

COLLECTIVE AGREEMENT

BETWEEN

GENERAL DYNAMICS
Mission Systems–Canada

AND



Effective

**1 October 2016
to
30 September 2018 inclusive**

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Between

General Dynamics Mission Systems - Canada, Ltd. located at
Bells Corners, City of Ottawa, Ontario,
hereinafter called "THE COMPANY".

OF THE FIRST PART

and

The Independent Union of Defence Contractors,
hereinafter called "THE IUDC".

OF THE SECOND PART

Witnesseth that, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto have agreed as follows:

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ARTICLE 1 - PURPOSE OF AGREEMENT

1.01 It is the intent and the purpose of the parties hereto that this Agreement will promote the mutual interests of the Company and its employees by providing for the operation of the Company's plants as specified in the Recognition Clause of this Contract with due regard for quality and efficiency and for the safety and welfare of the employees, and to set forth a basic agreement covering rates of pay, hours of work and conditions of employment to be observed by the parties hereto.

The parties share a mutual interest in pursuing approaches, which may result in greater efficiency, quality and improved job security.

ARTICLE 2 - RECOGNITION

2.01 The Company recognizes the IUDC as the sole collective bargaining agent for those employees located in plants or sites controlled by the Company in the National Capital Region. The Bargaining Unit will include all employees of the Company working in the aforementioned plants save and except:

- a. Supervisors and persons above the rank of supervisor.
- b. Staff of the salaried payroll.*
- c. Members of the Bargaining Unit described in the Collective Agreement between the Company and the Salaried Employees' Alliance, General Dynamics Canada.*
- d. Senior Engineering Representatives.
- e. Staff having access to confidential information relating to labour relations.
- f.
 - i. Personnel of the Human Resources Department including guards.
 - ii. Staff of the Budget Department.
- g. Field Engineering Representatives.
- h. Co-Op Students (Subject to Appendix "E").

* ***Letters of understanding defining what type of employees are included under these terms have been exchanged and agreed to between the parties.***

2.02 The term "employee" or "employees" wherever used hereinafter in this Agreement shall mean employees in the Collective Bargaining Unit as defined in 2.01 above unless otherwise provided.

2.03 Definitions

- a. **Job Classification** - Any job or position within the IUDC.
- b. **Job Family** - A group of related jobs requiring a similar skill set where it's possible to move in progression within the family with minimal training.
- c. **Job Description** – a description of the job, within a job family, that includes primary responsibilities, education, experience and team skills. It will also provide a description on expectations of initiative, accountability, communication, giving guidance and working conditions.
- d. **Full Time Employee** – employees whose normal work week is not less than 80% of the standard hours.
- e. **Part Time Employee** – employees whose normal work week is not less than 50% of the standard hours but less than 80% of the standard hours.

- f. **Temporary Employee** – employees whose normal work week is more than 50%, but not more than 100%, of the available hours in a fiscal month for up to a six month period (unless such period is extended as per Appendix E).
- g. **Problem Report** – a report created by an employee and/or IUDC Representative defining a specific problem, the associated articles within the collective agreement, any events leading to the problem, and the desired resolution. This report is initiated if an issue was not addressed through an initial meeting with the Supervisor, employee, and/or IUDC Representative, as outlined in Article 7 - Dispute Resolution.
- h. **Grievance** – any difference of opinion or dispute between the parties hereto as to the interpretation, administration, application or alleged violation of this Agreement.
- i. **Policy Grievance** – a grievance filed by the Union or the Company in respect to the interpretation or application of the collective agreement as it relates to either of them or to the bargaining unit generally; where individual employees may or may not be affected at the time that the grievance is filed.
- j. **Trial Period** - The term Trial Period shall apply to an employee with established seniority during the period of sixty-five (65) working days immediately following accepting a position, promotion, or transfer through a job posting. If mutually agreed upon by the union and company, the trial period may be extended up to an additional sixty-five (65) working days. During this period the employee shall have a fair opportunity to demonstrate a satisfactory level of performance to occupy the position. Nothing in this article shall be construed as implying that the employee must continue on the job for the full period of time and there is no implication that an employee who has passed the Trial Period is excused from the obligation to meet the normal requirements of the job with respect to quality and quantity of work.
- k. **Co-op student** – a student who is enrolled in an educational program monitored by the co-operative educational institution.

ARTICLE 3 - CO-OPERATION

- 3.01 The Company will supply the IUDC with a copy of its Organization Charts and such amendments as may be issued from time to time.
- 3.02 The IUDC will supply the Company with a copy of its' Constitution and By-Laws together with amendments thereto and with the names of employees, who have been either elected or appointed IUDC Officers, and others authorized to represent the IUDC in dealing with the Company, and the IUDC agrees to keep this list up-to-date.
- 3.03 The Company reserves the right to restrict the number of employees who may be required to attend meetings and the period of time for which they are to attend from their regular occupations to handle complaints or grievances of employees or attend meetings arranged by management respecting problems relating to this Agreement, or perform other IUDC activities. The Company agrees that no unreasonable restriction shall be placed upon the number of employees required to attend meetings nor the period of time for which they are to attend.
- 3.04 It is understood that IUDC representatives have their regular work to perform on behalf of the Company, and that if it is necessary to service a grievance during working hours, they will not leave their work without first obtaining the permission of their supervisor. Such permission shall not be unreasonably withheld. When resuming their regular work, IUDC representatives will report to their supervisor and if requested will give a reasonable explanation as to their absence. The IUDC representative who wishes to investigate a grievance in any area other than the one in which they are employed, must first contact and secure the permission of the supervisor of the area on which the investigation is to be made. The supervisor's permission shall not be unreasonably withheld.

- 3.05 The IUDC agrees that loss of time and production will be kept to a minimum in administering the grievance procedure; and on this understanding the Company agrees to allow members of the IUDC reasonable time off during regular working hours, without loss of regular pay to service grievances and attend necessary meetings with the Company.
- 3.06 In the administration of this Agreement, the IUDC representatives meeting with the Company at the request of management will be paid for such time as is so taken up during regular working hours.
- 3.07 There shall be no solicitation of membership for the IUDC or collection of IUDC dues (except as may be authorized by this Agreement) during employees' working hours.
- 3.08 The Company shall supply IUDC with a copy of such published Company Procedures as may apply to matters affecting employees in the Bargaining Unit, upon request, and will endeavor to notify the IUDC on changes to existing Company procedures, which affect employees in the Bargaining Unit prior to implementation, except where such notification is not reasonably possible.
- 3.09 The Company and the IUDC agree to meet:
- a. On a monthly basis to consult on or discuss major strategic issues of concern to either party unless it is agreed in any one month that such a meeting is not necessary; and
 - b. The Controller to review the financial status of the Company, upon request.
- 3.10 Contracting Out:
- The parties recognize that obtaining and maintaining contracts for the Company is increasingly competitive, critical to the Company's success and, is of mutual benefit to the parties. The IUDC and the Company agree that contracting out work customarily performed by Bargaining Unit employees may only occur in the following circumstances:
- a. Where, in a make-buy decision, contracting out is the most economical alternative to performing the work using members of the Bargaining Unit or contracting out is economically necessary or where the nature of the work does not justify the expenditures involved in not contracting the work;
 - b. Where contracting out is a written condition of obtaining any contracts for the Company; or
 - c. Where contracting out is necessary because of unavailability within the company of adequate tools, equipment, and a qualified available work force, considering both active and employees on recall, to perform the work in question in an efficient manner within production schedules.

ARTICLE 4 - CHECK OFF

For the duration of this contract, the Company agrees that:

- 4.01 Each employee within the Bargaining Unit shall, as a condition of employment, be required to pay to the IUDC a sum equivalent to the dues levied from time to time by the IUDC upon its individual members. Such sum shall be deducted from the employee's pay by the Company and remitted to the IUDC.
- 4.02 Nothing in the foregoing shall compel any employee present or future, to join the IUDC.
- 4.03 In the case of a new employee, the first deduction in accordance with 4.01 above will commence on the employee's first pay.
- 4.04 A representative of the Human Resources Department will notify the IUDC Office Administration of each new employee, on or before their first day of work. The IUDC may

in the first week introduce the employee to the relevant Area Representative and the employee shall be permitted to converse privately for a reasonable length of time.

ARTICLE 5 - MANAGEMENT FUNCTIONS

- 5.01 The IUDC recognizes the right of the Company to hire, promote and demote, transfer, classify, suspend, discharge or otherwise discipline any employee with just cause and subject to the right of the IUDC to lodge a grievance in the manner and to the extent herein provided.
- 5.02 The IUDC further recognizes the right of the Company to operate and manage its business in all respects in accordance with its commitments and responsibilities. In addition, the location of plants, the products to be manufactured, the schedules of production, the methods, processes and means of manufacturing are solely and exclusively the responsibility of the Company. The Company also has the right to make and alter from time to time, rules and regulations to be observed by employees. Those rules and regulations shall not be inconsistent with the provisions of this Agreement.
- 5.03 The Company shall not use its management rights for the purpose of limiting or restricting the rights of its employees herein expressly granted.
- 5.04 Under normal circumstances supervisors' duties are of a supervisory nature. Their principal responsibility is to plan the work in proper sequence and to direct and guide their staff in a safe and proper performance of that work. Work done by a supervisor which is also performed by members of the Bargaining Unit will not be repetitive in nature or routine and will occur only during one of the following three situations: (1) emergencies, (2) experimentation, and (3) training.
- For the purpose of this clause, the terms "experimentation" and "training" include any experimentation and training necessary for the development of new production processes.
- 5.05 Demotions, other than those under Article 14, shall only be made on the basis of job performance.

ARTICLE 6 - NO STRIKES OR LOCKOUTS

- 6.01 The parties agree that there shall be no strike or lockout during the term of this Agreement.
- A "strike" shall include cessation of work, a refusal to work or to continue to work by employees in combination or in concert or in accordance with a common understanding, or a slowdown or other concerted activity on the part of employees designed to restrict or limit output.
- A "lockout" shall include the closing of a place of employment, a suspension of work or a refusal by the Company to continue to employ a number of the employees, with a view to compel or induce the employees, or to aid another employer to compel or induce their employees, to refrain from exercising any rights or privileges under the Ontario Labour Relations Act or to agree to provisions or changes in provisions respecting terms or conditions of employment or the rights, privileges or duties of the Company, the IUDC, or the employees.
- 6.02 If a Field Service Technologist is out in the field or is scheduled to be fielded and a strike/lockout is called, they must complete their obligation to the customer. In which case the company agrees to apply the terms and conditions of the Collective Agreement until they return from the field.

ARTICLE 7 - DISPUTE RESOLUTION

7.01 Nothing in this Agreement shall be deemed to take away the right of an individual employee to present any of their personal complaints to the Company. No settlement between the employee and the Company shall be inconsistent with terms of this Agreement.

7.02 When an issue arises, an employee and/or IUDC Representative must discuss their complaint with their Supervisor. If, after five (5) working days, the issue is at an impasse or not resolved, either party may choose to proceed to Stage One of the dispute resolution procedure.

It is the intent and purpose of all parties to be open to resolve any issues, before escalation, wherever possible.

7.03 Dispute Resolution Procedure

The following procedure shall be applicable to the settlement of disputes, once a discussion has been held as per Article 7.02, will this stage commence:

Stage One: Problem Report

An employee(s), with the support of an IUDC Representative, will complete a Problem Report. The employee(s) and or IUDC Representative will present the Problem Report to the Company in a meeting attended by both the Supervisor and Human Resources.

The Company shall respond to the Problem Report in writing within ten (10) working days of such meeting. The Union shall provide a written response within ten (10) working days as to whether they are satisfied with the response or if they will proceed to Stage 2. If the Union is proceeding to Stage 2 they have five (5) working days to file the Formal Grievance to Human Resources in a meeting.

Stage Two: Formal Grievance

The Company shall respond to the Union in writing within five (5) working days of such meeting. If the Union is not satisfied with the Company's response, the Union may submit the grievance to Arbitration within five (5) working days in writing.

7.04 Policy Grievance

Any complaint arising directly between the Company and the IUDC as a policy grievance in connection with this Agreement will be submitted in writing by the IUDC to Human Resources, or by the Company, to the President of the IUDC.

The Policy Grievance will be presented in writing in a meeting attended by both the IUDC and Human Resources. If a satisfactory settlement is not arrived at within fifteen (15) working days thereafter, either party shall have the right to refer the matter to Arbitration within ten (10) working days.

7.05 Discharge

In the case of discharge of an employee(s) who has obtained seniority status, such an employee(s) shall be informed of their right to have a Union representative present and in any event the IUDC will be advised of such discharge, as early as practical, prior to taking a final decision to discharge. A claim by an employee that they have been unjustly discharged or suspended shall be treated as a grievance, if such grievance is reduced to writing by the aggrieved employee and lodged with Human Resources within ten (10) working days after the employee ceased to work for the Company, and Stage One (1) will be omitted in such case.

Such special grievance may be settled under the Grievance Procedure by:

- a. Confirming the Management's action in dismissing or suspending the employee, or

- b. Reinstating the employee with full compensation for the time lost, less outside earnings, or
- c. By any other arrangement which may be deemed just and equitable in the opinion of the parties or the decision of an Arbitration Board.

7.06 Lay-off

All grievances associated with the lay-off procedures and/or bumping procedures, defined in Article 14, will proceed directly to Stage 2 of the Dispute Resolution Procedure.

7.07 Corrective Action

When the Company administers a formal verbal or written reprimand, other formalized disciplinary procedure, or a Performance Improvement Plan (PIP), the employee shall be informed of their right to have a representative of the IUDC present, should the employee so desire.

A claim by an employee that they have been otherwise unjustly disciplined shall be treated as a grievance, if such grievance is lodged at Stage One.

General:

- 7.08 The lack of consent from an employee(s) respecting the filing, processing and/or arbitration of a grievance will not prevent the IUDC from advancing a grievance through the grievance and arbitration procedure.
- 7.09 It is agreed that time limits in this article may be extended by mutual consent of the parties. Any request for an extension will not be unreasonably withheld. However, if either party fails to request an extension of time in processing grievances, such failure shall be deemed to constitute abandonment of the problem report or grievance.
- 7.10 Stage One shall commence within 60 working days following the circumstances giving rise to the alleged issue. Failure to advance a problem report and/or grievance within the time limits herein provided shall, unless such time limits are waived or extended by mutual agreement, be deemed to be abandonment of the issue.
- 7.11 Any changes made by a party to the nature/subject of their grievance following the completion of Stage two will be submitted in writing and presented in a meeting with the Company and Union. The other party will have five (5) working days to respond back in writing.
- 7.12 The Company shall not be liable for retroactive payments in excess of sixty (60) working days prior to the date of filing the grievance.
- 7.13 It is agreed that potential causes of dissatisfaction should be eliminated before they give rise to grievances, and to that the Grievance Committee shall meet with representatives of the Company at least once monthly and more often if required. At least two (2) working days prior to such meetings, each party shall advise the other of such topics to be discussed, where possible.
- 7.14 Where an employee is the subject of a formal ethics case, and is being approached by the Company as part of the investigation, the Company shall inform the employee of their right to have present a representative of the IUDC, should the employee so desire.

ARTICLE 8 - ARBITRATION

- 8.01 When either party requests that a grievance be submitted to arbitration, such party shall make the request in writing addressed to the other party to this Agreement. Both parties will work together, with their separate legal counsel, to select an impartial arbitrator.
- 8.02 The unsuccessful party will bear the expenses of the impartial arbitrator subject to the Arbitrator's discretion. Each party shall bear the expenses of their witnesses.

- 8.03 Subject to the provisions of Article 7 above, with the exception of policy grievances and unless the parties agree otherwise, no matter may be submitted to Arbitration, which has not been carried through Stage Two of the grievance procedure. The parties agree that failure to comply with 7.01 does not constitute a bar to Arbitration. Particulars and documents to be relied upon at Arbitration, will be exchanged between the parties at least two weeks in advance of the hearing date, unless the parties agree otherwise.
- 8.04 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of the Agreement, to alter, modify or amend any part of the Agreement, and shall deal only with differences between the parties arising from the interpretation, application, administration or alleged violation of this Agreement including any question as to whether a matter is arbitrable.
- 8.05 The proceedings of the Arbitration Board will be expedited by the parties hereto, and the decision of such Board will be final and binding upon the parties hereto.
- 8.06 At any stage of the grievance procedure, including arbitration, the conferring parties may have the assistance of the employee, or employees, concerned and any necessary witnesses, or documents relevant to the issue, and all reasonable arrangements will be made to permit the conferring parties to have access to the plant to view disputed operations and to confer with the necessary witnesses.

ARTICLE 9 - JOB CLASSIFICATION AND JOB EVALUATION

- 9.01 Every employee shall be classified according to a Job Classification on the basis of the work to which they are normally assigned.
- 9.02 A Job description shall be written for each classification. Where a classification includes jobs that have different duties and responsibilities, job descriptions shall be written for each type of job. The IUDC shall be supplied with a copy of all job descriptions.
- 9.03 In the event that the Company establishes a new classification covered by this Collective Agreement or substantially revises any present classification, the Company will notify the IUDC and supply copies.
- 9.04 The IUDC and the Company will jointly conduct a job evaluation of all new or revised jobs covered by the Collective Agreement. There shall be at least two IUDC representatives to be appointed by the IUDC, two Company representatives to be appointed by the Company, and an additional person who will be appointed by the Company and will serve as chairperson. Whenever a new job is written or a job description is substantially revised, the Company will initiate an evaluation. If the Company fails to initiate such action prior to the next committee meeting the IUDC may bring the job to the committee.
- a. All job classifications will be reviewed by the Company at least once every three (3) years to determine if they need re-evaluation.
 - b. The IUDC representatives will each be given copies of appropriate data and information on the job to be evaluated.
 - c. The parties' representatives will meet as necessary to jointly evaluate the job using the Company Job Evaluation Plan. The job will be evaluated based upon the job requirements, duties and specifications.
 - d. The IUDC representatives are to keep the IUDC informed of any change and the results of the evaluation.
 - e. If both parties are unable to agree on the evaluated level, either party may submit the matter to the Company's Job Evaluation Consultant.

- f. At the conclusion of the Job Evaluation, the Company will supply the IUDC Executive with the plan, relative factors and points used to evaluate the jobs. The IUDC agrees to disclose such documents only to individual employees on a need-to-know basis.
- 9.05
- a. Any grievance by the IUDC relative to an evaluated level as determined in 9.04 will commence at Stage Two of Article 7 within thirty (30) working days from the date of notification to the IUDC.
 - b. Any complaint by an employee or employees as to his/her/their evaluated level will be filed with the Job Evaluation Committee for disposition. The Committee will utilize relative factors and points in an effort to clarify or resolve the dispute. Should the issue not be resolved, the IUDC may file a grievance in accordance with Article 7.03.
 - c. In the event of an evaluation grievance or complaint lodged by the IUDC or by an employee under Article 9, the Company will make available to the IUDC the necessary data related to the jobs in question, including any which the IUDC lists as a basis for comparison. Jobs including factors and points cited as a basis of comparison in such process will be on a need-to-know basis and will be reasonable in number.
 - d. Any complaint relative to assigned classification or job description may be filed by the IUDC in accordance with Article 7.
- 9.06 In the event a grievance proceeds to arbitration, the decision of the Board of Arbitration shall be governed by the principle that a new or adjusted wage rate shall bear a proper relationship to other associated jobs in the Bargaining Unit based upon the job evaluation plan in effect in the Company.
- 9.07 It is understood and agreed that requirements of any job classification may change from time to time resulting in the job classification being placed in a different pay level. Employees whose job classifications are affected by a re-evaluation shall be paid as follows:
- a. Employees affected by a re-evaluation of their job classification who consent to undergo training for positions for which they are qualified shall continue to receive their normal increases for twenty-four (24) months. At such time, such employees, as long as they remain in the job classification, shall continue to receive the rate of pay in effect on that date until changes in the wage schedule assigned to the employee are improved to the extent that the new rate for the job classification exceeds the over-rate being paid the employee, at which time the employee shall receive the new rate for the job classification.
 - b. Employees whose job classification is re-evaluated to a higher pay level shall receive the rate of the higher job classification at the same progression step presently attained by the employee.

ARTICLE 10 - SENIORITY PROVISIONS

- 10.01 "Seniority" where used in this Agreement, shall mean the relative status of persons active within the IUDC in accordance with the length of service within the Bargaining Unit since the date of last hiring as shown by the Company's records, or as per Article 10.07.
- 10.02 An employee shall be placed on the seniority list after having successfully completed a probationary period of one hundred and thirty (130) working days and their seniority shall commence from the date last hired. If an employee is temporary for a minimum of sixty-five (65) consecutive working days and is hired permanently (also referred to as full-time regular) into that position, the probationary period will be sixty-five (65) working days.
- 10.03 During the employee's probationary period, they may be discharged or laid off at the discretion of the Company, so long as the Company's decision is not made in bad faith or

is arbitrary or discriminatory. If mutually agreed upon by the IUDC and the Company, the probationary period may be extended for an additional period up to sixty-five (65) working days.

- 10.04 Seniority lists will be kept up-to-date and a reasonable number of copies, as requested, will be given to the IUDC at intervals of not more than two (2) months.

Copies of each seniority list will also be posted on the board for the attention of employees at intervals of not more than two (2) months. When employees are on lay-off and retain recall status, the Company will so indicate on the seniority list.

- 10.05 An employee who is a successful candidate for a posting, is transferred (except under Article 14), or promoted, shall be considered as being on a Trial Period which is sixty-five (65) working days and is subject to the definition of Trial Period set out at Article 2.03.

- 10.06 For the purpose of this Collective Agreement, a temporary transfer (as opposed to a permanent transfer) shall mean a transfer not to exceed sixty (60) working days duration, unless extended by mutual agreement of the parties. However, after thirty (30) working days of an extension if the IUDC and the Company mutually agree that the temporary transfer be terminated, the Company will do so within five (5) working days. It is understood that this provision shall not be exercised in a manner so as to afford an unfair advantage to a junior employee over an employee of greater seniority with respect to Article 11 and Article 14 of this Agreement.

- 10.07 a. If an employee is, or has been transferred to a position excluded from the coverage of this Agreement, except as noted in 10.07 (b) below, such employee shall retain their seniority as of the date of transfer for a period equal to half of their accumulated seniority up to a maximum of two years.

- b. If an employee is moved to a position of generally similar level, which, because of its geographic location, is excluded from the coverage of this Agreement as per Article 2.01, the employee shall retain seniority as follows:

i. If the transfer is in the nature of a short-term (up to twelve (12) months) assignment for a pre-specified period, seniority will continue to be accumulated and the employee will pay IUDC dues.

ii. If the transfer is for an assignment longer than twelve (12) months or the period of time is unspecified, the employee will retain their seniority as of the date of transfer and will neither accumulate further seniority nor pay IUDC dues.

- c. If an employee covered by either (a) or (b) above is to be transferred back to a position in the Bargaining Unit because of shortage of work in the excluded position, the employee will fill any open vacancy for which the employee is qualified within one level of the position which the employee held before transfer and such vacancy need not be posted.

- d. If an employee accepts a posted position excluded from the coverage of this Agreement, seniority shall cease accruing. If an employee successfully posts back into a position covered by this agreement within a period equal to half of their previously accumulated seniority up to a maximum of two years, they shall return with their previously accumulated seniority.

- 10.08 Seniority and employment will terminate when an employee:

a. Voluntarily leaves the employ of the Company.

b. Is discharged and such discharge is not reversed through the Grievance Procedure.

c. Is absent from work for three (3) consecutive normal working days without permission or without notifying their immediate supervisor giving satisfactory reason for such

absence, unless the employee was prevented from so doing by verified illness or verified accident.

- d. Is absent from work without satisfactory explanation beyond the period of any leave of absence granted by the Company.
- e. If, having applied for a posting while on recall status and is the successful candidate, fails to report for work within fourteen (14) calendar days, unless otherwise agreed to, fails to communicate or to report a verified illness or accident.

Seniority will terminate when an employee:

- f. Has less than six (6) months of seniority and is laid off for a continuous period of six (6) months. Has six (6) months seniority up to, but not including, one (1) year of seniority and is laid off for a continuous period of twelve (12) months. Has one (1) year seniority or greater and is laid off for a continuous period of twenty-four (24) months.

10.09 Notwithstanding their seniority, members of the Executive Council of the IUDC shall, in the event of lay-off, be offered work which they can do, if such is available. It is understood that the members of elected Executive Council who shall be covered by this article shall not exceed fourteen (14) in number.

ARTICLE 11 - PROMOTIONS

11.01 All promotion opportunities will be posted by the Company and employees interested will be required to submit an application as described in Article 12.

For promotions, or transfers (except as in Article 14) within a job family, the company will recognize seniority, performance, ability, and the skill of employees at any level of the job family. Where these factors are relatively equal the senior employee will be selected.

11.02 Whenever a new job description is created, a training period may be designated by the Company to run concurrently with the trial period. Any designated training period shall be noted on the job posting notice. The training period shall not be curtailed unless the employee refuses to continue the training or it is obvious the employee cannot perform the requirements of the job at which time the employee will be returned to their former job and former rate of pay, without loss of seniority.

11.03 The IUDC shall be notified within two (2) working days after all effective dates of all appointments, hirings, transfers, promotions, demotions, and leaves of absence within the Bargaining Unit.

11.04 An employee covered by this Agreement, who has been incapacitated at their work by injury, compensable occupational disease, or permanent disablement, and is unable to perform their regular duties, may be employed in an established job which the employee can do, without regard to other seniority provisions of this Agreement, or Article 12, except that such employee may not displace an employee with more seniority.

11.05 Promotions to positions outside IUDC shall not be subject to the provisions of this Agreement.

ARTICLE 12 - JOB POSTINGS

12.01 Any employee may submit their application together with details of their qualifications for any occupation existing or which may come into existence within the Company.

12.02 a. The parties recognize the policy of providing opportunities to employees for advancement in line with their qualifications including their skills and abilities (e.g., training, education, demonstrated performance) and seniority.

- b. When selecting employees to fill vacancies outside their job family, the company will recognize seniority, demonstrated performance, ability, and skills. Where these factors are relatively equal the senior employee will be selected.
 - c. Internal applicants can apply and may be considered even if they do not meet all of the educational requirements.
- 12.03 a. The Company agrees to post internal notices for five (5) consecutive working days for permanent (also referred to as full-time regular) vacancies and three (3) days for temporary assignments within the Bargaining Unit except for those temporary assignments lasting less than one (1) month. These vacancies cannot be extended without posting.

It is understood that the Human Resource Department will accept applications up to 4:00 pm on the day the posting notice expires, and will not action job posting applications until such time.

- b. The selection shall be made in accordance with the provisions of the Collective Agreement, and the Human Resources Department shall post a summary of promotions monthly.
- c. The wording of every job posting shall be a summary of the job description. The complete job description shall be available on the IUDC website or through Human Resources. Any requirements or duties that differ from the job description shall be described and clearly separated from the summary of the job description on the job posting. Those duties that differ from the job description will not be part of the selection criteria for internal applicants.

Posted notices shall contain the number of vacancies, which are open at the time of posting. If no candidate meets the requirements of the job, the Company may fill it externally.

12.04 Employees who wish to be promoted shall submit an online application for the posted job as per company recruitment process. It is the responsibility of the employee to demonstrate that they are a suitable candidate not only under Article 12, but also with regards to their qualifications and experience as related to the job posting.

12.05 Employees who are awarded a posted job will be considered as being on a Trial Period as defined at Article 2.03 for sixty-five (65) working days.

During this period the employee shall have a fair opportunity to demonstrate a satisfactory level of performance to occupy the position.

If the employee is not meeting expectations, the employee will be required to either go back into their previous position at their former rate of pay, without the loss of seniority, or be placed on recall (14.10 (d)) or may be terminated from the company (10.03) depending on their circumstances.

12.06 Vacancies for jobs which have been posted in the previous one month and additional resources are needed, it will be posted, however the Company reserves the right to conduct concurrent advertising or interview previously identified candidates. Applicants from within the bargaining unit would get priority selection in accordance with the terms of the Collective Agreement.

12.07 The Company shall:

- a. Post vacancies for bargaining and non-bargaining positions on the company's internal website and recruiting bulletin boards, including those of a managerial nature. Postings will be sent to the IUDC electronically on the day of posting.
- b. Acknowledge receipt of application from each internal applicant.
- c. Endeavor to select the successful applicant within ten (10) working days from the date the posting is removed from the notice boards. The company will keep internal applicants informed of the status of their application, as reasonable, should there be any delay in the process. A job posted will be annulled if the period exceeds ninety (90) days. The company will confirm the annulment with the IUDC and inform all internal applicants.
- d. Post a monthly summary of promotions, including those resulting from job postings.
- e. The company will notify the union as IUDC postings are filled.

- 12.08 a. The desirability of interviewing employees who respond to job postings is recognized. However, it is further recognized that limitations of time may make the interviewing of every respondent impractical. It is agreed, therefore, that while all employees may be interviewed, nevertheless, in some instances, the number of such interviews may be restricted by up to four duly qualified applicants for each vacancy posted.
- b. An unsuccessful applicant may, within ten (10) working days of the awarded job, request a conference with the Human Resources Manager to discuss the reasons why the applicant was unsuccessful and further outline to the employee what requirements are needed to become a successful applicant whenever the job is posted again within the same job family.

12.09 The Company shall make every effort to permit successful applicants to Job Postings to commence work in their new job within 20 work days from their selection.

If after 30 work days, the transfer has not been completed, the employee will be compensated at the new rate of pay as of the 31st work day from the date that they accepted (signed) the new position. In the case of predefined and/or extreme operational restrictions, the IUDC, HR and the managers will meet to jointly decide on the transfer date and pay rate.

However, successful applicants, or new employees to the Company, will not commence work in their new job until all internal applicants have been informed as to the disposition of their application.

12.10 New employees are ineligible to apply for posted jobs during their probationary period. Employees who have attained seniority status may apply once during the six (6) month period since the date of their last appointment. Exceptions to this will be made only with the consent of the Company and the cases of employees transferred in lieu of lay-off under Article 14 will be considered.

ARTICLE 13 - LEAVE OF ABSENCE

13.01 Leave of absence without pay may be granted to an employee to care for a family member in case of illness or other compelling personal reasons. The leave must be acceptable to their Supervisor and Human Resources. Approval for the leave will not be unreasonably withheld.

Requests for such leave of absence in excess of five days must be submitted in writing to the employee's immediate supervisor giving as much advance notice as possible. Seniority shall accumulate during the period of such leave up to twelve months provided the employee has completed their probationary period when the leave of absence begins.

- 13.02 An employee who returns from an approved leave will be reinstated immediately in the job from which the employee was granted leave provided under normal conditions of work the employee would have continued in such job. However, if during the leave of absence, a reduction in or re-organization affecting the conditions of work has:
- a. Eliminated the job from which the employee was granted leave; or
 - b. Has caused a situation whereby the employee returning from leave no longer has sufficient seniority to occupy a job in the same classification, the employee will be permitted to exercise their seniority as per Article 14 - Workforce Reductions and Recall.
- 13.03 a. Salary actions that fall due during approved leaves of absence up to three (3) months will be effective from the first day back to work.
- For approved leaves of absence, which last more than three months, a credit of three months service for the purpose of wage grid progression shall apply.
- b. An employee who shall be found and certified by a qualified physician to be unable to perform their regularly assigned duties with the Company because of sickness or injury shall receive a leave of absence. If the employee is able to perform other duties with the Company and such work is available, the employee will be placed in such job classification. For absence caused by non-occupational illness or accident, seniority privileges will accumulate while such condition continues up to a maximum of twenty-four (24) months; for absence caused by occupational illness or accident, seniority privileges will accumulate during such period as the employee is in receipt of Workers' Compensation.
- 13.04 Employees who have received an approved leave of absence under Article 13.03(b) will be restored to employment when recovered, if under normal working conditions the employee would have continued in employment by the Company except for such disability, upon approval of the Company Physician (when requested by Health Services) certifying the employee is sufficiently recovered and is physically qualified to return to work and perform their usual Company duties.
- 13.05 a. An employee of the Company who is elected or appointed by the IUDC to engage in IUDC activity on a full-time basis will be granted leave of absence for a period not to exceed one (1) year and will accumulate seniority standing during such leave. By mutual agreement such leave may be extended on the same basis. Termination of this Agreement will automatically cancel any such leave.
- b. Leave of absence for the transaction of IUDC business may be given to delegated members of the IUDC after notification is made by the IUDC. While the Company will make every effort to accede to the IUDC's request, it is understood that urgent requirements of the Company's activities must be given first consideration.
- 13.06 An employee called for jury duty or summoned to appear as a witness, except when the employee appears as a witness for their personal benefit, will be granted a leave of absence. The employee's pay will continue for the period of time the employee is absent. However, it is understood that a jury or witness fee, exclusive of expenses paid to them will be turned over to the Company as an offset against their salary. The employee will report back for work when the employee is released from jury or witness duty at any time prior to noon.
- 13.07 An employee who becomes pregnant will provide a minimum of two weeks written notice requesting a leave of absence, prior to the commencement of the leave. An employee with at least thirteen (13) weeks continuous service, who becomes pregnant, will on request be granted unpaid leave of absence as below, unless the employee elects a shorter leave:
- a. Seventeen (17) weeks if the employee is also entitled to parental leave;

- b. Seventeen (17) weeks or until six weeks after the birth, still-birth or miscarriage (whichever is later) if the employee is not also entitled to parental leave; and
- c. A further thirty-five (35) weeks unpaid parental leave shall be granted immediately after the end of the pregnancy leave, if so requested. During such leave, seniority, service, vacation and sick leave credits will accumulate. The employee shall make arrangements with the Human Resources Department for the continuation of insured benefits in accordance with Article 23.01, including the method of payment. Medical complications related to pregnancy or illnesses, which are verifiable by a physician, will be covered by the Company's sick leave program.

With at least two weeks' written notice, a parent not eligible for pregnancy leave shall be granted thirty-seven (37) weeks unpaid parental leave while on EI benefits either concurrent with or consecutive to a mother's pregnancy or parental leave, unless the employee elects a shorter leave. During such leave, seniority, service, vacation and sick leave will accumulate. The employee shall make arrangements with the Human Resources Department for the continuation of insured benefits and the method of payment.

Employees on maternity or parental leave will be eligible for Supplemental Employment Benefits (SEB) as outlined in Appendix "G".

- 13.08 An employee who adopts a child will provide a minimum of two weeks written notice requesting a leave of absence, prior to the commencement of the leave. Upon request, an employee with at least thirteen (13) weeks of continuous service shall be granted unpaid leave of absence of up to thirty-seven (37) weeks following the adoption of a child. The employee will be entitled to Supplemental Employment Benefits as outlined in Appendix "G". The request for leave shall be supported by proof of adoption from the adoption agency. During Adoption Leave seniority, service, vacation and sick leave credits will accumulate. The employee shall make arrangements with the Human Resources Department for the continuation of insured benefits in accordance with Article 23.01. Employees must notify the Human Resources Department in writing at any time up to one month in advance of the time they will return to work.
- 13.09 If, while on leave of absence, an employee works for another employer without written permission of the Company and such employment is not consistent with their reason for leave of absence, their employment with the Company may be terminated, subject to Article 5.01.
- 13.10 Upon request, the parent who did not give birth to the child shall be allowed up to 5 (five) days leave of absence (two paid, three unpaid) for the birth of his/her child.
- 13.11 The parties agree that this article cannot breach the Human Rights Code and or the Employment Standards Act.

ARTICLE 14 - WORKFORCE REDUCTIONS AND RECALL

Workforce Reductions:

- 14.01 The Company and the IUDC recognize the merit and desirability of retaining employees with greater seniority over employees with lesser seniority and the IUDC recognizes that the Company must maintain an effective workforce capable of meeting work requirements if it is to continue in business.
- 14.02 Employees who, because of greater seniority are retained at the time of lay-off must be capable of, and willing to perform the work, which remains in accordance with 14.04.
- 14.03 When a shortage of work in a Job Classification occurs requiring a reduction of workforce, the following will govern the manner in which employees will be transferred in lieu of lay-off or laid off:

- a. Probationary, temporary and personnel on a contracted basis occupying a Job Classification affected by a reduction in workforce will be terminated before employees with seniority are affected, provided that the employee with seniority, transferred in lieu of lay-off, is capable of, and willing to perform the duties of the probationary, temporary term employees, or personnel under contract.
- b. The least senior employee in the surplus Job Classification will be declared as subject to lay-off.
- c. Such an employee will have options as per 14.07.
- d. An employee choosing to bump may displace an employee of lesser seniority within the same pay level. An employee who previously held a higher pay level will be permitted to displace the junior employee in the job classification previously held provided the employee was not displaced from the job classification because of job performance. It is further understood that in locating such a job, the method will be to commence from the most junior employee in that pay level and work upward in seniority order.
- e. If no suitable job is found in the same pay level, the same procedure will be followed in the next lower pay level, and so on, moving down from one pay level to the next lower one.
- f. If an employee cannot be placed after the application of the above steps, the employee may be placed in a vacancy in preference to hiring a new employee if the employee can meet the normal requirements of the job in such time as would normally be required by a new employee.

Bumping Process:

- 14.04 a. In locating a suitable job, employees are responsible to demonstrate to Human Resources prior to their bumping interview with the manager of the position, that they are a suitable candidate with regards to their qualifications and experience as it relates to the job requirements, for any position for which they are eligible to bump.
- b. In locating a suitable job in accordance with the procedures outlined above, displacements will be predicated upon the ability of the displacing employee to perform the normal requirements of the job of the displaced employee, after a familiarization period not to exceed:
- i. 10 work days for jobs classified in pay level 4 or below; or
 - ii. 20 work days for jobs classified in pay level 5 and above.

A Familiarization Period is defined as the amount of time provided to an employee who has bumped into a position to be able to perform the normal requirements of the position. During this period the employee shall have a fair opportunity to demonstrate a satisfactory level of performance to occupy the position. Employees will be directed to such things as tools, reference documents (where applicable) and location of any materials/items required to perform the role, as well as product specific guidance.

- c. If the displacing employee cannot perform the normal requirements of the job of the displaced employee after the familiarization period the employee will be deemed laid off from their position last successfully held and there will be no further right to bump. The displacing employee shall retain their rights to recall if they so choose.
- 14.05 An employee exercising their seniority to displace another employee in the same pay level will keep their same wage rate within that level. An employee going to a lower pay level will receive the maximum of the lower pay level or their own rate, whichever is lower.
- 14.06 In the event of conditions arising beyond the Company's control such as power failure, fire, flood, sudden cancellation of a contract, shortage or non-delivery of parts, a lay-off for a

maximum period of five (5) days upon each occasion may be made without regard to seniority. In all such cases the Company will keep the IUDC fully advised of the circumstances. No employee will be laid off under this clause in excess of a total of fifteen (15) working days in a calendar year.

Workforce Reduction Process:

- 14.07 a. An employee to be laid off for lack of work for a period of ten (10) working days or more will be given written notice of at least five (5) working days except as provided for in 14.06 above.

Where the Company has elected to provide working notice in addition to the five (5) working days outlined in 14.07(a), the amount of paid notice will be reduced accordingly.

- b. The Company will notify the employee if the lack of work is anticipated to be either permanent or temporary in nature.
- c. If the lay-off is anticipated to be permanent, employees who are laid off will exercise their seniority rights under the terms of this agreement. Each employee has the following options:
- i. Accept a bumping option if one is available.
 - ii. Be laid off and retain recall in accordance with 10.08(e).
 - iii. Terminate and forfeit recall.

The bumping process will begin the first business day following notification (Reference Letter of Understanding – Layoff and Bumping Procedure).

- d. An employee who is laid off in accordance with 14.07(c) (ii) above shall receive, in addition to the written notice outlined in 14.07(a), a lump sum payment as follows:

SCHEDULE A – Notice Pay – Permanent Lay-off

<i>Years of Service</i>	<i>Weeks of Pay</i>
Completed 1 year but less than 2	1
Completed 2 years but less than 3	1
Completed 3 years but less than 4	2
Completed 4 years but less than 5	3
Completed 5 years but less than 6	4
Completed 6 years but less than 7	5
Completed 7 years but less than 8	6
Completed 8 years plus	7

- e. Severance will be paid when recall is forfeited or expired, in accordance with Schedule B – Severance Pay – Permanent Lay-off.
- i. Employees who elect to retain recall for its full term will be paid in accordance with Schedule B.

SCHEDULE B – Severance Pay – Permanent Lay-off

<i>Years of Service</i>	<i>Weeks of Pay</i>
Completed 1 year but less than 2	2
Completed 2 years but less than 3	4

<i>Years of Service</i>	<i>Weeks of Pay</i>
Completed 3 years but less than 4	6
Completed 4 years but less than 5	8
Completed 5 years but less than 6	10
Completed 6 years but less than 7	12
Completed 7 years but less than 8	14
Completed 8 years but less than 9	16
Completed 9 years but less than 10	18
Completed 10 years but less than 11	20
Completed 11 years but less than 12	22
Completed 12 years but less than 13	24
Completed 13 years but less than 14	26
Completed 14 years but less than 15	28
Completed 15 years but less than 16	30
Completed 16 years but less than 17	32
Completed 17 years but less than 18	34
Completed 18 years but less than 19	36
Completed 19 years but less than 20	38
Completed 20 years but less than 21	40
Completed 21 years but less than 22	43
Completed 22 years but less than 23	46
Completed 23 years but less than 24	49
Completed 24 years but less than 25	52
Completed 25 years but less than 26	53
Completed 26 years but less than 27	54
Completed 27 years but less than 28	55
Completed 28 years but less than 29	56
Completed 29 years but less than 30	57
Completed 30 years but less than 31	58
Completed 31 years but less than 32	59
Completed 32 years but less than 33	60
Completed 33 years but less than 34	61
Completed 34 years but less than 35	62
Completed 35 years but less than 36	63
Completed 36 years but less than 37	64
Completed 37 years but less than 38	65
Completed 38 years but less than 39	66
Completed 39 years but less than 40	67
Completed 40 years but less than 41	68
Completed 41 years but less than 42	69
Completed 42 years or more	70

- ii. All other employees will be paid in accordance with Schedule C.
- f. If the lay-off is anticipated to be temporary, employees given notice under this article will notify the Company in writing of their decision to:
 - i. Accept their bumping option, if one is available, or
 - ii. Be laid off (and be subject to recall).

The bumping process will begin the first business day following notification.

- g. An employee who is laid off in accordance with 14.07(f) above shall receive in addition to the written notice outlined in 14.07(a) notice pay as follows:

SCHEDULE C

<i>Years of Service</i>	<i>Weeks of Pay</i>
Completed 1 year but less than 2	1
Completed 2 years but less than 3	1
Completed 3 years but less than 4	2
Completed 4 years but less than 5	3
Completed 5 years but less than 6	4
Completed 6 years but less than 7	5
Completed 7 years but less than 8	6
Completed 8 years plus	7

Payments referred to above shall begin at the end of the notice period provided in Article 14.07(a) and will be payable on the appropriate paydays following the commencement of a lay-off.

If an employee is recalled to work before receiving their full allowance, the allowance shall cease as of the date of recall, but the employee may carry over the remaining portion as a credit for subsequent lay-off in that twelve (12) month period.

- h. After thirteen (13) weeks employees who elect to forego their recall and seniority rights shall be treated in accordance with 14.07(d) except that the notice schedule has already been paid.
- i. These schedules are paid in lieu of the Employment Standards Act but shall never be less than that which is outlined in the Act.

14.08 When an employee is to be laid off for a period of ten (10) working days or more, the Company will notify the IUDC at least twenty-four (24) hours before notice of lay-off is given to the employee in accordance with Article 14.07. It is understood that this provision does not apply to lay-offs arising out of 14.06.

- 14.09 a. It is understood that in the event of lay-off occurring upon more than one occasion, the employee will not be entitled to receive more than the amount determined by the provisions above at the date of first lay-off, in any twelve-month period.
 - b. i. Payments referred to above shall begin at the end of the notice period provided in Article 14.07(a) and will be payable on the appropriate pay days following commencement of lay-off. If an employee is recalled to work before the employee has received their full allowance, their allowance shall cease as of the date of their recall, but the employee may carry over the remaining portion as a credit for subsequent lay-off in that twelve (12)-month period.
 - ii. It is understood that employees receiving notice under this article may elect to continue to have deductions made for benefits then in effect and receive their

"Record of Employment" effective on the date of lay-off, at which time, all benefits shall be cancelled.

- c. A shortened workweek will not be considered a form of lay-off for the purpose of this article. However, the Company shall advise the IUDC of any reduction of work hours in lieu of lay-off. Furthermore, any reduction of work hours shall not reduce any work week below thirty-two (32) hours nor extend for longer than a period of eight (8) weeks in any calendar year unless mutually agreed between the Company and the IUDC to extend the reduced hours schedule for an additional period.
- d. Where there is a reduction of ten (10) percent of work hours or more in a specific work area for a period of three (3) months or more, the Company agrees to notify the IUDC in writing. The Company and the IUDC will meet to discuss measures to protect employees in the Bargaining Unit. Those discussions may include other ideas or approaches that are not covered by the Collective Agreement. It is expressly understood that no amendments or alterations to the Collective Agreement can be made without the agreement of the Company and the IUDC in writing.

Recall:

- 14.10 a. Employees who are currently laid off and on the recall list are eligible for all posted IUDC permanent and temporary assignments and are required to apply through the application process as defined in Article 12.
 - b. The company will review all internal applications, including those on the recall list, and interview up to four duly qualified applicants that meet the job requirements, as per Article 12. The employee will be required to demonstrate to Human Resources and the manager of the position that they are a suitable candidate with regards to the normal qualifications and experience, as outlined in the posted job description.
 - c. If the employee is successful in the interview, they will be required to complete a trial period as defined in 2.03.
 - d. If the employee does not pass the trial period, the employee will go back onto the recall list for the remainder of the time from original layoff and will no longer be eligible for this position.
 - e. The employee would come back with all previous rights as a permanent (also referred to as full-time regular) employee effective immediately.
 - f. All conditions outlined in 10.08 will apply.
- 14.11 If the Company has temporary assignments, the Company will select the most senior qualified internal applicant, prior to considering hiring external temporary employees and contractors.
- 14.12 In addition to what is outlined in Article 14.10, the following circumstances would also apply for temporary assignments:
- a. Once the temporary assignment ends, the employee will go back on the recall list. Their original recall period is unaffected by the temporary assignment.
 - b. In the event the Company requests an extension of the temporary assignment, the Company and the Union will meet to discuss the reason for the extension. If the extension is not agreed to by both parties, the temporary assignment will become permanent (also referred to as full-time regular) and the position will be posted.

ARTICLE 15 - HOURS OF WORK

- 15.01 The standard work week shall be forty (40) hours and the standard work day* shall be eight (8) hours provided, however, that this shall not constitute a guarantee of hours of work per day or of days per week. The schedule of regular starting and quitting times shall

be filed with the IUDC and the Company agrees that it will notify the IUDC in advance of any change in regularly scheduled work hours.

For the purpose of this Agreement, the day will be deemed to commence with the beginning of the day shift.

- 15.02 Employees shall be allowed two (2) rest periods of fifteen (15) minutes each during each regular shift.
- 15.03 Plant employees shall be allowed five (5) minutes to put away personal tools and for personal wash-up prior to the end of each shift.
- 15.04 Employees may make arrangements with their immediate supervisor or manager to make up time that is used to attend doctors' appointments or other such personal matters. Requests for make-up time must be pre-approved at the discretion of the employee's supervisor or manager.

****See Appendix H for Part-time employee details.***

ARTICLE 16 - OVERTIME

- 16.01 a. Authorized overtime will be paid at the rate of time and one-half for all hours worked in excess of eight (8) hours per day, Monday to Friday. If continuous work extends beyond twelve (12) hours, double time shall be paid for authorized overtime extending beyond that time on Monday to Friday.
- b. Subject to the provisions of 16.02, work performed on Saturdays will be paid at the rate of time and one-half and at double time for all continuous work extending beyond eight (8) hours. Work performed on Sundays will be paid at double time for all hours worked.
- c. With the Manager's approval, and the employee's agreement, overtime can be taken as time in lieu. Time in lieu will be calculated at overtime rates.
- 16.02 Time worked on Saturdays or Sundays will not be deemed overtime when it is part of the regular work schedule of an employee. However, for such employees, any authorized overtime worked on regular days off will be paid as follows:
 - a. For the 6th day of work, time and one-half, and at double time for all continuous work extending beyond eight (8) hours; and
 - b. For the 7th day of work, double time for all hours worked.
- 16.03 If conditions arise necessitating overtime, employees will co-operate with the Company and overtime rates will be paid. However, an employee shall not be subject to disciplinary action for refusing to work overtime if they have a legitimate reason for such refusal or if they have worked a total of twenty-eight (28) hours overtime in the previous four-week period.
- 16.04 The Company shall inform employees who are required to work overtime at least twenty-four (24) hours in advance in order that employees may make suitable personal arrangements, except in cases of emergencies or unforeseen production interruptions.
- 16.05 The Company agrees that as far as is reasonably possible, overtime work will be distributed equally among those who normally perform the work.

ARTICLE 17 - WAGES

- 17.01 Wage rates shall be in accordance with the wage schedule, which show pay levels and wage rates and which form Appendix "A" of the agreement.

- 17.02 a. The changes in rates of all employees on the wage schedule will be in conformity with the appropriate schedule in Appendix A.
- b. i. The Cost Of Living Allowance (COLA) shall be taken into account when computing pay for hours worked, including overtime.
- ii. A special add-on allowance of one (1) cent for each increment of one twenty thousandths (0.120) of a point will be paid for each hour worked in the event the Consumer Price Index (National Base 1986) increases a total of points greater than four (4.0) percent beginning with the month of July 2016 which shall constitute the base month from which such allowances will be calculated. The adjustment date upon which payments will commence and the quarterly allowances will be determined as follows:

<i>Quarterly Period</i>	<i>Adjustment Dates</i>
Aug-Sept-Oct	December 1, 2016
Nov-Dec-Jan	March 1, 2017
Feb-Mar-Apr	June 1, 2017
May-June-July	September 1, 2017

At the end of the year, September 30, 2017, any extra allowance generated by virtue of the above provisions will be folded into the base rate, which shall be used to determine the new rates effective October 1, 2017.

- iii. A special add-on allowance of one (1) cent for each increment of one twenty thousandths (0.120) of a point will be paid for each hour worked in the event the Consumer Price Index (National Base 1986) increases a total of points greater than four point five (4.5) percent beginning with the month of July 2016 which shall constitute the base month from which such allowances will be calculated. The adjustment date upon which payments will commence and the quarterly allowances will be determined as follows:

<i>Quarterly Period</i>	<i>Adjustment Dates</i>
Aug-Sept-Oct	December 1, 2017
Nov-Dec-Jan	March 1, 2018
Feb-Mar-Apr	June 1, 2018
May-June-July	September 1, 2018

At the end of the year, September 30, 2018, any extra allowance generated by virtue of the above provisions will be folded into the base rate, which shall be used to determine the new rates effective October 1, 2018.

It is understood that the Consumer Price Index shall be that which is calculated on a 1986 base and continuation of such allowance is dependent upon the availability of such official monthly national Statistics Canada Consumer Price Index, calculated on the same basis and in the same form as that published in September 1986.

- 17.03 Rates for all employees will be moved up in such a way as to maintain or increase their relative positions within the schedule. In addition, Appendix B of the Agreement sets forth the manner in which the wage ranges are to be applied to employees hired, promoted or transferred.

- 17.04 An employee transferred temporarily to another job will be paid the starting rate of the new job or their regular rate, whichever is the highest, provided that the transfer is for a period of:
- a. Eight (8) consecutive hours or more, or
 - b. Ten (10) hours within a regularly scheduled work week (40 hours):
 - i. A temporary transfer will not result in a loss of a pay
 - ii. If the position was previously held they will be placed at their former wage increment level (i.e., 6, 12, 18 etc. months)

17.05 When an employee is appointed by the Company as a Lead Hand the employee shall be paid the premium of one dollar and fifty cents (\$1.50) per hour above the rate the employee would have received had the employee not been performing the Lead Hand function. In the event that the employee is appointed as Lead Hand in a group, which contains an employee higher paid than themselves, the employee shall be paid a premium of twenty-five (25) cents above the highest paid occupation in the group being led.

The employee will be so compensated for the period of time that the Company permits them to retain their Lead Hand status (Reference Letter of Understanding – Lead Hand Guidelines).

17.06 In recognition of continuous service within a pay level, employees who have reached and maintained the maximum rate in their present pay level for a period of 4 years or more shall be granted seniority pay of twenty (20) cents on their hourly wage. Thereafter, an additional ten (10) cents for every four (4) years of service shall apply to a maximum of a forty (40) cents adder.

Upon promotion, the employee's new rate will not be less than the current hourly rate plus their current seniority pay.

Changes resulting in a downgrade because of the lay-off process or job evaluation will not cause a loss of the adder.

ARTICLE 18 - SHIFT PREMIUM

18.01 Evening shifts shall be defined as those shifts in which at least 4 of the hours worked occur between 4:00 p.m. and 12:00 midnight. Night shifts shall be defined as those shifts in which at least 4 of the hours worked occurs between 12:00 midnight and 8:00 a.m.

18.02 In recognition of the undesirable features of shift work, employees on the evening shift shall receive one dollar and seventy-five cents (\$1.75) per hour additional compensation for each hour worked and employees on the night shift shall receive two dollars (\$2.00) per hour additional compensation for each hour worked. This shift premium shall not be paid if the hours of work are varied to suit the convenience of the employee.

18.03 The shift differential shall be included when calculating statutory holiday pay, sick leave and vacation pay. In the case of an employee who has qualified for shift premium, the employee shall be paid this shift premium for overtime hours worked in excess of their shift. The shift premium will be included when calculating their overtime rate.

18.04 The Company shall endeavor to give the employee seventy two (72) hours' notice of change of shift. If this notice is not given, the company will notify the union. If an employee's shift is changed, during their scheduled work week, they will be paid at the rate of time and one-half for their first day of work of such changed shift.

Failure to provide at least eight (8) hours' rest between shifts shall result in payment of overtime at established rates for any hours worked during such normal rest period.

ARTICLE 19 - CALL-IN AND PRE-SCHEDULED OVERTIME

- 19.01 An employee who has been called in for emergency work after completing their regular shift shall be guaranteed a minimum of four (4) hours' work or four (4) hours' pay at the regular rate in lieu thereof.
- 19.02 Employees who are notified at least twenty-four (24) hours in advance of the necessity to work overtime will be guaranteed a minimum of two (2) hours' work or three (3) hours' pay at the regular rate in lieu thereof providing the overtime work is not an extension of the regular work day and requires the employee to make an additional trip to the plant. Failing twenty-four (24) hours' notice, such overtime shall be considered as Call-in and the conditions relating to payment as described in Article 19.01 shall apply.
- 19.03 In the event of conditions arising beyond the Company's control such as power failure, fire or flood, which necessitates cancellation of the overtime, the guarantee set out in 19.01 and 19.02 above shall not apply.
- 19.04 The Company recognizes that there will be situations where an employee is asked to be on stand-by for consultation or return to work outside of normal working hours. Stand-by shall be defined as a requirement that a person makes themselves readily available for consultation for a definite period of time outside of their normal working hours. This will include organizing others to correct abnormal situations. A person who so makes themselves available for call-in will receive two hours pay at straight time for any 24-hour period. Four hours at straight time will be paid when the stand-by occurs on a holiday as listed at Article 21, Saturday or Sunday. It is understood that any compensated stand-by must be approved in advance by the employee's manager. If an employee on standby is actually called in to work, the provision of Article 19.01 also applies.
- 19.05 It is understood that reasonable time off shall be permitted in consideration for such factors as fatigue, inconvenience, or disruption of personal schedule.

ARTICLE 20 - ANNUAL VACATION

- 20.01 Active employees who are permanent (also referred to as full-time regular) will accrue vacation on a bi-weekly basis at rates in accordance with their years of continuous service as follows:

Less than 9 years	4.62 hrs (max 15 days annually)
9 years to 19 years	6.15 hrs (max 20 days annually)
19 years or more	7.69 hrs (max 25 days annually)

Should an anniversary date fall during a pay week, the change in accrual will occur on the following pay. Should an employee terminate, all vacation accrued but not yet used will be paid out to the employee.

- 20.02 The company will provide a one-time bonus equal to five (5) days vacation with pay based on the following service milestones:
- After completion of 5, 10, 15, 20, 25, 30, 35, 40, 45 years of service.
- 20.03 Vacation pay will be calculated on the employee's regular basic hourly rate in effect at the time of their vacation or 4% of their vacationable earnings from the previous twelve (12) month period, whichever is the greater.
- 20.04 Vacation entitlement and carry-over provisions are administered according to the Company's current Vacation Policy. The Company agrees to notify the IUDC in advance of changes being implemented.
- 20.05 The plant will shutdown for vacation for a two-week period during the months of July and/or August. Unless exigencies of production require an exception to the rule, all employees shall take their vacation entitlement at that time.

ARTICLE 21 - HOLIDAYS

21.01 The following paid holidays shall be observed:

Thanksgiving Day	Good Friday
Christmas Day	Easter Monday
Boxing Day	Victoria Day
Christmas Floating Holiday	Canada Day
New Year's Day	Civic Day
Labour Day	

The Company will provide for an uninterrupted paid break between Christmas and New Year.

In the first year of the contract:

Friday, December 23, 2016	Christmas Day
Monday, December 26, 2016	Boxing Day
Tuesday, December 27, 2016	Fixed Floater
Wednesday, December 28, 2016	Fixed Floater
Thursday, December 29, 2016	Fixed Floater
Friday, December 30, 2016	New Year's Day

In the second year of the contract:

Monday, December 25, 2017	Christmas Day
Tuesday, December 26, 2017	Boxing Day
Wednesday, December 27, 2017	Fixed Floater
Thursday, December 28, 2017	Fixed Floater
Friday, December 29, 2017	Fixed Floater
Monday, January 1, 2018	New Year's Day

21.02 In the event that any of the said holidays fall on a Saturday or Sunday, the holiday shall be on the Friday before or Monday succeeding the holiday in question.

21.03 To be eligible for Statutory Holiday pay an employee must have worked their regular shift after each such holiday. Exceptions to this being an absence covered under Article 22, illness subject to Appendix C1, jury/witness duty, vacation with pay, and vacation without pay approved in connection with the statutory holiday.

21.04 For employees who work the evening or night shift to be eligible for statutory holiday pay, such an employee must have worked their regular shift before each such holiday. Exceptions to this being an absence covered under Article 22, illness subject to Appendix C.1, jury/witness duty, vacation with pay, and vacation without pay approved in connection with the statutory holiday. Such employees will be paid at their basic rates plus their normal shift premium.

21.05 Employees who are required to work on any of the holidays listed above, shall be paid double time for all hours worked, in addition to holiday pay.

ARTICLE 22 - BEREAVEMENT LEAVE

22.01 An employee will be granted up to five (5) days paid leave in the case of the death of their mother/father (includes step-parents), sister/brother (includes step-siblings), child (includes step-children), spouse (includes common-law and same sex spouses) and guardian, providing the guardian has acted in the place of the parent.

22.02 An employee will be granted up to three (3) days paid leave in the case of the death of their father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, and grandchild.

- 22.03 An employee will be granted one (1) day paid leave to attend the funeral of the employee's, grandparent-in-law, brother-in-law or sister-in-law, aunts and uncles, nieces and nephews.
- 22.04 Where extensive travel is required to attend the funeral an additional two (2) days may be authorized, however the maximum amount of paid leave provided shall not exceed five (5) days in any case.
- 22.05 All leaves shall be paid at the employee's regular rate of pay.
- 22.06 Common-law spouses, including same sex, shall be eligible for such leaves, providing the common-law spouse, including same sex, has executed the necessary Company documentation establishing such status for the purpose of benefits coverage applies to Articles 22.01-22.04.

ARTICLE 23 - WELFARE BENEFITS AND PENSION PLAN

- 23.01 The Company agrees to pay 100% of the cost of current premiums for its Standard Group Insurance Plan.
- a. Effective January 1, 2004, the Company introduced a "flexible benefits" program which is designed to provide some choice for employees in terms of their benefit coverage. However, it is clearly understood that a "standard" level of benefit coverage is guaranteed to all permanent (also referred to as full-time regular) employees at no cost to the employee.
 - b. "Standard" coverage is defined as the level of coverage provided under the collective agreement date ending on September 30, 2002.
 - c. Under the flexible benefits program, employees will have the option of choosing benefit coverage as outlined in the flexible benefits plan.
 - d. Any permanent (also referred to as full-time regular) active employee who chooses coverage other than the standard coverage will have the option at least biennially on a prescribed date of re-electing back to standard coverage at no cost.
- 23.02 The Group Life and Health Insurance Plan presently in effect will be modified as set forth in Appendix D.
- 23.03 The Company will ensure compliance with the terms of the Group Insurance Plan. Notwithstanding the above, no matter respecting the provisions of the above mentioned Group Insurance Plan shall be subject to the Grievance Procedure established by this Agreement.
- 23.04 The terms of the Company Sick Leave plan, which shall apply during the life of this Agreement, are outlined in Appendix C.
- 23.05 The Company agrees that all members are offered the option to enroll in the Defined Contribution pension plan.

The Company and the IUDC will form a Joint Pension Review Committee consisting of at least two (2) IUDC members and at least two (2) Company members.

The Joint Committee will meet annually or more frequently as required.

The Company will share available cost information relative to the costs of any improved benefit.

The company agrees that any changes to the terms and conditions of its present pension plan shall be subject to negotiation with the IUDC.

23.06 An employee upon retirement, involuntary termination or voluntary separation, who has reached the age of 55 but not 65, and has at least 10 years of service, will be eligible for some continuing benefits:

- Standard Supplemental Health at no cost to The employee for single, couple or family coverage;
- Standard Dental – the employee pay the premium based on single, couple or family coverage; and
- Term Life Insurance of \$10,000 paid by the company.

These benefits will cease at age 65 or should the employee subsequently become employed in a position with benefits, with any employer.

If the employee is retiring prior to age 65, they can convert their current and their spouse's life insurance to an individual life policy without medical evidence and at market rates.

ARTICLE 24 - NOTICE BOARDS

24.01 The Company agrees to provide the IUDC, for its exclusive use, lockable bulletin boards in any building where at least five (5) IUDC members are physically located, with the understanding that such use shall be restricted to notices of IUDC meetings, elections and appointments. All material for such posting will be signed by an authorized representative of the IUDC. All other materials for posting shall be approved by the Company.

24.02 The IUDC agrees that no pamphlets, handbills or other publications will be distributed in work areas without prior approval of the Human Resources Department.

ARTICLE 25 - NATIONAL SECURITY

25.01 The IUDC recognizes that the Company may now have, or may incur in the future, obligations with respect to security of information and materials under contract with the Government of Canada and its Allies. The IUDC agrees that nothing contained in this Agreement shall place the Company in violation of security agreements between the Company and the Government of Canada or its Allies.

25.02 For the purpose of implementing such measures and in order to abide by any such directives in the course of its business activities, the Company may transfer certain employees from such work or refuse access to such work by employees.

25.03 When any such employee is transferred out of such work or denied access to it arising out of such security measures, the employee will retain all rights accruing to them within this Agreement, except that of use of the Grievance Procedure to nullify compliance with security measures or instructions.

ARTICLE 26 - HEALTH AND SAFETY

26.01 It is the common desire of both the Company and the IUDC to do all in their power to further the health and safety of the employees of the Company. To this end the Company will take all reasonable steps to promote health and safety and the IUDC agrees that it will do everything to assist the Company in obtaining strict observance of necessary health and safety rules.

26.02 In the interest of furthering this general principle, the IUDC agrees to appoint four employees from its membership, as members of the Company Safety Committee, and the Company agrees that these shall be accepted as members of this Safety Committee.

26.03 It is agreed between the Company and the IUDC that the duties of the Safety Committee shall be limited to recommending to Management methods of improving general health

and safety of workers and assisting in securing the cooperation of the IUDC membership in the strict observance of the Company Safety rules and regulations.

26.04 Employees who are injured while at work and are sent home because of such injuries shall be paid regular rates and any applicable shift differential for the balance of the shift on which the injury occurred.

26.05 Where the nature of the work or the working conditions so require, employees shall be supplied, at the employer's expense with the necessary tools, protective clothing, safety equipment and protective devices necessary to perform the work, these shall be maintained and where necessary replaced at the employer's expense. With respect to safety shoes, the Company agrees to supply one pair per year to a maximum value of one hundred and sixty five dollars (165.00) per pair of safety shoes. In exceptional circumstances the Company may provide a second pair of safety shoes in a year.

ARTICLE 27 - PERFORMANCE AND DEVELOPMENT APPRAISAL

27.01 Every employee shall have the right to receive, regular Quarterly Check In (QCI) discussions throughout the year with their immediate supervisor or manager. The purpose of the QCI discussion is to provide employees with ongoing support and feedback focusing on: roles & expectations, objectives & accomplishments, training and development, career development, and an opportunity to provide the manager feedback.

27.02 The employee will be notified at least twenty-four (24) hours prior to having their discussion to allow time to review notes from the previous QCI discussions. Following the discussion, both the employee and manager have the opportunity to provide comments within the QCI tool.

27.03 The employee sign off within the QCI tool confirms that a discussion has been held.

27.04 Performance Improvement Plan (PIP) is a process to identify deficiencies in performance, clarify expected standards and commit to steps to meet those standards. The intent of a PIP is to assist employees to succeed, it is not a disciplinary process.

ARTICLE 28 - PERSONNEL FILES

28.01 Upon request, the personnel file of an employee shall be made available to that employee, in the presence of a representative of the Human Resources Department. It is understood that an employee may not remove their file, or any part of their file, from the Human Resources Department.

28.02 Memos of Discipline or Performance Improvement Plan (PIP) will not be placed on an employee's Human Resources file without their prior knowledge. Such memos will be removed on the stated expiry date.

28.03 No information, other than that of a confirmatory nature, will be released without the employee's consent.

28.04 All company documentation associated with the following will remain on an employee file for the stated period:

- Formal Verbal Reprimand – twelve (12) months;
- Performance Improvement eighteen (18) months; and
- Formal Written Reprimand or Suspension – eighteen (18) months.

If there is a subsequent documented incident, the original and new documents will remain on file for a period identified above from the date of the most recent documented incident.

ARTICLE 29 - JOB SECURITY

- 29.01 In the event that technological changes and/or changes in business plans will have an impact on the job security of members of the IUDC, the Company agrees to meet with the IUDC as far in advance as reasonably possible to provide information relative to the changes. Such information will include, but will not necessarily be limited to the following:
- a. The nature of the change;
 - b. The planned timing of the change; and
 - c. The approximate number and type of employees whose job security is likely to be affected by the change.
- 29.02 Recognizing the disruption caused by workforce reductions on both the Company and employees, the Company will meet with the IUDC to discuss measures to be taken. Wherever possible, the Company will place in other positions without loss of wage rate any full-time permanent employee who may be displaced by any significant technological change.
- 29.03 Should significant technological change require additional training for any permanent (also referred to as full-time regular) employee affected by such change, the Company shall provide a reasonable training period not to exceed six (6) months.

ARTICLE 30 - NON-DISCRIMINATION

- 30.01 Characteristics of persons, which are not related to job performance, defined by the Ontario Human Rights Code, shall not be used in the application of this Agreement, or with respect to the terms and conditions of employment. It is therefore agreed that no discrimination shall be practiced by either party.
- 30.02 Consistent with the Labour Relations Act, the Company shall not discriminate against an employee on the basis of membership or activity in the IUDC. Complaints about such discrimination may be addressed by the IUDC through the Grievance and Arbitration Procedure.

ARTICLE 31 - DURATION OF AGREEMENT

- 31.01 This agreement will remain in effect for a period of twenty-four (24) months commencing 1 October 2016.
- 31.02 Notice to bargain a renewed collective agreement, with or without amendments, or a new collective agreement may only be given during the period of not more than ninety (90) calendar days prior to the termination date.
- 31.03 In the event of such notification being given as to the amendment of this Agreement, negotiations between the parties shall begin within fifteen (15) calendar days following such notification.
- 31.04 If, pursuant to such negotiations, an agreement on the renewal or amendment of this Agreement is not reached prior to the current expiration date, this Agreement shall continue in full force and effect until a new Agreement or a renewal of this Agreement is consummated, or the conciliation or mediation proceedings required under the most current Labour Relations Act, have been completed, and:
- a. Seven (7) days have elapsed after the Minister has released to the parties the report of a conciliation board or mediator, or
 - b. Fourteen (14) days have elapsed after the Minister has released to the parties a notice that the Minister does not deem it advisable to appoint a conciliation board, as the case may be.

31.05 It is understood that, during any negotiation following the provision of the notice to bargain either party may bring forward counter proposals arising out of or related to the original proposals.

ARTICLE 32 - LEGISLATION

32.01 Should any provision of the Agreement be found to be in conflict with any Ontario or Federal Legislation, the parties shall meet and arrive at a satisfactory settlement of the provision in conformity with the legislation; the remaining provisions shall continue to be operative and binding on both parties. If the parties fail to reach a mutual agreement the matter shall be referred to a single Arbitrator for a binding decision in a manner consistent with Articles 7 and 8.

ARTICLE 33 - PROFESSIONAL FEES

33.01 As a permanent (also referred to as full-time regular) employee, you will receive reimbursement for one professional fee associated with maintaining professional accreditation in your current job or developmental path. For more details, please view the Professional Association Membership Policy. Certification fees are reimbursed for such programs as APEO, CAPIC, PMAC, PMP and HRPAO including membership dues for professional associations. For reimbursement of a professional fee, submit your receipt through the Concur Expense system.

ARTICLE 34 - FIELD ASSIGNMENTS AND ALLOWANCES

34.01 The Company and IUDC agree that employees may be requested to carry out field assignments where, owing to special conditions, compensatory allowances will be paid to the employee. These special conditions and allowances shall be defined by Company policies. The Company shall inform the employee of the appropriate policy before the employee undertakes the field assignment. The Company shall provide the IUDC office with a copy of field assignment policies and changes to those policies as they occur.

APPENDIX A WAGE SCALE

Wage Schedule: October 1, 2016 - September 30, 2017								
Job Classification	Pay Level	Min	6 Month	12 Month	18 Month	24 Month	30 Month	Max
Assembler 1	1	\$15.25	\$17.23	\$18.15				\$18.15
Communications Clerk	1	\$15.25	\$17.23	\$18.15				\$18.15
General Helper	1	\$15.25	\$17.23	\$18.15				\$18.15
Maintenance Helper	1	\$15.25	\$17.23	\$18.15				\$18.15
Printer 1	1	\$15.25	\$17.23	\$18.15				\$18.15
Accounts Payable Clerk 1	2	\$16.56	\$18.74	\$19.73				\$19.73
Assembler 2	2	\$16.56	\$18.74	\$19.73				\$19.73
Maintenance Worker 1	3	\$18.19	\$20.55	\$21.64				\$21.64
Material Handler 1	3	\$18.19	\$20.55	\$21.64				\$21.64
Quality Control Inspector 1	3	\$18.19	\$20.55	\$21.64				\$21.64
Desktop Support 1	3	\$18.19	\$20.55	\$21.64				\$21.64
Assembler 3	4	\$19.79	\$22.38	\$23.55				\$23.55
Component Data Processor 1	4	\$19.79	\$22.38	\$23.55				\$23.55
Customs & Traffic Coordinator 1	4	\$19.79	\$22.38	\$23.55				\$23.55
Electronic Data Processor 1	4	\$19.79	\$22.38	\$23.55				\$23.55
Engineering Data Processor 1	4	\$19.79	\$22.38	\$23.55				\$23.55
Illustrator 1	4	\$19.79	\$22.38	\$23.55				\$23.55
Shipper Packer 1	4	\$19.79	\$22.38	\$23.55				\$23.55
Technical Librarian, 1	4	\$19.79	\$22.38	\$23.55				\$23.55
Desktop Support 2	4	\$19.79	\$22.38	\$23.55				\$23.55
Assembler 4	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
Maintenance Worker 2	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
Material Handler 2	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
Material Services Coordinator	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
MRP Sub-contracts Coordinator 1	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
Quality Control Inspector 2	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
Technician 1	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
Test Operator	5	\$20.45	\$23.05	\$24.21	\$25.39	\$26.55		\$26.55
Accounts Payable Clerk 2	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Component Data Processor 2	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Cost Clerk	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Electronic Data Processor 2	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Engineering Data Processor 2	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Maintenance Worker 3	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Material Handling Coordinator	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Media Publisher 1	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28

Wage Schedule: October 1, 2016 - September 30, 2017

Job Classification	Pay Level	Min	6 Month	12 Month	18 Month	24 Month	30 Month	Max
Plumber Mechanic 1	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Printer 2	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Quality Control Inspector 3	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
R&O Coordinator, 1	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Shipper Packer 2	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Technologist 1	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Travel Coordinator	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Desktop Support 3	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Customer Property Coordinator 1	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
MRB Coordinator 1	6	\$22.55	\$25.43	\$26.71	\$28.00	\$29.28		\$29.28
Assembly Methods Planner 1	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
Customs & Traffic Coordinator 2	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
Electrician 1	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
Engineering Coordinator	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
HVAC Mechanic 1	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
MRP Data Coordinator	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
PEM Materials Coordinator	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
Planner Buyer	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
Production Controller 1	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
SCM Coordinator	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
Technician 2	7	\$24.75	\$27.93	\$29.34	\$30.73	\$32.16		\$32.16
Billing / Revenue Clerk	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Carpenter	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Component Technologist, 2	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Field Service Technologist 1	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Illustrator 2	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
MRP Sub-contracts Coordinator 2	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Photographer	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Quality Control Inspector 4	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
R&O Coordinator, 2	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Technical Librarian, 2	8	\$25.99	\$29.30	\$30.77	\$32.26	\$33.74		\$33.74
Component Technologist, 3	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Electrician 2	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Engineering Change Coordinator	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Material Estimator Buyer	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Media Publisher 2	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Plumber Mechanic 2	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Printer 3	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Production Controller 2	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34

Wage Schedule: October 1, 2016 - September 30, 2017

Job Classification	Pay Level	Min	6 Month	12 Month	18 Month	24 Month	30 Month	Max
Technician 3	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Technologist 2	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Desktop Support 4	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Telecom Support	9	\$27.20	\$30.68	\$32.24	\$33.78	\$35.34		\$35.34
Assembly Methods Planner 2	10	\$27.64	\$31.04	\$32.48	\$33.89	\$35.35	\$36.76	\$38.20
Buyer 1	10	\$27.64	\$31.04	\$32.48	\$33.89	\$35.35	\$36.76	\$38.20
Designer 1, Electronic	10	\$27.64	\$31.04	\$32.48	\$33.89	\$35.35	\$36.76	\$38.20
Designer 1, Mechanical	10	\$27.64	\$31.04	\$32.48	\$33.89	\$35.35	\$36.76	\$38.20
Editing Coordinator	10	\$27.64	\$31.04	\$32.48	\$33.89	\$35.35	\$36.76	\$38.20
Customer Property Coordinator 2	10	\$27.64	\$31.04	\$32.48	\$33.89	\$35.35	\$36.76	\$38.20
HVAC- R Mechanic 2	10	\$27.64	\$31.04	\$32.48	\$33.89	\$35.35	\$36.76	\$38.20
Field Service Technologist 2	11	\$29.01	\$32.58	\$34.10	\$35.60	\$37.11	\$38.62	\$40.10
Illustrator 3	11	\$29.01	\$32.58	\$34.10	\$35.60	\$37.11	\$38.62	\$40.10
SCM Advocate	11	\$29.01	\$32.58	\$34.10	\$35.60	\$37.11	\$38.62	\$40.10
Technician 4	11	\$29.01	\$32.58	\$34.10	\$35.60	\$37.11	\$38.62	\$40.10
Technologist 3	11	\$29.01	\$32.58	\$34.10	\$35.60	\$37.11	\$38.62	\$40.10
Assembly Methods Planner 3	12	\$30.17	\$33.87	\$35.45	\$37.01	\$38.58	\$40.16	\$41.69
Component Technologist, 4	12	\$30.17	\$33.87	\$35.45	\$37.01	\$38.58	\$40.16	\$41.69
Facilities Technologist	12	\$30.17	\$33.87	\$35.45	\$37.01	\$38.58	\$40.16	\$41.69
Buyer 2	13	\$31.31	\$35.18	\$36.80	\$38.42	\$40.05	\$41.68	\$43.28
Designer 2, Electronic	13	\$31.31	\$35.18	\$36.80	\$38.42	\$40.05	\$41.68	\$43.28
Designer 2, Mechanical	13	\$31.31	\$35.18	\$36.80	\$38.42	\$40.05	\$41.68	\$43.28
Technologist 4	13	\$31.31	\$35.18	\$36.80	\$38.42	\$40.05	\$41.68	\$43.28
Field Service Technologist 3	14	\$32.47	\$36.48	\$38.16	\$39.84	\$41.53	\$43.21	\$44.88
Designer 3, Electronic	15	\$36.85	\$41.38	\$43.29	\$45.21	\$47.11	\$49.03	\$50.92
Designer 3, Mechanical	15	\$36.85	\$41.38	\$43.29	\$45.21	\$47.11	\$49.03	\$50.92

Wage Schedule: October 1, 2017 - September 30, 2018

Job Classification	Pay Level	Min	6 Month	12 Month	18 Month	24 Month	30 Month	Max
Assembler 1	1	\$15.55	\$17.57	\$18.51				\$18.51
Communications Clerk	1	\$15.55	\$17.57	\$18.51				\$18.51
General Helper	1	\$15.55	\$17.57	\$18.51				\$18.51
Maintenance Helper	1	\$15.55	\$17.57	\$18.51				\$18.51
Printer 1	1	\$15.55	\$17.57	\$18.51				\$18.51
Accounts Payable Clerk 1	2	\$16.90	\$19.11	\$20.12				\$20.12
Assembler 2	2	\$16.90	\$19.11	\$20.12				\$20.12
Maintenance Worker 1	3	\$18.55	\$20.96	\$22.08				\$22.08
Material Handler 1	3	\$18.55	\$20.96	\$22.08				\$22.08
Quality Control Inspector 1	3	\$18.55	\$20.96	\$22.08				\$22.08
Desktop Support 1	3	\$18.55	\$20.96	\$22.08				\$22.08
Assembler 3	4	\$20.18	\$22.83	\$24.02				\$24.02
Component Data Processor 1	4	\$20.18	\$22.83	\$24.02				\$24.02
Customs & Traffic Coordinator 1	4	\$20.18	\$22.83	\$24.02				\$24.02
Electronic Data Processor 1	4	\$20.18	\$22.83	\$24.02				\$24.02
Engineering Data Processor 1	4	\$20.18	\$22.83	\$24.02				\$24.02
Illustrator 1	4	\$20.18	\$22.83	\$24.02				\$24.02
Shipper Packer 1	4	\$20.18	\$22.83	\$24.02				\$24.02
Technical Librarian, 1	4	\$20.18	\$22.83	\$24.02				\$24.02
Desktop Support 2	4	\$20.18	\$22.83	\$24.02				\$24.02
Assembler 4	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
Maintenance Worker 2	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
Material Handler 2	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
Material Services Coordinator	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
MRP Sub-contracts Coordinator 1	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
Quality Control Inspector 2	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
Technician 1	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
Test Operatort	5	\$20.86	\$23.51	\$24.70	\$25.90	\$27.08		\$27.08
Accounts Payable Clerk 2	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Component Data Processor 2	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Cost Clerk	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Electronic Data Processor 2	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Engineering Data Processor 2	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Maintenance Worker 3	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Material Handling Coordinator	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Media Publisher 1	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Plumber Mechanic 1	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Printer 2	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87

Wage Schedule: October 1, 2017 - September 30, 2018

Job Classification	Pay Level	Min	6 Month	12 Month	18 Month	24 Month	30 Month	Max
Quality Control Inspector 3	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
R&O Coordinator, 1	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Shipper Packer 2	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Technologist 1	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Travel Coordinator	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Desktop Support 3	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Customer Property Coordinator 1	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
MRB Coordinator 1	6	\$23.00	\$25.94	\$27.25	\$28.56	\$29.87		\$29.87
Assembly Methods Planner 1	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
Customs & Traffic Coordinator 2	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
Electrician 1	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
Engineering Coordinator	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
HVAC Mechanic 1	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
MRP Data Coordinator	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
PEM Materials Coordinator	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
Planner Buyer	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
Production Controller 1	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
SCM Coordinator	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
Technician 2	7	\$25.24	\$28.49	\$29.92	\$31.35	\$32.80		\$32.80
Billing / Revenue Clerk	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Carpenter	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Component Technologist, 2	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Field Service Technologist 1	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Illustrator 2	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
MRP Sub-contracts Coordinator 2	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Photographer	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Quality Control Inspector 4	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
R&O Coordinator, 2	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Technical Librarian, 2	8	\$26.51	\$29.89	\$31.39	\$32.91	\$34.42		\$34.42
Component Technologist, 3	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Electrician 2	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Engineering Change Coordinator	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Material Estimator Buyer	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Media Publisher 2	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Plumber Mechanic 2	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Printer 3	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Production Controller 2	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05

Wage Schedule: October 1, 2017 - September 30, 2018

Job Classification	Pay Level	Min	6 Month	12 Month	18 Month	24 Month	30 Month	Max
Technician 3	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Technologist 2	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Desktop Support 4	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Telecom Support	9	\$27.75	\$31.30	\$32.89	\$34.46	\$36.05		\$36.05
Assembly Methods Planner 2	10	\$28.19	\$31.66	\$33.13	\$34.57	\$36.06	\$37.50	\$38.96
Buyer 1	10	\$28.19	\$31.66	\$33.13	\$34.57	\$36.06	\$37.50	\$38.96
Designer 1, Electronic	10	\$28.19	\$31.66	\$33.13	\$34.57	\$36.06	\$37.50	\$38.96
Designer 1, Mechanical	10	\$28.19	\$31.66	\$33.13	\$34.57	\$36.06	\$37.50	\$38.96
Editing Coordinator	10	\$28.19	\$31.66	\$33.13	\$34.57	\$36.06	\$37.50	\$38.96
GFA Coordinator	10	\$28.19	\$31.66	\$33.13	\$34.57	\$36.06	\$37.50	\$38.96
HVAC Mechanic 2	10	\$28.19	\$31.66	\$33.13	\$34.57	\$36.06	\$37.50	\$38.96
Field Service Technologist 2	11	\$29.59	\$33.23	\$34.78	\$36.31	\$37.85	\$39.39	\$40.90
Illustrator 3	11	\$29.59	\$33.23	\$34.78	\$36.31	\$37.85	\$39.39	\$40.90
SCM Advocate	11	\$29.59	\$33.23	\$34.78	\$36.31	\$37.85	\$39.39	\$40.90
Technician 4	11	\$29.59	\$33.23	\$34.78	\$36.31	\$37.85	\$39.39	\$40.90
Technologist 3	11	\$29.59	\$33.23	\$34.78	\$36.31	\$37.85	\$39.39	\$40.90
Assembly Methods Planner 3	12	\$30.78	\$34.55	\$36.15	\$37.75	\$39.35	\$40.96	\$42.52
Component Technologist, 4	12	\$30.78	\$34.55	\$36.15	\$37.75	\$39.35	\$40.96	\$42.52
Facilities Technologist	12	\$30.78	\$34.55	\$36.15	\$37.75	\$39.35	\$40.96	\$42.52
Buyer 2	13	\$31.94	\$35.88	\$37.54	\$39.19	\$40.85	\$42.51	\$44.14
Designer 2, Electronic	13	\$31.94	\$35.88	\$37.54	\$39.19	\$40.85	\$42.51	\$44.14
Designer 2, Mechanical	13	\$31.94	\$35.88	\$37.54	\$39.19	\$40.85	\$42.51	\$44.14
Technologist 4	13	\$31.94	\$35.88	\$37.54	\$39.19	\$40.85	\$42.51	\$44.14
Field Service Technologist 3	14	\$33.12	\$37.20	\$38.92	\$40.64	\$42.37	\$44.07	\$45.78
Designer 3, Electronic	15	\$37.59	\$42.21	\$44.15	\$46.11	\$48.06	\$50.01	\$51.94
Designer 3, Mechanical	15	\$37.59	\$42.21	\$44.15	\$46.11	\$48.06	\$50.01	\$51.94

APPENDIX B WAGE INCREMENT SCHEDULE

1. Employees hired, promoted or transferred will be placed at a suitable point within the range for the appropriate pay level.
2. **Pay Levels:**

The rate of each pay level will move by the amount of the negotiated annual increase. The start rate and step increase(s) for each pay level have an identified minimum and maximum, once a person has reached the maximum no further increase will occur within that Pay Level except as indicated under Article 17.06. An employee who is initially placed at the minimum pay level will progress after 6 months.
3. The above progression will not prevent an employee from progressing more rapidly in time intervals and/or amounts of increase based on merit.
4. If an employee does not so progress, the Company will, on request, give the reason the employee was not awarded an increase at the time of their step increase review. If the employee is not satisfied they may grieve and the resolution of such grievance shall be determined on the basis of whether or not the Company has acted in an arbitrary or discriminatory manner.
5. An employee whose transfer is in the nature of a promotion will achieve an equal or greater rate in their new level.

APPENDIX C SICK LEAVE

1. An employee is eligible for Sick Leave anytime the employee is absent from work due to genuine illness, non-compensable accident, medical or dental appointments or if a dependent child, including a step-child, spouse, including a common-law and/or same-sex spouse, or parent, including a step-parent, is ill or has a medical or dental appointment.

The Company may require a written verification for absences in either of the following instances:

- a. Where the absence is for three (3) or more consecutive working days, or
 - b. Where there are reasonable grounds that the trend of absenteeism suggests cause for concern.
2. An employee with less than twelve (12) months' service shall be allowed paid sick leave equivalent to one day for each completed month of service.
 3. An employee with more than twelve (12) months' service shall be allowed fifteen (15) days paid sick leave in each calendar year.
 4. The IUDC and the Company agree that habitual absenteeism and erratic attendance is detrimental to our mutual interests. To that end, we will work together on the implementation of the Attendance Management process.
 5. Part-time employees who are eligible for sick leave shall be paid an equivalent number of hours that they normally work for each day of sick leave up to ten (10) working days as per Appendix H.

6.
 - a. In the event of an absence as a result of a non-compensable accident lasting at least one full day, or emergency hospitalization on an in-patient basis, employees shall be allowed to use paid supplementary sick leave up to the end of their disability, in conjunction with applicable Weekly Indemnity payments.

Weekly Indemnity payments in the case of non-compensable accident or in-patient hospitalization, are payable from the first full day of absence.

- b. In the event of an absence as a result of illness lasting two weeks or longer, employees shall be allowed to use supplementary sick leave, with pay, after the expiration of their regular current year sick leave, up to the end of their disability, in conjunction with applicable Weekly Indemnity payments. Weekly Indemnity payments in the case of illness are payable from the 15th day of continuous absence.
- c. Regular, current year sick leave represents the number of unused days assigned to an employee since January 1st (Appendix C2 & 3) and when used in conjunction with Weekly Indemnity, an appropriate pro rata reduction shall be applied to the unused balance.
- d. Supplementary sick leave represents the number of days of unused sick leave accumulated during the employee's service with the Company subsequent to January 1967. Payment, which shall start after two weeks of sickness, and be calculated from the day of expiration of regular sick leave, shall equal the employee's regular pay, less the applicable Weekly Indemnity from the Group Insurance plan.

An appropriate pro rata reduction shall be applied to the employee's accumulated sick leave credits in accordance with the ratio of such supplementary payment over the employee's regular pay.

- e. If an employee suffers a subsequent serious illness, once their regular current year sick leave has been consumed, the employee may be allowed, at the discretion of the Company, to use accumulated supplementary sick leave while awaiting, and in conjunction with, Weekly Indemnity payments.
 - f. If an employee with fifteen (15) years seniority or greater has had a series of serious illnesses and has consumed their sick leave and supplementary sick leave, the employee may be allowed, at the discretion of the Company, a maximum additional sick leave and/or supplementary sick leave days to a maximum of twenty-five (25) days. Discretionary sick leave is not subject to the terms outlined in Appendix C6.
7. An employee who retires or is terminated from the company due to shortage of work and who have reached age 55, shall be entitled to payment for accumulated sick leave credits in accordance with the following scale:

<i>Years of Service</i>	<i>Per cent of Accumulated Sick Leave</i>
1 year but less than 5	15%
5 years but less than 10	25%
10 years but less than 15	30%
15 years but less than 20	35%
20 years but less than 25	40%
25 years and over	45%

Such employee shall, at their request, be entitled to be paid in one lump sum or in some other manner by mutual arrangement with the Company. In the event of the employee's demise before final payment, the amount due will be payable to the estate of the deceased.

APPENDIX D GROUP INSURANCE PLAN

1. Weekly Indemnity Benefits will be paid at the rate of seventy-five (75%) of base earnings up to the maximum current weekly E.I. benefit as may be amended from time to time.
2. A Long Term Disability (LTD) program has been established in conjunction with the Weekly Indemnity program, for all members of the Bargaining Unit. Employees who qualify for LTD will be paid seventy (70%) of their pre-disability salary (reduced by other disability income such as CPP). The premium for this coverage is paid by the Company. The disability benefit, when paid out to the employee, is taxable.
3. Provincial Medical and Hospital plan (OHIP) provides coverage for basic medical and hospital expenses.
4. Semi-Private/Supplementary Health - The deductible portion of the supplementary health program is twenty-five dollars (\$25.00) for each insured person during each calendar year, subject to an overall family limit of fifty dollars (\$50.00) per calendar year. In addition, the plan pays eighty (80%) of eligible expenses for private nursing care, ambulance, laboratory and out-patient charges, prescription drugs, paramedical care and appliances. The plan pays 50% of eligible expenses for speciality drugs. Employees will receive a Drug Card. There is no deductible applied to drug claims. Employees will be covered for eighty (80%) of the cost difference between a semi-private hospital room, and a standard ward to the first one thousand dollars (\$1000) of claim per year per family. One hundred (100%) will be paid beyond this amount.
5. Life Insurance will be carried on each permanent (also referred to as full-time regular) employee equal to one (1) times their annual base wages. If the amount so obtained is not an exact multiple of one thousand dollars (\$1,000.00) it will be rounded to the next one-thousand dollar (\$1,000.00) increment.
6. Optional Life Insurance is available to permanent (also referred to as full-time regular) employees in units of ten thousand dollars (\$10,000), to a maximum of five hundred thousand dollars (\$500,000), with premiums paid by the employee. Evidence of insurability is required.
7. Dependents Life Insurance - Life Insurance will be placed on dependents of employees' payable in the event of their death as follows:
 - g. Employee's Spouse – fifteen thousand dollars (\$15,000); and
 - h. Dependent Child – seven thousand, five hundred dollars (\$7,500).
8. Dental Benefits include eligible basic and routine preventative procedures covered to the maximum according to the applicable Ontario Dental Association schedule of fees of the Province or Territory in which the services were rendered. The Company shall provide major restorative and orthodontic dental insurance. This insurance will cover for each insured patient, fifty (50%) of all eligible expenses up to a maximum of two thousand dollars (\$2,000) annually for major restorative treatment, and two-thousand dollars (\$2,000) per lifetime for orthodontic treatment.
9. The Company will notify the IUUC in writing of any changes in benefit plans in accordance with Article 3.08.
10. Employees through the Standard Supplemental Health Plan will be reimbursed eighty (80%) of the cost of prescription eye glasses, contact lenses and/or eye exam to a maximum of three hundred and fifty dollars (\$350.00) every twenty-four (24) months. This includes dependent children that are of the age of eighteen and over. Dependent children up to the age of eighteen will be reimbursed eighty (80%) of the cost to a maximum two hundred (\$200.00) every twelve (12) months. Employees and dependents will be

reimbursed eighty percent (80%) of the cost of corrective laser eye surgery, to a maximum of one thousand dollars (\$1000.00) per life.

APPENDIX E TEMPORARY EMPLOYEES

1. It is understood and agreed between the Company and the IUDC that employees classified as temporary are included in the Bargaining Unit and will only be engaged in the following functions:
 - a. To handle overload situations which occur from time to time in this business;
 - b. To meet special requirements of a non-repetitive nature; and
 - c. To replace permanent (also referred to as full-time regular) employees on leave-of-absence.
2. The Company agrees to inform the IUDC in writing for usage of such temporary employees under this Article.
3. All provisions of the Collective Agreement shall apply to temporary employees except as follows:
 - a. Article 10.00; SENIORITY PROVISIONS
 - b. Article 13.00 – LEAVE OF ABSENCE; and
 - c. Article 23.00 – WELFARE BENEFITS AND PENSION PLAN.

The Company agrees to provide the following benefits for temporary employees:

- a. Vacation Pay in accordance with Article 20.03;
 - b. Holiday Pay in accordance with Article 21; and
 - c. Sick Leave in accordance with Article 23.04 and Appendix C, #2.
4. Except for permanent (also referred to as full-time regular) positions, temporary employees will not be allowed to apply for posted jobs, until four (4) months after their temporary assignment is terminated. This limitation shall not apply if the Company is seeking external candidates to fill the position from which no qualified internal candidates have applied for the job posting.
5. Any individual hired as a temporary employee in the above functions cannot exceed:
 - a. To handle overload situations - Six (6) Months;
 - b. To meet special requirements - Six (6) Months; and
 - c. To replace employees on leave of absence - duration of the leave.

In the event the Company requests an extension of the temporary job, the Company and the IUDC will meet to discuss the reason for the extension.

If an extension is not agreed to, the Company will terminate the position or post it as permanent (also referred to as full-time regular).

6. It is agreed that Co-op Students, as defined in article 2.03, are exempt from the provisions of the Collective Agreement,. The Company agrees to inform the IUDC of who they are, where they are located, and their date of hire by the Company.
7. The Company has no intention of using this temporary employee concept to circumvent the normal seniority provisions, but simply to ease the impact of overload situations on Company and employees alike.

APPENDIX F TRAINING

All parties recognize that it is mutually advantageous to train employees to perform their current job more efficiently and provide them support for advancement potential.

The employer shall initiate training plans in line with ongoing needs analysis in order to allow employees reasonable opportunities to upgrade their knowledge and skills.

APPENDIX G SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB) PLAN

Upon the effective date approved by EI, an employee will be eligible for Supplemental Employment Benefits (SEB) under the following conditions:

1. Maternity Leave SEB:
 - a. For qualified and approved Maternity (Article 13.07) the SEB payments shall be as follows:
 - i. Upon proof of qualification for Employment Insurance Benefits, the employee will be entitled to a SEB payment equal to no more than ninety-five (95%) of the employee's total regular weekly earnings for a period of two (2) weeks.
 - ii. Each subsequent week's SEB payment will "top up" the Employment Insurance benefit entitlement to equal seventy (70%) of the employee's regular weekly earnings for a period of fifteen (15) weeks.
2. Adoption Leave SEB:
 - a. For qualified and approved Adoption Leave (Article 13.08), the SEB payments shall be as follows:
 - i. Upon proof of qualification for Employment Insurance Benefits, the employee will be entitled to a SEB payment equal to no more than ninety-five (95%) of the employee's total regular weekly earnings for a period of two (2) weeks.
 - ii. Each subsequent week's SEB payment will "top up" the Employment Insurance benefit entitlement to equal seventy (70%) of the employee's regular weekly earnings for a period of fifteen (15) weeks.
3. Parental Leave SEB:
 - a. For qualified and approved Parental leave for mothers who begin Parental leave immediately following the Maternity leave:
 - i. Upon proof of qualification for Employment Insurance Benefits, the employee will be entitled to a SEB "top up" payment equal to seventy (70%) of the employee's regular weekly earnings for a period of ten (10) weeks, with the condition that the SEB top up payment does not exceed twenty (20%) of the employee's regular weekly earnings.
 - b. For qualified and approved Parental Leave for parents who have not taken a maternity leave (Article 13.07), the SEB payments will be as follows:
 - i. Upon proof of qualification for Employment Insurance Benefits, the employee will be entitled to a SEB payment equal to no more than ninety-five (95%) of the employee's total regular weekly earnings for a period of two (2) weeks.

- ii. Each subsequent week's SEB payment will "top up" the Employment Insurance benefit entitlement to equal ninety-five (95%) of the employee's regular weekly earnings for a period of two (2) weeks.
- iii. Each subsequent week's SEB payment will "top up" the Employment Insurance benefit entitlement to equal seventy (70%) of the employee's regular weekly earnings for a period of six (6) weeks, with the condition that the SEB top up payment does not exceed twenty (20%) of the employee's regular weekly earnings.

SEB payments shall be based on the employee's established weekly schedule of work hours (excluding overtime), in effect at the date of leave. The rate of pay used in such computations shall be the employee's hourly rate including lead hand premium, seniority pay, shift premium and COLA in effect at the date of leave.

All payments are subject to the terms and conditions of the approved SEB Plan document, and at no time will the combined weekly level of EI benefits, SEB payments and other earnings exceed seventy (70%) of the employee's normal weekly earnings, except in connection with 1(a)(i), 2(a)(i) and 3(b)(i), 3(b)(ii) of Appendix G, where these combined earnings shall not exceed ninety-five (95%) of the employee's normal weekly earnings.

4. Family Medical Leave:

- a. An employee will, on request, be granted an unpaid leave of absence of up to eight (8) weeks to care and support a seriously ill family member, as per Compassionate Care Leave legislation (under EI), with a significant risk of death within twenty six (26) weeks.
- b. During such leave, service, vacation and sick leave will accumulate. The employee shall make arrangements with Human Resources Department for the continuation of insured benefits and the method of payment. For qualified and approved Family Medical Leave (Compassionate Care Leave) employees, the SEB payments shall be as follows:
 - i. Upon proof of qualification for Employment Insurance Benefits, the employee will be entitled to a SEB payment equal to no more than ninety-five (95%) of the employee's total regular weekly earnings for a period of two (2) weeks.
 - ii. Each subsequent week's SEB payment will "top up" the EI Benefit entitlement to equal seventy (70%) of the employees regular weekly earning for a period of six (6) weeks.

APPENDIX H PART-TIME EMPLOYEES

1. Employees classified as part-time are those regularly scheduled to work less than thirty-two (32) hours per week but who work more than one-thousand-forty (1040) hours of the available work hours in a fiscal year.
2. It is understood and agreed between the Company and the Union that part-time employees are included in the bargaining unit.
3. All provisions of the Collective Agreement shall apply to part-time employees except as follows:
4. **ARTICLE 10**

Part-time employees accumulate seniority and they will be credited with one-half (1/2) of their continuous service since the date of last hire.

 - a. It is understood that part-time employees will become part of the Seniority List based on their prorated accumulation.
 - b. When a permanent (also referred to as full-time regular) employee within the bargaining unit transfers to part-time, such employee(s) shall carry their seniority entitlement at the time of the transfer.
5. **ARTICLE 20**

Part-time employees will be entitled to vacation pay of six (6) percent of earnings, which shall be calculated on a bi-weekly basis and added to their bi-weekly pay cheque.
6. **ARTICLE 21**

For all holidays on which a part-time employee would normally be scheduled for work, the employee shall be entitled to holiday pay in accordance with Article 21. For holidays on which a part-time employee would not normally be scheduled for work, the employee shall be entitled to holiday pay in accordance with the provisions of the Employment Standards Act.
7. **ARTICLE 23**

23.02 Life Insurance - The Company shall provide basic employee Life Insurance equal to twenty thousand dollars (\$20,000). Employees may purchase additional Life Insurance in units of ten thousand dollars (\$10,000) to a maximum of twenty thousand dollars (\$20,000). Medical evidence is required for additional life insurance.

Major Medical - Same as permanent (also referred to as full-time regular) with premium sharing arrangement

Dental - Basic plan coverage with premium sharing arrangement

23.05 - Pension - comply with current legislation relating to part-time workers.
8. **APPENDIX C**

Part-time employees who are eligible for sick leave shall be paid based on equivalent hours normally worked.

Sick Leave may be accumulated up to 10 working days (80 hours) and may be carried over into the Supplemental Sick Leave Bank, to be used in case of extended illness.
9. **APPENDIX D**

Dental - Basic Plan - 100% cost sharing after ten (10) years service (based on proposed seniority calculation).

APPENDIX I LETTERS OF UNDERSTANDING

October 1, 2012

Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding – Casual On-Call Employees

It is understood that casual on-call employees are excluded from coverage of the Collective Agreement.

Casual on-call employees are those employees required to work less than fifty (50%) of the available work hours in a fiscal year. They are not permitted to work full-time hours for more than one continuous month.

If a casual on-call employee posts to a position covered by this agreement, the employee will be credited with fifty (50%) of all hours worked in jobs covered by the Collective Agreement, for the purposes of seniority.

The Company agrees to pay dues to the union for all casual on-call hours worked in jobs covered by the Collective Agreement.

The intent of this letter is not to replace the normal workings of other related articles in the Collective Agreement including, but not limited to, the Overtime, Temporary Employees and Temporary Transfer provisions.

The Company and the IUDC will review at the beginning of each calendar year the active and suspended Casual on-Call Employees.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding – Exclusion of Staff of the Salaried Payroll from the IUDC Bargaining Unit

This letter will further confirm the understanding of the Company and the IUDC that the exclusion of staff on the salaried payroll from the Bargaining Unit will not be used to remove employees from the Bargaining Unit except those who will be hired, promoted or transferred into occupations traditionally on the salaried payroll. As of this date, the following titles are on the salaried payroll:

- All managers and supervisors;
- Marketing Administrators;
- HR Administrators;
- Program Analysts / Financial Analysts
- Accountants;
- Occupational Health Nurse;
- Training Administrator;
- Security Administrators;
- Administrative Support; and
- Executive Secretary/Executive Support.

While the above specifically outlines those positions in the Company paid on the salaried payroll, in general it is the policy of the Company to restrict the salaried payroll to persons employed in a supervisory or managerial capacity and to those on staff whose occupation involves making recommendations to the Company with regard to financial and policy matters.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding – Transfer to SEAC

This letter will confirm the understanding of the Company and the IUDC and the exclusion of employees from the Bargaining Unit, as defined in Article 2.01(c), will not be used to transfer job classifications listed in the wage scale, from the IUDC to the Salaried Employees Alliance of General Dynamics Canada.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding – Compressed Workweek

This letter will confirm the understanding between the Company and the Independent Union of Defence Contractors with respect to the Compressed Workweek.

Employees will have the option of working a compressed schedule. The compressed schedule will span a normal two-week pay period and be defined as thirty-six hours during week one and forty-four hours during week two. Week one will consist of four (4) consecutive workdays (Monday to Thursday), while week two will consist of five (5) consecutive workdays.

Employees may be required to accept an alternative schedule if they are deemed an essential service. Based on the demands of the business, employees may be required to forgo a compressed schedule for a period of time.

The company reserves the right to modify the compressed schedule design based on general employee interest and the needs of the business.

Sincerely,

J.M. McVeigh
Vice-President, Human Resources

March 12, 2015
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
1941 Robertson Road
Ottawa, ON K2H 5B7

Re: Letter of Understanding - Contracting In

This letter will confirm the understanding between the Company and the Independent Union of Defence Contractors with respect to contracting in.

Contracting In:

It is understood and agreed between the Company and the IUDC that contractors will only be engaged in the following functions:

- a. To handle work surges required within the business;
- b. To meet special requirements of a non-repetitive nature; and
- c. To replace permanent employees on leave-of-absence.

As per Article 14.11, the Company will consider all internal employees, including those on recall, before hiring contractors.

The Company agrees to advise the IUDC of the intent to contract work in (labour hours) customarily performed by Bargaining Unit employees. The Company agrees to formally notify IUDC representatives in writing in advance of the commencement of contract activities (except in cases of emergency, whereby notification will happen as soon as possible) what is to be contracted in, when the contract will begin, and the reasons for contracting in.

The Company will ensure the IUDC will have access to a monthly report on the amount of hours being used for contract services for work customarily performed within the IUDC job classification. The Company will also agree to pay dues to the IUDC on an annual basis in January of each new calendar year.

The Dues calculation used is:

= 2 x maximum hourly rate for job classification being contracted in / biweekly pay (80 hours worked)

Example: HVAC Mechanic 2 (IUDC.09)

- Max Hourly Rate (\$33.80)
- Total Hrs/Yr = 400 hours (5 bi-weekly pays)
- Total Dues Owed = \$ 33.80 x 2 x 5 pays = \$338.00

In the event the Company requests an extension beyond a year for a specific contractor, the Company and the IUDC will meet to discuss the reason for the extension. If an extension is not mutually agreed to, the Company will terminate the position or post it.

The Company has no intention of using contractors to circumvent the normal seniority provisions, but simply to ease the impact of overload situations and address skills gaps. As such, the Company commits to having no more than 35% fulltime equivalents (FTEs) of the total IUDC population made up of contractors at a given time.

When there is a shortage of work in a job classification, contractors doing work in that classification will be the first impacted, as defined in Article 14.03.

Whenever reasonably possible, the Company will ensure that there is a least one Bargaining Unit employee within the job classification for the work to be contracted in before any contractor can also perform the work. Where the Company determines that this is not reasonably possible, it will discuss with the IUDC the reasons that the work cannot be performed by at least one Bargaining Union employee.

Sincerely

J.M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Robertson Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding - Sectoral Skills Training Fund

The company and the IUDC jointly recognize the effectiveness of the Sectoral Skills training process.

We are committed to the continuation of this process. To ensure its continuance, the Company agrees to support the funding of the program; however, no financial support is needed during the duration of this contract.

Additionally, the Company and the IUDC endorse the Sectoral Skills Terms and Conditions of the Sectoral Skills committee.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

Sectoral Skills Terms and Conditions

Purpose: The Sectoral Skills Fund provides employees with an opportunity for professional development which focuses on portable employability skills.

The intent of the fund is to help employees build a sense of employability and responsibility towards growth and development while nurturing career development and performance enhancement.

Eligibility:

In order to receive funds, the employee must:

- Be an active full-time regular IUDC member currently paying union dues; and
- Be in good standing with the terms of receiving funds. This means there must be no past due paperwork from previous requests.

Limitations:

- An employee may receive a maximum of \$1,500 per quarter. This money is to pay for tuition fees, required course text books, lab fees and examination fees for committee approved courses; and
- This benefit may be provided for one or more courses per quarter up to the maximum benefit of \$1,500. Travel, parking, and other incidental costs are not eligible for reimbursement.

Requirements for Funding:

- A course will be taken on the employee's own time, and not during work hours;
- All courses that will be funded must be consistent with a career objective in mind;
- The employee must show completion of the course, or they will not be eligible to receive any further funds under this program; and
- Funds shall not be used for the following:
 - Courses that are covered under the Company Educational Assistance (EA) program;
 - Courses that may be covered under the department's regular training budget; and
 - Duplicating other training initiatives by other groups.

Application for Funds:

- The employee must fill in the Sectoral Skills Fund form.
- The form must include all the requested information or it will not be accepted.
- Funds will be provided only if the application was received prior to the start of the course date.
- If for some reason the employee cannot attend the course and cannot receive a refund, the employee must provide these details in an email to the IUDC Office Manager stating the reasons why. The reasons must be reasonable and justifiable.
- If the employee does not receive a passing grade to the course, the employee must still provide proof of completion. Subsequent failing grades submitted to the Office Manager will be shared with the committee may be taken into account when approving or denying future requests.
- If the Office Manager does not receive these notification emails, the employee will no longer be eligible to receive any future funds.
- The employee may put the completed course on their employee file with Human Resources by submitting proof of completion to their HR Advisor.

Responsibility:**Employee:**

- Initiate the request for funds and provide all the necessary details in order for it to be approved;
- Provide proof of registration and payment for the course to the Office Manager; and
- Provide proof of completion once the course has been completed.

IUDC Office Manager Responsibility:

- Receive request for funding and bring forth to the committee for approval;
- Track and administer the details of all requests as well as the progress for completion;
- Contact the employees as required;
- Provide direction on the application process;
- Maintain Sectoral Skills information;
- Track completion of courses;
- Provide the employee with the funds to pay for the course;
- Administer and present the budget to the committee for review on a quarterly basis. These details can be requested for audit purposes at any time by the Company;
- Ensure a full audit is conducted annually and results will be shared with the Company; and
- Ensure funds are used for the sole purpose of this program and not transferred into other accounts for other purposes.

Sectoral Skills Committee (SSC):

- Will meet on a monthly basis, if there are applications to review:
 - Vote on all applications presented to the committee. All members must be present for the vote; a decision is reached by majority vote;
 - An application may be voted on via email by the committee. Committee members will email the IUDC Office Manager with their response; and
 - If the funding is not approved, the SSC will provide the employee with the result.
- Training dollars associated with the Sectoral Skills fund is administered by the IUDC under the authority and responsibility of the Joint Sectoral Skills Committee within the agreed criteria outlined in this document; and
- Conduct quarterly financial reviews of the account.

Company:

- Ensure that the Company has a minimum of two members on the SSC;
- Ensure that this program is in alignment with Company policies and procedures; and
- Will commit to paying funds as agreed to in negotiations.

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
General Dynamics Canada
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding –Temporary Posting

Permanent Employees selected for a temporary job posting with their manager's approval shall return to their previously held position and classification at the end of the temporary job.

If, due to business requirements or other extenuating circumstances, the manager does not approve, then the employee and the IUDC shall be notified of the reasons for this decision and, upon request shall meet to discuss. The offer for the temporary job posting will be rescinded.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding – Job Evaluation Guidelines

1. **Placement on Wage Scale, where new Max rate is higher**
Employee gets placed on the next step that is higher than their current wage rate.
2. **Next Salary Action Date**
The next salary action date for step increase remains unchanged.
3. **Placement on Wage Scale, where new Max rate is lower**

If employee is currently at the Max rate of their wage scale, their wage remains unchanged until the wage scale catches up, at which point the employee will be placed at the Max rate.

Until such time as the Max wage rate catches up, employees will be supplemented with a lump sum payment equal to the annual negotiated wage increase multiplied by their (wage rate*2080 hours). However, if the new Max wage rate exceeds their current wage rate by an amount less than the annual negotiated wage increase, the lump sum payment will be the difference between the annual negotiated wage increase and their new wage rate.

These lump sum payments will continue each year in accordance with the above, until such time as they are no longer applicable.

4. **Continuous Service Adder**

If an employee has already reached the Max wage rate in their current wage scale, the service accrued toward the Continuous Service Adder will continue.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding - Promotion By-Pass Procedure

It is understood, between IUDC and GD Canada that from time to time the company feels a promotional by-pass may be necessary and the following procedure and conditions will be applied.

Conditions for by-passes:

Management will have supporting documentation in the form of a recent performance improvement plan (PIP), Development Plan or performance review to support the by-pass.

Management will not confirm a by-pass until all by-pass steps have been completed.

Process:

1. Management will ensure that by-passed employees have a detailed development plan in place at least one month prior to the notification of the by-pass.
2. Management will notify H.R. and H.R. will notify the IUDC of the intent to by-pass.
3. Management will notify and discuss the reason for by-pass with the by-passed employee. For the discussion, the employee has the right to have a representative of the IUDC present and the Company shall inform the employee of that right.

Should this letter not be applied in a manner consistent with the intent and the spirit of this agreement, then either party may give sixty (60) days written notice that the provisions of this letter be rescinded.

Nothing in this letter shall be deemed to take away the rights of the IUDC as per Art. 7.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding – Layoff and Bumping Procedure

Lay-off Procedure:

- The Company will attempt to provide as much advance notice to the Union as reasonably possible, i.e., greater than 24 hours in accordance with Article 14.08;
- The Union and the Company will work out bumping scenarios together prior to layoff notification;
- The Union and the Company will, in the case of a delay in the bumping process due to seniority, determine the most effective date/time of actual notification to the affected employee in order to reduce the bumping process duration; and
- The affected employee will have 24 hours from notification to make their decision in accordance with 14.07c:
 - As agreed the 24 hours will not be considered working notice and will be paid at the affected employee's regular rate of pay.

Bumping Process:

If the affected employee chooses to bump:

- The affected employee must report to Human Resources and wait for their interview and/or wait for notification that they can leave for the day;
- Once the affected employee has a new position confirmed they will move immediately into the new position. Wherein feasible the Union and the Company will endeavour to facilitate this process within 24 hours;
- The time between 24 and 48 hours will not be considered working notice;
- If the affected employee chooses to not report to Human Resources while waiting to assume their new position, the time will be considered personal leave (sick, vacation, not paid). Any personal time must be pre-approved by Human Resources; and
- The affected manager of the employee that has been bumped will have the right to meet with the affected employee in an appropriate location (coordinated between HR, the Union, and the affected Manager) to review any critical job issues.

In the case wherein it takes longer than 48 hours to complete the bumping process the following will apply:

- The first five working days of the process will be paid by the Company;
- Any additional time over the five working days, will be considered to be working notice and will be deducted from the employee's Notice entitlement as per Schedule A, article 14.07 (d); and
- During the bumping process the affected employee will report daily to Human Resources on a time agreed to, between the Union and the Company. If the affected employee chooses to not report to Human Resources while waiting to assume their new position, the time will be considered personal leave (sick, vacation, not paid). Any personal time must be pre-approved by Human Resources.

Should this letter not be applied in a manner consistent with the intent and the spirit of this agreement, then either party may give 30 days written notice that the provisions of this letter be rescinded.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
3785 Richmond Road
Ottawa, Ontario K2H 5B7

Dear Dave:

Re: Letter of Understanding – Lead Hand Guidelines

The Company may, at its discretion, appoint Lead Hands. The primary function of a Lead Hand, in addition to the regular duties of his or her occupation, is to direct coworkers and to manage the flow of work within a work unit. This responsibility is the essential condition for receiving Lead Hand premium:

- a. Take the lead in working through challenges such as NPI;
- b. Act as the technical/functional resource, provide guidance and feedback as necessary for an assigned group;
- c. Diagnose troubles, plan methods and sequencing of performing required work;
- d. Takes a lead role in prioritizing and reprioritizing the work within an assigned group;
- e. As a technical/functional resource may be required to train employees in his/her field of expertise;
- f. Ensure adherence to documentation and processes; and
- g. Provide feedback to Management on issues, risks, problems and improvement opportunities identified by the team.

While these duties are generally required of Lead Hands, it is recognized that non-Lead Hands may perform some of these duties, and yet not meet the condition of directing coworkers and to manage the flow of work within a work unit.

It should be noted that the Lead Hand appointment and associated premium can be removed at the discretion of the Company, so long as the removal is not arbitrary, discriminatory or in bad faith. The Company will inform the IUDC as to whom and when a Lead Hand is appointed or removed.

A Lead Hand shall not:

- Administer any form of discipline;
- Deliver a Performance Review to other employees;
- Be responsible for the non-compliance of the work or actions of other employees; and
- Be given the authority to determine staffing levels or commit Company resources.

Sincerely,

J. M. McVeigh
Vice-President, Human Resources

October 1, 2012
Renewed: December 15, 2016

Ms. Jackie Cyr
Manager, Human Resources
General Dynamics Canada
3785 Richmond Road
Ottawa, ON K2H 5B7

Dear Jackie:

Re: Letter of Understanding – Bump up Scenario, Justification and Procedure for Employee Bumping up to Previously Held Position

If an employee who is laid off is entitled to and is eligible under article 14.03 (d) to displace a junior employee in a job classification previously held that is higher than the current one the laid off employee is already in, the employee will go to a pay level one higher or equal to the hourly rate at the time of the bump. It is understood that the employee will not go down from their present rate.

EXAMPLE:

Employee X
Current Rate 28.98
Employee Highest Rate 24.95 (old position in 2007)
(6 month rate in scale where employee left the position)

Level 6 – verify all years to higher position held

2007 24.95
2008 25.82
2009 26.75
2010 27.66
2011 27.66
28.14 Oct 1, 2011

Moved to 12 month mark \$29.57 in scale for level 9

Sincerely,

Dave Weyman
President, Independent Union of Defence Contractors

February 25, 2015
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
1941 Robertson Road
Ottawa, ON K2H 5B7

Re: Letter of Understanding - Compensation

This letter will confirm the understanding between the Company and the Independent Union of Defence Contractors (IUDC) with respect to the wage increases and the increase to company pension contributions for all permanent (also referred to as full-time regular) employees.

The wage scale for the first year of the collective agreement, October 1, 2016 to September 30, 2017, shall be increased by 2.0 percent. For the second year of the agreement October 1, 2017 to September 30, 2018, the wage scale shall be increased by 2.0 percent. Wage increases will be retroactive from October 1, 2016.

The company agrees to increase pension contributions from 4.5% to 5% for all permanent (also referred to as full-time regular) employees; this increase will be effective for January 9, 2017 and appear on the second pay in January.

Sincerely

J.M. McVeigh
Vice-President, Human Resources

February 23, 2015
Renewed: December 15, 2016

Mr. D. Weyman
President
Independent Union of Defence Contractors
1941 Robertson Road
Ottawa, ON K2H 5B7

Re: Letter of Understanding - Closure of DB component of Plan for future service accrual

The Company will amend the Defined Benefit (DB) component of the Pension Plan for Employees of General Dynamics Canada Ltd. (the Plan).

Effective June 30, 2015, service under the DB component of the Plan will cease to accrue and accrued service will freeze for all active and disabled members. This means that a current active or disabled Plan member will no longer contribute to the DB component of the Plan and will no longer accrue DB service for the purpose of pension calculations. They will retain all pension benefits earned up to June 30, 2015 and will retain the right to receive their accrued DB pension benefits at retirement ("Accrued DB Pension"), in accordance with the Plan terms and the applicable pension standards legislation in Ontario and Alberta.

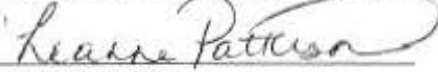
Members Accrued DB Pension as at June 30, 2015 will remain in the Plan until they subsequently retire or terminate from the Company.

Sincerely

J.M. McVeigh
Vice-President, Human Resources

IN WITNESS THEROF, the parties hereto have caused this agreement to be executed by their proper officers, duly authorized in that behalf on this day of 23 January 2017 at Ottawa, Ontario.

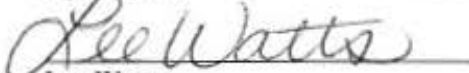
General Dynamics Mission Systems Canada



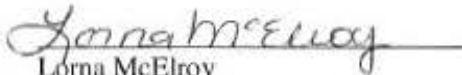
Leanne Patterson




Kyle Smith



Lee Watts

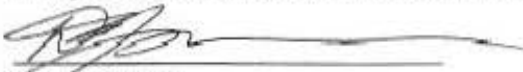


Lorna McElroy

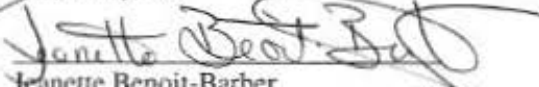


Jason Rose

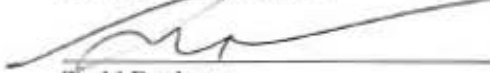
Independent Union of Defence Contractors




Dave Weyman



Jeanette Benoit-Barber



Todd Buchner



Jackie Lefebvre



Ralph Blimkie