceptable to the complainant.

All information in regard to a complaint raised under this article will be kept in the strictest of confidence with only those who need to know being advised. A confidential record will be kept in regard to the **dandling** of the complaint and its resolve, if any.

This in no way will circumvent an employee's right to file a complaint with the Alberta Human Rights, Multi-Culturalism & Citizenship Act and seek redress there of.

It is agreed that if the safety of an employee is being threatened, such employee will have the right to refuse to work in such circumstance.

Training:

In consultation with the National Union, an up to three day, anti-harassment training program will be developed and jointly presented to all Union Representatives and members of Management during the first eighteen months of the Collective Agreement. In addition, a half day anti-harassment training program, which has been agreed to by the parties, will be delivered to all employees during the last eighteen months of the Collective Agreement.

item 18

Re: Job Class Additive -Trades

There will be a one (1) job class additive for Electricians and Millwrights on successful completion of the following requirements:

Electrician:

1. In house training for confined space monitoring
2. Training in maintenance of gas fired equipment
3. Basic in programming courses in PLC's

Millwright:

1. Gas fitting fundamentals
2. Approved hydraulic courses

There will be a one (1) job class additive for Maintenance Fitter Welders on successful attainment and maintenance of the following requirements:

Maintenance Fitter Welder:

1. Class B High Pressure Welder Ticket
2. 90% acceptance of DSAW repair welds for shipment.

The cost of the training will be borne by the Company.

When the above mentioned is incorporated into the Job Identification/Evaluation this letter then becomes redundant.

item 19

Re: Tool Replacement -Tradesman and Apprentices

Full tool replacement by the Company for broken tools or those known to be irretrievable.

item 20

Re: Processing Fee - Short Term Disability Forms

The company will reimburse employees up to a maximum of \$60.00 per claim for the cost of processing the Company short term disability forms.

item 21

Re: Jobs Requiring Certification

During the course of bargaining, the Company identified a potential future need for outside certification of various inspection functions as may be required by Customers, ISO, CSA, or API.

The Parties agreed that should outside certifications be required in order to manufacture a viable product, they would meet with the purpose of finalizing an agreement on the implementation of the required certifications, including training same.

Item 22

Re: Discipline

The Company will inform an employee within seven (7) days of the event, or the time the Company reasonably should have known of the event, that a discipline is pending.

item 23

Re: Vacation and/or Maintenance Shutdowns - Scheduling and Shift Rotation

Scheduling

Whenever possible, department schedules for the week (s) of a vacation and/or maintenance shutdown, and the first week following such shutdown, will be posted prior to the end of the day shift on Thursday of the week prior to such shutdown. Notification of an intended shutdown will be given no later than the Thursday of the second week prior to such shutdown to allow employees time to change their preference list. The preference list referenced in clause 6.11 (a)(ii) that will be used to prepare the schedules will be those received up to Monday of the week prior to the shutdown.

Shift Rotation

Vacation and/or maintenance shutdowns will be treated as weeks worked for the purpose of establishing shift rotation after such a shutdown.

Item 24

Re: Supervisors Working

When interpreting clause 4.04 of the Collective Agreement, the parties agree that supervisors can perform "work normally done by members of the bargaining unit" under the following circumstances:

- a) To eliminate a risk to employee(s)
- b) Trials
- c) Checking and measuring on set-ups
- d) Assisting on maintenance (instruction)
- e) Measurement of product or plant
- f) Confirmation of equipment condition or capability
- g) Training
- h) To keep the mill operating when no one else is available while an attempt is made to make a bargaining unit employee available
- i) When asked for assistance by a bargaining unit employee
- j) To supply occasional personal relief

Items (b) and (f) will not involve operation of equipment to manufacture saleable product.

Under no circumstances should a supervisor attempt to perform a job that he is not capable of performing without putting himself or any other person at increased risk.

Item 25

Re: Use Of Contractors

Skilled trades or other employees presently on the seniority list will be used before bringing in a contractor to perform bargaining unit work.

Item 26

Re: Health & Safety Training

In consultation with the National Union, within three (3) months of signing of the Agreement, the Parties will jointly develop a Health and Safety training course equivalent to the AFL Level 1 and 2 training for the Health & Safety Committee. The course will be jointly presented within 18 months of the signing of the Collective Agreement.

In addition, the Parties will jointly develop and present a half day training course to all employees within 24 months of the signing of the Agreement.

item 27

Re: Grievance Dealings

Subject to the needs of the operation, the President or the Chief Steward will be paid, per the collective agreement, for the time necessary to meet with a supervisor to deal with grievances or "Time Out" meetings.

Item 28

Re: Bonus

A one time bonus of five hundred (500.00) dollars will be paid to those employees working when the Collective Agreement is

signed and to others when they are recalled to work or return to work for a period that exceeds five (5) days prior to February 1, 2001.

Item 29

Re: Parental Leave

Upon request, the Company will grant an unpaid, ten (10) week parental leave as an extension to maternity leave.

Yours truly,
Camrose Pipe Company
KS. Roberts
General Manager

SCHEDULE OF BENEFITS

FOR

GROUP POLICY NO. 136647

AND PLAN DOCUMENT NO. 51243-A

EMPLOYEES

Weekly Income Benefits	\$500 or the maximum amount allowable under the Employment insurance Act, whichever is greater
Long Term Disability Insurance	\$800 per month

EMPLOYEES AND DEPENDENTS

Prescription Drugs

Deductible	\$.50 per prescription
Reimbursement Level	100%
Smoking Cessation Products Lifetime Maximum	\$1,000

Visioncare

Reimbursement Level	100%
Eye Examination Maximum	1 every 24 months
Eyeglass or Contact Lens Maximum (24 month period)	\$200

Hearing Loss

Reimbursement Level	100%
Hearing Aid Maximum (36 month period)	\$600

Healthcare

Reimbursement Level	100%
Hospital Daily Room and Board Amount	Semi-private
Extracare Covered Expenses	
Psychologists Annual Maximum	\$1,000
Lifetime Maximum Nursing Services Amount	Unlimited
Overall Lifetime Maximum (including nursing service)	\$50,000

Dentalcare

Dental Fee Guide	The 1997 dental fee guide in effect in your province of residence
Reimbursement Level	
- Routine Treatment	100%
- Major/Orthodontic Treatment	80%
Routine Maximum	Unlimited
Major Annual Maximum	\$1,500
Orthodontic Lifetime Maximum	\$2,000

CHANGES IN BENEFITS

If your benefits change because of an amendment to the plan, or because of a change in your age, class, earnings, dependent status, etc., the new benefits become effective on the date the change affecting your benefits occurred.

When a change in your Weekly Income or Long Term Disability coverage results in increased benefits you must be actively at work to be eligible for the new benefits. If you are not at work on the date the new benefits would otherwise become effective, the change will not become effective until you return to work.

If your Visioncare, Hearing Loss, Healthcare or Dentalcare benefits change, payment for services and supplies received before the date of the change will always be based on plan benefits in effect before the change.

NOTICE REGARDING PERSONAL INFORMATION

When you apply for coverage under the group benefit plan, Great-West Life sets up a file with personal information relevant to your insurance coverage under the plan.

The purpose of this file is to permit Great-West Life to administer all financial services provided to you and to keep information specific to Great-West Life's business relationship with you. This includes the following:

- . underwriting and financial reporting
- . claims adjudication and management
- . internal and external audits
- preparation of regulatory and statutory reports
- assisting you in planning your financial security

The file is kept in the offices of Great-West Life. Great-West Life employees have access to the file when required for insurance purposes.

You have certain rights of access and correction with respect to the information in your file. A request for access or correction must be in writing and may be sent to any of Great-West Life's offices.

ELIGIBILITY

If you are a new employee, you are eligible to join all parts of the group plan other than **LTD** Insurance after you complete 3 months of continuous employment, You will become eligible for **LTD** Insurance after you complete 3 years of continuous employment. You are considered continuously employed only if you satisfy the actively at work requirement throughout the eligibility waiting period.

- You and your dependents will be covered as soon as you become eligible.
- You must be actively at work for coverage to take effect. If Weekly Income coverage has terminated during temporary lay-off it shall be automatically reinstated on the date you complete one full shift. For all other benefits you are considered to be actively at work if you are not disabled and you are either at work or absent for vacation, statutory holidays, or scheduled days off.
- Temporary, part-time and seasonal employees may not join the plan.
- Dependents, other than newborn children, who are confined in hospital on the date their coverage would take effect will not be covered under the plan until the date of discharge from hospital.

DEFINITION OF DEPENDENT

Dependent means:

- Your eligible spouse

A spouse is eligible if they are your legal spouse, common-law spouse, or former spouse.

A legal spouse means the person lawfully married to you according to applicable provincial legislation.

A common-law spouse means a person who has been living with you in a conjugal relationship for at least 12 months.

A former spouse means a legally separated, divorced or **ex-**common-law spouse.

- Your eligible children

Children are eligible if they are under age 21 and are your unmarried natural, adopted, or step children, unmarried children under your legal guardianship, or any other unmarried children who qualify as your dependents under the Income Tax Act.

- You may only cover those individuals who have their legal residence with you or for whom insurance protection for some of the benefits available under the employer's benefit program is mandated by court order or separation agreement.
- If you acquire another spouse or other children you may elect to continue coverage for the former spouse or children living separately from you or cover the current spouse and children who have their legal residence with you. If you wish to cover individuals in both situations, you may do so only by paying the cost of the individual coverage in advance by **authorized** payroll deductions.

WEEKLY INCOME BENEFITS

If you are unable to earn your living because of an accident or illness, your Weekly Income Benefits would provide you with a weekly income. (See the Schedule of Benefits at the front of this booklet for the amount.)

- To receive Weekly **Income** benefits you need not be confined at home, but your disability must be severe enough to prevent you from performing your regular work, and you must be under the continuous care and personal attendance of a physician, osteopath or chiropractor.

- Weekly Income benefits begin with the first day of disability due to injury or the eighth day of disability due to illness.

If you have not seen a physician on or before the date benefits would otherwise start, they will not start until after your first visit to the doctor, osteopath or chiropractor.

If you are **hospitalized** for at least **24** hours, benefits will begin on the first day of disability.

- Weekly Income benefits will be paid for a total of not more than **52** weeks for each period of disability. If you are under treatment by an osteopath or chiropractor, benefits are limited to a maximum of 4 weeks.

However, if you have completed 3 years of continuous employment at the time your disability starts, and at the end of the **52** weeks you are still disabled but do not qualify for benefits under your employer's Long Term Disability Plan or under the provisions of the Pension Plan for Bargaining Unit employees, you are entitled to receive weekly benefits of **\$92.31** per week for an additional period of **52** weeks, as long as you remain disabled.

- The plan will not pay for
 - disability due to injury sustained while working for pay or profit.
 - disability due to illness for which you are covered under Workers' Compensation or similar program.
 - disability due to or associated with treatment rendered for aesthetic purposes.
 - disability resulting from war (declared or undeclared), or engaging in a riot or insurrection, or

- disability during the scheduled duration of any lay-off or leave of absence. A leave of absence is considered to start on the date agreed upon by you and your employer. If a child is born before a period of maternity leave is scheduled to start, the leave is considered to start on the date of birth.

If you are an Alberta resident, this does *not* apply for any portion of a period of maternity leave during which you are disabled due to pregnancy.

- disability during which you receive a pension under the provisions of your employer's Pension Plan.
- any period of employment for wage or profit.
- Successive absences from work are considered to be in the same period of disability unless
 - the absences are separated by one complete week of active, full-time work, or
 - the second absence is due to a completely different cause and you have returned to active, full-time work after the first absence.

If you are receiving benefits under Workers' Compensation for a disability, and you suffer another entirely unrelated disability during that time, any weekly income benefits to which you are entitled under this plan will be reduced by the amount of the Workers' Compensation benefit you receive. You will continue to receive these reduced benefits until an amount equal to **52** times your normal weekly benefit has been paid, or until you recover or are otherwise no longer eligible for benefits.

LONG TERM DISABILITY INSURANCE

Long Term Disability insurance provides you with regular income to replace salary or wages lost because of a lengthy disability due to disease or injury. Because your employer pays all of the cost of this **LTD** insurance, the monthly benefit is **taxable** for income tax purposes.

Benefits Entitlement

You are entitled to benefits after you have been continuously disabled for **52** weeks.

If disability is not continuous, the days you are disabled can be accumulated to satisfy the waiting period as long as no interruption is longer than 1 week and the disabilities arise from the same disease or injury.

If your employer provides short term disability or sick leave benefits that are still being paid when the waiting period ends, the waiting period will be extended to the date the short term disability or sick leave benefits end.

After the waiting period, successive disabilities are considered to be in the same disability period if they arise from the same disease or injury and the later disability starts before you have completed one week of continuous full-time **re-employment**

LTD benefits are payable **after** the waiting period ends if disease or injury prevents you from performing the regular duties of **any** occupation for which you have at least the minimum qualifications. Whether or not employment is actually available is not considered in assessing your disability.

You are entitled to **LTD** benefits as long as your disability continues but only until the last day of the month in which you reach age **65**.

Amount Payable

Your monthly **LTD** benefit before reduction by other income is **\$800** per month.

Your monthly **LTD** benefit is reduced by other income you are entitled to during disability. Great-West Life reduces your benefit by:

- disability benefits for loss of time available under any other group insurance or prepayment plan.
- employment income from your employer.
- disability or retirement benefits under any retirement or pension plan sponsored by your employer, except for increases that take effect after the disability period starts.
- disability or retirement benefits you are entitled to on your own behalf under the Canada or Quebec Pension Plan, except for increases that take effect **after** the benefit period starts.
- benefits under any Workers' Compensation Act or similar law.
- loss of income benefits available through legislation which you are entitled to on your own behalf on the basis of your disability. Automobile insurance benefits are included where permitted by law.
- disability benefits under the group life insurance plan sponsored by your employer.

Benefit Limitations

No benefits will be paid for:

- disability periods that begin before your insurance starts or after it ends.

- any period in which you do not participate or cooperate in a reasonable and customary treatment program for your disability.

Depending on the severity of the condition, the plan may require you to be under the care of a specialist.

If substance abuse contributes to your disability, your treatment program must include participation in a **recognized** substance abuse withdrawal program.

- any period of employment for wage or profit.
- disability related to employment other than with your employer.
- disability resulting from committing or attempting to commit a criminal **offense**.
- disability arising from war, insurrection, or voluntary participation in a riot.
- disability arising from intentionally self-inflicted injury or disease.

PRESCRIPTION DRUGS

Prescription Drug coverage provides protection against the cost of medically necessary prescription drugs. Prescription Drug coverage covers only those expenses which are considered reasonable and customary for the drug provided in the area where the expenses are incurred.

Deductible

- You pay a deductible of **\$.50** for each prescription or each time an injection is given.

Reimbursement Level

- After you have paid the deductible, the plan pays **100%** of the balance of covered drug expenses.

Covered Expenses

- Drugs and medicines which, according to the Food and Drugs Act, Canada, require the prescription of a physician, surgeon or dentist and are dispensed by a licensed pharmacist including:
 - disposable needles for use with non-disposable insulin injection devices, **lancets** and test strips
 - oral contraceptives
 - injectable drugs including vitamins, insulins and allergy extracts and syringes for self-administered injections
 - extemporaneous preparations or compounds if one of the ingredients is a covered drug
- Certain other drugs that do not require a prescription by law may be covered if they are listed in the current Compendium of Pharmaceuticals and Specialties when prescribed by a physician, surgeon or dentist. If you have any questions, contact your plan administrator before incurring the expense.

Exclusions

In addition to the limitations outlined in the **General Limitations** section at the back of this booklet, no benefits are paid for the following:

- **atomizers**, appliances, prosthetic devices or colostomy supplies, and first aid or diagnostic supplies or testing equipment
- non-disposable insulin delivery devices or spring loaded devices used to hold blood letting supplies
- delivery or extension devices for inhaled medications

oral vitamins, minerals, dietary supplements, infant formulas or injectable total **parenteral** nutrition solutions, whether or not prescribed for a medical reason, except where federal or provincial law requires a prescription for their sale

- diaphragms, condoms, contraceptive jellies, foams, sponges or suppositories, or appliances normally used for contraception, whether or not prescribed for a medical reason

that portion of the charge for interchangeable products which exceeds the cost of the lowest priced item in the appropriate generic category plus a professional fee, except where the prescription has been written by brand name and directed by the doctor not to be interchanged. (NOTE: These prescriptions must bear the notation "DO NOT PRODUCT SELECT", "NO SUB", or "NO SUBSTITUTION" on the actual script in the doctor's own handwriting in order to be eligible for a higher payment.)

any drug that does not have a drug identification number as defined by the Food and Drugs Act, Canada

proprietary and patent medicines bearing a **GP** (general product) number as defined in Division **10** of the Food and Drugs Act, Canada

- any single purchase of a drug which would not be used within **34** days except for maintenance drugs when dispensed in quantities which would be used within **100** days. If you have any questions, contact your plan administrator before incurring the expense.

drugs or medicines dispensed by a physician, surgeon, dentist or clinic or by a non-accredited hospital pharmacy

drugs or medicines dispensed during treatment as an in-patient or an out-patient in a hospital

preventative **immunization** vaccines and toxoids

- drugs that are considered cosmetic, such as topical **minoxidil** or sunscreens, whether or not prescribed for a medical reason

- fertility drugs
- anti-obesity drugs
- drugs used to treat **erectile** dysfunction
- supplies required for recreation or sports that are not medically necessary for regular activities
- delivery and transportation charges

Please Note: When your insurance terminates, return your direct pay drug identification card to your employer.

VISIONCARE

Visioncare provides protection against the cost of vision services and supplies rendered or prescribed by an ophthalmologist or an optometrist as a result of an eye refraction performed while the person is covered under this plan.

Covered Expenses

- Eye examinations (including refractions) **but only for residents of a province in which the Medical Care Insurance Plan does not cover these services in whole or in part.** Benefits for these expenses are limited to one in any **24** month period.

The plan pays **100%** of covered expenses incurred for eyeglasses, including necessary repairs, (or contact lenses selected in place of eyeglasses) purchased within 1 year after a refraction is performed. Benefits for these expenses are limited to **\$200** in any **24** month period.

Services Not Paid for by Visioncare

In addition to the limitations outlined in the **General Limitations** section at the back of this booklet, no benefits are paid for the following:

- eye tests or examinations required by an employer, school or government for screening purposes

- artificial eyes, sunglasses or safety glasses
- duplication of existing glasses or contact lenses which have been lost or broken
- supplies for which you or your dependents are covered under Workers' Compensation or similar program

HEARING LOSS

The Hearing Loss Benefit provides protection against the cost of hearing aids prescribed by a doctor for the restoration or improvement of lost or impaired hearing.

Covered Expenses

The plan pays **100%** of the following covered expenses incurred after the coverage has been in effect for **36** consecutive months for the person requiring the hearing aid. Benefits for these expenses are limited to **\$600** in any **36** month period.

- manufacture and fitting of an ear **mold**
- rental of a hearing aid for up to **30** days if the rental is applied toward the cost of a permanent hearing aid
- permanent hearing aid, reduced by any charges incurred for rental
- replacement of batteries and cords
- hearing aid repairs, including replacement of parts.

Services Not Paid for by Hearing Loss Coverage

In addition to the limitations outlined in the **General Limitations** section at the back of this booklet, no benefits are paid for the following:

- injury sustained while working for pay or profit
- services and supplies for which you or your dependents are covered under Workers' Compensation or similar program

Extended Benefits After Termination

If your Hearing Loss coverage terminates after a hearing test is performed or a hearing aid is ordered, benefits will be payable for Hearing Loss expenses incurred within **90** days after the termination of coverage, provided this plan remains in force during that time.

HEALTHCARE COVERAGE

Healthcare Coverage provides protection against the cost of those medically necessary services and supplies for which there is only partial or no reimbursement from the provincial health plans. Healthcare Coverage covers only those expenses which are considered reasonable and customary for the service provided in the area where the expenses are incurred.

Reimbursement Level

- The plan pays **100%** of all covered expenses.

Maximum

- The maximum Healthcare Benefit for each family member is **\$50,000**. If **\$1,000** or more of this maximum is used up, you may have it brought up to the full amount by providing proof of your good health.

Covered Expenses

The following services and supplies are covered by your Healthcare Coverage **where permitted by law and to the extent they are not covered under your Provincial Medicare Plan:**

Hospital Charges

- Regular hospital room and board up to the usual daily charge of the hospital concerned for semi-private ward care, provided the confinement is not primarily for chronic or custodial care
- Charges for confinement in an Intensive Care Unit
- Other hospital services and supplies

Medical Charges

- Doctors' services for treatment provided outside Canada
- Treatment of accidental injury to natural teeth, provided the injury occurred while the person was covered under the plan. Covered services are limited to surgical and manipulative procedures on teeth, jaw, or gums, including extractions or surgical removal of teeth or dental root resections.
- Professional ambulance services, including licensed air ambulance services, to the nearest centre where adequate treatment is available.
- Diagnostic X-rays and diagnostic lab procedures
- X-ray, radon, radium and radioactive isotope treatments
- Anaesthetic and its administration
- Bandages and surgical dressings
- Syringes for use with injectable drugs

- Surgical supplies such as appliances to replace lost physical organs or parts, or to aid in their functions when impaired (excluding charges for replacements, unless required due to a change in physical condition)
- Surgical stockings when prescribed by a physician, not exceeding 3 pairs per calendar year
- Surgical brassieres for mastectomy patients, not exceeding 3 per calendar year
- Stump socks, not exceeding 6 pairs per calendar year
- One wig following chemotherapy, limited to **\$200** during the entire time the person is covered under this plan
- Braces with rigid supports, including sports braces but excluding lumbar supports, when prescribed by a doctor
- **Orthopedic** shoes which are specifically designed and constructed for the patient, including modifications and repairs, when prescribed by a doctor
- Oxygen or rental of equipment for its administration
- Rental of a wheelchair or hospital bed
- Rental of an iron lung or other mechanical equipment for the treatment of respiratory paralysis
- **Transcutaneous** nerve stimulator for up to 6 months
- Colostomy apparatus, **ileostomy** apparatus, and catheters
- Incontinence supplies
- Supplies required for treatment of cystic fibrosis or **parkinsonism**
- Diabetic equipment and supplies

- Eye refractions, and the fitting and purchase of eyeglasses, hearing aids, and dental prosthetic appliances required as a result of accidental injury, provided the injury occurred while the person was covered under the plan.
- Services of a registered nurse or registered nursing assistant. No benefits are paid for services provided by a member of your family **or** for services which do not require the specific skills of a registered nurse or registered nursing assistant.
- Psychiatric testing, treatment or psychotherapy by a psychologist when prescribed by a doctor. Benefits for expenses in connection with actual treatments or psychotherapy are limited to **\$1,000** for all visits in any calendar year. These expenses will not reduce the overall Healthcare maximum for the plan.

Pregnancy

- Benefits for expenses related to pregnancy are paid in the same way as they would be for a disability.

Services Not Paid by Healthcare Coverage

In addition to the limitations outlined in the **General Limitations** section at the back of this booklet, no benefits are paid for the following:

- Services and supplies not listed as covered expenses
- Delivery and transportation charges
- Illness or injury for which you or your dependents are covered under Workers' Compensation or similar program

Extended Benefits After Termination

If your Healthcare coverage terminates while you or one of your dependents is totally disabled and expenses in respect of the disability have been incurred before your coverage terminates, your benefit payments for that disability will be continued until the earliest of the following:

- the date the disability ends,
- the date you have received maximum benefits,
- the end of the calendar year next following the calendar year in which your coverage terminates,
- the date you or your dependent becomes entitled to similar benefits under any other group health plan.

If your coverage terminates while you are on approved pregnancy leave, your benefits will be continued until the earliest of the following:

- the date you have received maximum benefits,
- the date the employee-employer relationship terminates,
- the date you or your dependent becomes entitled to similar benefits under any other group health plan.

PREFERRED VISION SERVICES (PVS)

Preferred Vision Services (PVS) is a service provided by Great-West Life to its customers through Preferred Vision Services.

Preferred Vision Services (**PVS**) entitles you to a discount on a wide selection of quality eyewear and vision care services when you purchase these items from a **PVS** network optician or optometrist. You are eligible to receive the **PVS** discount through the network whether or not you are enrolled for the healthcare coverage described in this booklet. You can use the **PVS** network as often as you wish to purchase services and eyewear for yourself and your dependents at a reduced cost.

Shopping for eyewear through **PVS**:

- Call the **PVS information Hotline** at **1-800-668-6444** or visit the **PVS Web** site at **www.pvs.ca** for information about **PVS** locations and the program
- Arrange for a fitting or eye examination, if needed
- Present your group benefit plan identification card to identify your preferred status as a **PVS** member through Great-West Life at the time of purchase
- Select your eyewear and pay the reduced **PVS** price. If you have vision care coverage, obtain a receipt and submit it with a claim form to your insurance carrier in the usual manner.

OUT-OF-COUNTRY COVERAGE

The health coverage part of this plan provides coverage for expenses incurred outside Canada when:

- (1) you or your dependent is temporarily out-of-country on business or vacation or for educational or training purposes and the expenses arise as a result of an emergency or unexpected sudden illness, or
- (2) the required medical treatment is approved by the government hospital or health plan of your home province but is not readily available in your home province.

Out-of-country benefits are limited to those expenses that would have been covered if they were incurred in your home province.

DENTALCARE COVERAGE

Dentalcare Coverage provides protection against the cost of dental services which are often significant and unexpected. To be considered a covered expense, the charge for a particular service must be reasonable and customary for the service provided in the area where the expense is incurred and will be limited to the maximum fee level of the **1997** dental fee guide in effect in your province of residence.

Dentalcare benefits cover necessary dental treatment by a dentist or physician or by other qualified personnel under the direct supervision of the dental or medical profession (e.g. dental assistants and dental hygienists) and will also cover services rendered by denturologists, **denturists** and denture therapists where they are permitted by law to deal directly with the public. If there is no fee schedule for these practitioners in your province, payment will be based on the appropriate General Practitioners' schedule. Specialists' fees are not covered.

Where alternate forms of treatment are available, covered expenses will be limited to the reasonable and customary charge for the least expensive form of treatment consistent with generally accepted dental practice.

Reimbursement Level

- The plan pays **100%** of Routine Treatment covered expenses and **80%** of Major and Orthodontic Treatment covered expenses.

Maximum Benefit

- Benefits are unlimited for Routine Treatment covered expenses.
- Benefits are limited to **\$1,500** for all Major Treatment covered expenses for any one family member in any calendar year.
- Benefits are limited to **\$2,000** for Orthodontic Treatment during the entire time a dependent is covered.

Treatment Plan

- Before your dentist starts a course of treatment, he will, upon request, prepare a "treatment plan" - a written report describing his recommendations as to necessary treatment and cost.
- It is suggested you submit a treatment plan before treatment starts for any Routine or Major Treatment expected to cost more than **\$300**, and for all Orthodontic Treatment.
- A **pre-determination** of the benefits payable for the proposed treatment will then be calculated so you know in advance the portion of the cost you will have to pay. Any **pre-determination** of benefits is only valid for **90** days from its date of issue.

Covered Expenses

The following items are considered covered expenses under this Dentalcare Benefit:

Routine Treatment

I. DIAGNOSTIC SERVICES

- Oral examinations, not more than once in any **6-month** period
- Emergency examinations
- Complete series of x-rays, not more than once in any **3-year** period
- **Bitewing** x-rays, not more than once in any **6-month** period
- Tests and laboratory examinations
- Professional consultation with patient

II. PREVENTIVE SERVICES

- . Scaling and polishing of teeth, not more than once in any **6-month** period
- . Fluoride treatment for dependent children only, not more than once in any calendar year
- . Oral hygiene instruction
- Pit and fissure sealants
- Caries pain control
- Interproximal **discing** of teeth

III. RESTORATIVE SERVICES

- . Amalgam, silicate, acrylic or composite restorations
- . Retentive pins other than in inlays and crowns
- **Recementation** of inlays or crowns

IV. ENDODONTIC SERVICES

- . Pulp capping
- Root canal therapy
- Root amputation
- Other **endodontic** procedures, including bleaching, except implants

V. PERIODONTAL SERVICES

- Non-surgical and surgical services
- Provisional splinting, except orthodontic band splinting
- **Adjunctive** periodontal services, except relining of special appliance

VI. SURGICAL SERVICES

- Uncomplicated surgical removal of teeth and residual roots, except the surgical exposure of teeth with orthodontic attachments and transplantation
- Miscellaneous procedures

VII. GENERAL SERVICES

- **Recementation** of crowns or fixed bridgework
- Minor denture adjustments after 6 months from insertion
- General anaesthesia in conjunction with surgery
- Professional visits
- Drugs and/or medications other than therapeutic injections
- Space maintainers for missing primary teeth and habit-breaking appliances.

Major Treatment

- Metal inlay restorations, **onlays** and crowns, if
 - the tooth is broken down by decay or traumatic injury so that the tooth structure cannot be restored with another restoration, or
 - replacing a crown or metal restoration which is more than 5 years old which cannot be made serviceable
- stainless steel crowns
- retentive pins in inlays, crowns and abutments
- installation of an initial appliance (bridgework or dentures)
- replacement of existing dentures or bridgework if the existing bridgework or denture is at least 5 years old and cannot be made serviceable
- repairs to existing bridgework or dentures
- relines and **rebases** to existing dentures after 6 months from insertion, up to 2 appointments per denture

Orthodontic Treatment

- orthodontic treatment (the correction of **malposed** teeth) for dependent children who are under age **19** at the time treatment commences

Exclusions

In addition to the limitations outlined in the **General Limitations** section at the back of this booklet, no benefits are paid for the following:

- cosmetic treatment, experimental treatment, dietary planning, congenital or developmental malformation
- expense of dentures which have been lost or stolen

- charges for any dental treatment which are in excess of the charges that would have been made if a reasonable substitute could have been used
- charges made by a dentist for broken appointments or for completion of claim forms required by the plan
- any portion of a course of orthodontic treatment which began before the effective date of coverage under this plan for the person receiving the treatment, unless the expenses are not covered under any other group plan
- services or supplies rendered for full mouth reconstructions, for vertical dimension correction or for correction of **temporomandibular** joint dysfunction
- illness or injury for which you or your dependents are covered under Workers' Compensation or similar program
- additional charges for removal of sutures in connection with extractions, oral surgery, **endodontic**, or periodontal treatment
- additional charges for local anaesthesia
- precision attachments, oral rehabilitation, **personalization** or **characterization**, or **specialized** techniques with respect to crowns, gold restorations, bridges, or dentures
- any portion of a charge for a dental prosthesis in excess of the charge for a standard prosthesis
- any portion of a charge for both a permanent and temporary crown or prosthesis in excess of the charge for the permanent crown or prosthesis alone
- repair or **rebasin**g of an existing denture if the denture has been replaced by another for which benefits were paid under this plan
- facings on crowns or **pontics** posterior to the second bicuspid

Extended Benefits After Termination

If your Dentalcare coverage terminates, any benefits payable under this plan for accidental injuries to natural teeth will continue after termination, as long as the accident occurred while the person was covered under this plan, and the dental services or supplies are furnished within **90** days after the date of termination.

If your Dentalcare coverage terminates after your teeth have been prepared for fixed bridgework, crowns, inlays, **onlays**, gold restoration, dentures or **endodontic** services, benefits will be payable for expenses incurred for the treatment within **90** days after the termination of coverage.

CO-ORDINATION OF BENEFITS

If you or one of your dependents is entitled to benefits for the same expenses from this plan and some other group plan, benefits will be coordinated so that the total benefits from all plans will not exceed the expenses actually incurred.

You and your spouse should first submit your own claims through your respective employers plans. Claims for dependent children should be submitted to the plan of the parent who has the earlier birth date in the calendar year (the year of birth is not considered). You may submit a claim to the plan of the other spouse for any amount which is not paid by the first plan.

If any claims are eligible for reimbursement from any government or automobile insurance plan, claims should first be submitted to that plan. The balance of the claim may be submitted to this plan as described above.

GENERAL LIMITATIONS

Your health coverage does not cover services and supplies in the following situations:

- services received in a government hospital unless you are required to pay for such services
- services to which the patient is entitled without charge, or for which there would be no charge if there were no coverage
- services or portion thereof provided under any government sponsored hospital or medical care program
- treatment rendered for aesthetic purposes
- services furnished without charge or paid for directly or indirectly by any government or for which a government prohibits payment of benefits
- services received from a dental or medical department maintained by the employer, a mutual benefit association, labour union, trustee or similar type of group
- service, including part-time or temporary service, in the armed forces of any country
- services required due to war (declared or undeclared), insurrection, or participation in a riot

TERMINATION OF COVERAGE

Your coverage will terminate when:

- when you are no longer actively at work, or
- when the group plan terminates, or
- you are no longer in an eligible class.

Your dependents coverage will terminate when:

- your coverage terminates, or
- your dependent is no longer an eligible dependent.

Your **LTD** Insurance will also terminate when you reach age **65**.

If you are no longer actively at work because of injury, sickness, leave of absence or temporary lay-off, you may be entitled to continued coverage under this plan.

When you retire, you are entitled to continued health coverage under the plan.

If you die, the health benefits for your surviving spouse and dependents may be continued.

HOW TO MAKE YOUR CLAIMS

Weekly Income Insurance

- Obtain claim form **M163** from your employer. Complete the employee portion of the form and have your doctor complete the portion titled "Attending Physician's Statement". Return the completed form to your employer as soon as possible, but no later than 3 months after the end of the waiting period.
- From time to time other forms may be forwarded to you. Have your doctor complete these forms and return them to your employer.

Long Term Disability Insurance

- Obtain an Employee Claim Submission Guide (form **M4307**) from your employer and follow the guide's instructions. Return the completed form to your employer **as** soon as possible, but no later than 6 months after the end of the waiting period.
- From time to time other forms will be sent to you for completion. Fill them in and return them promptly to your employer or the benefit payments office.

Prescription Drug Coverage

- Your employer will provide you with a prescription drug identification card. Present your card when purchasing drugs at any of the **participating pharmacies**.

Before your prescription is filled, a Health Assure check will be done. Health Assure is a series of seven checks that are electronically done on your drug claim history for increased safety and compliance monitoring. This has been designed to improve the health and quality of life for you and your dependents. Checks done include drug interaction, therapeutic duplication and duration of therapy, allowing the pharmacist to react prior to the drug being dispensed. Depending on the outcome of the checks, the pharmacist may refuse to dispense the prescribed drug.

- When purchasing drugs at a **non-participating pharmacy**, you will be required to pay the full price of the prescription and the Health Assure check will not be available. For reimbursement, ask your employer for a prescription drug claim form. Attach your drug receipts to the complete claim form and mail it to the address on the claim form.

Visioncare

- Obtain Visioncare form **M1214D**. Follow instructions and take it to your doctor or optometrist for completion, and send it to the benefit payments office.

Healthcare and Hearing Loss

- Obtain form **M635D**. Complete this form, making sure it shows:
 1. Patient's name
 2. Type of service
 3. Date of service
 4. Complete **itemization** of charges
 5. Prescription numbers and drug names for drug expenses
- Attach your receipts to the claim form and send it to the benefit payments office.

Dentalcare

- Obtain Dental form **M445D**. Have your dentist complete this form and send it to the benefit payments office.

Please Note

- No benefits are payable for health expenses submitted more than **15** months after the expense is incurred.
- **Out-of-country claims** should be submitted to Great-West Life as soon as possible after the expense is incurred. It is very important that you send your claims to the Great-West Life Benefit Payment Office immediately as your Provincial Medical Plan has very strict time limitations.

Obtain form **M5432** (Out-of-Country Statement of Claim) from your employer and, if applicable, the Government Assignment form (all provinces except Manitoba) and the Special Government Claim Form (British Columbia, Quebec and Newfoundland). Complete these forms, making sure all required information is included. Attach all original receipts and forward the claim to your local Great-West Life Benefit Payment Office. Be sure to keep a copy for your own records.

Great-West Life will pay all eligible claims including your Provincial Medical Plan portion. Your Provincial Medical Plan will then reimburse Great-West Life for the governments share of the expenses.

Out-of-country claims must be submitted within a certain time period that varies by province. For the claims submission period applicable in your province or for any other questions or for assistance in completing any of the forms, please contact Great-West Life's **Out-of-Country Claims** unit at **1-800-957-9777**.

THIS BOOKLET CONTAINS IMPORTANT INFORMATION AND SHOULD BE KEPT IN A SAFE PLACE KNOWN TO YOU AND YOUR FAMILY

BENEFIT DETAILS

CAMROSE PIPE COMPANY

Policy No. 54199-G.

Effective Date February 1, 2000

For BARGAINING UNIT

The benefits are explained further in the descriptive pages.

INSURANCE BENEFITS FOR YOU

LIFE INSURANCE

Amount **\$50,000**

However, if you become **Totally and Permanently disabled** prior to age **65** or retire prior to **February 1, 1997**, you may elect the **Total Disability** option of **\$6,000**, or continue with the **Amount of Life Insurance** on a premium paying basis.

If you become **Totally and Permanently disabled** prior to age **65** or retire on or after **February 1, 1997**, you may elect the **Total Disability** option of **\$10,000**, or continue with the **Amount of Life Insurance** on a premium paying basis.

Reduced Amount:

At age **65** or earlier retirement prior to **February 1, 1997** **\$6,250**

At age **65** or earlier retirement on or after **February 1, 1997** **\$10,000**

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Amount **\$20,000**

This benefit ends on the date you attain age **68**, or on the date you retire, if earlier.

CHANGES IN AMOUNTS

Your insurance may change if your status affecting the insurance changes. Such change is made on the anniversary date coincident with or next following the day your status changes.

If you are required to submit evidence of insurability to Sun Life **(i)** on the date an increase would otherwise take effect, or **(ii)** on the date the group policy is amended to provide additional or increased benefits, any increase will only take effect on the date Sun Life approves the evidence.

If you are not **Actively At Work (i)** on the date an increase would otherwise take effect, or **(ii)** on the date the group policy is amended to provide additional or increased benefits, any increase will only take effect on the first day you are **Actively At Work**.

DEFINITIONS

The group policy contains a number of definitions not listed here. The following **definitions** will be of greatest interest to you.

Note: All terms which are defined in the group policy are **capitalized** throughout the text of this folder.

Employee – a person employed by the Employer excluding anyone who is a part-time or temporary employee.

A person who is scheduled to work for the Employer less than 30 hours a week is considered a part-time employee.

Illness – bodily injury, disease, mental infirmity or sickness.

Totally Disabled – If you elect the Disability Benefit, you are Totally Disabled if you have been, are and will be continuously and wholly prevented by Illness from performing any work for compensation or profit or from engaging in any gainful occupation for which you are reasonably qualified by education, training or experience.

Waiting Period – 3 months of continuous Employment.

GENERAL INFORMATION

This folder contains a summary of the insurance benefits made available to you through your Employer. The benefit descriptive pages should be read together with the information contained in the Benefit Details. Your Employer can provide you with full details of the group policy.

In the event of any discrepancy between these benefit descriptive pages or the Benefit Details and the group policy, the terms and provisions of the group policy apply.

Insurance Coverage Begins

Your insurance begins on the day following your completion of the Waiting Period (see the Benefit Details) provided you enrol without delay. Otherwise evidence of insurability may be required before you can join the plan. Sun Life will issue to you a Certificate showing your insured benefits and effective date of cover.

If you are not Actively At Work on the effective date indicated on the Certificate, your coverage is delayed until the day you are Actively At Work.

Insurance Coverage Ends

Your insurance ends on the earliest of:

- the date your Termination Of Employment occurs,
- the end of the period for which premium is paid for your insurance,
- the date the group policy is no longer in force.

Making a Claim

Sun Life is dedicated to prompt and efficient claim service. When a loss that is eligible for payment is incurred, a completed claim form together with the required proof (see the claim form) should be forwarded to Sun Life. Claim forms are available from your Employer. Time limits for making a claim are shown in the following benefit descriptive pages.

LIFE INSURANCE

The amount of your Life insurance can be determined from the Benefit Details.

If you die while insured, Sun Life will pay the amount of your Life insurance to the last nominated beneficiary as filed. In the absence of a beneficiary nomination, payment will be made to your estate.

You may name the beneficiary of your choice *or* your estate. Any nominations you make are revocable, unless you stipulate otherwise or the law provides otherwise.

Disability Benefit

If you become permanently Totally Disabled while insured, and before your 65th birthday or your earlier retirement, your Life insurance will be paid to you in sixty equal monthly instalments while you remain permanently Totally Disabled. The amount of Life insurance in effect before your permanent Total Disability commenced is reduced by the amount of each instalment as it becomes payable. While you are permanently Totally Disabled your Life insurance remaining unpaid is continued without payment of premiums. Any amount of insurance continued is subject to the terms of the group policy.

Conversion

If your insurance ends, you are entitled, during the 31 day conversion period, to purchase an individual life insurance policy from Sun Life under the terms of the Conversion contained in the group policy. No medical examination is required.

Making a Claim

If you die, a claim should be made as soon as reasonably possible.

If you become permanently Totally Disabled, a claim must be made not later than 12 months after you stopped being Actively At Work. Each year Sun Life may require proof of your continued permanent Total Disability.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The amount of your Accidental Death and Dismemberment insurance can be determined from the Benefit Details.

If, while insured,

1. you accidentally drown, or
2. you suffer an accident, which within **365 days** results directly and independently of all other causes in one of the losses listed **below**,

Sun Life **will** pay, subject to **Exclusions**, a **percentage** of your Amount Of Insurance as follows:

loss of life	- 100%
loss of both arms or both legs	- 100%
loss of one arm or one leg	- 75%
loss of use of both arms or both legs	- 100%
loss of use of one arm or one leg	- 75%
loss of both hands or both feet	- 100%
loss of one hand or one foot	- 50%
loss of use of both hands or both feet	- 100%
loss of use of one hand or one foot	- 50%
loss of thumb and index finger on the same hand	- 33 1/3%
loss of entire sight of both eyes	- 100%
loss of entire sight of one eye	- 50%
loss of speech	- 50%
loss of hearing in both ears	- 50%

Loss of an arm means severance at or above the **elbow**. Loss of a leg means severance at or above the knee. Loss of a hand means **severance at or above the wrist**. Loss of a foot means severance at or **above the ankle**. Loss of thumb and index finger means severance at or above the **metacarpophalangeal** joints. Loss of sight, loss of speech or loss of hearing must be total and irrecoverable.

Loss of use of a **limb** must be total, continuous for 12 months, and then must be determined to be permanent and irrecoverable before the benefit is payable.

Only one of the amounts shown **above** (the largest **applicable**) will be paid for injuries to **the** same limb resulting from any one **accident**. No more than **100%** of the Amount Of Insurance is payable for **all** losses due to any one accident.

Disability Benefit

If you become **Totally Disabled** while **insured** and premiums are waived for your Life insurance, then similarly, this Accidental **Death** and Dismemberment insurance is also continued without payment of **premiums**. Any **amount** of insurance continued is subject to the terms of the group policy.

Conversion

If your insurance ends and you purchase an **individual** life insurance policy under the terms of the Conversion contained in the group **policy**, you are also entitled to purchase an accidental death benefit to be attached to **such individual life insurance** policy. No medical examination is required.

Exclusions

A benefit **is** not paid for a loss which is due or results from

1. self-inflicted injuries by firearm or **otherwise**, attempted suicide or suicide (while sane or insane).
2. drug overdose.
3. carbon monoxide inhalation.
4. flying in, descending from or being **exposed** to any hazard incident with any kind of aircraft, if you:
 - A. were receiving aeronautical **instruction**,
 - B. had any duties to perform-in **connection** with the aircraft,
 - C. were being flown for a **parachute descent**,
 - D. were a member of any armed **forces** and the aircraft was under the control or charter of such forces.
5. the hostile action of **any armed** forces

Making a Claim

If you die, a claim should be made as **soon as reasonably** possible.

If you suffer any other loss, a claim should **be made** not later than **12 months after** the loss.

RESPECTING YOUR PRIVACY

Privacy of Information Guidelines for The Sun Life Companies

The Sun Life Companies, as providers of insurance, annuities and other financial services, must gather and file a great deal of personal information.

We know we have been entrusted with a serious responsibility, which is why we make protecting your privacy a priority. We have always recognized the importance of maintaining the confidentiality of your information and to re-affirm this commitment, we have established the following Privacy of Information Guidelines.

Our Commitment to Confidentiality

All our files are kept for the purpose of providing insurance, annuities and financial services that are right for you. We only collect information that is pertinent to this purpose.

Access to your personal information is restricted to those employees and representatives who need it to do their jobs. These individuals may only use the information in the files for work-related purposes. In fact, all representatives and employees of The Sun Life Companies must commit to our Code of Business Conduct, a document which spells out rules for protecting the confidentiality of your personal information.

For insurance products, Sun Life may need medical information about you. This information will not be collected or released without your consent and it will not be shared with the other Sun Life Companies.

To best serve your financial needs, non-medical information may be exchanged within legal limits and with your consent, among The Sun Life Companies.

Accessing Your Personal Information

We will be pleased to give you access to the personal information contained in your file. You can ask that information be corrected or unended, or that obsolete information be deleted.

If we have medical information about you that was not obtained directly from you, this information may be released to you only through your physician.

In addition, if you own insurance on the life of someone else, such as your spouse or a business associate, your file may contain information about the other person. In such a case, we will only provide you with access to the information that relates to you.

To find out how to access your personal information, or if you have any questions or require further information, please contact:

Assistant Vice President
Public Affairs and Communications
Sun Life Assurance Company of Canada
225 King Street West
Toronto ON M5V 3C5

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