

COLLECTIVE AGREEMENT

Between

**I.M.P. GROUP LIMITED
AEROSPACE DIVISION
HALIFAX, NS**

- AND -

**UNIFOR
AND ITS LOCAL 2215**



www.unifor.org

APRIL 1, 2016 - MARCH 31, 2019

TABLE OF CONTENTS

ARTICLE	PAGE
ARTICLE 1 – PURPOSE	4
ARTICLE 2 – RECOGNITION.....	4
ARTICLE 3 – RIGHTS OF MANAGEMENT.....	4
ARTICLE 4 – UNION MEMBERSHIP	5
ARTICLE 5 – STRIKES AND LOCKOUTS.....	6
ARTICLE 6 – POSTING OF UNION NOTICES	7
ARTICLE 7 – UNION REPRESENTATIVES	7
ARTICLE 8 – RETIREMENT.....	8
ARTICLE 9 – GRIEVANCE PROCEDURE.....	8
ARTICLE 10 – ARBITRATION.....	9
ARTICLE 11 – HOURS OF WORK.....	10
ARTICLE 12 – OVERTIME	12
ARTICLE 13 – STATUTORY HOLIDAYS.....	15
ARTICLE 14 – PREMIUMS AND ALLOWANCES	16
ARTICLE 15 – PROBATION	18
ARTICLE 16 - SENIORITY.....	18
ARTICLE 17 – HUMAN RIGHTS	21
ARTICLE 18 – LEAVE OF ABSENCE.....	21
ARTICLE 19 – OCCUPATIONAL HEALTH AND SAFETY	23
ARTICLE 20 – VACATION WITH PAY.....	25
ARTICLE 21 – APPLICATION OF RATES	27
ARTICLE 22 – RATES OF PAY	27
ARTICLE 23 – JOB POSTING, TRANSFERS, PROMOTIONS	27
ARTICLE 24 – ILLNESS, OCCUPATIONAL ACCIDENTS, GROUP INSURANCE	28
ARTICLE 25 – TEMPORARY WORK ASSIGNMENTS	31
ARTICLE 26 – EMPLOYEES GROUP RRSP	32
ARTICLE 27 – MOBILE REPAIR PARTIES (MRP)	34
ARTICLE 28 – WORK PARTIES (WP).....	35
ARTICLE 29 – NDT.....	36
ARTICLE 30 - RENEWAL AND TERMINATION.....	36
LETTER OF UNDERSTANDING #1.....	37
LETTER OF UNDERSTANDING #2.....	38
LETTER OF UNDERSTANDING #3.....	39
LETTER OF UNDERSTANDING #4.....	40
LETTER OF UNDERSTANDING #5.....	41
LETTER OF UNDERSTANDING #6.....	42

LETTER OF UNDERSTANDING #7.....	43
LETTER OF UNDERSTANDING #8.....	44
LETTER OF UNDERSTANDING #9.....	46
APPENDIX "A"	47
WAGES AND CLASSIFICATIONS	48

ARTICLE 1 – PURPOSE

- 1.01 The purpose of this Agreement is to define the relations between the Company and the Union, the wages and working conditions of employees of the Company represented by the Union and the means by which complaints, grievances, and disputes shall be disposed of promptly and equitably.
- 1.02 The Company and the Union may, by mutual agreement in writing, amend and supplement this Agreement at any time during the duration thereof. The Company agrees to post on the bulletin boards for a period of two (2) weeks, any memorandum of agreement which may be negotiated between the parties during the life of this Agreement.

ARTICLE 2 – RECOGNITION

- 2.01 The Company recognizes the Union as the exclusive bargaining agent in respect of employees covered by this Agreement as described by the Canada Industrial Relations Board certification dated August 30, 2007.
- 2.02 Employees covered by this Agreement will be employees covered by the Appendix “A” of the Agreement.
- 2.03 Non bargaining unit personnel shall not perform bargaining unit work except for the purpose of instruction, training, development, experimentation or in the case of an emergency, but in any case, where there is a requirement for non bargaining unit personnel to assist in specialized functions, the Company will be entitled to utilize such personnel provided they do not affect the integrity of the bargaining unit or the hours of work or the overtime of bargaining unit members.
- 2.04 Unless any provision of this Collective Agreement otherwise specified, words referring to or implying the masculine gender shall include female gender and vice versa.
- 2.05 In all articles of this Collective Agreement that refer to 31 March, it will be understood to mean fiscal year end as advised by the Finance Department of IMP Group Limited, Aerospace Division.
- 2.06 The Company shall provide the Local Union a private office and office facilities consisting of a table, chairs, telephone and filing cabinet. The office space shall be approximately equal to the square footage of ZOT 207 (front and rear).

ARTICLE 3 – RIGHTS OF MANAGEMENT

- 3.01 The Union acknowledges that it is the exclusive right of the Company, subject to the terms of this Agreement, to: determine the policy of the Company; manage and direct its operations; maintain order, discipline and efficiency; and hire, discharge, classify, transfer, promote,

demote and layoff employees. All functions, rights, power and authority which the Company has not specifically abridged, deleted or modified by this Agreement are recognized by the Union as being retained by the Company.

3.02 The Company agrees that the functions set forth in Clause 3.01 of this Article shall be exercised in a fair and equitable manner so as to maintain good working conditions and to promote harmonious relations with the Union consistent with proper operations of the Company, but not inconsistent with the terms of this Agreement.

3.03 New job requirements arising during the term of this Agreement requiring a new classification will be negotiated between the Company and the Union.

When the Company establishes a new classification and wage grouping thereto, it shall start to negotiate the matter at least ten (10) working days prior to the effective date of implementation.

It is agreed that there will be no holdup or stoppage of work on any new job requirement during the above negotiations of a new classification and its wage grouping.

When the Company obtains new type work requiring new type skills and wishes to fit the operation into existing classifications, affected employees will be granted a reasonable opportunity to obtain the qualifications required to perform the work.

3.04 Company rules and regulations will be posted at appropriate locations. Copies, as well as subsequent amendments and changes will be distributed to the Unit Chairperson.

3.05 Company rules and regulations are introduced for the benefit of the Company, the employee, and the customer. Violation of these rules and regulations may result in corrective disciplinary action, ranging from a warning to dismissal, depending on the nature of the violation.

ARTICLE 4 – UNION MEMBERSHIP

4.01 Employees covered by the terms of this Agreement must become members of the Union and shall be provided, by the Company, upon hire, with the proper UNIFOR authorization form (A-230-86).

4.02 All dues and initiation fees will be by payroll deduction commencing the first week of employment and such dues shall be forwarded to the Financial Secretary of the Local and the total amount deducted for the year shall be shown on each employee's T-4 slip.

Union dues will be calculated and deducted based on 1.39% of regular wages for those members. Regular pay/wages includes, where applicable, but is not limited to vacation pay, holiday pay, jury duty pay and accumulated overtime taken as straight time off. Regular

pay/wages does not include overtime, or shift premiums. These deductions will be taken on the second and fourth weeks of each month.

The rate used will be the rate in the Employee Master File. The deduction amount for the month will be calculated the first payroll of each month. Hours will be cumulated at the end of each week prior to payroll running. The month will be determined, as before, by the month in which the Saturday of the pay week occurs.

Initiation fees shall be deducted on a one-time basis and shall be \$15.00. Such deduction shall occur on the first payroll deduction in which union dues are deducted.

The Company will deduct for training fund, trust fund and/or skilled trades fund, through payroll deduction, upon written request from the Union.

4.03 When employees covered under the terms of this Agreement transfer to Company staff, the Company will automatically cancel the deduction of all dues after five (5) months.

4.04 The Company shall provide the Union with copies of the following forms:

- a) all UNIFOR forms (A-230-86);
- b) all notice of hiring, separations, transfers, reclassifications, requests for employment extensions and completion of probationary periods;
- c) all disciplinary actions involving employees covered by this Agreement;
- d) all bargaining unit job postings.;
- e) all notice of security rejections.

The Company shall provide the Unit Chairperson with a copy of the above forms within a reasonable period of time except for matters under sub-section (c), which shall be provided to the Unit Chairperson within three (3) days of imposing discipline.

4.05 The Company shall provide a copy of all members' names, addresses, phone numbers and rates of pay to the Unit Chairperson every six (6) months.

ARTICLE 5 – STRIKES AND LOCKOUTS

5.01 This Agreement provides for the just settlement of disputes falling within the jurisdiction of this Agreement, which may arise between the parties hereto, and binds them to accept and abide by the decision of an Arbitrator, should they fail to settle such disputes by negotiation.

5.02 It is therefore agreed by the parties hereto, that during the life of this Agreement or while negotiations for its amendments, renewal, or any proposed additional amendments are in progress, there shall be no illegal strikes, slowdowns, stoppages of work or other interference with production by the employees hereby covered; nor any lockout by the Company.

- 5.03 In the event of a power failure and/or other emergencies, the Company will have the right to send affected employees home. This action will not be considered a lockout. Employees will be paid up to the final finishing time of the shift.

ARTICLE 6 – POSTING OF UNION NOTICES

- 6.01 The Company will provide bulletin boards for the exclusive use of the Union at agreed locations throughout the plants for the purpose of the Union posting notices of various Union publications. The Vice President Human Resources will be provided with a copy prior to posting. But in any case, such publications shall not be of a derogatory nature towards the Company, its customers or its employees. However, notices deemed by the Company to be derogatory will be removed immediately.

ARTICLE 7 – UNION REPRESENTATIVES

- 7.01 The Shop Committee shall consist of the following:

One (1) Unit Chairperson

One (1) steward per hangar or building where there is a minimum of twenty-five (25) bargaining unit employees, except at Hammonds Plains where there will be two (2) stewards.

All time spent performing the normal day-to-day administration of the Collective Agreement shall be paid for by the Company, provided such business pertains to Company/Shop Committee meetings, handling of grievances and those meetings specifically called by the Company. Requests for time off shall not be unreasonably withheld by the Company.

Shop Committee Members shall not be required to work the 2nd or 3rd shifts.

The Local Union President and Financial Secretary shall not be required to work 2nd and 3rd shifts.

Shop Committee Members shall not be paid their lost wages for Union business that does not pertain to the administration of the Collective Agreement.

The Company shall recognize one (1) designated person to act as a Steward on MRP's and WP's.

There shall be no discrimination, interference or coercion against persons who are elected or appointed as Union representatives.

The Company recognizes that the transfer of a Shop Steward from one Hangar to another may at times be an inconvenience for the Union. Prior to proceeding with a transfer of a Shop Steward from a Hangar where s/he has been elected to represent bargaining unit members, the Company will consider the following:

1. Shop Stewards who are on the Shop Committee as established in this article of the Collective Agreement will not be transferred without the prior written approval of a Vice-President.
 2. The Company will notify the Union in advance of any transfer involving a Shop Steward and a meeting will be held between representatives of UNIFOR and Company to outline the reasons for requiring the transfer.
- 7.02 Once each month the Shop Committee and Company representatives shall meet to discuss and resolve local issues. An agenda shall be provided by each party at least one (1) week prior to the meeting. All lost time shall be paid by the Company in accordance with the provisions of Article 7.01.

ARTICLE 8 – RETIREMENT

- 8.01 Normal retirement from employment with the Company begins upon employees reaching the age of sixty-five (65).
- 8.02 Employees will receive notification in advance of their sixty fifth (65th) birthday of the option to continue employment beyond the age of sixty-five (65).

ARTICLE 9 – GRIEVANCE PROCEDURE

- 9.01 The Parties hereto agree that every grievance shall be dealt with in a just and equitable manner as quickly as possible on the form provided. A grievance is defined as any difference between the Parties concerning the interpretation, application or administration of this Agreement.
- 9.02 If an employee has a grievance with the Company, s/he must discuss the matter within five (5) working days, with the Foreman/Supervisor. The employee may be accompanied by the Shop Steward if s/he so requests. If no satisfactory resolution arises from the discussion with the Foreman/Supervisor, the following procedures shall apply:

STEP 1 – The Shop Steward may submit a grievance, in writing, on the authorized form, to the Manager. Such written grievance must be received by the Manager within five (5) working days from the date that the supervisor was notified of the alleged violation. The Manager shall be required to furnish his answer on the grievance form.

STEP 2 – Should the grievance still remain unresolved, the Unit Chairperson and Shop Steward shall present the written grievance to the Department Head who will arrange for such discussion as may be necessary. This Department Head shall furnish his/her written decision on the grievance form.

STEP 3 – Should the grievance still remain unresolved, the Unit Chairperson, Shop Steward and National Representative shall present the written grievance to the Vice President, Human Resources or his/her designate who shall discuss the grievance with those Union representatives. Thereafter his/her decision will be written on the grievance form. If arbitration is to be invoked, notification of such action by either party must be within fifteen (15) working days of Management's written decision on the grievance.

- 9.03 If during a discussion of a grievance, it is mutually agreed that witnesses would aid in settling the grievance, they may be requested to attend.
- 9.04 Each action in the aforementioned procedure as described in Article 9.02 will normally have a time limit of five (5) working days excluding Saturday, Sunday and holidays. Requests for extension must be in writing and be mutually agreeable to both parties.
- 9.05 Should a grievance occur which is considered by the Company or the Union to be a policy grievance, it will be presented directly to STEP 3. A policy grievance will have a five (5) working day limitation unless either party requests extended time or unless extenuating circumstances prevent notification within five (5) working days.
- 9.06 Any reference to disciplinary actions will be removed from the employee's personnel file eighteen (18) months from the date received, provided that there has been no repetition of similar infractions within the period of eighteen (18) months.
- 9.07 In the case of a termination of an employee, the Steward or Unit Chairperson shall be advised, prior to the employee leaving the plant, and provided the opportunity to meet with the employee, at an area designated by the Company.
- 9.08 The Union may file a grievance on behalf of an employee with seniority, who feels that he or she has been unjustly terminated. Such grievance must be presented within five (5) working days from the date of termination to STEP 3 of the grievance procedure.

ARTICLE 10 – ARBITRATION

- 10.01 No matter shall be submitted to arbitration by the parties hereto unless and until they have attempted to arrive at a settlement by the means provided by Article 9 hereof. The parties agree that grievances will be heard by a single arbitrator who will be mutually agreed upon by the parties. If mutual agreement is not reached by the parties to choose a single arbitrator within thirty (30) calendar days from the date that either party receives notification of a wish to proceed to arbitration, the Minister of Labour shall be asked to appoint an arbitrator. This appointment shall be accepted by both parties.
- 10.02 The decision of the Arbitrator will be final and binding on both Parties.

- 10.03 The Arbitrator shall hear the merits of the grievance and shall render his/her decision, based on the merits of the grievance, within thirty (30) calendar days from the final date of the hearing. The Arbitrator shall have the power, within the provisions of the Canada Labour Code, to modify or amend decisions upon which he/she has been called to arbitrate. The Arbitrator shall not alter or change any provisions of the Collective Agreement.
- 10.04 The cost of the Arbitrator shall be shared equally between the Company and the Union. If the cost of the Arbitrator is subsidized, then the remaining costs shall be shared equally between the Parties.

ARTICLE 11 – HOURS OF WORK

- 11.01 The standard hours of work shall be as provided in accordance with the following:
- 11.02 The standard hours of work for all employees covered by this Agreement will be forty (40) hours per week consisting of five (5) eight (8) hour shifts.

First Shift: Eight (8) hours
Monday to Friday inclusive
7:30 a.m. to 12:00 Noon
12:30 p.m. to 4:00 p.m.

Second Shift: Seven (7) hours and forty (40) minutes
Sunday to Thursday inclusive. Twenty (20) minutes paid lunch break.
4:00 p.m. to 8:00 p.m.
8:20 p.m. to 12:00 Midnight

Third Shift: Seven (7) hours and ten (10) minutes
Monday to Friday inclusive. Twenty (20) minutes paid lunch break.
12:00 Midnight to 4:00 a.m.
4:20 a.m. to 7:30 a.m.

The lunch break may only be changed by mutual agreement between the Parties, and such requests will not be unreasonably withheld. There shall be two (2) paid ten (10) minute breaks, one in the first half of the shift and one in the second half of the shift. This paragraph applies to the first shift only.

Clocking of two minutes, 59 seconds after a scheduled shift start shall not be deemed a culpable absence.

- 11.02.01 Requirements may arise that will necessitate deviations from the standard shift starting times as set forth in Article 11.02. These requirements for change may originate from either the employee, the Union or the Company for reasons such as work scheduling, personal circumstances or seasonal preferences. Five (5) days notice will be given by

either Party and mutual agreement will be required for all changes. Agreement to requests for changes will not be unreasonably withheld by either Party.

- 11.03 Employees will be required to work the standard number of hours in any one shift before overtime premiums are effective as laid down in Article 12. Medical appointment time, as per article 14.08, and approved union business shall be considered as time worked for the purpose of this Article. Banked time and vacation time is not considered as time worked for the purpose of this Article.
- 11.04 Notwithstanding the provisions of Article 11.03, an employee who produces a reasonable explanation may, in exceptional circumstances, be considered eligible for overtime premium without working the standard number of hours. Requests must be approved by the Branch Head.
- 11.05 All employees, with the exception of those specifically excluded in this Collective Agreement, will take their turn on second and third shift duty when requested for a minimum of one (1) week and a maximum of two (2) weeks. Employees who volunteer to work the second or third shifts shall be granted first opportunity subject to employee qualifications and the forecasted operational requirements for the shifts. Employees may volunteer for longer periods if they so desire. Twenty-four (24) hours prior to the end of the shift week, notice will be given of second shift duty the following week. Twenty-four (24) hours notice will be given when this shift begins during the week. Third shift duty will require seven (7) calendar days' notice. Shift duty will be on a rotational basis within each department or program.
- 11.06 All employees working in the Paint Hangar and employees assigned actual fuel tank work inside the fuel tank, shall be provided ten (10) minutes paid time at the end of the first shift, and ten (10) minutes paid time at the end of the second shift for the purposes of personal hygiene cleanup. This is in addition to the five (5) minutes presently provided.
- 11.07 The Union agrees that where operational requirements or the nature of the work require a change to the standard shift(s) as set out in Article 11 ("Standard Shifts") of the Collective Agreement or the standard hours (forty hours per week) as set out in Article 11.02 ("Standard Hours") of the Collective Agreement, I.M.P. may, with the Union's consent, modify the Standard Shifts or establish a work schedule which is different than the Standard Shifts under which the hours exceed the Standard Hours provided that the average hours of work for a period of two or more weeks does not exceed forty hours per week. Any change to the Standard Shifts or Standard Hours shall be discussed with the Union prior to implementation. The Union's consent to a proposed change to the Standard Shifts and/or the Standard Hours will not be unreasonably withheld.

ARTICLE 12 – OVERTIME

12.01 Time worked in excess of standard working hours in a day or night shift, shall be considered as overtime and shall be paid for at the rate of time and one-half the regular hourly rate for the first four (4) hours of overtime, and at double time thereafter. After twelve (12) hours of work in any one shift, an interval of eight (8) hours must elapse before an employee may again report for work, unless authorized by the Department Manager or his/her delegate.

Overtime shall be distributed equitably amongst those employees in the group who are able and willing to perform the work. Overtime refused shall be considered as overtime worked for the purposes of equitable distribution.

12.02 Employees working on a Saturday will be paid at the rate of time and one-half (1 ½ X) for the first eight (8) hours and double time thereafter and shall have written authorization (second shift employees refer to Article 12.02.01).

12.02.01 On an employee's sixth work day, a second shift employee will be paid at the rate of time and one-half (1 ½ X) for the first eight (8) hours and double time thereafter which must have written authorization.

12.03 Employees working on Sunday will be paid at the rate of double time (2 X) for the first eight (8) hours and triple time thereafter and shall have written authorization (second shift employees refer to Article 12.03.01).

12.03.01 On an employee's seventh work day, a second shift employee will be paid at a rate of double time for the first eight (8) hours and triple time thereafter which must have written authorization.

12.04 All hours worked on a General Holiday as provided in Article 13.01 shall be paid for at the rate of double time (2 X) plus holiday pay.

12.05 After the completion of a regular shift, employees shall be entitled to a paid ten (10) minute break prior to starting the overtime assignment. Every two (2) hours thereafter, employees shall receive another paid break during the overtime assignment.

12.06 Employees who are called in to work due to an emergency will be paid a minimum of four (4) hours at their current hourly rate or overtime whichever is greater. Call in shall be considered to take effect after the employee has concluded the scheduled workday and has departed from the Company premises. When called in on an emergency, employees will be paid at the higher of forty cents (\$0.40) per kilometer or current Company rate.

12.07 An employee who is requested on short notice, eight (8) hours or less from the end of the normal finishing time of any one shift, will be paid a minimum of two (2) hours at the

employee's current hourly rate or overtime, whichever is greater. An employee who refuses overtime due to a lack of transportation shall not lose his place on the overtime rotation list. When no employee who is qualified to do the work has available transportation, the Company will pay for transportation for the first qualified employee on the rotation list.

- 12.08 Time worked in excess of the standard hours for the second and third shifts will be paid for at the rate of time and one-half for the first four (4) hours and double time thereafter. The rates will be paid at the second and third shift differential rate.
- 12.09 Overtime will not be worked by probationary employees who have less than 90 days of service unless all permanent employees in that respective group have refused. However, probationary employees with less than 90 days of service may work overtime when they have been actively engaged in the job on regular time that requires overtime, after notification to the Shop Committee.
- 12.10 Employees working overtime in the plant after 4:00 p.m. and not advised twenty-four (24) hours in advance by the Supervisor will be paid an eleven dollar (\$11.00) meal allowance.
- 12.11 If an employee is scheduled for overtime and the overtime is subsequently cancelled:
- With less than 4 hours' notice and the employee is still in plant, they will receive \$11.00
 - While the employee is outside of plant, the employee will receive \$25.00
 - Without notification and the employee reports to work they will receive 2 hours pay at straight time plus mileage.

Employees who accept an overtime opportunity and need to subsequently cancel their scheduled overtime shift must notify their supervisor prior to the start of the shift. This will not be deemed an unexcused absence once per quarter.

- 12.12 Overtime shall be canvassed by the Company on a rotating basis amongst those employees capable of performing the required work. Should the Company not achieve the required number of persons to perform the available overtime, the Company will designate the most junior qualified person(s) to work the overtime, provided that such mandatory overtime shall not occur more than twice in each calendar month to an individual. When the junior person(s) has worked twice in a calendar month then the next most junior person(s) would be required to work the overtime. Standard overtime rotation lists (form as per AD 206) will be updated and maintained by all departments and programs, and shall be posted in a prominent place capable of being easily accessed by the employees.
- 12.13 An employee who is working on a specific task which may require completion beyond the normal shift time shall be given preference for the overtime.

- 12.14 If an employee is unable to work the scheduled overtime, the established rotation schedule within that department or program will determine the next qualified person to do that overtime rotation.
- 12.15 If a sufficient number of qualified employees are not available in the department or program, then qualified employees will be selected from the rotation lists in other appropriate departments or programs. Otherwise, an employee will only be eligible for overtime within the department/program in which he/she currently works.
- 12.16 The Company has no obligation to contact an employee to work overtime if that employee is not at work on the day the requirement is identified. Wherever possible, overtime shall be canvassed during the standard hours of work, as per Article 11.02, at least the day proceeding, with Saturday and Sunday overtime canvassed no later than the last normal work day prior to the weekend. It will be the employee's responsibility when leaving their work location to inform their foreman of their wish to work overtime as per Article 12.12.
- 12.17 If the Company has committed an error in overtime rotation, the affected employee will be given the first overtime available and then continue on their normal rotation. But in any case, such affected employee(s) must be offered the equivalent overtime makeup within five (5) working days from the date in which the error is confirmed by the Company or receive payment in lieu thereof. In no case shall confirmation by the Company take in excess of five (5) working days.
- 12.18 In the case of emergency, employees shall be required to work overtime. An emergency is defined as an occurrence which is unforeseen and requires immediate or prompt action to protect life and/or Company property, and to deter and/or rectify ensuing conditions detrimental to the safe and efficient operations of the Company.
- 12.19 OVERTIME BANKING

Employees shall have the option of Overtime Banking where they will receive the overtime premium payment only and "reserve" the regular pay for paid time off. The employee may bank a maximum of eighty hours per year and the method of payment for banked overtime shall be in accordance with the following:

- a) Employee must fill out the appropriate overtime banking forms and return them to the Human Resources offices.
- b) The employee may notify the Human Resources office in writing, at any time during the year, of their desire to stop banking overtime.
- c) Time increments other than 4 hours may be approved by the company.
- d) The Overtime Banking Application must be submitted for approval a minimum of four (4) working days prior to the requested date for time off. Applications for time off will be approved subject to operational requirements. The Company may waive the minimum four (4) day advance notice requirement where the employee

- requests and where operational requirements permit.
- e) Employees who have earned/banked overtime shall be paid at the rate the overtime was banked.
 - f) Any balance in the Overtime bank will be paid out to employees at the end of each fiscal year. Request for cash payouts will be processed in the pay period it is received.

ARTICLE 13 – STATUTORY HOLIDAYS

13.01 Every employee with fifteen (15) calendar days’ service or more shall be eligible for one standard shift at straight time for each of the following holidays:

- | | |
|----------------|------------------|
| Good Friday | Remembrance Day |
| New Year’s Day | Labour Day |
| Victoria Day | Thanksgiving Day |
| Easter Monday | Christmas Day |
| Boxing Day | Canada Day |
| Heritage Day | |

13.02 Should a Statutory holiday, as laid down in Article 13.01 fall on a Saturday or Sunday, the Monday following will be the paid holiday.

13.03 To become eligible for payment after fifteen (15) calendar days service, an employee must work four (4) hours on the working day preceding and four (4) hours on the working day following the Statutory Holiday. An employee who produces an acceptable explanation for his/her absence will be eligible provided he/she is not receiving group insurance or other disability benefit. Banked time, as per Article 12.19, may be used to meet the requirements of this Article.

13.04 Floating Holiday – One paid holiday per year shall be provided by the Company to employees who have achieved one (1) year of seniority. The holiday shall be taken prior to April 1st of each year. The appropriate application form for receipt of payment for the time off must be submitted a minimum of two (2) working days prior to the requested day off. Selection of time off shall be at the discretion of the employee, providing that the number of employees in the same department requesting the same day off would not adversely affect the operation of the Company. On such an occasion, the most senior persons having requested the day off would be granted the day off, to the maximum number the department can accommodate. The Company recognizes that the floating holiday is intended to accommodate personal circumstances and as a result the Company will endeavour to waive the minimum two (2) day advance notice requirement where the employee requests and where operational requirements permit.

ARTICLE 14 – PREMIUMS AND ALLOWANCES

- 14.01 Second Shift employees shall be paid at the rate of one dollar (\$1.00) per hour extra to their individual hourly rate. Third shift employees shall be paid at the rate of one dollar and twenty five cents (\$1.25) per hour extra to their individual hourly rate. This will be the shift differential rate.
- 14.01.01 A premium of one dollar and twenty-five cents (\$1.25) per hour shall be paid on top of the base rate of pay to qualified employees who are assigned to perform the actual fuel tank tasks inside the fuel tanks. This premium will only be paid to the assigned qualified employees working inside the tank and the assigned qualified employees working as the safety personnel.
- 14.02 If an employee is required to work the whole of his/her lunch period he/she will be granted a forty-five (45) minute lunch and be required to take his/her lunch period after the required work is completed.
- 14.03 LEAD HAND - A plant worker who, because of specific job knowledge and leadership qualities, is paid a premium of one dollar (\$1.00) per hour, above the top rate of their classification, will assist and lead a group of employees from their own classification. Ordinarily, a Lead hand works at their job but the amount of manual work accomplished by them is dependent on the amount of assistance required by their group. The Lead Hand does not possess disciplinary powers but will report to their Supervisor. They are responsible for their crew's activities.
- 14.04 An employee who is called upon to act as Lead Hand must be paid as such by the Company, from the first day of his/her appointment. An employee shall not be eligible to be appointed as Lead Hand until s/he has successfully completed six months of employment.
- 14.05 On Call Premium: Employees required to carry a pager while on call will be paid a premium of twenty dollars (\$20.00) per shift.
- 14.06 Employees covered by this Agreement who are assigned flying duties during test flight of aircraft repaired, overhauled or modified by the Company will be paid a premium of ten dollars (\$10.00) per day. Flight insurance will be provided for employees on flying duties, minimum of \$500,000.00.
- 14.07 Technicians qualified to carry out Engine Runs will be paid sixty- five cents (\$0.65) per hour extra to their individual hourly rate.

- 14.08 Up to a maximum of sixteen (16) hours per fiscal year shall be granted for the purposes of paid medical/sick time. For employees arriving late for a scheduled shift, the first 59 minutes of each medical/sick absence will be considered as an absence of one hour. Other medical/sick use will reflect the actual absence time used in minutes. The employer may require documentation to support the absence.
- 14.09 Where possible, every effort will be made to arrange appointments, referred to in Article 14.08, early or late in the day or during the evening so employees miss as little time from work as possible.
- 14.10 The Company and Union agree that all unionized employees working in Trial Installation and Product Development qualified and working in two or more trades shall receive a Research and Development (R&D) Premium.

The R & D Premium will be ninety cents (\$.90) per hour on top of base pay plus any existing applicable premiums.

In the event of a dispute, an Evaluation Committee of three (3) will be established to assess the job status of any additional personnel required for work in this Department. The Committee will be comprised of the area Shop Steward, immediate supervisor and one other representative agreed upon by both Union and Management. The Committee will recommend eligibility for the R&D Premium, based on job status, to the Department Manager. Should the Committee decide that an employee's work will be in only one of the aircraft trades, no premium will be paid and job assignments will be so directed.

Progression through the employee's present classification will be in accordance with the Collective Agreement.

The R&D Premium is a limited designation in that it applies only to personnel working in two or more trades as per paragraph 1 and is restricted to Trial Installation and Product Development.

- 14.11 (i) Employees who are assigned an MRA authorization shall receive a premium of seventy five cents (\$.75) per hour. The MRA may be revoked by the Company where the employee has not had to use it over a period of six (6) months or for just cause in accordance with the MPM or TAM.
- (ii) Employees who are assigned a PCA authorization shall receive a premium of seventy five cents (\$.75) per hour. The PCA may be revoked by the Company where the employee has not had to use it over a period of six (6) months or for just cause in accordance with the MPM or TAM.
- (iii) Employees are not entitled to be compensated for both MRA and PCA at the same time.

- 14.12 Employees who are assigned to perform the function of braiding machine operator, will receive a premium of sixty five (\$0.65) cents per hour on top of their base rate of pay.

ARTICLE 15 – PROBATION

- 15.01 An employee who has been employed for a minimum of one hundred and twenty (120) days and works 640 hours within twelve (12) months from the date of hire shall have completed their probationary period and have their seniority date adjusted accordingly. The purpose of the probation period is intended to provide the Company an opportunity to review whether the employee will be retained.

ARTICLE 16 – SENIORITY

- 16.01 On the date of completion of his or her probationary employment, an employee of the Company shall have seniority from date of employment and thereafter accrue seniority as herein provided, but in any case, when two (2) or more employees are hired on the same day, their seniority shall be determined by utilizing the last three (3) digits of their social insurance number, with the lowest number(s) being placed on the seniority list ahead of the higher numbers.

Within this Agreement, the phrase “in order of seniority” means beginning with the most senior and proceeding towards the most junior. Reverse order of seniority has the opposite meaning.

- 16.02 An employee will be terminated and lose all seniority rights and benefits for any one of the following reasons:

- (a) absent from work for four (4) consecutive working days without notification to the Company through his/her supervisor/manager, or his/her designate.
- (b) absent one (1) or more working days over the permitted leave of absence period, unless satisfactory reason of absence is given.
- (c) failing to respond to an official recall letter as laid down in this Article.
- (d) termination of employment at own request.
- (e) termination for just cause.
- (f) working at unauthorized other employment while on a Leave of Absence (as per Article 18.02).

- 16.03 In the event of a layoff consideration will be given to employees who are on sick leave and compensation benefits. Such employees, if retained by the Company, will be laid off in

seniority as outlined in Article 16.06 upon return from sick or Compensation leave. The same procedure will apply to employees on an M.R.P. outside of Atlantic Provinces.

- 16.04 Up-to-date seniority list will be supplied to the Union from the Human Resources Department every three (3) months.
- 16.05 Employees who leave the bargaining unit to a non-bargaining unit position, within the employ of the Company, shall have their seniority determined in accordance with the following:
- (a) Where the non-bargaining position is available as a result of a maternity/parental leave, then the employee shall retain bargaining unit seniority for a period not to exceed twelve (12) months from the date the employee begins work in the non-bargaining unit position.
 - (b) Where the non-bargaining unit position is available as a permanent position, then the employee shall retain bargaining unit seniority for a period not to exceed five (5) months from the date the employee begins work in the non-bargaining unit position.
 - (c) An employee who accepts a temporary assignment to work in a non-bargaining unit position shall be limited to a period not to exceed a total of five (5) months in a calendar year.
 - (d) Temporary Foremen may be selected from classifications covered by the Collective Agreement. Except when on a Work Party or MRP, such appointments will be for periods of less than one hundred and twenty (120) working days per calendar year.
 - (e) Employees who remain outside of the bargaining unit in a non-bargaining unit position within the Company in excess of the time set out in sub-paragraphs (a), (b), (c) or (d) as applicable, shall forfeit their bargaining unit seniority upon return, and shall have the date of re-entry into the bargaining unit, if applicable, as their new bargaining unit seniority.

Consecutive terms greater than five months must be agreed upon, in writing, by both parties.

LAYOFF AND RECALL

- 16.06 Employees shall be laid off and recalled in accordance with the following provisions.
- 16.07 All probationary employees in the classification affected shall be laid off prior to the layoff of a junior non-probationary employee within the classification.
- 16.08 Should the Company require further manpower reductions, such layoff shall be canvassed, by the Union, in order of seniority. Should the necessary skills required to perform the available work be jeopardized due to seniority canvassing, then some senior employees will be required to work in lieu of being laid off. If a sufficient number of volunteers are not

obtained, then the most junior person(s) in the affected classifications shall be laid off in accordance with Article 16.07.

- 16.09 Employees scheduled to be laid off shall be entitled to bump the most junior person(s):
- a) In their “last” previous permanent classification
 - b) On the master seniority list whose job they have the ability to perform.

After bumping an employee shall retain recall rights to his/her former classification. A person scheduled to be laid off must advise his/her Manager, on the letter provided, within forty-eight (48) hours of his/her intention to bump. The Company retains its rights as provided for in Article 3.

- 16.10 An employee who is laid off may submit to Human Resources his/her resume for any position(s) of interest for which they are qualified. This resume will remain valid for any identified Job Posting(s) that occur during his/her period of recall rights.
- 16.11 The Company shall provide five (5) working days prior notice of layoff or payment in lieu thereof. The notice shall be applicable only to employees who have completed their probationary period and such notice shall be given to the person who will actually be laid off.
- 16.12 At least five (5) working days prior to any layoff the Company and Union shall meet to discuss the application of the aforementioned provisions so as to eliminate or minimize any seniority-related complaints, but in any case, this shall not be deemed to circumvent the right to the grievance procedure should a disagreement arise.
- 16.13 Employees on layoff shall be recalled in order of seniority in their classifications.
- 16.14 The Company shall notify employees of recall by registered mail to their home address. Employees must respond to the letter of recall within five (5) calendar days of receipt of the letter and must report for work within five (5) calendar days from their date of response. It is the responsibility of the employee to notify the Company of any change of address, otherwise, the provisions of Article 16.02 (c) will prevail.
- 16.15 An employee who has been laid off due to lack of work or reorganization, and has been with the Company for more than one hundred twenty (120) days, will be kept on the recall list for a period of twelve (12) months.
- 16.16 Laid off employees with at least three (3) years’ seniority will be kept on the recall list for a period of twenty-four (24) months. At the end of the twenty-four (24) months an employee on the recall list will have his file reviewed by the Management to determine if the Company wishes to extend the recall period for that employee for an additional period. In the event that

an extension is granted, both the employee and the Union will be notified of the decision in writing. In no case will an extension be granted beyond thirty-six (36) months.

- 16.17 When employees are laid off they shall be provided the option of taking their accrued vacation pay or leaving the vacation pay to accumulate. Employees wanting their vacation pay at a time other than layoff must provide the Human Resources Office with a written request one week prior to receipt of their vacation pay. Remaining accumulated vacation pay will be paid by the Company to the individual by 31 March of the year of entitlement.

ARTICLE 17 – HUMAN RIGHTS

- 17.01 The Company and the Union agree that discrimination , harassment and/or bullying of any employee because of race, marital status, ethnic origin, colour, creed, religion, sex, sexual orientation, physical or mental disability, age, political belief, place of residence, a conviction for an offence for which a pardon has been granted, family/relationship status or Union membership and/or activity is absolutely unacceptable. Every employee has the right to work in an environment of mutual respect, free from discrimination and harassment.
- 17.02 New employees will be provided with a copy of the Company's Discrimination & Harassment Policy as part of the documentation contained in the new employee hire package. Additional copies of the Company's Discrimination & Harassment Policy may be obtained from the Human Resources Department.
- 17.03 An employee who believes he/she has been harassed or discriminated against is encouraged to report the alleged misconduct to the Company and to the Union. Either party agrees to advise the other upon receipt of a report of alleged misconduct.
- 17.04 Reports of alleged discrimination and/or harassment shall be dealt with in confidence and as quickly as possible, respecting the dignity of the complainant and the right of the alleged harasser to due process.

ARTICLE 18 – LEAVE OF ABSENCE

- 18.01 Consistent with the manpower requirements, an employee, upon written request through his/her immediate Supervisor, may be granted leave of absence without pay for a period not to exceed sixty (60) days. This period may be extended by mutual consent of the Company and the Union. The Union will be notified of all leaves of absence. Leaves of absence will be processed through the Human Resources Department.
- 18.02 When such leave is granted, the employee shall retain his/her seniority rights. However, should s/he engage in other unauthorized employment while on this leave of absence, s/he shall be terminated.

18.03 Leaves of absence for purposes of Union business shall not be unreasonably denied. Such leaves will be without pay and the request for such leaves will be in writing and provided to the Company as far in advance as possible.

18.04 PAID EDUCATION LEAVE – The Company agrees to pay the amount of five thousand (\$5,000) in each year of the agreement (April 15th) for the purpose of providing paid education leave for IMP employees who are members of the bargaining unit. Such moneys will be paid by the Company to:

Unifor Paid Education Leave Program
205 Placer Court
Toronto, ON M2H 3H9

The Company further agrees that members of the bargaining unit, selected for training, will be granted a leave of absence without pay for twenty (20) days of class time, plus travel time where necessary. These leaves of absence are to be intermittent over a twelve (12) month period from the first day of leave. Employees on said leave of absence will continue to accrue seniority and benefits during such leave.

18.05 MATERNITY/PARENTAL LEAVE – Employees who are eligible for maternity or parental leave are entitled to the terms and conditions for such leave in accordance with the Canada Labour Code. When it is recommended by the employee’s physician that the employee’s health will be affected by the nature of the employment, the Company and the affected employee will work together in an attempt to place the employee on a temporary job elsewhere in the Company until such time as she goes on maternity leave.

18.06 PATERNITY LEAVE – Paternity leave of two (2) working days with pay and three (3) working days without pay shall be granted to an employee immediately following the birth or adoption of the child.

18.07 JURY DUTY – Employees summoned /subpoenaed to the law courts to serve as a Juror or Crown Witness will notify their supervisor and present their summons to the Human Resources Department. Time lost by the employee from his or her normal workday hours will be paid by the Company.

18.08 BEREAVEMENT - Time off for bereavement is provided for employees to gather with relatives for mutual comfort at a time of personal tragedy, to assist in making arrangements for the funeral, for the immediate and after care of the deceased’s survivors, and to allow the employee time for private grieving.

When an employee is absent from work on a regular work day due to the death of the employee’s spouse, including common law spouse, child or stepchild, s/he shall be paid for eight (8) hours at her/his regular rate of pay for each day of such absence for five (5) consecutive working days. When an employee is absent from work on a regular work day due to a death in that employee’s immediate family other than the death of a spouse,

including common law spouse, child or step-child, s/he shall be paid for eight (8) hours at her/his regular rate of pay for each day of such absence for three (3) consecutive working days. Paid bereavement leave will be deemed to have expired at the earlier of i) two (2) working days following the date of the burial/memorial service or ii) 6 months following the date of death.

The definition of immediate family shall be: spouse, common law spouse, child, stepchild, parent, foster parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, stepmother, stepfather, stepbrother, stepsister or stepgrandparent. If requested, the employee will provide proof of relationship.

An employee will be granted an extension of two (2) unpaid days to attend a funeral where travel is beyond 500 kilometers one way.

When an employee is absent from work on a regular work day to attend the funeral of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew or niece, s/he shall be paid eight (8) hours at her/his regular rate of pay.

Employees who are on leave of absence, compensation, or disability insurance benefits will not be entitled to payment for bereavement.

ARTICLE 19 – OCCUPATIONAL HEALTH AND SAFETY

19.01 Health and Safety Committee

There shall be a Joint Occupational Health and Safety Committee at HIA and a separate Joint Occupational Health and Safety Committee at HP. The Committee at HIA shall be comprised of three (3) persons from the Union who work at HIA and the same number of persons from the Company who work at HIA. The committee at HP shall be comprised of two (2) persons from the Union who work at HP and the same number of persons from the Company who work at HP.

If the number of bargaining unit employees exceeds 150 at the HP facility, an additional H&S committee member shall be added by the Union and by the Company.

Members of the Committee shall be provided all necessary time, without loss of pay, to perform their responsibilities in accordance with Part II of the Canada Labour Code.

The Co-chair shall not be on the 2nd/3rd shift.

19.02 The committee is an advisory body that is expected to help stimulate an awareness of health and safety. It is the function of the committee to involve management and employees together in occupational health and safety in the workplace and, without restricting the generality of the foregoing, includes:

- the cooperative identification of hazards to health and safety and effective systems to respond to the hazards;
- the cooperative auditing of compliance with Health and Safety requirements in the workplace;
- receipt, investigation and prompt disposition of matters and complaints with respect to workplace health and safety;
- participation in inspections, inquiries and investigations concerning the occupational health and safety of employees;
- advising on individual protective devices, equipment and clothing that are best adapted to the needs of employees.

19.02.01 For purposes of information sharing and continuity between the Joint Occupational Health and Safety Committee, HIA and HP Committees shall meet together semi-annually to discuss health and safety related issues.

19.03 The appropriate members of the Health and Safety Committee will meet as required to review health and safety conditions in their respective plants and make recommendations for corrective action. The results of these meetings shall be documented with a copy to each Committee member.

19.04 Employees shall not be forced through fear of reprisal, discipline or loss of wages, to work where an extraordinary health or safety hazard exists.

19.05 Protective devices and other equipment for the purpose of protecting employees from injury and occupational health hazard shall be provided by the Company and shall be used by the employees.

19.06 The Company will reimburse each employee, who is deemed by the Company to require safety boots during employment with the Company up to a maximum of one hundred and twenty dollars (\$120.00) every twelve (12) months.

19.07 The Company will reimburse, up to a maximum of seventy dollars (\$70.00) every five (5) years, each employee who is deemed by the Company to require custom fit hearing protection during employment with the Company.

19.08 The Company will supply and clean a pool of protective outerwear (coveralls or smocks rain gear; winter wear) to cover personal clothing as appropriate for the work environment. Toques and work gloves will be supplied to workers assigned to work in cold weather conditions.

ARTICLE 20 – VACATION WITH PAY

- 20.01 The vacation year shall be from April 1 to March 31 of each year and vacation entitlement shall be in accordance with the following:
- 20.02 Employees having less than three (3) years continuous service with the Company by March 31 shall receive a vacation period of two (2) weeks with vacation pay equal to four percent (4%) of wages earned in the preceding fiscal year.
- 20.03 Employees having three (3) years continuous service with the Company by March 31 shall receive a vacation period of three (3) weeks with vacation pay equal to six percent (6%) of wages earned in the preceding fiscal year.
- 20.04 Employees having ten (10) years continuous service with the Company by March 31 shall receive a vacation period of four (4) weeks with vacation pay equal to eight percent (8%) of wages earned in the preceding fiscal year.
- 20.05 Employees having twenty (20) years continuous service with the Company by March 31 shall receive a vacation period of five (5) weeks with vacation pay equal to ten percent (10%) of wages earned in the preceding fiscal year.
- 20.06 The Company may elect to close all or part of its operations for vacation purposes for a maximum of two (2) weeks each year. Such vacation shut down shall occur in the months of July or August. The Company must notify the Union in writing by April 1st of each year if such shutdown is to occur and what the dates will be. Should this occur, affected employees shall be required to take their vacation entitlement during the shut down period.
- 20.07 Vacation entitlement in excess of the period of shut-down shall be taken at a time mutually agreed to by the employee and his/her Manager. If employees are entitled to more than two (2) weeks vacation, the balance must be taken in not less than full weeks except that the last week may be taken in four (4) hour increments. Employees with four (4) weeks vacation entitlement may elect to take up to two (2) weeks in one (1) day increments. Prior to the last working day in April, employees will select such additional full week vacation entitlement and also make known their intentions of exercising the option to take the final week of vacation entitlement in less than a full week/full day. Requests for vacation in less than a full week period will normally be submitted one (1) week in advance of the vacation day(s). The Company will assign vacation periods to those employees who have not selected such extra full week vacation entitlement by the last working day in April.
- 20.08 In the event that an imbalance is created by too many employees choosing either before or after plant shut-down to claim their vacation entitlement, and if such imbalance impacts too greatly on the efficient operations of the Company, management may request employees to

alter their vacation period selection to correct this imbalance. In the event that adequate numbers of employees do not voluntarily make such selection, the Company shall do so in a manner that offers the most senior persons the first choice for vacation selections. Vacation schedules shall be posted by May 15.

- 20.09 Employees from the affected department who have the ability to perform the work will be canvassed by seniority within the department for the purpose of working during the vacation shutdown period. Employees requested to work during the previously agreed upon vacation period may elect to take their vacation at their discretion provided they give to their department supervisor notice of at least two (2) weeks prior to taking the actual time off.
- 20.10 Employees of departments not closed in accordance with Article 20.07 must select their preference for vacation time by the last working day in April. However, vacations shall be scheduled in a manner that will least interfere with the operation of the Company's business. Preference for vacation time will be on the basis of seniority, and vacation entitlement must be taken in the year immediately following the year it is earned.
- 20.11 Employees shall normally receive their vacation pay in the pay period immediately following the time vacation is taken. However, employees are permitted to request their vacation pay in advance of the vacation time. Employees who request their vacation pay in advance of the vacation time will receive their vacation pay five (5) working days prior to the vacation period as established by the vacation schedule posted by May 15 of each year or as amended thereafter. Employees exercising the option to take vacation entitlement in less than a full week will receive their vacation pay as the vacation days are taken, unless they have exercised their option to claim their full vacation pay, in which case the days will be unpaid.

Employees shall be entitled to their entire full vacation pay if they so request, but in any case, employees must utilize their vacation entitlement in each year. In exceptional operational circumstance, the Company may offer opportunity to work in the final week of entitlement with notice in advance to the Union. Employees that request their full week vacation pay may do so after April 1 of each year, or prior to April 1 if on vacation during the week of April 1.

- 20.12 Upon termination of employment with the Company, employees shall receive any earned vacation pay at the appropriate rate of four (4), six (6), eight (8) percent or ten (10) percent.
- 20.13 Employees who have not accumulated enough vacation pay to cover their vacation entitlement are permitted to proceed as follows:
 - 1. Take all of their vacation time with the vacation pay they have accrued; or
 - 2. Take vacation time equivalent to the amount of vacation pay s/he has accumulated provided that the employee must take vacation entitlement in full day increments.

If an employee has more than five (5) days of vacation pay accumulated, the first five (5) days of vacation must be taken consecutively with any remaining vacation time taken in consecutive day(s). If an employee has less than five (5) days of vacation accumulated then s/he must take all vacation entitlement in consecutive days.

ARTICLE 21 – APPLICATION OF RATES

- 21.01 The application of the terms of this Agreement shall not have the effect of reducing any employee's wage rate at the time of its execution.
- 21.02 Automatic wage rate progression within classifications will be based on 1,000 actual hours worked and in accordance with the matrices within this Agreement.

To determine the actual wage levels within the classifications, the difference between the top and bottom rate will be pro-rated and divided by the numbers of 1,000 hour segments. Such increases will continue to be contingent upon ability to do the job. Elected or appointed union representatives shall continue to accumulate progression hours, in their current classification, while conducting business pertaining to the administration of the Collective Agreement in accordance with Article 7.01.

ARTICLE 22 – RATES OF PAY

- 22.01 Classifications and rates of pay for graded occupations shall be as agreed upon attached hereto and known as Appendix "A".
- 22.02 Wages will be paid on a bi-weekly basis by automatic bank funds transfer (direct deposit).

ARTICLE 23 – JOB POSTING, TRANSFERS, PROMOTIONS

- 23.01 All position vacancies for bargaining unit work shall be posted system wide for a period of five (5) full working days from the date of posting.
- 23.02 If requested at the time of submission the Company will stamp the application with the date and provide the employee with a copy of the application.
- 23.03 The most senior employee shall be granted the vacancy in accordance with the provisions of Article 23.06 providing he/she has the ability and qualifications to perform the work.
- 23.04 If none of the internal applicants is qualified to fill the opening the Company may fill the opening from outside the bargaining unit. In the event that there are vacancies after ninety (90) days from the date of the original posting the job shall be re-posted.
- 23.05 The Company shall notify each unsuccessful applicant in writing. All applicants will be notified within ten (10) days if the job posting is cancelled.

23.06 Employees transferred to another job classification are required to complete a familiarization/assessment period not exceeding forty-five (45) working days and shall be paid at the rate of pay of the new classification.

If unable to perform the required work, or if such employees so request, those employees will revert to their former classification within the forty-five (45) day familiarization/assessment period.

However, if during or at the end of the familiarization/assessment period, the employee is able to perform the job reasonably well, that employee will be permanently transferred. The forty-five (45) day period will constitute part of the required progression hours if the classification requires progression.

23.07 When temporary work requires additional personnel for sixty (60) days or less, and in-plant personnel cannot be released from their present duties, the Company will by-pass the existing posting system (Article 23.01) to expedite the hiring of additional personnel.

ARTICLE 24 – ILLNESS, OCCUPATIONAL ACCIDENTS, GROUP INSURANCE

24.01 An employee who becomes sick while on the job will report to his/her Supervisor to ensure that the appropriate absence form information is provided prior to leaving the workplace. Employees returning to work from an extended sickness will report directly to the Human Resources Office.

24.02 Employees sustaining occupational accidents or unforeseen medical emergencies during working hours must report to the Supervisor or Medical First Responder (MFR). Should they consider it necessary for the employee to receive outside medical attention, the MFR will update the Supervisor who will fill out the applicable WCB forms and provide written authorization to the employee who will be paid up to the end of the shift at straight time.

24.03 Should it be necessary for an injured or ill employee to return to their doctor for a subsequent visit or further treatment during working hours, the employee must notify his/her Supervisor.

24.04 Any employee on sick leave and drawing sick insurance benefits found to be gainfully employed will be dismissed from Company employment.

24.05 Employees returning to work who have been absent for illness or injuries related to short term disability or Worker's Compensation are to initially report to Human Resources. If requested, the employees will provide a letter from an appropriate medical practitioner stating that they are able to return to work and perform the duties of their classification on a full time basis.

24.06 Group Insurance Coverage IMP Aerospace Union Employees

All employees covered by this Agreement entering the employment of the Company will be required as a condition of employment to join the Group Insurance Plan, and will remain in the plan during the entire period of their employment with the Company. Contribution to the plan will be:

	<u>Company</u>	<u>Employee</u>
Life	100%	
AD&D	100%	
Dependent Life	100%	
Health	70%	30%
Short Term Disability	100%	
EFAP	100%	

The Company agrees to provide bargaining unit employees who have completed their probationary period with a maximum of three (3) individual sick days per fiscal year at the basic hourly rate.

Employees' contributions to the plan will be made through bi-weekly payroll deductions . Any claims or settlements will be subject to the provisions of the insurance policies, which are to be kept on file in the Company's head office.

It is agreed that any reduced E.I. premium rate obtained by the Company due to the implementation of the Group Insurance Plan will be retained by the Company to offset the cost of the upgraded insurance program. The Company will pursue obtaining one adjustment per year on the anniversary date. As well, the Company agrees to notify the Union of any rate increase or premium increase of the employee's insurance.

24.07 The Company and Union recognize the requirements to comply with legislation and regulations as they pertain to the accommodation of employees. Any employee who receives medical advice that, due to illness or injury, they are unable to perform the duties of their full time classification on a full time basis must report to Human Resources with a letter from an appropriate medical practitioner stating the limitations. Notification will be provided to the Union when a request for accommodation is submitted.

The Union will participate in the accommodation process provided the employee consents.

24.08 Benefits and Coverage

The Company agrees to provide a Group Insurance Benefit program that contains the following components:

- Life Insurance – 2x annual wage reducing by 50% at age 65
- Dependent Life - \$5,000 spouse, \$2,500 dependants
- Accidental Death and Dismemberment – 2x annual wage reducing by 50% at age 65
- Short Term Disability – 66 2/3% 1st day accident/hospitalization, 4th day illness; 17 weeks. Coverage terminates at retirement or age 65.
- Health – Prescription Drug Card (20% co-pay to max. of \$25.00); \$1,500 combined paramedical (20% co-pay); 100% semi-private hospital; vision care (20% co-pay); \$160/24 months or \$160/12 months (under 18) for eye exams, or eyeglasses; contact lenses \$250/24 months; extended health (20% co-pay).
- Dental - Employees shall have the option of selecting one of the following:
 - a. Maintain existing group benefit plan as outlined in Articles 24.06 and 24.08 of the Collective Agreement.
 - b. Maintain existing group benefit plan as outlined in Articles 24.06 and 24.08 with the exception of the following: add dental coverage with a premium contribution of fifty percent (50%) from the Company and fifty percent (50%) from the Employee, a co-pay of twenty percent (20%) and a maximum benefit of \$1,500.00 per year for basic and major services combined.
 - c. Maintain existing group benefit plan as outlined in Articles 24.06 and 24.08 with the exception of the following: add dental coverage with a premium contribution of fifty percent (50%) from the Company and fifty percent (50%) from the Employee, a co-pay of twenty percent (20%) and a maximum benefit of \$1,500.00 per year for basic and major services combined; move from any prescribed drug plan to a managed drug plan with a twenty percent (20%) co-pay to a maximum of \$35.00 per prescription; move from annual \$1,500.00 paramedical coverage to \$800.00 annual paramedical coverage and move from 2X annual wage for life insurance coverage to 1X annual wage for life insurance coverage.
- Disabled Life Payout
 - 6 month waiting period; must be totally disabled and under 65 years of age
 - 60 equal monthly installments to maximum total of \$30,000 or until age 65
 - In case of death, life insurance reduced by amount of installments already paid
 - In case of return to work, full reinstatement of life insurance with employee's proof of insurability
 - Tax free benefit; no offsets

* Prevailing provisions of group insurance coverage for employees of I.M.P. Group Limited are those of the master contract.

ARTICLE 25 – TEMPORARY WORK ASSIGNMENTS

- 25.01 From time to time, temporary work assignments from one classification to another may be required. Such requirements shall be for the purpose of:
- (a) avoiding or minimizing layoffs in a particular classification by providing work in another classification;
 - (b) assisting when temporary peaks arise in the work schedule due to fluctuations in the work load;
 - (c) replacing workers who are off work due to illness or accident.
- 25.02 When temporary assignments, which are for a maximum of thirty (30) continuous working days, are required, the following shall apply with regard to the filling of such assignments:
- (a) Employees that have volunteered to work outside their classification by completing an out of classification work sheet; and are at work in plant, shall be canvassed in order of seniority with the most senior person capable of performing the assignment receiving the assignment.
 - (b) Employees who accept a temporary assignment shall initially be paid at the first pay level in the new classification that provides an increase, or their current level of pay, whichever is greater. Employees in a temporary assignment shall be credited with their total hours worked in the temporary classification for the purpose of progression.
 - (c) Any extra travel incurred by the employee beyond the normal mileage to and from the workplace while on a temporary work assignment shall be paid at the higher of forty cents (\$0.40) per kilometer or current Company rate for the use of his/her vehicle.
 - (d) A temporary assignment of one (1) week (40 hours) or less is permissible without involving the recall of laid off employees. There shall be no temporary assignment of more than one (1) week (40 hours) to a classification when there are employees with recall rights to the classification.
 - (e) Should there not be sufficient volunteers for a temporary assignment, the most junior employees from another classification shall be assigned the work provided the assignment does not detract from in-plant efficiency.
 - (f) All temporary assignments must be documented by the Company and a copy provided to the employee and the Union. Temporary work assignments shall be for a minimum of four (4) hours per standard shift. Should the assignment take less than four hours, the

individual shall return to perform work in their permanent classification and will continue to be paid at the temporary transfer rate.

- (g) Temporary assignments may be extended for longer than the thirty (30) continuous working day time limit. Extensions must be documented by the Company and agreeable to both parties.

25.03 Temporary foremen may be selected from classifications covered by the Collective Agreement. Except when on a Work Party or MRP, such appointments will be for periods of less than one hundred and twenty (120) working days per twelve (12) month period from the first day of appointment.

ARTICLE 26 – EMPLOYEES GROUP RRSP

26.01 Eligibility

1. All Union members who have one (1) year of service with the Company are eligible to receive a Company contribution to their Group RRSP.

Employee Contributions

2. (a) Participating Union members shall contribute, by payroll deduction, a minimum of two percent (2%) (3% if joining the plan after April 1st 2013) of their basic rate of pay, as established on April 1 of each year, for time actually worked, up to a maximum of the employee's normal standard hour, i.e. 52 weeks X 40 hours per week.

(b) Participating Union members with fifteen (15) or more years of service shall be entitled to contribute a minimum of four percent (4%) of their basic rate of pay, as established on April 1 of each year, for time actually worked, up to a maximum of the employee's normal standard hour, i.e. 52 weeks X 40 hours per week.
3. For the purposes of this Article 26.01(2), earned holidays and earned vacation are deemed to be time actually worked. Also, persons absent from work as a result of sickness, or authorized unpaid leave, may elect to pay contributions for the time absent from work. Should an employee so elect, the Company will consider such absence as time actually worked provided the request is made in writing, on the RRSP Payroll Deduction Change Form, within thirty (30) days from this first day of absence.
4. Employees may contribute amounts greater than those stated in the aforementioned provisions, provided such contributions do not exceed the maximum allowed by government legislation. Each employee may adjust the amount of personal contribution to the Group RRSP on April 1 in any year, or as

a result of a salary change due to layoff/recall.

5. All members of the Union who elect to participate in the Group RRSP hereby authorize the Company to deduct from their bi-weekly pay the appropriate employee contribution and to remit those contributions to the Group RRSP Plan Administrator on a bi-weekly basis.

Company Contributions

6. The Company shall contribute to each participating employee's Group RRSP an amount equal to, but not less than, the employee's minimum required contribution for time actually worked as stated in Paragraph 2.
7. The Company's contribution shall cease, for any employee who either withdraws contributions (with the exception of authorized withdrawals under the Home Buyers or the Lifelong Learning Plans) or withdraws from participation in the Group RRSP, until the employee applies to be reinstated as a member of the Group RRSP after a one (1) year re-qualifying period has elapsed. The one (1) year re-qualifying period begins at the date of the last withdrawal.

Re-instatement

8. Persons recalled from layoff by the Company, within twenty-four (24) months after termination, may be re-instated immediately, provided they had been previously enrolled prior to termination.

Special Provisions

9. Employees who do not have the required amount of service to be eligible to receive Company contributions may register in the Group RRSP plan at any time upon joining the Company. Company contributions shall commence once eligible as outlined in Paragraph 1.
10. In the event that during the term of this Collective Agreement IMP Group Limited provides a change to the existing RRSP Policy to another unionized group within IMP Group Limited, that change will be offered to Unifor Local 2215.

ARTICLE 27 – MOBILE REPAIR PARTIES (MRP)

27.01 AN MRP refers to personnel who proceed out of the local area to perform an identified task. Halifax Regional Municipality is considered the “Local Area”.

27.02 Employees proceeding on MRP shall be paid the following allowances, as applicable:

- (a) Subsistence allowance for meals and personal phone call expenses at a rate of \$62.00 per day.
- (b) Laundry allowance of \$20.00 per week, while on MRP occupying commercial accommodation for periods in excess of one week (7 calendar days).
- (c) Accommodation allowance may be paid for individuals making private arrangements in lieu of commercial accommodations at a rate of \$15.00 per day for each full day on the MRP site.
- (d) Travel allowance at the higher of forty cents (\$0.40) per kilometer or current Company rate for travel by private vehicle from home once to and once from MRP site by the most direct route deemed necessary. Travel allowance will only be paid for the distance traveled, which is in excess of the employee’s normal daily travel distance to work.
- (e) The Company will determine travel arrangements from commercial accommodation to and from the MRP work site and shall pay travel at the higher of forty cents (\$0.40) per kilometer or current Company rate to designated employees on a carpool (multiple passenger) basis.
- (f) Inconvenience allowance at a daily rate of forty dollars (\$40.00) for travel on weekends or holidays.
- (g) Home to airport travel will be paid at the higher of forty cents (\$0.40) per kilometer or current Company rate or for taxi (with receipt) by the most direct route from the normal place of residence. If parking is required employees shall park in company parking lots and shall register their car for the travel duration with the number one hangar commissionaire.
- (h) MRP to the Continental USA will be paid in US dollars. Travel outside the Continental USA will be paid the above rate adjusted for the current Stats Canada Canadian Foreign Post Private Sector Index. If the location is not included in the Private Sector Index, the Canadian Forces Index will be applied.

27.03 The Company shall arrange for payment for commercial transportation and accommodation. If it is necessary for a member of the MRP to pay for these expenses, a receipt shall be presented for reimbursement.

27.04 When employees are required to travel on any day including Saturdays, Sundays, or Statutory Holidays, they will be entitled to straight time rate for all time spent travelling.

27.05 All hourly paid employees may place their names on a MRP Rotation List in recognition of the following:

(a) The maximum length of time served on a MRP is one (1) year unless otherwise agreed to between the Union and the Company.

(b) Employees will normally be employed for one (1) year in plant before being eligible to proceed on MRP.

(c) If an employee, whose name appears on the Rotation List, refuses to serve, he/she will be placed on the bottom of the rotation list unless he/she provides a valid reason.

(d) Employees on the list shall be rotated in accordance with seniority provided that the employee has the ability and qualifications to perform the work, and meets security requirements. Such selection shall not detract from in-plant efficiency.

(e) Employees wishing to put their names on the MRP Rotation List may do so by completing the form provided and forward to the Unit Chairperson and the appropriate MRP Manager(s).

(f) When more than one (1) employee applies on the same day, seniority shall be used for the purpose of placement on the MRP Rotation List.

(g) Should the number of employees on the list not be sufficient, the Company will designate the most junior qualified person (or persons) to work on the MRP.

(h) All employees selected for an MRP may be subject to approval by the customer prior to commencement of the MRP. If not approved by the customer, the Company shall **provide written notice of the rejection to the local unit chair**, but in any case, the employee will maintain their position on the MRP Rotation List.

27.06 Prior to departure of employees on an MRP, the Company shall hold a briefing with the MRP crew and the area Shop Steward, unless both parties agree it is unnecessary.

ARTICLE 28 – WORK PARTIES (WP)

28.01 A WP refers to personnel who work out of plant in the local area to perform an identified task. Halifax Regional Municipality is considered the “Local Area”.

28.02 A WP will not be eligible for subsistence, laundry or accommodation allowances.

28.03 A special allowance of \$8.00 per day will be paid to personnel on WP.

28.04 When there are one (1) to ten (10) employees of mixed trades working on WP in the local area, they will be supervised by a coordinator who, if a member of the bargaining unit, will

be paid an additional one dollar (\$1.00) per hour above top rate of his classification. A coordinator will have no disciplinary powers.

- 28.05 Personnel on WP will not relinquish their position on the MRP Rotation List.
- 28.06 Employees will be selected to proceed on a WP in accordance with seniority provided that the employee has the ability and qualifications to perform the work and providing that such selection does not detract from in-plant efficiency.
- 28.07 Any extra travel incurred by an employee beyond their normal mileage to and from the workplace while on a WP shall be paid at the higher of forty cents (\$0.40) per kilometer or current Company rate for the use of his or her vehicle.

ARTICLE 29 – NDT

- 29.01 The Company values the training and experience progression of NDT Technician employees. This progression takes time and significant commitment by the employee. The Company will always support and encourage this progression

ARTICLE 30– RENEWAL AND TERMINATION

- 30.01 This Agreement shall be in effect from April 1, 2016, to March 31, 2019, and shall continue from year to year after that day, unless either party gives notice in writing for the purpose of renewing the Agreement within three (3) months of expiry.
- 30.02 If notice of intention to amend is given by either party in writing pursuant to the provisions of the preceding paragraph, negotiations shall commence no later than ten (10) days after such notice is given. If such negotiations do not result in agreement, mediation or conciliation proceedings will be introduced. Both parties agree that this Agreement shall continue in full force and effect until a new Agreement is reached through the medium of conciliation or arbitration board proceedings or by continued negotiations between the parties concerned.
- 30.03 Any agreement and/or temporary agreement entered into during the life of this Agreement shall be in writing and be made as an amendment to this contract.
- 30.04 This Agreement covers all Articles, Appendices, Letters of Understanding and Memoranda of Understanding.

LETTER OF UNDERSTANDING #1

The Company and the Union recognize that as an Accredited Maintenance Organization some employees will require specific training to gain the qualifications necessary to perform the work. Employees who agree to attend a training course (“Training”) at the request of the Company for the purpose of acquiring the qualifications necessary to perform the work will sign a Professional Development Agreement (“PDA”) as a condition precedent to participating in the training. The PDA will include the following terms:

1. The Company agrees to pay for all reasonable costs/expenses associated with the training.
2. All costs/expenses must be approved in writing prior to it having been incurred. Costs/expenses not approved in writing prior to being incurred will not be reimbursed.
3. In the event that the Employee, within two (2) years of completing the Training, (i) resigns, (ii) quits, (iii) voluntarily leaves the employ of the Company or (iv) has his/her employment terminated for just cause, the Employee shall reimburse the Company, in accordance with paragraph 4, for all course fees (including but not limited to registration fees) and material costs associated with the Training (“Reimbursable Costs”). The obligation to reimburse the Company shall not apply where the employee is laid off in accordance with the collective agreement and does not accept a recall thereby giving up his/her seniority rights. The obligation to reimburse the Company as outlined in this Agreement shall not apply where the Reimbursable Costs are less than \$2,000.00.
4. All Reimbursable Costs shall be repaid by the Employee on a pro-rata basis as follows:

<u>Length of Service from Completion Date of Training</u>	Amount Repayable by Employee
Less than 12 months	100%
More than 12 months but less than 18 months	50%
More than 18 months but less than 2 years	25%
2 years or more	0%

5. The employee authorizes the Company to withhold any amounts due and owing pursuant to Paragraphs 3 and 4 from any amounts due and owing to the employee including any wages or vacation pay owing. The withholding of these funds shall not limit the Company’s right to pursue any outstanding balance.

LETTER OF UNDERSTANDING #2

Employment as a Learner with Technical Classifications

The Company and Union agree that it is desirable to provide our existing workforce the opportunity to advance into Technical classifications when the company has a requirement and the individuals have the ability and desire to do so. Technical classifications are considered to be those that require a specific post-secondary qualification or certification to perform. To facilitate opportunities for employees in non-technical classifications to progress the Company may support the employment of suitable individuals with their desired classification on an interim basis. Individuals employed in a Technical classification on an interim basis while completing the necessary qualifications will be considered to be Learners.

Before commencing any training required to gain the necessary qualifications individuals may indicate an interest in being considered for future employment as a Learner by applying to HR. An interview will be arranged to ensure the individual has an understanding of the specific courses or programs that will meet the qualification requirements as well as to review the likelihood that there will be an operational requirement for Learners in the future. Consideration for financial assistance in the completion of the training will be provided in accordance with AD-402.

Acceptance of personnel into a classification as a Learner will be subject to operational requirements. If an operational requirement exists, the individual must demonstrate suitable aptitude for the trade through the successful completion of at least 50% of the technical training required to achieve the mandatory requirements of the Maintenance Process Manual for basic trade requirements, and must complete an acceptance interview. Additionally the individual must provide a plan for completion of the remaining elements of the training within a period not to exceed one year.

An individual assigned into a classification as a Learner would be temporarily transferred into the classification and paid at the lowest rate within that classification or their existing pay rate, whichever is greater, until such time as they complete the required qualifications. While employed as a Learner an individual would not be eligible for progression. Upon completion of the basic trade requirements IAW the IMP Aerospace Maintenance Process Manual the individual will be permanently transferred into the classification and become eligible for progression. If the individual fails to complete the qualification requirements in accordance with the agreed plan, continuation in the Learner classification will be at the Company's discretion. If continued employment as a Learner is not offered the individual will be reassigned to their former classification.

LETTER OF UNDERSTANDING #3

Airframe Mechanic Classification - Structures and Mechanical Qualifications

The Company and Union recognize that the Airframe Mechanic classification within the IMP classification structure has historically encompassed two (2) industry standard qualifications – Mechanical and Structures.

Personnel may be selected for assignment into the Airframe Mechanic classification if they possess either basic Mechanical qualifications, basic Structures qualifications or both, as defined within the IMP Aerospace Maintenance Process Manual. Personnel can only be qualified to complete tasks within the Airframe Mechanic classification for which they possess the required basic trade qualifications as defined within the IMP Aerospace Maintenance Process Manual. The Technical Qualification Record for the Airframe Mechanic classification encompasses all technical skills associated with both Mechanical and Structures systems.

The Company and the Union agree that in order to represent the classification responsibilities effectively any job postings and advertisements for the Airframe Mechanic classification may be listed as Aircraft Mechanics/Aircraft Structures.

LETTER OF UNDERSTANDING #4

Sheet Metal Technician/Sheet Metal Fabricator

The Company and the Union recognize that the regulatory requirements associated with the tasks now performed by the Sheet Metal Technicians and Sheet Metal Fabricators are entirely consistent with the Airframe Mechanic or Airframe Technician classification family; within our AMO, Airframe Mechanics or Airframe Technicians have the training and skills required to carry out all tasks currently performed by Sheet-Metal Technicians and Sheet Metal Fabricators.

Therefore, it is agreed that:

1. No future employees will be hired in the Sheet-Metal Technician or Sheet Metal Fabricator classifications. These classifications will be “grandfathered”.
2. Positions currently held by Sheet-Metal Technicians and Sheet Metal Fabricators will be filled, as necessary, by Airframe Mechanics or Airframe Technicians upon retirement or termination of individual Sheet-Metal Technicians or Sheet Metal Fabricators.
3. Appropriately qualified Airframe Mechanics or Airframe Technicians will carry out work historically performed by Sheet Metal Technicians and Sheet Metal Fabricators, in any area of the plant, without the requirement for a classification change as prescribed by Article 25.01 of the Collective Agreement (CA) unless the Aircraft Mechanic is filling a position currently held by a Sheet Metal Technician or Sheet Metal Fabricator temporarily away from the job due to an approved leave of absence.

LETTER OF UNDERSTANDING #5

Consideration for employees affected by security clearance suspensions

The Company and the Union recognize that it is a condition of employment to meet security requirements. The parties agree that there may be extenuating circumstances outside of the control of an employee that may result in delays in obtaining those requirements.

In the case whereby an employee has been suspended due to the loss of or failure to obtain the security requirements, and has exhausted the suspension period, the company may consider extension to the suspension provided the following criteria exist.

- Security requirements have been suspended or withheld based on special or compelling circumstances beyond the employee's control.
- The employee can provide documentation from the regulating authority that the loss or delay is for a reason outside of the employees' control.
- The employee can provide proof that they have participated and complied to the best of their ability in a timely manner.
- The employee, when possible, can provide documentation from a regulating body indicating the expected date of a final decision.

LETTER OF UNDERSTANDING #6

Unexcused Absenteeism and Overtime

Employees who have unexcused absences in a week where overtime is worked, shall only be paid at the applicable overtime rate for hours worked in excess of forty (40) hours. Ref 11.03 for further information on qualifying hours.

LETTER OF UNDERSTANDING #7

Conditions for Commercial Cost substitution on MRP

In cases where an MRP is deployed and commercial accommodation is provided IMP will consider substituting the cost of commercial accommodation to be applied to travel costs under the following conditions:

1. An employee chooses to travel by private vehicle to and from the MRP site daily.
2. Travel allowance will be paid at the rate per kilometre outlined in 27.02 (d).
3. The daily cost of travel to and from the MRP site shall not exceed the daily cost of the commercial accommodation which the employee would have otherwise been provided.
4. Article 27.04 shall not apply for time spent travelling on a daily basis to and from the MRP site which is in excess of that provided for in 27.02 (d).
5. The following Articles would not be applicable:
 - a. Article 27.02 (b) – Laundry Allowance.
 - b. Article 27.02 (c) – Private Arrangements
 - c. Article 27.02 (e) – Local travel at MRP location
6. The employee will be required to adhere to shift start and end times set forth for the MRP as if they were staying in provided accommodation.
7. Travel time shall not exceed two (2) hours to and from the MRP site in each direction.
8. Any additional costs incurred by the employee as a result of choosing travel allowance in lieu of commercial accommodation will not be the responsibility of the Company.

The Company shall not unreasonably deny requests unless operational requirements dictate otherwise.

LETTER OF UNDERSTANDING #8

Christmas Shut Down

Shall consist of Statutory Holiday and Incentive days and shall equate to the following time off over the term of this agreement:

December 25, 2017 to January 1, 2018 inclusive

December 25, 2018 to January 1, 2019 inclusive

Incentive Days

- (1) For the months of January, February, March, October, November and December, employees shall be allocated two (2) hours per month to a maximum of twelve (12) hours. Employees shall be allocated six (6) hours per quarter for the second and third quarters of the calendar year, to a maximum of twelve (12) hours. (April 1 – June 30 and July 1 – Sept 30). Employees shall be granted the allotment provided they have not exceeded the allowable lost time for medical appointments as indicated in 14.08 and individual sick days as indicated in 24.06 and they have not had any casual absence in the qualifying period. Absences due to bereavement leave, medical/sick time as per 14.08 and 24.06, jury duty, layoff of one (1) month or less, overtime banking, vacation leave, holidays, workers compensation, union business or excused plant wide lateness/absence or partial operations will not be considered casual absences.

Employees' own doctor appointments that have been scheduled in advance of the appointment date, and where confirmation of attendance via the clinical appointment form has been provided to the company, will not be considered casual absence for the purposes of the incentive program.

Employees requiring time away from work in accordance with an approved medical accommodation or workplace arrangement shall remain eligible for the incentive.

- (2) Employees will not be eligible to receive the allocated incentive hours above if they are entered into the Formal Monitoring Program for culpable absences in any quarter.
- (3) Employees entered into the Formal Monitoring Program for culpable absences for more than one quarter during a calendar year, will not be eligible to receive incentive hours for that calendar year.

(4) All time accrued in accordance with this Article shall be paid to employees who are employed by the Company on December 31 of the year in which the time was accrued. If an employee is on an approved leave of absence over Christmas Shutdown, he/she will receive the pay for the time he/she accrued for that year on the first pay following his/her return to work.

(5) Employees who do not accrue the necessary time off to cover the full down time between Christmas Day and New Year's Day shall be considered as having worked for the purpose of meeting the qualifying provisions of Article 13.03 for purposes of receiving the normal holiday pay for Christmas, Boxing Day and New Year's Day.

(6) For the purposes of this Article, the accrued incentive days shall be applied as follows:

December 27, 28 & 29, 2017

December 27, 28 & 31, 2018

(7) If an employee qualifies for the entitlement, the Company shall notify the employee in writing prior to the twenty-fifth (25th) day of the following month that he/she does qualify for the incentive time.

LOU #9 – CONTRACT WORKERS

Contract workers may be used by the company to address temporary workload surges of six (6) months or less. The use of contract workers will not be used in classifications where there is laid off employees, nor shall it result in a layoff, recall delay, loss of regular earnings, or loss of overtime opportunities for employees in that classification. Where a need for contract workers has been defined, the company will convene a meeting with the Union to discuss the requirement for contract workers, and the opportunity to mitigate this need. Union dues will be paid by the company IAW the collective agreement at the top rate of the classifications affected.

These provisions shall not be deemed to circumvent the grievance procedure should a disagreement arise.

APPENDIX “A”

WAGES AND CLASSIFICATIONS

Wage Increases

1. During the term of this collective agreement, the wage rates of all seniority employees will be increased as follows: April 1st, 2016 – 1.8%; April 1st, 2017 – 1.5 %; and April 1st, 2018 – 1.5%. The wage rates are set out in the Classification table in this Collective Agreement.

Company Proposal - Wages

Classification	Wage Level	01-Apr-16	01-Apr-17	01-Apr-18
		1.50%	1.00%	1.00%
Airframe Tech, Avionics Systems Tech, Electronic Systems Tech, Sheet Metal Fabricator, Tool Maker	A	27.99	28.27	28.56
	B	27.73	28.01	28.29
	C	27.46	27.73	28.01
Airframe Mechanic, Avionics Tech, Electronics Tech, Sheet Metal Tech(grandfathered)	A	27.20	27.47	27.75
	B	26.72	26.99	27.26
	C	25.78	26.04	26.30
	D	24.91	25.16	25.41
	E	24.01	24.26	24.50
	F	23.12	23.35	23.59
	G	22.19	22.41	22.63
	H	21.32	21.53	21.74
	I	20.39	20.60	20.80
	J	19.51	19.70	19.90
O/H Mechanic, Hydraulic/Rot, Mtce Mech., Mtce Carpenter, General Maintenance person (HP)	A	26.72	26.99	27.26
	B	25.68	25.94	26.20
	C	24.71	24.95	25.20
	D	23.72	23.96	24.20
	E	22.76	22.98	23.21
Jig & Fixture, Industrial Millwright, Power Engineer, Industrial Electrician	A	28.66	28.95	29.24
	B	28.36	28.64	28.93
	C	27.97	28.25	28.54
	D	27.70	27.98	28.26
	E	27.33	27.61	27.88
Machinist	A	27.46	27.73	28.01
	B	26.59	26.86	27.13
	C	25.63	25.89	26.14
	D	24.72	24.96	25.21
	E	23.85	24.09	24.33
Refinisher	A	26.72	26.99	27.26
	B	26.44	26.71	26.97
	C	26.13	26.39	26.65
Aircraft Painter	A	25.92	26.18	26.44
	B	25.16	25.41	25.67
	C	24.47	24.72	24.96
	D	23.76	24.00	24.24
	E	23.04	23.27	23.50
	F	22.33	22.55	22.78
	G	21.65	21.87	22.09
	H	20.98	21.19	21.40
	I	20.33	20.53	20.74
	J	19.63	19.83	20.02
	A	23.93	24.17	24.41

Stores Controller	B	23.12	23.35	23.59
	C	22.24	22.46	22.69
	D	21.51	21.72	21.94
	E	20.65	20.85	21.06
	F	19.48	19.67	19.87
	G	18.37	18.56	18.74
	H	17.20	17.38	17.55
	I	16.09	16.25	16.41
	QA Lab Tech	A	27.10	27.37
B		26.01	26.27	26.54
C		25.04	25.29	25.54
D		24.11	24.35	24.59
E		23.13	23.36	23.60
F		22.11	22.33	22.55
G		21.17	21.38	21.60
Heat Metal Treater	A	24.71	24.95	25.20
	B	23.90	24.14	24.38
	C	23.01	23.24	23.47
	D	22.13	22.35	22.57
	E	21.29	21.51	21.72
	F	20.38	20.59	20.79
	G	19.51	19.70	19.90
Cable Assembler	A	20.19	20.39	20.59
	B	19.51	19.70	19.90
	C	18.88	19.07	19.26
	D	18.20	18.38	18.56
	E	17.52	17.69	17.87
	F	16.84	17.01	17.18
	G	16.17	16.33	16.49
	H	15.51	15.66	15.82
	I	15.13	15.28	15.44
	J	14.78	14.93	15.08
Aircraft Cleaner/Stripper	A	19.03	19.22	19.41
	B	18.20	18.38	18.56
	C	17.35	17.52	17.70
	D	16.47	16.64	16.80
	E	15.64	15.80	15.96
	F	14.78	14.93	15.08
Aircraft Log Controller	A	25.23	25.49	25.74
	B	24.42	24.67	24.91
	C	23.55	23.78	24.02
Fabric Worker	A	20.92	21.13	21.34
	B	19.70	19.90	20.10
	C	18.50	18.69	18.88
	D	17.31	17.48	17.65
	E	16.11	16.27	16.43
	A	23.19	23.42	23.66

Cable Inspector	B	22.28	22.50	22.73
	C	21.33	21.54	21.75
	D	20.37	20.57	20.78
NDT Tech Trainee		21.94	22.16	22.39
NDT Certified Tech - Base Rate		24.64	24.89	25.14
NDT Certified Tech - Each Level I current and valid certification of UT, RT and ET is paid \$1.00 per hour in addition to the Base Rate.				
NDT Certified Tech - Each Level II current and valid certification of UT,RT,ET,MT and PT is paid \$2.00 per hour in addition to any Level I certification premium and the Base Rate				
The maximum rate payable for an NDT Certified Tech with all certifications in both Level I and Level II		38.75	39.14	39.53
Sweeper/Labourer	A	18.54	18.73	18.92
	B	18.20	18.38	18.56
	C	17.35	17.52	17.70
	D	16.47	16.64	16.80
	E	15.64	15.80	15.96
	F	14.78	14.93	15.08
Senior Heat Metal Treater (grandfathered)	A	26.72	26.99	27.26
Chief Stores Controller (grandfathered)	A	25.72	25.98	26.24
Electronics Inspector (HP)	A	28.25	28.53	28.82
	B	27.92	28.20	28.48
	C	27.61	27.88	28.16
Calibrator	A	20.70	20.90	21.11
	B	20.02	20.22	20.42
	C	19.39	19.58	19.78
	D	18.71	18.89	19.08
	E	18.03	18.21	18.39
	F	17.35	17.52	17.70
	G	16.68	16.84	17.01
	H	16.02	16.18	16.34
	I	15.64	15.80	15.96