

## COLLECTIVE AGREEMENT

BY AND BETWEEN:

Bombardier Aerospace de Havilland Division (Toronto) and Bombardier Regional Aircraft Division (Toronto) at its Downsview location: hereinafter, collectively, called “the Company”

OF THE FIRST PART

– and –

Unifor through its Local 673 hereinafter referred to as the “Union”

OF THE SECOND PART

### **ARTICLE I – Purpose**

The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Company and its employees and to provide machinery for the prompt and equitable disposition of grievances, and to establish and maintain mutually satisfactory working conditions, hours of work, salaries and other conditions of employment for all employees who are subject to the provisions of this Agreement.

### **ARTICLE II – Scope & Recognition**

2.01 The Company and the Union agree with the principle in defining the Bargaining Unit that Clauses 2.02 and 2.03 identify the jobs that are excluded from the Bargaining Unit and that in future all new office jobs will be included in the Bargaining Unit unless the parties agree to exclude them because the duties and responsibilities of the new job are comparable to those of jobs now excluded. Any dispute of this nature between the parties will be resolved in accordance with Clause 2.04 and 2.05.

2.02 The Company recognizes the Union as the sole and exclusive bargaining agent for all office and clerical employees of the Company in the offices at any of its facilities

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located within an eighty (80) kilometer radius of Downsview. The Bargaining Unit does not include persons employed by the Company in a managerial capacity, persons employed in the Personnel and Industrial Relations Department, Section Heads or Supervisory, management or professional personnel above the rank of Section Head; Security and protection personnel; Field Service Representatives; Industrial Engineers, Engineering Technicians, Liaison Engineers, Engineering Lofts-persons, draftspersons and one secretary to each department manager or persons of a higher status.

2.03 The following classifications and employees assigned to these classifications are also excluded from the Bargaining Unit

### **Finance**

1. Budget & Forecasts Analyst\*
2. Budget & Forecasts Typist \*
3. Cashier
4. E.D.P. Programmers
5. E.D.P. Systems Analyst

### **Marketing & Product Support**

1. Confidential File Clerk (1 only)\*

### **Operations**

1. Budget Analyst\*
2. Subcontract Placement Officer
3. Executive Chauffeurs

### **Contracts**

1. Contracts Administrator

### **Other**

1. Change Agents
2. Supplier Managers
3. Manufacturing Engineers
4. Problem Solving Specialists

2.04 Before the Company decides to exclude from the Bargaining Unit any newly created job other than covered

in 2.02 above, it will discuss the new position with the Bargaining Committee and allow the Union to investigate the work performed in the new job. In the event of a dispute concerning the exclusion of the new job, the matter can be dealt with as a union policy grievance under articles 10 and 11. The arbitrator will decide whether to include the new position in the Bargaining Unit or whether it is to be added to the lists of exclusions under 2.03 above. Before the dispute goes to the arbitrator, the Company will supply the Union with a written outline of the job and allow the Union to investigate the work performed in the new job. The arbitrator in resolving the dispute shall compare the duties and responsibilities of the new position to those of existing classifications included in the Bargaining Unit and those classifications, which the parties have agreed to exclude from the Bargaining Unit.

2.05 In the event the Company decides to increase the number of employees classified under those positions designated by an asterisk in 2.03 above, the duties of the additionally assigned employees will be reviewed with the Bargaining Committee to determine whether they are to be excluded under the title of that classification or whether it is necessary to create a new job under 2.04 above. The agreed list will be supplied to the Union and kept up to date at all times. Any dispute under this paragraph may be referred to the arbitrator for a decision in accordance with 2.04.

### **ARTICLE III – Transfer of Operations**

3.01 Should the Company, during the life of this Agreement, decide to move an operation to a location beyond the limits of Metropolitan Toronto, the members of Local 673 concerned will be granted work opportunity at the changed location. The Company agrees to negotiate with the Union at least ninety (90) days prior to such move for the purpose of providing a Transfer of Operations Agreement to provide:

- (a) Protection of the seniority rights of existing employees;
- (b) The right of existing employees to transfer with the jobs they normally perform;

(c) Extension of the Collective Agreement to cover the new location.

3.02 An employee whose seniority is transferred to any such new plant pursuant to 3.01 of this Article will be paid a Relocation Allowance, provided:

- (a) The plant to which the employee is to be relocated is at least forty (40) kilometers from the plant from which his/her seniority was transferred, and
- (b) As a result of such relocation he/she changes his/her permanent residence, and
- (c) He/she makes application within six (6) months after commencement of employment at the plant to which he/she was relocated in accordance with the procedure as established by the Company;
- (d) In the event an employee who is eligible to receive a Relocation Allowance under these provisions is also eligible to receive a Relocation Allowance or its equivalent under any present or future Federal or Provincial Legislation, the amount of Relocation Allowance provided under this Article, when added to the amount of Relocation Allowance provided by such legislation, shall not exceed the maximum amount of the Relocation Allowance the employee is eligible to receive under the provisions of this Article;
- (e) Only one Relocation Allowance will be paid where more than one member of a family living in the same residence are relocated.

3.03

**KILOMETER BETWEEN  
PLANT**

**RELOCATION  
ALLOWANCE**

0 – 40	Nil
41 – 159	\$ 700.00
160 – 481	\$ 825.00
482 – 803	\$ 950.00
804 – 1607	\$1075.00

## **ARTICLE IV – Supervisory Staff**

The Company every two (2) months will supply up-to-date lists of the names and titles of supervisory staff and will also supply the Union Chairperson with a copy of the notice of new appointments as they occur where these appointments affect Local 673 personnel.

## **ARTICLE V – Reservation of Management Rights**

Within the framework of this Agreement, the Company reserves the right to hire, promote, transfer, demote, retire and layoff employees and to suspend, discharge or otherwise discipline employees for just cause subject to the right of any employee to lodge a grievance in the manner and to the extent herein provided. Within the framework of this Agreement, the Company reserves the right to operate and manage its business in all respects in accordance with its commitments and responsibilities, to maintain order and efficiency on its premises, and to determine the location of its plants, the products to be manufactured, the scheduling of its production and its methods, processes and means of manufacturing.

## **ARTICLE VI – No Discrimination**

The Company and the Union agree that there will be no discrimination against employees in training, upgrading, promotion, transfer, discharge, layoff, recall or other work conditions because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, physical challenge, age, family status, marital status, political affiliation, or union activities. It is recognized however, that the Company may be subject to limitations imposed by defense regulations.

## **ARTICLE VII – Office Committee**

7.01 The Company acknowledges the right of the Union to select a Bargaining Committee composed of five (5)

Committeepersons, one (1) of whom will be the Technical Zone Committeeperson and one of whom shall be the Office Chairperson.

The Company will recognize and bargain with the said Committee on matters arising out of the provisions of this Agreement. The President or in his/her absence, the Vice-President of the Local, will be ex-officio members of the Committee, if not elected thereto.

7.02 Prior to the expiry date of the Collective Agreement, and for thirty (30) days of meetings following the expiry date, members of the Bargaining Committee including members of sub committees, will be compensated for the time spent during regular working hours in negotiating with the Company representatives for renewal of the Collective Agreement. If the parties meet for part of a day, the Bargaining Committee shall be compensated for the full day. The Company will pay the cost of a meeting room during Collective Agreement renewal negotiations.

7.03

(a) The Chairperson of the Bargaining Committee shall be known as the full-time Office Chairperson. He/she shall be on a full-time basis for the purpose of administering the Agreement in cooperation with the Committeepersons. The Office Chairperson shall be allowed access to and from the Company's operations in the performance of his/her duties. He/she shall first inform the Area Manager, of his/her presence before proceeding. The Office Chairperson will be provided with an office and office facilities including desk, chair, telephone, computer and filing cabinet, and will be supplied with written information concerning starts, surpluses, layoffs, discharges, releases, recalls, and changes in job classifications and non-medical information concerning approved sickness and accident, extended disability, worker's compensation claims and bereavement information. Internet access will be provided to the Bargaining Committee conditional upon

agreement and signing of current IT policies and agreements of use.

- (b) The Office Chairperson shall receive the rate of pay equal to the highest rate of pay in the Bargaining Unit and will be paid the equivalent of forty-nine and one-half (49 1/2) hours per week at straight time.
- (c) When the Office Chairperson ceases to hold office, he/she shall, after a three (3) week transition period, be returned, consistent with his/her seniority, to the classification and to the department in which he/she was employed at the time of his/ her selection as Office Chairperson, or to a Job Classification embracing comparable job duties to that which he/she held prior to his/her election. During such transition period, the outgoing Office Chairperson shall receive the rate of pay of the classification to which he/she is returning. The Company will provide current and relevant training for the outgoing Chairperson upon return to his/her classification.

#### 7.04

- (a) The Company agrees that the Union shall be represented in each of three (3) geographical zones of the office by a Zone Committeeperson who shall be elected or otherwise appointed from the employees in the geographical zone he/she is to represent. In addition there will be one (1) Technical Zone Committeeperson elected or otherwise appointed by the employees in the Technical Salary Groups.
- (b) The Zone Committeepersons shall be on a full time basis for the purposes of performing their representational obligations. Each Zone Committee-person will be provided with a desk, chair, telephone, computer and office to be located within his/her geographical zone.
- (c) During all absences of greater than one (1) week of a Zone Committeeperson, the Company will recognize a substitute designated by the Union after the initial one (1) week period. However, if there are fewer than three

(3) members of the Bargaining Committee present during that one (1) week period, an alternate will be recognized during those times.

- (d) Each Zone Committeeperson, (other than the Technical Zone Committeeperson), or a substitute, shall receive the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty seven and one-half hours per week at straight time. The Technical Zone Committeeperson, or a substitute, shall receive the greater of the rate for the job classification he/she held upon election or appointment as a Committeeperson or the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty seven and one-half hours per week at straight time. The Technical Zone Committeeperson shall receive \$50.00 per week Lead pay.
- (e) When a Zone Committeeperson ceases to hold office he/she shall be returned, after a two (2) week transition period, consistent with his/her seniority, to the classification and to the department in which he/she was employed at the time of his/her election or appointment as a Zone Committeeperson, or to a job classification embracing comparable job duties to that which he/she held prior to his/her election or appointment. During such transition period the outgoing Committeeperson shall receive the rate of pay of the classification to which he/she is returning. The Company will provide current and relevant training for the outgoing committeeperson upon return to their classification.

7.05 Zone Committeepersons will only be recognized in the zones which they represent. It is understood that there may be occasions when a Committeeperson will be required to follow through a written grievance outside his/her jurisdiction if such grievance originated within his/her district. Permission for this purpose will have to be secured in advance.

7.06 Providing it does not affect the efficient operation of the Plant, the Company will not require an Executive Officer

or Zone Committeeperson to work on any shift, the regular quitting time of which is later than 6:00 p.m.

7.07 Upon notification to the Company, the Vice Chairperson of the Bargaining Committee or, because of his/her unavailability, another designated representative from the Bargaining Committee shall substitute for the Chairperson should he/she be absent from the office.

7.08 A National Representative or Representatives of the Union may be present and participate in any meetings of the Bargaining Committee and the Company.

7.09 During the period June 23, 2000 and June 22, 2003, the Company will recognize a Training Representative to assist in the coordination of the training programs. The Training Representative will be appointed by the Union. While the intent is that the Training Representative will be engaged on a full time basis, it is understood that he/she may only be engaged by the Company on an as required basis from time to time if that is all that is needed to assist in fulfilling its training needs. However, the Company agrees that the Training Representative will be engaged in that capacity for at least two (2) weeks out of every month during the 3 years of the collective agreement.

- (a) The Training Representative will be a member of the Joint Training Committee throughout the three-year period and will perform needs analyses and make recommendations for training needs. He/she shall be allowed free access to and from the Company's operations in the performance of his/her duties.
- (b) The Training Representative shall receive the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty seven and one-half (37½) hours per week at straight time. When the Training Representative is not engaged by the Company or ceases to hold office, he/she shall be returned, consistent with his/her seniority, to the classification and to the Department in which he/she was employed at the time of his/her appointment as



Training Representative, or to a job classification embracing comparable job duties to that which he/she held prior to his/her appointment.

### **ARTICLE VIII – Operation of Office Committee**

8.01 When it becomes necessary for a Zone Committee-person to enter an Area of a Department for the fulfillment of his/her Union duties, he/she shall first inform the Section Head of his/her presence before proceeding with the grievance matter occasioning his/her entry into the Area.

8.02 It is understood that a Zone Committeeperson, in carrying out his/her Union responsibilities, will endeavor to minimize or avoid disruption to operations.

### **ARTICLE IX – No Lockout or Strike**

The Company and the Union agree to be bound by the provisions of the Ontario Labour Relations Act in respect to strikes and lockouts.

The Company and the Union agree that neither shall call, authorize, counsel, procure, support or encourage an unlawful strike or lockout.

Any employee who participates in any illegal work stoppage, strike, sit down or slow down, may be disciplined by the Company.

### **ARTICLE X – Grievance Procedure**

10.01 Any complaint or cause of dissatisfaction arising within this Agreement between an employee or employees and the Company, with respect to the administration of this Agreement, shall be dealt with as speedily and effectively as possible in accordance with the following procedure. No employee will be discriminated against, nor will his/her record be affected because of his/her lodging a grievance.

10.02 An employee having a complaint shall if he/she so desires, discuss the matter with the employee's immedi-

ate Supervisor. However, before a grievance is reduced to writing, he/she must submit it to a Committeeperson, or the Chairperson in the absence of the Committeeperson, who will discuss it verbally with the employee's immediate Supervisor. Upon request, the Company will allow the Committeeperson to review relevant tests/answers or evaluations pertinent to the complaint.

If the complaint is not settled to the satisfaction of the employee concerned and/or the Union, then the following steps of the grievance procedure may be invoked.

#### STEP NO. 1

10.03 The Zone Committeeperson shall reduce the grievance to writing on Grievance Forms supplied by the Company and signed by the employee (or employees) and the Zone Committeeperson or the Office Chairperson. The Zone Committeeperson shall deliver two (2) copies to the employee's (or employees') Supervisor.

The Zone Committeeperson and the Supervisor will make an effort to resolve the grievance. The Supervisor within two (2) working days of his/her receipt of the grievance, will furnish his/her written answer to the Zone Committeeperson on two (2) copies of the form.

#### STEP NO. 2

10.04 If the decision of the Supervisor is not satisfactory to the employee concerned and/or the Union, the grievance may be passed to the Industrial Relations Manager within five (5) working days of the Supervisor's decision and the Labour Relations Manager shall place the grievance on the agenda for the next Office Union/Company meeting. During the interval, the Chairperson of the Bargaining Committee shall be permitted time to investigate the case.

#### STEP NO. 3

10.05 Management's decision on grievances shall be in writing and if not delivered at time of meeting shall be delivered to the Chairperson of the Bargaining Committee not later than

five (5) working days following the day on which the conference was held.

10.06 At any stage of the grievance procedure including arbitration, the conferring parties may have the assistance of the employee or employees concerned and any necessary witnesses. All reasonable arrangements will be made to permit the conferring parties to have access to the office to view the disputed operations or to confer with the necessary witnesses.

10.07 The Company may decline to consider a matter under the Grievance Procedure unless it has to do with the application or interpretation of the terms of this Agreement and the condition or circumstances upon which the grievance is based, originated or occurred within thirty (30) working days of its having been brought to the attention of the Supervisor. However, grievances in respect to group insurance settlements may be placed within ninety (90) working days of date on which they originated.

10.08 The Company will supply pertinent production, payroll and attendance records and disciplinary notices pertaining to the employee involved, when requested by the Union for the settlement of a grievance at Step. No. 2 of the grievance procedure.

## **ARTICLE XI – Arbitration**

After a grievance has been slated for arbitration, the Office Chairperson and the Manager of Industrial Relations may mutually agree to request a settlement meeting, which shall include the Director of the employee's work area in a final attempt to resolve the grievance without the necessity of an arbitration hearing.

11.01 If arbitration is to be invoked, the request must be made in writing within ten (10) working days after the decision of Management has been delivered as required under Clause 10.05, and no matter may be submitted to arbitration which

has not been considered under the Grievance Procedure. The Grievance Form and the decisions written thereon or attached thereto shall be presented to the Arbitrator, and the Arbitrator's decision shall be confined to deciding the issue therein set out.

11.02 The Arbitrator shall not have jurisdiction to alter or change any of the provisions of this Agreement nor to give any decision inconsistent with the terms and provisions of this Agreement, nor to deal with any matter not covered by this Agreement. The Arbitrator, however, in respect of a grievance involving a penalty, shall be entitled to modify such penalty as in the opinion of the Arbitrator is just and equitable.

11.03 The decision of the Arbitrator shall be binding on both parties, and his/her expense shall be borne in equal shares by the Company and the Union.

11.04 The Company and the Union express complete confidence in the ability of the under mentioned Arbitrators to render just decisions in the matter of labour disputes.

H. D. Brown, Esq.

Louise Davie

Kevin Burkett

Ms. P. Knopf

Mr. Larry Steinberg

A grievance slated for arbitration shall proceed in the following manner:

- (a) A letter shall be sent within fifteen (15) working days to the arbitrator on a rotating basis.
- (b) The first or second date received for arbitration shall be accepted for a hearing and the arbitrator shall be advised of the grievance(s) to be heard.

If the Arbitrator cannot establish a date acceptable to the parties, the next name on the list will be approached. Failing to find an Arbitrator who can act, the Minister of Labour for the Province of Ontario will be asked to appoint an Arbitrator.

If on being approached any member of the above panel indicates a disinclination to continue acting on the panel, then

his/her name will be removed from the panel and another name selected by mutual consent.

11.05 Grievances submitted to arbitration shall have the following priority at arbitration:

- Discharge
- Layoff
- Company Grievances
- Policy
- Leave of Absence
- Others

Subject to the above priorities, grievances will normally proceed to arbitration in the order in which they have been slated for arbitration. Grievances to be heard by the Arbitrator will be confirmed by the parties fourteen (14) working days prior to the hearing.

11.06 It is agreed that, in view of accessibility of operations and witnesses, arbitration hearings will be held on the premises of the Company.

11.07 An employee appearing during working hours before an Arbitrator on the hearing of a grievance shall be paid by the Company for such appearance up to the amount he/she would have earned during his/her regular working hours. The President if an employee, shall be entitled to payment as outlined above.

11.08 In the event of a difference of opinion between the Company and the Union as to the interpretation or violation of any clause or section of this Agreement, then the matter may be referred to arbitration by either party in the same way as the grievance of an employee.

## **ARTICLE XII – Discharge Cases**

When an employee with seniority has been discharged for any reason and protests the action taken he/she shall be afforded the opportunity of discussing his/her discharge with his/her Committeeperson or the Chairperson of the

Bargaining Committee for a reasonable time before leaving the premises. The Union may within seven (7) working days of the notice of discharge being given submit a grievance, which will be placed on the agenda of the next Company/Union meeting. Failing a satisfactory settlement the grievance may be appealed to arbitration.

### **ARTICLE XIII – Company/Union Meetings**

The Union Bargaining Committee and the Company Labour Relations Committee shall meet within five (5) working days when there is business, which requires their joint consideration. Necessity for meeting will be indicated in writing from either party to the other party containing an agenda of the subjects for discussion.

The parties agree that a disposition will be given within ten (10) working days following the meeting.

### **ARTICLE XIV – Leave of Absence Without Pay**

14.01 Under no circumstances will leave of absence be authorized to enable an employee to engage in another gainful occupation. The Union will be supplied with a copy of each leave of absence issued by the Company. Leave of absence, without pay, will be granted to employees on the active payroll for the following reasons.

14.02 For attendance at summer camp of any of the Canadian Armed Forces.

14.03 Officials of the Local Union will be collectively provided up to twenty (20) working days per month for the conduct of necessary Local Union business outside the plant and such absence shall not be recorded as lost time on his/her personal record. In addition, necessary time to attend delegations, conventions or educational seminars to which they have been elected or appointed, will be granted under the following conditions:

- (a) leave will not extend beyond ten (10) consecutive working days except by mutual consent.
- (b) not more than four (4) members may ask for leave for the same period. The Company, at its discretion, may increase this number.
- (c) The union must submit in writing a request for leave at least five (5) working days in advance. This request must include a start date and an end date. It is recognized that in unique circumstances, the above advance notice may not be possible.
- (d) The union will consider alternatives to the Company's request for relief where such leave would have an adverse effect on the business. The Company may, at its discretion, decline to grant leave of absence for more than two (2) officials from the same Department at the same time for union business, delegations, conventions or educational seminars.

14.04 An employee who has served at least one (1) year with the Company and is elected or appointed to a full time office with the National Union or Local 673 will be granted leave of absence as follows:

- (a) To the National Union – a minimum period of three (3) months;
- (b) To Local 673 – a minimum period of four (4) weeks; upon written application of the National Union or the Senior Officer of Local 673 as the case may be. Such leave of absence shall be, upon request, extended and it is understood that the Company will receive written notice from the National Union or Local 673 respectively to this effect.

The National Union or Local 673 agrees also to advise the Company in writing once annually of the names of the de Havilland employees who are engaged in full time duties with the Union. If an employee returns to the Bargaining Unit from a full time office with the National Union or Local 673, the return shall be to his/her former job classification or a job classification embracing comparable job duties to that which

he/she held prior to leave of absence, providing such return does not result in the layoff or bumping of an employee holding greater seniority.

14.05 To an employee covered by this Agreement for such personal reasons as the Company may consider valid on the following basis:

- (a) Ability of the Department to reassign the employee's work so that his/her absence will not unduly upset operations;
- (b) The length and urgency of the request.

14.06 The Company will agree to Maternity Leave under the following stipulations.

(a) **BASIC POLICY**

An employee who becomes pregnant may be permitted to continue in employment providing she has on record with the Company Health Centre a current letter from her physician attesting to her good health and ability to continue the normal duties of her job and that such continued employment would not be injurious to her health.

(b) **REPORT TO HEALTH CENTRE**

As a safeguard to her health and in order to establish records necessary for the approval of resumption of employment after confinement, the employee must report her condition to the Health Centre no later than the third month of pregnancy and, in addition, she must submit a copy of a physician's letter from her personal physician no later than the end of the fourth month of pregnancy and each thirty (30) days thereafter, stating the probable date of confinement and whether or not she can safely continue to perform her assigned job.

(c) **LEAVE OF ABSENCE OR TERMINATION**

When it becomes necessary for an employee to discontinue her employment as herein provided, she may voluntarily terminate; or she will be granted a leave of absence as provided in the appropriate Leave of Absence Clause. Such leave shall be for a period not to exceed ninety



(90) days beyond the date of confinement. In addition, an employee shall continue to accumulate vacation and pension credits during the period of approved maternity leave.

(d) **RETURN FOLLOWING LEAVE OF ABSENCE**

An employee on such leave of absence may not return to work for at least six (6) weeks after confinement or for such shorter period, and must furnish a statement from her physician stating that she is able to resume the normal duties of her job. Any extension of Leaves of Absence under the provisions of this section shall be granted upon the recommendation of her physician and the Company's Health Centre.

14.07 During authorized leave of absence an employee shall accumulate seniority.

14.08 An employee returning from authorized leave of absence, without pay, will be reinstated in the job from which he/she proceeded on leave of absence or if this is not possible, because of physical condition or job change, then he/she will be assigned to other work which he/she is competent to perform and which is consistent with his/her seniority.

**ARTICLE XV – Bulletin Boards**

15.01 The Company will provide Bulletin Boards at mutually agreed points for use of the Local Union in posting notices.

15.02 All Union notices or other material must be signed or initialed by the President, or the Chairperson of the Bargaining Committee and approved by the Personnel Office before posting.

**ARTICLE XVI – Seniority**

16.01 An employee shall be considered a probationary employee who has worked under the provisions of this Agreement for a period of less than six (6) calendar months and employees who are absent for more than five (5) working

days during such period shall have such absence added to the six (6) calendar months for the purpose of determining their probationary period.

Notwithstanding anything contained elsewhere in this Agreement, no grievance shall be lodged against the discharge, by the Company, of a probationary employee during the first ninety (90) working day period of his/her employment. A probationary employee may grieve only on matters relating to normal operating conditions. On completion of probation, an employee's name will be added to the seniority list for his/her Job Classification with effect from date of hiring.

16.02 Effective February 14, 1969, total continuous past service with the Company will be recognized for seniority purposes in regard to promotion, demotions and layoffs. Any future entry into the Bargaining Unit, employees shall have date of entry seniority. The same date February 14, 1969, and the same conditions will apply to those former employees of Canadian Applied Research and Avro Aircraft who were laid off to join de Havilland Aircraft.

16.03 An employee transferred from the Bargaining Unit to a position in the Local 112 bargaining unit will retain the seniority acquired at date of leaving the Unit, but will not accumulate seniority thereafter.

If such employee returns to the Bargaining Unit, the return shall be to displace the junior employee in his/her former job classification, providing he/she has more seniority, which he/she held prior to his/her appointment. If he/she has insufficient seniority to displace the junior employee in his/her former job classification, he/she shall exercise his/her seniority in accordance with the provisions of the Collective Agreement.

16.04 The Company will supply the Office Chairperson and Committeepersons with a copy of a list showing the clock number, name, job classification, seniority date and service date of each employee covered by this Agreement and will revise the list every three (3) months.

The seniority list will be posted at 9 locations:

- Plant 1 – Entrance
- First (1st) Floor – Main Office
- Third (3rd) Floor
- Data Centre
- Bay One (1), 2nd Floor Hallway
- Bay Three (3), Mezzanine
- Bay 10 North Wall

16.05 Any Company employee who moves from a non-bargaining unit job into a job within the Local 673 bargaining unit (a “moving employee”) will be treated as a probationary employee and will be considered to have no seniority. During such probationary period the moving employee may be removed from the job in the Local 673 bargaining unit.

	Moving Employees from Local 112 or Non-Represented Bombardier Employees		
	Level 1	Level 2	Level 3
Compensation	Less than nine months service*	Greater than or equal to 9 months service*	Greater than or equal to 18 months service*
	*service based on employee's service date with Bombardier		
Benefits	Such employee's benefit entitlement under Schedule "C" shall be based on length of service with the Company. However, any moving employee who has been in receipt of benefits prior to the move into the Local 673 bargaining unit, shall be entitled to benefits under Schedule "C" without any additional waiting period		

## **ARTICLE XVII – Job Posting**

17.01 When an opening occurs, at or above Salary Group II, the Company will post notices on the notice boards. The

notice will clearly identify the vacancy and any employee who has completed probation may apply for the vacancy under the following conditions:

- (a) The applicant must state his/her qualifications for the posted job and must register the application with the Personnel Office prior to close of the second working day following posting of the notice.
- (b) The application must be for a job on a higher salary level except that under the following circumstances, an employee may apply for a posted job on his/her present or a lower salary level:
  - i. where the applicant seeks an opportunity for advancement beyond the possibilities of his/her classification.
  - ii. where the applicant, through study, has acquired qualifications in another classification;
  - iii. where the applicant, because of physical condition, is unable to carry on in his/her classification;
  - iv. where those applicants for the said job vacancy from a lower wage group who qualify under article 17.02 have already been considered. A successful downward bid shall be paid the job rate of the lower job and shall forfeit vested rights to the job from which he/she has bid downwards.
- (c) Where an employee is filling a temporary vacancy within the context of Article 17.08, the employee may apply for a permanent job at a salary level which is higher than that of the job they held prior to filling the temporary vacancy.
- (d) If no applicant is considered suitable, then the Company may take such other steps as may be necessary to fill the vacancy. Notification of all vacancies filled under this Article will be posted, i.e. "Filled under Article 17.01(d)".
- (e) Employee interviews/presentations for the purpose of qualifying for internal job postings will be recorded (audio or video). Tapes will be retained by the Company until the selection process has been completed.

- (f) On the posting, the Company will state the selection process including the steps of the selection process and scoring method.
- (g) If passed, a test will be valid for six (6) months for similar work within the classification.

17.02 All promotions shall be made on the basis of seniority and ability to do the job required.

17.03 An employee having bid for and been accepted for a promotion, shall not be eligible to be considered for a further promotion by bidding for a job vacancy for a further period of six (6) months from the date of posting of his/her acceptance, unless the employee in question has been declared unfit on medical grounds for the job to which he/she has been promoted, and is obliged to return to his/her former position.

17.04

- (a) An employee who is accepted for a posted job shall retain seniority in the job which he/she previously held for a period of thirty (30) working days after which his/her accumulated seniority shall be vested in the new job.
- (b) In the event that an employee does not exercise the option of returning within thirty (30) working days as described above, but there is a dispute as to his/her ability to satisfactorily perform the job, the employee shall be returned to his/her former Job Classification and the matter be referred to the Grievance Procedure. In such a case, the six (6) month eligibility period in Article 17.03 shall not apply.
- (c) An employee who accepts a position on the basis of job postings and finds himself unable to perform the duties of the new Job Classification, may be returned to his/her former Job Classification provided he/she requests return within thirty (30) working days.

17.05 An employee on lay off with recall rights shall be eligible for job postings on the following basis:

A laid off employee who has exercised all his/her bumping rights may be considered for any job opening except one he/she has refused or failed.

A laid off employee who elected lay off without having exhausted his/her rights to bump would not have the right to bid for any job which is below the salary group he/she held at the time of layoff. However, after exhausting his/her EI and/or SUB benefits he/she will be entitled to apply for any posted job.

The only area of grievance would be ability and seniority for the posted job.

#### 17.06

- (a) Vacancies for posted positions not filled within seventy (70) days will be re-posted.
- (b) An employee accepted on a job posting will be notified of his/her acceptance within ten (10) working days after the posting has been removed. An employee accepted on a job posting will assume his/her new duties within thirty (30) working days. All employees bidding for a job posting, and the Union, will be notified in the event the job is cancelled, through the job posting procedure.
- (c) For the purposes of technical group seniority, a technical group posting with multiple positions will have the initial employee's date of entry into the position as the seniority start date for all incumbents.

17.07 Temporary assignments for a period of not more than thirty (30) working days may be made by the Company without regard to posting but following such period, the position, if then vacant, shall be filled in accordance with the established procedure for the filling of vacancies. An employee, so temporarily assigned, will receive a salary adjustment if his/her temporary assignment is to a higher salary level. If and when such an employee is returned to his/her regular position, his/her salary shall be the rate he/she would be entitled to if he/she had remained in that position. The Company shall give advance written notice of any Temporary Assignments

containing the work conditions and names of the employees involved to the affected Committeepersons.

17.08 If the Company determines that a temporary vacancy resulting from maternity/parental leave must be filled, the following conditions shall apply:

- i. The replacement of an employee on maternity/parental leave will be of a temporary nature and no one filling the vacancy through a job posting or appointment will obtain or accrue vested rights to the job whilst the employee is on leave.
- ii. In order to fill any temporary vacancy directly resulting from maternity/parental leave, the Company will, in the following order:
  - (a) recall per Article 18
  - (b) temporarily post through the normal job posting procedure
  - (c) fill the vacancy through Article 17.01(c)
- iii. All other provisions of the Collective Agreement will apply.

17.09 An employee from the Technical Group who is successful on a job posting to a classification outside of the Technical Group (i.e. to the Clerical Group) shall have seniority in the Clerical Group from date of entry.

17.10 If, after all laid off employees have exhausted their recall rights under the collective agreement, there remains a vacancy (ies) in the bargaining unit at a Group 7 job or below and the job posting procedure has been exhausted where no successful applicants of higher seniority than anyone on lay off are accepted in accordance with Article XVII of the Collective Agreement, employees on layoff shall be given special consideration for such vacancies based on seniority provided the employee has the ability to do the job required. Laid off employees who are accepted for such vacancy but are not able to perform the duties of the job within thirty (30) working days shall return to lay off status. This does not apply to jobs on Flow Chart "5", Finance.

## **ARTICLE XVIII – Layoff and Reemployment**

### 18.01

- (a) The Company will advise the Chairperson of the Bargaining Committee of any intended lay off one (1) week before the lay off becomes effective, or, alternately, will pay any employee laid off one (1) week's salary in lieu of such notice. A copy of any notice given to an employee by the Company in compliance with the Employment Standards Act shall be sent to the Office Chairperson. This provision will not apply if layoff is due to fire, flood, power failure, water failure or other emergency conditions beyond the control of the Company, in which event salary will not be continued for a period in excess of two (2) days or the end of the work week whichever is the lesser.
- (b) Notwithstanding the provisions of Paragraph 18.01 (a), the Company agrees to notify the Chairperson of the Bargaining Unit of any pending layoff at the time the decision is made.
- (c) The Company agrees to give notice to the Chairperson of the Bargaining Unit of any employee transfer. Such notice will be given in advance where practicable.

18.02 When it becomes necessary to reduce staff, employees will be declared surplus in inverse order of seniority in their classification except as provided under Article 18.10 hereof, and will exercise their bumping rights as follows.

18.03 An employee may displace the junior employee in a classification in which he/she previously held seniority.

18.04 He may displace the junior employee in his/her own flow line at successively lower salary levels and must accept the first job to which his/her seniority entitles him/her unless he/she elects layoff.

Prior to considering his/her options under 18.03 and 18.04, such employee shall have an option, once during the term of this collective agreement, to displace a junior employee in his/



her present salary level in a job which the employee has previously held seniority.

18.05 An employee with seniority who is unable to bump into salary group five or above in his/her flow line, may bump into the following Job Classifications, on a plant wide basis, providing he/she can do the work of the employee who he/she is to displace. In bumping, an employee shall displace the employee holding least seniority in the Salary Group, starting with the highest Salary Group.

Salary Group 4 – 465 – General Duty Clerk

Salary Group 4 – 450 – Secretary I\*

Salary Group 3 – 315 – Clerk Typist Senior\*

Salary Group 3 – 317 – Operator Telephone\*

Salary Group 2 – 210 – General Duty Clerk

If the employee with the least seniority in the group is in an asterisk \* classification and the bumping employee does not possess the requisite capability (as set out in 18.07) to perform that work, he/she may displace the employee in the General Duty Clerk classification in the same Salary Group who holds the least seniority in that classification.

18.06 An employee who is displaced because of staff reduction may elect lay off rather than bump into a lower paid Job Classification. In this case, he/she will not be recalled to a Job Classification at a lower salary level than that from which he/she was laid off.

18.07 It is agreed that in all cases where, because of a reduction of workforce, an employee exercising displacement rights over another employee having less seniority the employee having longer seniority must be capable and willing to perform in a satisfactory manner the work of such shorter seniority employee. Where a dispute arises as to the ability of the longer seniority employee to perform the work, he/she shall be allowed one (1) week (37 1/2 continuous working hours) under normal instruction in which to prove such capability. If the employee is unable to satisfactorily do the work of the displaced employee he/she will be laid off and a displaced

employee recalled in accordance with his/her seniority unless the Union is notified that no replacement is required.

18.08 An employee on lay off or who has exercised bumping rights will have recall rights to those job classifications from which he/she bumped, and those jobs to which he/she could have exercised bumping rights if he/she had sufficient seniority to do so, except those refused or failed. An employee may not bump, displace, or be recalled to, the same salary level except as provided under 18.05. his/her rights to accumulate seniority and to be recalled will be limited to a period equal to his/her accumulated seniority.

18.09 An employee, while on disability leave or any other personal leave of absence, will be laid off for lack of work in accordance with the seniority provisions of the collective agreement. The employee will be notified by registered mail of such a layoff. Any bumping rights may be exercised in accordance with the employee's seniority when the employee is fit to return to regular or modified duties.

18.10 An employee may only be retained from layoff out of seniority provided the more senior employee bumping is not capable of satisfactorily performing the work available.

18.11 In no event shall an employee bump another employee who is employed in a higher paid Job Classification.

18.12 In the event of staff reductions and providing the individual has one (1) year seniority, the members of the Local Executive Board, the Chairperson of the Bargaining Committee and Zone Committeepersons will be retained in their respective Job Classifications during their term of office, so long as work is available in such classification and thereafter will be subject to the lay off provisions as set forth in Article 18.

18.13 The Office Chairperson or the employee's Zone Committeeperson shall be given an opportunity to be present when the employee is notified of surplus in which he/she is involved.

## **ARTICLE XIX – Loss of Seniority**

Seniority status once acquired will only be cancelled upon:

- (a) Termination of employment;
- (b) Failure to return to work within seven (7) working days after issuance of the Company's notice of recall by registered mail to the last address shown on the Company's personnel records after lay off; the seven (7) working days may be extended if the employee furnishes a reason satisfactory to the Company;
- (c) Lay off for a period in excess of accrued seniority at the date of lay off or a minimum of three (3) years, whichever is greater.
- (d) Employees' seniority will be cancelled and cease to exist upon appointment to any non-union positions within the company.

## **ARTICLE XX – Union Security**

20.01 The parties agree to the following Union security provisions covering all employees:

- (a) As a condition of employment, all present employees shall become and remain members of the Union.
- (b) As a condition of employment, all new employees shall be required to become a member of the Union and complete an application for membership in the Union at the time of hire, and shall remain members of the Union.

20.02 The Company will deduct from the pay of each employee covered by the Agreement such monthly dues and initiation fees of new employees, as may be adopted by the National Union and Local 673 UNIFOR, such monies to be deducted from the employee's pay received on the third pay day of each month, or upon request from the National Union or Local 673 UNIFOR, a deduction in two (2) installments.

20.03 All new employees will be required to contribute initiation fees and monthly dues commencing from the first deduction date following date of employment, PROVIDING

they have completed forty (40) hours of work at that time; otherwise, deductions will be made from the second deduction date following date of employment. All new employees will be introduced to their Committeeperson when reporting for work. Similarly employees transferred will be introduced to their Committeeperson when reporting for work.

20.04 Union dues deductions will be included or attached to T4 Slips issued by the Company.

20.05 The dues check-off shall become null and void should the Union contravene the provisions of Article 9 of this Agreement.

### **ARTICLE XXI – Positions Outside Bargaining Unit**

An employee covered by this Agreement shall not be transferred to a position excluded from this Agreement unless he/she agrees to such transfer.

### **ARTICLE XXII – Excluded Personnel**

Supervisors and employees not subject to this Agreement shall not perform work which is normally performed by employees subject to this Agreement except in the following type of situations:

- (a) an emergency,
- (b) when instructing and training an employee,
- (c) experimenting.

Provided that the act of performing the aforementioned operations, in itself, does not reduce the hours of work or salary of any employee.

### **ARTICLE XXIII – Election of Union Officials**

The Company agrees that during the term of this Agreement, the annual election of Local Officers and election of delegates to the Canadian Labour Congress, the UNIFOR Canadian Council and the UNIFOR Constitutional Convention shall be conducted on Company premises under the following conditions:

- (a) Elections must be set up and conducted on employee time.
- (b) Polling stations are to be set up at points indicated by the Company.
- (c) Electioneering signs or banners will not be permitted on Company property.

#### **ARTICLE XXIV – Disciplinary Action**

An employee who is to be reprimanded or disciplined shall have his/her Union representative present at the time of the reprimand or discipline.

#### **ARTICLE XXV – Safety**

25.01

- (a) The Company will recognize a full time Health and Safety Representative. The Health and Safety Representative shall be allowed access to and from the Company's operations in the performance of his/her duties. He/she shall first inform the Area Manager of his/her presence before proceeding. The Health and Safety Representative will be provided with a desk and a chair in the Office Chairperson's office.
- (b) The Health and Safety Representative, or a substitute, shall receive the rate of pay equal to the rate for the job classification which he/she held upon election or appointment as Health and Safety Representative and will be paid the equivalent of thirty-seven and one-half (37 1/2) hours per week at straight time.
- (c) During all absences of a personal nature of seven and one half (7 1/2) or more hours duration of the Health and Safety Representative, the Company will recognize a substitute designated by the National Office of the UNIFOR.
- (d) When the Health and Safety Representative ceases to hold office, he/she shall be returned, consistent with his/her seniority, to the classification and to the department in which he/she was employed at the time of his/her election or appointment as Health and Safety Representative, or

to a job classification embracing comparable job duties to that which he/she held prior to his/her election.

- (e) Where an alleged Health and Safety problem exists, the Representative must discuss the matter with the Safety Supervisor before any action is taken. In the event that the Representative is not satisfied with the findings or actions intended by the Safety Supervisor, the Representative shall have the right to submit, in writing, a grievance which will be processed at Step No. 2 of the Grievance Procedure.
- (f) The Representative shall have the opportunity to attend the Joint Health and Safety Meeting held monthly to confer on matters dealing with the Office Bargaining Unit.
- (g) Subsections (a) to (d) of this article will only have application until the earlier of the next Local Union Elections or May 1995, after which time the Company will no longer recognize a full-time Health and Safety Representative. Thereafter, the Company will recognize one of the four (4) Zone Committee persons who will be designated by the Union as a Representative on all matters pertaining to Health and Safety. The Company will not recognize a substitute when such Zone Committee person is engaged in Health and Safety Matters.

## **Foot Protection**

### 25.02

- (a) Employees must wear approved foot protection as designated.
- (b) The Company will contribute one hundred and forty dollars (\$140.00) per year to the cost of one (1) pair of approved protective footwear for non-probationary employees working in mandatory foot protection areas. For the purpose of this Article, a year will be the period from September 1 to August 31 the following calendar year, except for the first year which will commence one (1) week following ratification and which will end August 31, 1982. Up to two (2) years' entitlement may be combined if required to cover the cost of one pair of protective footwear.

- (c) This paragraph deleted June 30, 1994
- (d) In order to implement the above provisions, the Company will ensure that a vendor or vendors of protective footwear will be available on the premises on a regular basis.
- (e) Visitors and employees not required to work on a regular basis in mandatory foot protection areas, will not be required to wear approved protective footwear provided they remain within the Plant aisles and walkways, however, once visitors and employees leave the aisles and walkways and enter the mandatory foot protection area, they must wear protective footwear. Fully covered leather shoes are the minimum requirement in all other plant areas.

## **Eye Protection**

### **25.03**

- (a) Employees must wear approved eye protection as designated.
- (b) The company will provide prescription safety glasses to employees at no cost to such employees. Subject to clause 25.03 (c), prescription safety glasses will be provided on a two (2) year eligibility cycle. The choice of supplier, frames, lens type, material, special features, method of delivery and all other related matters will be left to the Company's sole discretion.
- (c) Should prescription lenses become worn or accidentally broken, during normal duties in the plant, the Company will bear the cost of repair or replacement.
- (d) It shall be the responsibility of the employee to take care of his/her safety glasses. The employee shall bear the cost of replacing lost or stolen prescription safety glasses and replacing/repairing damaged safety glasses due to neglect.

## **Health & Safety Training**

25.04 Every active member of the Local employed by the Company at sites which fall within the scope of the Collective Agreement will be provided with an appropriate level of Health and Safety instruction during the term of this Agreement. This training will be relative to statutory (or other legislated)

requirements and/ or job-specific hazards or working procedures.

### **Workplace Ergonomics Committee**

25.05 The Company and the Union agree to establish a Workplace Ergonomics Committee, which will function as a sub committee of and report to the Joint Health and Safety Committee. The Ergonomics Committee's mandate will be to review workplace conditions, tools, equipment, practices and procedures relative to bargaining unit job assignments or physical tasks and to make recommendations regarding their design, use, modification or improvement, effectiveness and potential for injury or other negative effects. The Committee's composition, meeting frequency and format, resource and training requirements and other related matters will be established through joint consultations between the Company and the Union within the mandate of the Joint Health and Safety Committee.

### **ARTICLE XXVI – General Clauses**

26.01 Wherever in this Agreement the masculine gender is used, it shall also include the feminine.

26.02 The Company agrees to provide the Chairperson of the Bargaining Committee with a filing cabinet, and supply copies of Company forms covering employment, movement or release of persons covered by the Agreement as they occur. Every six (6) months, the Company will supply the Union with a complete mailing list of employees covered by this Agreement. Every employee is required to keep on file with the Personnel Department, his/her mailing address.

26.03 The President of the Union or in his/her absence, the Vice President shall attend, at his/her discretion, all Union/ Company meetings. It is understood that time in attendance at such meetings will not be paid by the Company.

26.04 From time to time, an employee may be incapacitated at his/her work by injury while employed by the Company,



or suffer a physical or mental disability, as defined by his/her physician and confirmed by the Company physician, and such disability temporarily restricts the employee in the performance of his/her work. Notwithstanding any other articles of this agreement, the Company may employ such restricted employees on limited or graduated hours of work. This accommodation must occur within the employee's classification.

26.05 The company physician may schedule independent medical evaluations and/or functional abilities evaluations for an employee and the employee will attend and participate in such evaluations. The company and the union will work cooperatively to select the list of physicians that employees will be sent to for independent medical examinations.

## **ARTICLE XXVII – Schedules**

Attached hereto and forming part of this Agreement are the following supplements:

### **Technical Group**

(i) Referred to as Appendix I

### **Hours of Work, etc.**

(a) Referred to as Schedule "A" and comprises hours of work, etc.

### **Salary Rates and Classifications**

(b) Referred to as Schedule "B" and comprises the Salary Groups, application of salaries and provision for the addition or revision of Job Classifications.

### **Overtime Rates, Vacation Pay and Fringe Benefits**

(c) Referred to as Schedule "C" and comprises conditions and rates for overtime, vacations with pay and fringe benefits.

### **Glossary of Terms and Phrases**

(d) Referred to as Schedule "D" in which words and terms used in this Agreement are given definition and meaning to clearly indicate the common and consistent interpretation to be placed on them by all persons using the words and terms.

## **Job Classifications**

(e) Schedule “E” being a list of the Job Classifications referred to in Schedule “B”.

## **Flow Lines**

(f) Schedule “F” being the flow lines for all non-Technical Group Job Classifications referred to in Schedule “E”

## **ARTICLE XXVIII – Termination Clause**

28.01 The Collective Agreement shall be effective on the date of ratification and shall remain in effect until midnight June 22, 2018. Unless either party gives to the other party written notice of termination, or of a desire to amend the Agreement, then it shall continue in effect for a further one (1) year period, without change and so on from year to year thereafter.

28.02 Notice of amendments required or that either party intends to terminate the Agreement shall only be given during the period of not more than ninety (90) days and not less than thirty (30) days prior to the termination date.

28.03 If notice of amendment or of termination is given by either party, the other party agrees to meet for the purpose of negotiations; and negotiations shall not continue beyond the expiration date of the Agreement unless the parties mutually agree to extend the period of negotiation.

28.04 It is understood that during any negotiations following upon notice of termination or notice of amendment, either party may bring forward counter proposals arising out of or relating to the original proposals.

THIS AGREEMENT is hereby duly executed by the said parties this 23<sup>rd</sup> day of June 2015.

## **FOR THE UNION**

Mary Ellen McIlmoyle  
President, Local 673

Gus Goncalves  
Plant Chair,  
Bargaining Committee

Robin Priest  
Technical Group,  
Bargaining Committee

Ron McKenzie  
Bargaining Committee

Tony Ferrari  
Bargaining Committee

Sharon Attisano  
Bargaining Committee

## **FOR THE NATIONAL UNION**

Dawn Cartwright  
Aerospace Director

## **FOR THE COMPANY**

Christian Maheux  
Manager, Labour Relations

Erin Campbell  
Labour Relations/HR Business Partner

Mark Brixey  
Director, Operations Global Program

Larry Whyte  
Operations Unit Manager, Q400 Program

Hubert Bogatko  
Operations Unit Manager, Global 7000/8000 Program

Heather Will  
Manager, Customer Service

**SCHEDULE “A”  
HOURS OF WORK, ETCETERA**

**1. Hours of Work**

(a) The regular workweek shall be five (5) shifts of 7 1/2 hours each, Monday through Friday.

(b) The hours of work are as follows:

07:30 am – 03:45 pm

03:30 pm – 11:45 midnight

3 – shift operations:

11:30 pm – 07:30 am – First Shift\*\*

07:30 am – 03:30 pm – Second Shift

03:30 pm – 11:30 pm – Third Shift

(Functions requiring close coordination with Plant operations on afternoon shifts shall be scheduled as per Plant shift times.)

\*\* It is understood that the shift beginning 11:30 pm is to be treated as the next day’s shift, and the overtime rates for work on a Sunday do not apply to the shift beginning Sunday at 11:30 pm.

(c) The Company may change the starting and stopping times of any shift by one (1) hour upon five (5) working days notice to the Office Chairperson. Where such shift change applies to an individual or a group of employees the Company will give five (5) working days notice to the Office Chairperson. Any change in regular hours not covered by the above will be made by mutual consent of the Union and the Company.

(d) Shifts starting midnight will be deemed to start on the day the shift is worked.

(e) Where an employee is unable to comply with the required starting time due to legitimate, substantiated personal circumstances, including childcare responsibilities, parental care and human rights accommodation issues, the Company will make exceptions.

## **2. No Guarantee**

The Company does not guarantee to provide work to any employee for the regularly assigned hours or for any other hours. (See Clause 18.01 (a) and (b))

## **3. Lunch Period**

The lunch period shall be three-quarters (3/4) of an hour and may be staggered as between departments. The lunch period of employees on a three (3) shift operation shall be one half (1/2) hour and may be staggered as between departments.

## **4. Disciplinary Action and Notations**

Persistent lateness or absenteeism may be made the reason for disciplinary action. Any notation or record of disciplinary action, for any reason, placed against the record of an employee shall be removed after one (1) year provided no further notation has been made within the one (1) year elapsed period.

**SCHEDULE "B"**  
**CLASSIFICATION OF EMPLOYEES,**  
**SALARY RATES AND THEIR APPLICATION**

**1. Classification of Employees**

Each employee shall be classified in accordance with the job descriptions and titles set forth in Schedule "E" of this Agreement, or as may be added to such Schedule in accordance with Clause 4 of this Schedule, and shall be paid the appropriate salary rate in accordance with the applicable scale below:

**2.01 Salary Rates and Ranges**

The level 1 and Level 2 progression rates shall not apply to those classifications which are in the Technical Group. There will be no further adjustment to the Wage Rates during the renewed term. Effective the first pay period beginning on or after June 23, 2015

Effective	6/23/2015	
Group 10/12	\$ 9.38	Scale adjustment
Group 14	\$13.13	Scale adjustment
COLA \$	\$36.38	
Increase	0%	

Wage Group	Level 1	Level 2	Level 3
1	1047.39	1120.89	1194.40
2	1052.80	1126.78	1200.77
3	1058.94	1133.48	1207.99
4	1067.88	1143.18	1218.50
5	1091.18	1168.55	1245.93
6	1111.48	1190.64	1269.80
7	1133.49	1214.59	1295.70
8	1156.50	1239.63	1322.77
9	1180.04	1265.24	1350.47
10	1315.60	1410.03	1504.48
11	1324.46	1420.71	1516.99
12	1357.55	1455.71	1553.85
14	1430.84	1530.94	1631.00

## 2.02 Future Increases

Effective the first pay period beginning on or after June 23, 2016 the following wage scale will go into effect.

Increase                      1%

<b>Wage Group</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
1	1057.87	1132.09	1206.34
2	1063.33	1138.05	1212.77
3	1069.53	1144.81	1220.07
4	1078.56	1154.61	1230.68
5	1102.09	1180.23	1258.39
6	1122.60	1202.55	1282.50
7	1144.82	1226.73	1308.66
8	1168.06	1252.03	1336.00
9	1191.84	1277.90	1363.97
10	1328.76	1424.13	1519.52
11	1337.70	1434.92	1532.16
12	1371.13	1470.27	1569.39
14	1445.15	1546.25	1647.31

### 2.03 Future Increases

Effective the first pay period beginning on or after June 23, 2017, the following wage scale will go into effect.

Increase **1.25%**

Wage Group	Level 1	Level 2	Level 3
1	1071.09	1146.25	1221.42
2	1076.62	1152.27	1227.93
3	1082.90	1159.12	1235.32
4	1092.04	1169.05	1246.06
5	1115.87	1194.99	1274.12
6	1136.63	1217.58	1298.53
7	1159.13	1242.07	1325.02
8	1182.66	1267.68	1352.70
9	1206.74	1293.87	1381.02
10	1345.37	1441.93	1538.52
11	1354.43	1452.85	1551.31
12	1388.26	1488.65	1589.01
14	1463.22	1565.58	1667.90

### 3. Application of Salary Rates

3.01 The salary of a probationary employee hired after the date of ratification shall be increased from the entry level rate to the next higher rate from the first day of the work week following completion of nine (9) months of work and to the next succeeding level following completion of the next succeeding nine (9) months of work. Under unique circumstances, when the Company cannot attract sufficient qualified candidates, employees may be started at a level higher than the entry level, in which case they will progress to the next higher rate every nine (9) months of work thereafter.

3.02 An employee with seniority who is upgraded or who is promoted to a higher classification will be paid the next high-



est rate in such Salary Group above his/her current rate. He/she shall have his/her salary increased thereafter in accordance with 3.01 above.

3.03 It is understood that the increase in rates shall be effective with the commencement of the pay period following the completion of the time or period noted.

3.04 An additional \$5.00 per week premium will be added to technical group classification 10 and 12 for the life of this agreement.

#### **4. Revisions and New Classifications**

The Company and Union agree that existing job classifications shall continue for the life of the Agreement, however, when there has been a substantial change in the work assignment of an existing classification or when new work is introduced the Company may either:

- (a) assign it to an existing classification, or
- (b) revise an existing job description, or
- (c) introduce a new classification under a new title and job description and rate it for inclusion in a salary group.

The title, description and rating shall be submitted to the Local and thereafter, the Company may classify or continue to classify employees there under. The Union may present Written Notice of Disagreement within fifteen (15) days of such a submission. If, after discussion the Union and the Company are unable to reach agreement, either party may submit the matter to arbitration.

#### **5. Cost of Living Allowance**

5.01 In addition to the wage rates set out in the hourly wage rate schedules, any increase or decrease in the Cost of Living Allowance will be calculated on the basis of one (1) cent per hour for each full 0.05935 three month average change in the Consumer Price Index (2002 = 100) as published by Statistics Canada.

5.02 The base point for future adjustments shall be 126.45125

5.03 Effective as of the first pay period beginning on or after Date of Ratification, the current ninety-seven cents (\$0.97) per hour Cost of Living Allowance paid as of June 22, 2015 will be incorporated (folded) into the wage rate schedule.

5.04 Future quarterly adjustments in the Cost of Living Allowance, beginning with September 2015 will be effective as of the first pay period following the release of the last C.P.I. figure, providing the release date falls on a Friday. If a C.P.I release date falls on a Monday, Tuesday, Wednesday or Thursday, that quarterly adjustment in the COLA will be effective for the pay period which commenced on the previous Saturday.

<b>Adjustment</b>	<b>Month of Adjustment</b>	<b>Based on CPI for Months at:</b>
First	Sept./15	June, July, Aug.,2015
Second	Dec./15	Sept., Oct., Nov., 2015
Third	Mar./16	Dec., 2015, Jan., Feb., 2016
Fourth	June/16	Mar., Apr., May, 2016
Fifth	Sept./16	June, July, Aug.,2016
Sixth	Dec./16	Sept., Oct., Nov., 2016
Seventh	Mar./17	Dec., 2016, Jan., Feb., 2017
Eighth	June/17	Mar., Apr., May, 2017
Ninth	Sept./17	June, July, Aug.,2017
Tenth	Dec./17	Sept., Oct., Nov., 2017
Eleventh	Mar./18	Dec., 2017, Jan., Feb., 2018
Twelfth	June/18	Mar., Apr., May, 2018

5.05 The amount of any allowance paid as Cost of Living will not be incorporated into the basic wage rates, but shall be included in computing overtime, statutory holidays and vacation pay.

5.06 In the event that Statistics Canada ceases to publish the monthly Consumer Price Index and/or initiates any change that will affect the foregoing method of computing the Cost of Living Allowance, such change will be subject of discussion by the parties prior to amending the above terms of reference.

5.07 The amount of Cost of Living Allowance (COLA) effective for any period shall be in accordance with the following table:

<b>Three Month Average Statistics Canada Consumer Price Index (2002 = 100)</b>		<b>Cost of Living Allowance Cents per Hour</b>
126.45125		0.00
126.51060	126.56994	0.01
126.56995	126.62929	0.02
126.62930	126.68864	0.03
126.68865	126.74799	0.04
126.74800	126.80734	0.05
126.80735	126.86669	0.06
126.86670	126.92604	0.07
126.92605	126.98539	0.08
126.98540	127.04474	0.09
127.04475	127.10409	0.10
127.10410	127.16344	0.11
127.16345	127.22279	0.12
127.22280	127.28214	0.13
127.28215	127.34149	0.14
127.34150	127.40084	0.15
127.40085	127.46019	0.16
127.46020	127.51954	0.17
127.51955	127.57889	0.18
127.57890	127.63824	0.19
127.63825	127.69759	0.20
127.69760	127.75694	0.21
127.75695	127.81628	0.22
and so on for each 0.05935 change in C.P.I		

\* Specific starting amount applicable for 2015 – 2017  
agreement only

5.08 No adjustments, retroactive or otherwise, shall be made because of any revision which may be made in the published figures of the Statistics Canada Consumer Price Index.

**SCHEDULE “C”  
OVERTIME RATES –  
VACATION AND OTHER FRINGE BENEFITS**

**1. Overtime Rates**

1.01 Any authorized work performed by an employee before his/her regular starting time or after his/her regular quitting time shall be considered as overtime and paid for at the rate of time and one half (1 1/2) except that no extra payment will be made for any occasional overtime performed which does not exceed fifteen (15) minutes in any one day.

1.02 Any work performed on a Saturday shall be paid for at time and one half (1½).

1.03 Any work performed on a Sunday shall be paid for at double (2) time.

1.04 In the event of urgent or emergency overtime work for which no qualified employee will volunteer, the Union agrees to cooperate with the Company in providing sufficient qualified workers to perform such work. Overtime will be distributed among employees normally performing the work and the Company will make every effort to distribute such overtime on an equal basis. A list of overtime worked will be posted and maintained in the department or area respecting each overtime work group. The Union may make representations to the Management as to continuing distribution of overtime work which, in the opinion of the Union, may be unfair. The Company will supply a list of all overtime worked by each employee to the Chairperson of the Bargaining Committee no later than the end of the first week of each month, covering the overtime hours worked in the prior month.

1.05 If, by mutual consent of the Company and the Union, Saturday and/or Sunday should become part of the regularly scheduled five (5) day work week, then payment of time and one half (1 1/2) for Saturday and double (2) time for Sunday work shall be made for the sixth (6th) and seventh (7th) days following the adopted five (5) day work week.

## 2. Plant Holidays

2.01 All employees covered by this Agreement, including probationary employees and employees working on a Company authorized medical work hardening program, shall be paid their regular wages at straight time less legal and statutory deductions for the following Plant Holidays (“regular wages” herein shall include permanent off-shift premium): providing that the employee is not absent without permission from work either on the workday immediately preceding or the workday immediately following the holiday.

2.02 Plant holidays will observe 9 statutory holidays and 4 floater days. Three floater days will be observed during the winter break, the additional floater will be observed on December 24<sup>th</sup> if it falls on a Monday through Friday. If December 24<sup>th</sup> falls on a Saturday or Sunday the date the floater will be observed on the first working day before December 24<sup>th</sup>.

2015		
<b>Stat – Canada Day</b> (Wed. July 1, 2015)	<b>Stat – Labour Day</b> (Mon. Sept. 7, 2015)	<b>Stat – Thanksgiving</b> (Mon. Oct. 12, 2015)
<b>Floater #1</b> (Thurs. Dec. 24, 2015)	<b>Stat – Christmas</b> (Fri. Dec. 25, 2015)	<b>Stat – Boxing Day</b> (Mon. Dec. 28, 2015)
<b>Floater #2</b> (Tues. Dec. 29, 2015)	<b>Floater #3</b> (Wed. Dec. 30, 2015)	<b>Floater #4</b> (Thurs. Dec. 31, 2015)

2016		
<b>Stat – New Year’s Day</b> (Fri. Jan. 1, 2016)	<b>Stat – Family Day</b> (Mon. Feb. 15, 2016)	<b>Stat – Good Friday</b> (Fri. March 25, 2016)
<b>Stat – Victoria Day</b> (Mon. May 23, 2016)	<b>Stat – Canada Day</b> (Fri. July 1, 2016)	<b>Stat – Labour Day</b> (Mon. Sept. 5, 2016)
<b>Stat – Thanksgiving</b> (Mon. Oct. 10, 2016)	<b>Floater #1</b> (Fri. Dec. 23, 2016)	<b>Stat – Christmas</b> (Mon. Dec. 26, 2016)
<b>Stat – Boxing Day</b> (Tues. Dec. 27, 2016)	<b>Floater #2</b> (Wed. Dec. 28, 2016)	<b>Floater #3</b> (Thurs. Dec. 29, 2016)
<b>Floater #4</b> (Fri. Dec. 30, 2016)		

2017		
<b>Stat – New Year’s Day</b> (Mon. Jan. 2, 2017)	<b>Stat – Family Day</b> (Mon. Feb. 20, 2017)	<b>Stat – Good Friday</b> (Fri. April 14, 2017)
<b>Stat – Victoria Day</b> (Mon. May 22, 2017)	<b>Stat – Canada Day</b> (Mon. July 3, 2017)	<b>Stat – Labour Day</b> (Mon. Sept. 4, 2017)
<b>Stat – Thanksgiving</b> (Mon. Oct. 9, 2017)	<b>Floater #1</b> (Fri. Dec. 22, 2017)	<b>Stat – Christmas</b> (Mon. Dec. 25, 2017)
<b>Stat – Boxing Day</b> (Tues. Dec. 26, 2017)	<b>Floater #2</b> (Wed. Dec. 27, 2017)	<b>Floater #3</b> (Thurs. Dec. 28, 2017)
<b>Floater #4</b> (Fri. Dec. 29, 2017)		

2018		
<b>Stat – New Year’s Day</b> (Mon. Jan.1, 2018)	<b>Stat – Family Day</b> (Mon. Feb. 19, 2018)	<b>Stat – Good Friday</b> (Fri. March 30, 2018)
<b>Stat – Victoria Day</b> (Mon. May 21, 2018)		

### 2.03

- (a) It is further provided that an employee will be paid for such a holiday if he/she can supply the Company with satisfactory reasons for his/her absence on either the workday before or the workday after the holiday, but absence on both days will disqualify the employee. It is understood that if an employee commences a Leave of Absence during the week prior to and the week after a plant holiday, the qualifying days referred to above will be his/her regularly scheduled work day prior to and his/her regularly scheduled work day after the absence.
- (b) An employee who is absent before, after, or on either side of a plant holiday while on scheduled vacation will be paid for such plant holiday.

2.04 When an employee returns to work the day following a holiday, and has been drawing Sickness and Accident Benefits, he/she will receive the difference between the

Sickness and Accident Benefit, on a seven-day week basis, and his/her regular day's pay for that holiday.

2.05 Holidays falling on a Saturday or Sunday will be observed on the following Monday. Holidays falling on a Saturday and Sunday will be observed on the following Monday and Tuesday.

2.06 Such employees as may be required to work on any of the holidays enumerated above shall be remunerated at double (2) time in addition to the compensation provided in Clause 2.01 above.

2.07 Each of the above holidays shall be observed on the day on which it falls unless otherwise declared by the Government of Canada or the Province of Ontario or as covered in Clause 2.04 above.

### **3. Annual Vacations With Pay**

3.01 The Company will require all employees to take a vacation and may close the Plant for such purpose or in the alternative, may stagger their vacations in order to maintain facilities. If the Company staggers vacations, an employee shall be entitled to take all his/her vacation at one time if he/she so requests at a time agreed to by the Company. Vacations are not cumulative and must be taken prior to the end of the vacation year except that an employee who is unable to use his/her full annual vacation entitlement due to illness or disability shall be required to take any unused vacation from the previous vacation year immediately upon his/her return to work.

If the Plant is shut down for vacation purposes, employees covered by this Agreement may be required to lay off for the full period of shutdown without remuneration other than vacation pay, as provided in this Article.

For the purpose of this Article the vacation year shall be from June 1st of one year until May 31st of the following year.

3.02 Employees who on June 1st of the year 1982 and of each succeeding year that this Agreement remains in effect



have been on the Company's payroll prior to such date, will be entitled to a vacation with pay as follows:

3.03 For those employees with less than three (3) months service pay equivalent to four (4) percent of their earnings received from the Company during the previous year of June 1st to May 31st.

3.04 For those employees with more than three (3) months and less than one (1) year service, two (2) weeks' vacation with pay equivalent to 4% percent of their earnings received during the previous year of June 1st to May 31st.

3.05 Employees with one (1) full year of service but less than four (4) years' service, a vacation of two (2) weeks with pay.

3.06 For those employees with more than four (4) full years of service and less than twelve (12) years, three (3) weeks' vacation with pay.

3.07 For those employees with more than twelve (12) full years of service and less than twenty (20) years, four (4) weeks vacation with pay.

3.08 For those employees with more than twenty (20) full years of service, five (5) weeks vacation with pay. Service as used in this Schedule "C" shall mean service for Vacation calculation purposes only.

3.09 Employees who have been on "Leave" from the Company during the vacation year will have such periods of leave deducted from their vacation pay on a pro-rata basis, however this section will not apply if such leave is due to (a) compensable injury due to occupational accident, or (b) illness or accident for which "Sickness and Accident" benefits are paid or, (c) approved maternity leave under Article 14.07, and provided that in neither case shall the period exceed fifty-two (52) weeks.

3.10 An employee whose service with the Company terminates prior to May 31st of any year will receive pay equal

to one twelfth (1/12) of his/her entitlement as outlined in 3.02, 3.05, 3.06, 3.07 and 3.08 above for each month of service since June 1st of the previous year.

3.11 Vacation pay will be computed on salary in effect on date of taking vacation.

3.12 Any period worked in excess of ten (10) working days in a calendar month will be credited as one (1) month. If an employee works ten or fewer days in a calendar month, his/her credit will be based on the number of days worked prorated over twenty (20) days.

3.13 "Service" as designated above shall mean the total of the periods of time during which the employee has drawn pay from the Company, save and except that an employee who has separated from the Company shall forfeit any service time accrued should he/she later be re-employed. However, employees who had been credited with prior service at the date of signing this Agreement shall not lose such service time accrued.

3.14 "Earnings" as designated above, shall mean the total amount of wages, overtime payments or cost of living paid by the Company in respect of continuous service during the calendar year ending May 31st.

3.15 All deductions normally made from an employee's pay shall be deducted from the employee's vacation pay.

#### **4. Jury Duty**

- 1) Employees required to serve Jury Duty shall be paid their basic day rate for each day they serve on Jury Duty.
- 2) An employee absent from work in order to serve as a witness in compliance with a subpoena in a federal or provincial court of law in the province in which he/she is working or residing, shall be paid the difference between his/her normal day's wages and the amount he/she receives as a witness. An employee is not entitled to pay under this provision in circumstances where the employee:

- (a) is called as a witness against the company or its interests; or
- (b) is called as a witness on his/her own behalf in an action in which he/she is a party; or
- (c) voluntarily seeks to testify as a witness; or
- (d) is a witness in a case arising from or related to his/her outside business activities.

## **5. Rest Period**

A rest period of ten (10) minutes will be provided at a time set by the Company and the Union as is mutually agreed.

## **6. Wash-up Period**

Deleted June 23, 2015.

## **7. Bereavement Pay**

Pay at regular day rate, not to exceed five (5) days will be paid to an employee who loses either a spouse, mother, father sister, brother or child. Pay, at regular day rate, not to exceed four (4) days will be paid an employee who loses either step-son, step-daughter, grandmother, grandfather, mother-in-law, father-in-law, and including step-parents of the employee or his/her spouse. Payment is made to the extent of the time lost. (Excluding Saturdays and Sundays) The Company agrees to provide a copy of the Bereavement application form to Local 673. If such death occurs immediately before or during the Christmas Plant holidays such that any of the 4 or 5 day period, as appropriate, falls on one or more of those Holidays, the employee will be permitted to have days off with pay during the first working days following the Plant Holiday period equivalent to the number of bereavement days which overlapped with the Holidays.

## **8. Hospitalization – Ontario Health Insurance Commission Plan**

The Hospitalization Benefits provided in this Agreement were amended effective January 1, 1976. (See Hospitalization and Health Program Booklet.)

## **9. Dental Plan**

Dental services will be reimbursed based on the following fee guide:

Effective January 1, 2016, Dental services incurred after that date will be reimbursed according to the 2015 ODA fee guide.

Effective January 1, 2017, Dental services incurred after that date will be reimbursed according to the 2016 ODA fee guide.

Effective January 1, 2018, Dental services incurred after that date will be reimbursed according to the 2017 ODA fee guide.

## **10. Group Insurance**

The Group Insurance Benefits shall be as set forth in the Group Insurance Booklet and shall remain in effect during the life of this Agreement. Benefits for retired employees shall be as set forth in the Group Insurance Booklet.

## **11. Supplementary Unemployment Benefit Plan**

The Supplementary Unemployment Benefit Plan has been modified effective November 1st, 1972 and will remain in effect for the duration of this Agreement.

## **12. Non Contributory Pension Plan**

The benefits and conditions governing the benefits will be as set forth in the Pension Plan Booklet.

## **13. Shift Premium**

13.01 Employees who are required to work on shifts other than the regular day shift, will receive a premium of one dollar and fifty cents (\$1.50) per hour for the afternoon shift (3rd shift) and one dollar and fifty cents (\$1.50) per hour for the night shift (1st shift) in addition to their regular salary rate.

13.02 For the purpose of payment of an off-shift premium a shift which commences between the hours of 12 noon and 8:59 p.m. will be regarded as an afternoon shift. Any shift commencing between the hours of 9:00 p.m. and 5:59 a.m. will be regarded as a night shift.

When an employee is required to report for work ahead of his/her normal shift starting time in order to do overtime work, this shall not be regarded as a change in the commencement time of his/her shift.

### **15. Flight Pay**

Any employee in the Bargaining Unit shall receive a bonus for all time spent in flying required in the performance of their duties at the rate of five dollars (\$5.00) per hour.

Flight time shall be computed from the time of take-off to the time of landing.

Bonus shall not be payable for ferry or other flights.

During bonus flights the Company will provide life insurance coverage in the amount of one hundred thousand dollars (\$100,000.00) per employee.

### **16. Call In Allowance**

Any employee who has completed his/her shift and having clocked out, is then asked to work extra time, shall receive a minimum of four (4) hours pay at the appropriate rates for such additional work.

### **17. Paid Sick Leave**

An employee who has completed his/her probation will be permitted up to ten (10) days paid sick leave in any calendar year. The Company may require proof of illness. Such paid sick leave will not apply to any day or days when WSIB or Weekly Indemnity is claimable.

### **18. Out-of-Town Assignments**

18.01 Employees required to work at locations other than the Downsview plant, which necessitates their living away from home, shall be subject to the following conditions.

18.02 Method, travel and route shall be determined by the Company.

18.03 Cost of travel fares to location and return will be paid for by the Company. If an employee wishes to use an alternate means of transportation than that determined by

the Company, he/she will be compensated to the value of the Company's selected transportation provided he/she reports for work at the designated location at the time specified by the Company.

18.04 Travel by means of personal automobile, either with or without passengers, will be the responsibility of the automobile owner.

18.05 Travelling time to location and return will be paid at regular hourly rate of pay, at straight time, to a maximum of eight (8) hours in any twenty four (24) hour period if a method of travel is selected by the employee, and to a maximum of twelve (12) hours if method of travel is determined by the Company.

18.06 Employees will be paid at their regular weekly rates for the standard hours of work each week, less any deductible time lost. In addition, the Company will pay twenty-five (25) cents premium per hour for each regular or overtime hour worked on such location (subject only to mandatory deductions). Authorized over-time of shift work will be paid in accordance with the provisions of the Collective Agreement.

18.07 Work on location where food and lodging is supplied will warrant in addition to the hourly premium, an allowance of three (3) dollars per day for each full day of twenty-four (24) hours on the location.

18.08 In the case of work parties at locations where food and lodging are not supplied:

- (a) Actual expenses under arrangements approved in advance by the Company shall be payable for trips of less than twenty-eight (28) calendar days to major urban centres;
- (b) For work parties of longer duration, or if the employee elects to receive expenses under this provision for trips of shorter duration as an alternative to (a) hereof, a per diem allowance of twenty-two dollars (\$22.00) shall be payable to cover all of the employee's expenses at the work location.

18.09 An employee on a work party anywhere on the continent of North America will be afforded an opportunity to return home once each six (6) months for a reasonable period of time. Such time shall not be a paid vacation but rather a period in which he/she is afforded an opportunity to take a vacation to which he/she is otherwise entitled, or to take a leave of absence without pay or to work in the plant.

18.10 All conditions relating to work performed by employees outside the limits of Continental North America will be discussed with the parties concerned before such job assignment is initiated.

### **19. Paid Education Leave**

The Company agrees to pay into a special fund three (3) cents per hour per employee for all compensated hours for the purpose of providing paid education leave. One (1) of the three (3) cents will be directed to Aerospace PEL. Paid education leave will be for the purpose of upgrading the employee's skills in all aspects of Trade Union functions. Such monies to be paid on a quarterly basis into a trust fund established by the National Union UNIFOR, and sent by the Company to the Canadian Region UNIFOR headquarters at 205 Placer Court, Willowdale, Ontario M2H 3H9.

The Company further agrees that members of the Bargaining Unit, selected by the Union to attend such courses, will be granted a leave of absence without pay for twenty (20) days of class time, plus travel time where necessary, said leave of absence to be intermittent over a 12-month period from the first day of leave.

Employees on paid leave of absence will continue to accrue seniority and benefits during such leave.

### **20. Special Voluntary Retirement Allowance**

20.00 The Company will offer a Special Voluntary Retirement Allowance ("Allowance") for those employees in job classifications which are affected by a job amalgamation or who are in a job classifications scheduled to be laid off due to technological change either of which takes place during

the term of the 2003- Agreement. The Allowance will be paid to such employees who, within three (3) months of the amalgamation or technological change, retire with ten (10) years or more of Credited Service under the terms of the Local 673 Non-Contributory Pension Plan.

The amount of the allowance for an employee will be one (1) week's wages at his/her regular hourly rate (excluding COLA) for each completed year of his/her credited service under the Pension Plan and will be payable in a lump sum within thirty (30) days of the effective date of retirement.

Further, in these specific circumstances, if such employee is between 60 and 62 years of age at the time of such retirement and has at least ten (10) years of credited service, his/her pension shall be without actuarial reduction.

20.01 Employees with ten (10) years or more of Credited Service who are scheduled to retire under the Pension Plan on July 1, 1994, who are currently in job classifications which are affected by a job amalgamation agreed to in this Memorandum of Settlement, will be paid the Special Voluntary Retirement Allowance.

\*\*This Article shall apply during the life of the 2015-2018 Collective Agreement.

## **21. WSIB Advances**

If an employee applies for Worker's Compensation Benefits and has not yet received such benefits, the Company will directly advance him/her monies, equivalent to the EI maximum benefits, provided the employee files medical proof of disability, including medical reports submitted to the Board, and signs the required form. Such form will acknowledge his/her commitment to repay the monies advanced from WSIB benefits subsequently received or, if such benefits are denied or are insufficient, from wages or other benefits to which he/ she may be entitled. The employee shall also authorize the Company to deduct such amounts due it from WSIB lost-time benefits or wages payable to the employee, including vacation, termination or severance pay, and retain those amounts to the extent



required to repay all monies advanced. Repayment schedules from weekly wages shall be established at a rate of \$250 per week but not exceeding 30% of wages.

## **22. Restructuring**

If between November 1, 2002 and June 22, 2006, the Company decides it will no longer have certain work performed at the Downsview plant or by bargaining unit employees but rather decides to have that work performed by subcontract, sale or transfer to another Company or another Bombardier facility and thereby causes the permanent layoff of any employees in the bargaining unit, the following special provisions shall be operative. The layoffs of employees from the immediately impacted classifications and of employees in related classifications who are subject to identified layoffs as a direct result thereof are referred to hereafter as “restructuring layoffs”.

1. The Union will be given notice of the date the work will cease to be performed at the Downsview plant. The length of notice will vary with the number of employees scheduled to be permanently laid off by the restructuring decision as follows:

Less than 10 employees	– two (2) weeks’ notice
10 to 25 employees	– four (4) weeks’ notice
26 to 49 employees	– six (6) weeks’ notice
50 or more employees	– eight (8) weeks’ notice

An affected employee will be given specific notice of his/her layoff date.

2. The parties will meet immediately after such notice to discuss the cessation of work and its impact on the employees.
3. Employees who are in the classifications which are scheduled for restructuring layoff who are:
  - a. Age 55 with 30 years of credited service under the Pension Plan,
  - b. Age 62 with 10 years of credited service under the Pension Plan,

- c. Age 55 with 10 years of credited service under the Pension Plan (Special Early Retirement) may elect to retire under the Pension Plan within thirty (30) days of the announcement of the restructuring event and, upon retirement, will receive a lump sum payment outside of the Plan of \$55,000. This lump sum payment shall be referred to as the “retirement package”.
4. Employees who are in classifications which are the subject of bumping by employees who were in the classifications scheduled for restructuring layoff who meet the criteria set out in Article 3, may also elect to retire under the Pension Plan within thirty (30) days of the permanent layoff under this Article and, upon retirement, will receive the same retirement package.
  5. If there are more volunteers for early retirement under section 3 and 4 than the net of the number of jobs in those classifications to be laid off by restructuring less the number of vacant jobs in the bargaining unit, only that lower number will be eligible for the retirement package and priority will be given to the volunteers on the basis of seniority.
  6. The Company agrees to consent to the Special Early Retirement under Article IV, Section 3(B) of the Pension Plan for any employee who does not qualify under Section 3 (a) or (b) above.
  7. Employees in the classifications which are scheduled for restructuring layoff and employees who are in classifications which are the subject of bumping by employees who were in the classifications scheduled for restructuring layoff who are not covered by paragraph 3 (a), (b), or (c) above and who are to be laid off or bumped may, after exhausting all their seniority rights to remain in an available job in the bargaining unit, elect to forfeit their SUB and recall rights and resign their employment. In such event, the employee

will be entitled to a special severance package. The amount of the severance payment will be determined according to the following scale:

- 1 week’s wages for each completed year of service for employees with less than five (5) years of service;
- 1.5 weeks’ wages for each completed year of service for employees with less than ten (10) years of service;
- 1.75 weeks’ wages for each completed year of service for employees with less than fifteen (15) years of service;
- 2.0 weeks’ wages for each completed year of service for employees with less than twenty (20) years of service;
- 2.25 weeks’ wages for each completed year of service for employees with twenty (20) or more full years of service, to a maximum of fifty-two (52) weeks pay.

The severance will be payable in a lump sum within thirty (30) days of such election. The week’s wages will be calculated at his/her regular hourly rate (excluding COLA) for a regular non-overtime workweek. Such severance payment is inclusive of any Employment Standards Act entitlements the employee may have had. Service, for these purposes shall be the greater of credited service under the Pension Plan or company service as used to determine vacation pay entitlement. Severance entitlement will be prorated to the nearest tenth for each tenth of a year of service. Employees who were eligible to elect a retirement package under paragraph 3 or 4 above are not entitled to severance pay. Employees entitled to severance packages hereunder may retain their recall rights for up to one (1) year without SUB rights, in which case, entitlement to the severance will not arise until the date the recall rights are forfeited. If such employee is recalled during that time, he/she shall either accept the recall and forfeit the

severance package entitlement or refuse the recall, accept the severance package entitlement immediately, forfeit his/her recall rights and resign his/her employment.

8. The maximum number of retirement packages and severance packages available shall be the net of the number of jobs in the classification to be laid off by restructuring less the number of vacant jobs in the bargaining unit.
9. The Company will contribute up to \$800 for each employee who takes a severance package under paragraph 7 to a Community College for a course(s) taken within one (1) year of severance.
10. The Company will pay each employee who takes a severance package under paragraph 7 the sum of five hundred dollars (\$500) to cover the purchase of benefit coverage after severance.
11. An employee who is laid off by the decision will be provided up to ten (10) working days training if he/she possesses the minimum skills necessary and such training will enable him/her to qualify for movement to a vacant job for which the Company would otherwise need to hire. In this event, such employee shall be given preferential consideration for such vacant job.

\*\*This Article shall apply during the life of the 2015-2018 Collective Agreement.

### **23. Probationary Employees**

Probationary employees hired after June 22, 2006 shall not be entitled to or covered by the benefits referred to in Sections 4, 7, 8, 9, 10, 11, 12, 17, 20, 21 and 22 of this Schedule "C". Upon completion of the six (6) month probationary period, such employee's credited service for the purposes of the pension plan shall be calculated using service from the date of commencement of his/her present employment with the Company.

## **SCHEDULE “D”**

### **A GLOSSARY OF WORDS AND PHRASES**

The following words and phrases are given definition and meaning to clearly indicate the common and consistent interpretation to be placed on them by all persons using the description.

#### **Ability**

A sufficiency of skill or competence to satisfactorily perform the work required of a job.

#### **Demote**

To change an employee’s Job Classification and salary rate to another Job Classification drawing a lower salary because of work shortage or because of inability to perform the duties of the higher classification.

#### **Discharge**

To release an employee for cause and with loss of all employment rights.

#### **Emergency**

A condition that is unforeseen and/or is beyond the control of the Company that required immediate action and where there is not qualified Bargaining Unit personnel available to perform such emergent work. Generally, the action taken is to prevent damage to Company property or injury to personnel.

#### **Executive Board**

Local 673 President, Vice Presidents, Financial Secretary, Recording Secretary, Trustees (3), Sgt.-at-Arms and Guide. Workers of Colour, Women’s Advocate

#### **Experimenting**

In the event that it is necessary to do experimenting, the area Union Representative shall be notified and a member of the Bargaining Unit in the classification affected will be present during the period of experimentation and may be called upon to assist in the experimentation.

**Grievance**

A complaint arising from the interpretation, application, administration or claimed violation of the Agreement for which redress is asked.

**Layoff**

Termination of employee's work due to work curtailment and under which the employee enjoys certain rights of recall to work.

**Persistent Lateness or Absenteeism**

To go on being late or absent after being warned to desist from the practice.

**Probationary Employee**

An employee who has been engaged by the Company and is undergoing a period of trial designed to determine his/her work qualifications or ability and character. During probation a new employee's references will be checked.

**Promote**

To elevate an employee to a classification which requires the exercise of greater talent or knowledge and which commands a higher salary rate.

**Reprimand**

A caution or other disciplinary action that goes on the employee's record.

**Section Head**

One who directs the work efforts and instructs a group of employees; who possesses authority to exercise disciplinary action and who can effectively recommend hiring and firing.

**Supervisor**

A position above that of Section Head created because of additional responsibility and/or the requirement of wide technical knowledge.

**Surplus Employee**

An employee who remains in the work force but is removed from his/her job classification due to a work reduction and applies his/her seniority to another job classification.

**Suspend**

Temporary termination of an employee's work as a disciplinary measure.

**Transfer**

To change an employee from work area to another work area or to change an employee from one Job Classification to another Job Classification without change in salary rate.

**Vacancy**

A vacancy is a job to which no employee has recall rights.

**SCHEDULE "E"**  
**OFFICE JOB DESCRIPTIONS**

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**CODE CLASSIFICATIONS**

210	General Duty Clerk
315	Clerk Typist Senior*
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520	Clerk – Technical Publications Data
526	Clerk, Field Service
535	Methods Clerk II
602	Clerk – Logbook Control
604	Clerk I – Cost
605	Clerk I – Accounts
609	Clerk – Packaging Methods
615	Printer I – Loft Template
616	Procurement Liaison Clerk
620	Compiler – Capital Inventory
650	Clerk – Engineering
692	Clerk Publications
712	Clerk – Pricing
716	Analyst – Spares Admin. Data
717	Technical Writer II
718	Technical Illustrator II
719	Clerk I – Payroll
720	Analyst Forecast & Performance I
725	Coordinator – Micrographics
726	Coordinator – Printing Services
729	Coordinator – Logistics Liaison
730	Librarian
732	Clerk – Configuration Control



735	Methods Clerk II
736	Work and Material Planner II
741	Operator Data Collection Technical Support
743	Traffic Clerk
805	Clerk – Accounting – Senior
806	Cost Administrator
814	Clerk – Payroll – Senior
816	Coordinator – Publications Printing
818	Tool Designer II
819	Coordinator Exhibitions
821	Programmer Numerical Control Machine II
835	Methods Clerk – Senior
900	Material Logistics Agent
901	Technician – Logbook – Senior
903	Pressman – Offset
912	Quality Assurance Technician I
915	Estimator – Pricing and Forecasts I
917	Estimator II – Pricing
939	Coordinator – Resource Centre
940	Computer Operator and Scheduler
941	Senior Operator Data Collection Technical Support
944	Customer Service Representative
945	Warranty Analyst
1002	Writer – Production Process Standards I
1004	Analyst – Spares Pricing
1005	Programmer Numerical Control Machine I
1007	Technical Writer I
1008	Technical Illustrator I
1009	Tool Designer I
1010	Illustrator – Technical – Production Engineering I
1012	Aircraft Maintenance Technician – Quality Assurance
1014	Technician – Laboratory – Chemical
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- 1020 Methods Analyst I
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- 1035 Clerk Financial Accounting – Senior
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- 1406 Quality Assurance Technician Lead
- 1410 Tool Designer
- 1420 Methods Analyst Lead
- 1436 Material Logistics Senior – Lead

## OFFICE JOB DESCRIPTIONS

### GENERAL DUTY CLERK

CODE 210

#### Job Requirement:

Previous office and keyboard experience necessary. Works under normal direction and supervision.

#### Normal Duties:

- (1) Operate various office machines, basic filing, faxing and photocopying.
- (2) Maintain and check simple records and schedules.
- (3) Run errands as required and performs miscellaneous office tasks.

Refer to previous job descriptions 201, 203, 205, and 208 for more detailed information.

Effective June 27, 2000

### CLERK – TYPIST – SENIOR\*

CODE 315

#### Job Requirement:

Approved typing or business course followed by experience. Should accurately type at 60 words per minute. Works under limited instruction.

#### Normal Duties:

Duties are divided between straight typing of orders, statements, etc. and on the completion of clerical work which must be finalized by typing. May be required to assist others when time is available.

Effective February 13, 1963

### OPERATOR – TELEPHONE\*

CODE 317

#### Job Requirement:

A clear resonant voice, tact and a wide knowledge of the names, titles and responsibilities of executive and administrative members of the office and plant operations.

**Normal Duties:**

To handle incoming or outgoing local and long distance calls, and interplant or office calls, refer incoming calls to proper persons in response to general inquiries or designation of function only. Required to maintain records related to telephone usage.

Effective April 23, 1966

**SECRETARY I\*****CODE 450****Job Requirement:**

Fully qualified stenographer to supervisor or functional head level. Must take dictation at 80 words per minute and accurately transcribe on the typewriter at 50 words per minute.

Requires the ability to set-up and operate word processing equipment and associated peripheral equipment, and type accurately at a keyboard speed of 50 w.p.m.

Works with minimum direction and supervision.

**Normal Duties:**

Handle work of a confidential nature. Edit and type letters making correct use of grammar, spelling, sentence structure and punctuation. Handle periodic routine duties of superior, arrange for and schedule appointments, maintain employee and other confidential records. In general, thorough knowledge of personnel and company policies, relieve superior of as much routine as possible.

In addition to performing the listed duties of the Clerk Typist Senior, Code 315.

Prepares a variety of typed documentation using judgment concerning layout of text for composition, grammar, punctuation and spelling. Using full capabilities of Word Processing equipment, coding and storing data on magnetic diskettes, and its subsequent retrieval for amending, revision or future use.

Handles work of a confidential nature. Performs other related duties as assigned. Note: Non Bargaining Unit Employees

may use the word processing equipment in the performance of non-bargaining unit work.

Effective March 14, 2003

## **GENERAL DUTY CLERK**

**CODE 465 (326, 461)**

### **Job Requirement:**

Previous office experience required. Must have a thorough understanding of the functions of the department and its relationship with other departments. Should possess intermediate keyboard and computer skills. Ability to clearly communicate both verbally and in writing. Must be able to work with minimal direction and supervision.

### **Normal Duties:**

- (1) Operate machines (faxes, scanners, camera, photocopiers, etc.) to sort, calculate, print or duplicate information.
- (2) Establish and maintain a filing system with cross-referencing pertaining to drawings, engineering orders, etc.
- (3) Compile requisitions for parts, routine shipping documents and reports, i.e. stores, bill of material, etc.
- (4) Required to prepare, issue, receive, post, consolidate, reconcile, maintain and verify records.
- (5) Required to maintain and update systems.
- (6) Required to perform routine office tasks in relation to applicable department (Customs, Payroll, Accounting, etc.) Refer to previous job descriptions for 209, 319, 326, 401 through 411, 413, 415, 419, 421 through 428, 430 through 438, 440, 442, 444, and 445 for more detailed information.

Effective March 14, 2003

## **CLERK – COMMUNICATIONS**

**CODE 518**

### **Job Requirement:**

Must have a grade 12 education or equivalent combined with a good knowledge of various Company communication systems, including but not limited to telephone networks,

message centres, switching connections, facsimile and telex store and forward methods etc.; requires previous experience in department telephone system design, telephone moves, new installations and investigation of Company wide system failures etc.; requires the ability to operate a computer terminal to extract pertinent information for various reports, as well as reconciliation and tracking of billing allocations, charges, etc.; must have the ability to communicate effectively with Department Managers as well as outside service and equipment suppliers, installers, etc.; must be capable of working with minimum supervision.

**Normal Duties:**

Works closely with facilities department, telephone installers etc., to co-ordinate departmental telephones moves and new installations; investigate and initiate immediate corrective action re: Company wide communication system failures; maintain computerized communications files and determine and allocate telephone work charges; process all communication invoices within specified time limits and ensure charges are correct; determine and allocate departmental charges; maintain telephone equipment files by adding, deleting and changing pertinent information from all completed internal telephone work orders; match and verify internal work orders with Bell Telephone Work Sheets, etc., and reconcile with supplier regarding discrepancies to ensure all credits are received; determine charges of internal work orders and allocate to cost centres; maintain the Company's internal telephone directory and arrange for printing and distribution; assist in designing departmental software/hardware requirements and perform any other miscellaneous related duties and tasks as assigned.

Effective July 8, 1988

## **CLERK – TECHNICAL PUBLICATIONS DATA    CODE 520**

### **Job Requirement:**

Requires a grade 12 education or equivalent combined with some additional specialized P.C. training and a minimum of one years experience in the use and application of personal computers and related hardware; must be familiar with Technical Publications source data and other required documentation sources. Works with minimum supervision.

### **Normal Duties:**

Updates and maintains computer files for a networked database system which is accessed by departmental management and supervision. Obtains, correlates, and prepares from all sources, the information required for the generation of a variety of reports and charts as requested by management. Ensures timely receipt and filing of all Technical Publications source data used to update the database. Enters data from departmental change impact evaluation sheets, status reports, employee time sheets and other sources into the database. Produces a variety of reports on areas such as departmental status, tracking and programs projection purposes from the database, as requested by the supervisor. Carries out investigations, in conjunction with the supervisor, related to database or other pertinent areas. Uses a P.C. and various software in the preparation and maintenance of required statistical reports, charts and graphs. Uses other office equipment such as calculators, adding machines, etc. as required. Prepares and maintains work package files for use by technical writers, illustrators, and/or subcontractors. Liaises with Engineering personnel to obtain any required documentation. Performs other related duties as assigned.

Effective January 11, 1990

## **CLERK – FIELD SERVICE**

**CODE 526**

### **Job Requirement:**

Requires a Grade 12 education with some additional specialized P.C. training and a minimum of two (2) years experience in the application of various software programs. Comprehensive knowledge of the geographical locations and time zones in order to support the FSR's worldwide. Must be able to operate communications systems such as, but not limited to, telephone, fax and other electronics used by the FSR's. Must be discreet, as this clerk will deal with personal FSR issues. Strong organizational skills, ability to prioritize and work with minimal supervision and required.

### **Normal Duties:**

This position supports a large group of Field Service Representatives. Coordinates, copies, and forwards personal and company documents to the FSR's or other BRAD, dHI or Canadair departments. Communicates with dHI, Canadair, Shorts and the Bombardier Business Aircraft divisions which are support divisions of BRAD's FSR's; organizes and maintains hard copies and electronic files; arranges through the Travel Office, to meet the FSR's heavy requirements for travel worldwide; responsible for maintaining, updating and distributing the Field Services Policies and Procedures. Perform other related duties and tasks as required or assigned.

Effective June 27, 2000

## **METHODS CLERK II**

**CODE 535**

### **Job Requirement:**

Requires a post secondary Certificate in Business Administration or equivalent combined with an understanding of a manufacturing operation and the ability to type 60 words per minute. Must be able to use a personal computer and related software.



**Normal Duties:**

As directed performs a wide array of administrative duties within the Methods department such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations. Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

**CLERK – LOGBOOK CONTROL****CODE 602****Job Requirement:**

Prepares and maintains all entries and data in the logbooks for aircraft and/or their accessories. Requires a legible handwriting style and a systematic method of making and filing records. Knowledge of the routine for C.A.F., Department of Transport logbooks and inspection procedures is a prerequisite.

All work performed will be checked and approved by senior personnel. Works under general direction and/or supervision. May be required to direct other office personnel in lower classifications.

**Normal Duties:**

Normal duties involve the recording, calculation and safe-keeping of entries and data related to the total running times and life remaining in the logbooks for all aircraft and/or accessories. Entries in the logbooks would include the type of repair or overhaul carried out, parts and component replacements, special inspections, modifications embodied and major repair schemes carried out, special replacements and any other related activities. Assist in the routine preparation and handling of concessions as required by the Technician Logbook senior. Checking logbook information with Engineering, Production, Sales, Planning and Inspection

departments. Keep all necessary records and logbook data taken from information supplied from other sources in an orderly fashion.

Effective July 1, 1988

## **CLERK I – COST**

**CODE 604**

### **Job Requirement:**

Requires considerable experience in an accounting or cost accounting office. May be required to familiarize clerks of lower categories with their duties. Works under minimum direction and supervision.

### **Normal Duties:**

Prepares and is responsible for complicated statements and reports for Management such as production aircraft costs or overhaul contract costs; is responsible for the cost status of all work orders in connection with the project(s) to which he/she has been assigned. This classification also covers one or more of the following duties:

- (1) responsibility for the establishment of standard costs.
- (2) responsibility for the work of the Stock Audit Team.
- (3) responsibility for D.H. owned outside inventories.

Effective February 13, 1963

## **CLERK I – ACCOUNTS**

**CODE 605**

### **Job Requirement:**

Requires considerable experience in an accounting office. Works under a minimum of direction and supervision.

### **Normal Duties:**

Responsible for preparation of various financial statements and reports for management information. Must be able to prepare analysis of accounts, prepare entries for general ledger, approve vouchers for payment, investigate discrepancies and arrange adjustments. May be required to supervise clerks in lower categories. Must be familiar with the relations of his/her

own group to other groups in the department and also other departments when necessary.

Effective February 13, 1963

## **CLERK – PACKAGING METHODS**

**CODE 609**

### **Job Requirement:**

Requires a comprehensive knowledge of Company and customer specifications and methods for making, packaging, packing, marking, preservation of shipping containers and knowledge of freight classifications related to containers.

### **Normal Duties:**

From examination of parts, material, blueprint, work order and/or sales order, determines the type and/or finish of material and parts to be packaged; establishes method of packaging, size and weight of containers and type of container compatible with the cost of items to be shipped and within contract and cost specifications; in accordance with established procedures, develops prototype packages including methods of bracing, blocking etc.; prepares coded packaging information forms for office from supplied information; as required makes and/or demonstrates initial packs.

Effective February 15, 1969

## **PRINTER I – LOFT TEMPLATE**

**CODE 615**

### **Job Requirement:**

A thorough knowledge of loft template reproduction processes. Works under direction but without supervision.

### **Normal Duties:**

To satisfactorily produce loft templates on a variety of material or conversely make reproducible negatives from printed templates. All operations are covered by formulae and time charts. A senior printer is responsible for class of work produced in the section.

Effective February 13, 1963

## **PROCUREMENT LIAISON CLERK**

**CODE 616**

### **Job Requirement:**

Requires comprehensive knowledge of the Purchasing environment and related company procedures; previous experience with aircraft parts, traffic and customs, and stores and receiving functions. Should be familiar with various departments' functions such as Shipping and Receiving to facilitate communication of parts status. This position requires good communication skills, computer skills and the ability to use relevant software. Works with minimum supervision and direction.

### **Normal Duties:**

Functions as a primary Procurement liaison with the Receiving department. Monitors the flow of parts and paperwork through interaction with various departments. Liaises with appropriate internal parties to obtain document signature approvals. Provides updates to Procurement/focals. Tracks progress/status of holds (EMI) and open receivers. Maintains database. Performs other related tasks as assigned.

Effective June 23, 2006

## **COMPILER – CAPITAL INVENTORY**

**CODE 620**

### **Job Requirement:**

Previous accounting experience and knowledge of D.H. inventory procedures pertaining to the Plant Engineering and Facilities Department. Must be familiar with and use manufacturing nomenclature related to the preparation and/or maintenance of current inventory records of Company and Government owned plant machines and equipment. Works with minimum direction and supervision.

### **Normal Duties:**

Prepares and maintains up-to-date inventory cards, records and other relevant information as to Company and Government owned plant machines and equipment including their location ancillary parts and attachments, number of motors, h.p. phase, frequency, etc. and any other significant

technical data required for a complete description of such machines and equipment; informs supervision of recorded alterations to the machines and equipment which increase or decrease their value; as required, contacts equipment suppliers to obtain operating or maintenance catalogues, brochures, pamphlets, etc. of plant machines and equipment; on request, issues such technical information to Plant Engineering and Facilities personnel; checks machinery and equipment receiving vouchers, reports discrepancies to seniors; as requested works with and supplies inventory information to Accounting Department; prepares inventory tags and supplies information as to where and how the tag is to be applied; performs other normal duties as assigned.

Effective April 29, 1966

## **CLERK – ENGINEERING – ADMINISTRATIVE    CODE 650**

### **Job Requirement:**

Requires a certificate in Business Administration or equivalent combined with a minimum one year experience in an engineering manufacturing environment; requires good computer skills and the ability to use relevant software; must have a general knowledge of accounting practices and good organizational and administrative skills.

### **Normal Duties:**

As required, sets up and maintains manual and computerized work sheets to accumulate program hours and headcount data; investigates variances and initiates corrective action; reviews, checks and verifies information and obtains authorizations if required; produces summary reports from computer printouts to assist in collecting and submitting labour distribution, employee status changes and other related data for employees performing work within an assigned area; answers questions and provides data to departments requesting reports; prepares and produces customized standardized reports; produces graphs and charts as required; produces guidance to other personnel engaged in related activities.

Performs other clearly related duties as assigned.

Effective: March 3, 1997

## **CLERK PUBLICATIONS**

**CODE 692**

### **Job Requirement:**

Requires a Grade 12 education combined with specialized PC training and a minimum of (1) year experience in the use and application of personal computers and related hardware and software; must be familiar with technical publications and manuals supplied or available. Working knowledge of ATA Standards as they pertain to the duties of this position. Requires demonstrated organizational and interpersonal skills. Works under minimal supervision.

### **Normal Duties:**

Reads and interprets internal/external customer requests for Company and/or vendor technical publications or manuals and checks as to the availability of the requested items. Prepares letters informing customers as to the costs of such technical publications if any, date of shipment and other related information. Prepares required sales orders, checks with credit department on status of account and method of payment. Supplies finance department with data on shipments for invoicing purposes. Initiates shipping documents, assembles and collates manuals and technical publications revisions and packages the same, when necessary. Raises internal instructions for purchasing required vendor manuals and/or printing of company manuals. Maintains records of sales orders and updates network and mainframe database. Maintains an adequate supply of company and related vendor technical publications and manuals. Monitors schedule for aircraft delivery and fulfills contract requirements accordingly. Assists customers with general technical publications inquiries and redirects to appropriate department when necessary. Performs other related duties as assigned.

Effective June 27, 2000

**CLERK – PRICING****CODE 712****Job Requirement:**

Requires a comprehensive knowledge of engineering and factory operations and procedures and the Pricing Department's systems relevant to Marketing, Contracts, Engineering, Operations and Accounting and Information Systems Departments; must be a sight-reader of blueprints. Works with minimum supervision.

**Normal Duties:**

Prepares spares selling prices for submission to the Spares Department; investigates spare price queries and recommends appropriate course of action to be taken; prepares master schedule for Price Parts Catalogue computations; coordinates preparation and issuance of Price Parts Catalogues to the Spares Department and/or other applicable departments; prepares cost and revenue reports (actual cost vs. estimated costs); assigns and checks the work of juniors. Performs other clearly related duties as assigned.

Effective May 1, 1969

**ANALYST – SPARES ADMIN. DATA****CODE 716****Job Requirement:**

Must be familiar with and have a good understanding of the Customer Support Department's activities; requires a comprehensive knowledge of all administrative and financial aspects of the department; must have strong analytical abilities; requires accounting or related experience; must be familiar with regulations which govern the aerospace industry, such as ATA 200, etc. Works under direction with minimum supervision.

**Normal Duties:**

Prepares for senior and top management, monthly financial reports and special reports identifying the total Logistics Department's business activities, both inter-departmental and relative to customers. Upon receiving such an assignment

from the Manager, Logistics Inventory Control & Technical Data, his/her designee and/or other management staff, the incumbent determines the type of data which is required and where it can be obtained; analyses obtained data and prepares a draft report; emphasizes the most important statements in the report by preparing and including graphical illustrations; reviews the draft report with the supervisor, and where necessary, amends report.

Assigns work to typists and other junior staff; develops and implements basic data gathering systems, some computerized, to streamline the process of obtaining information on a timely basis for periodic reports.

May be required to perform or assist in the performance of other duties related to the Logistics Department.

Effective September 4, 1981

## **TECHNICAL WRITER II**

**CODE 717**

### **Job Requirement:**

Must be a graduate from a recognized Technical College or a similar training establishment as an aircraft or avionics maintenance technician or pilot or the equivalent.

Must have proven ability to effectively communicate in the English language and be able to thoroughly research and verify the types of data required in the aircraft manuals and/or service bulletins. This includes blueprint reading, data analysis skills, etc.

### **Normal Duties:**

This is an entry level Technical Writer. Assists the senior level Technical Writer as instructed; will receive on-the-job training for future advancement to the higher levels of technical writing, while performing assigned duties required of a Technical Writer. These duties will progressively increase in complexity with time and experience. Will be given adequate supervision during the learning process.

Performs other related duties as assigned.

Effective December 16, 1985



## **TECHNICAL ILLUSTRATOR II**

**CODE 718**

### **Job Requirement:**

Must be a graduate from a recognized Technical College or the equivalent; must have creative skills. Works under supervision.

### **Normal Duties:**

This is an entry level Technical Illustrator. Assists the senior level Technical Illustrators as instructed; assembles and mounts reproducible elements of artwork, type-matter, photographs, annotations negatives, etc., from prepared layouts; performs any necessary related work including trimming, splicing, cropping, retouching and opaquing; prepares charts, graphs, tables, diagrams, in pencil or ink as instructed. Operates job related equipment.

Performs other related duties as assigned.

Effective October 29, 1982

## **CLERK I – PAYROLL**

**CODE 719**

### **Job Requirement:**

Requires considerable experience in payroll work. Must possess tact and good judgment. Works under direction but with little supervision.

### **Normal Duties:**

Answer employee queries – complete payroll recapitulations – instruct clerks of lesser status and carry on any of the operations required in the preparation of a Company payroll.

## **ANALYST FORECAST & PERFORMANCE I**

**CODE 720**

### **Job Requirement:**

Must have a minimum Grade 12 education or equivalent plus a minimum of one year's experience in analytical and budgetary control work; requires a broad knowledge of the Company's accounting system, operations cost control and reporting systems as well as a general knowledge of the

manufacturing environment; must be familiar with the learning curve theory and its application; must be capable of designing forms, charts and layouts. Works with minimum direction and minimum supervision.

**Normal Duties:**

Provides Management with reports pertaining to Development Production and other costs relevant to all aspects of aircraft production; prepares reports, statistics, charts, graphs, etc. pertaining to recurring and non-recurring costs of Company programs. Monitors actual costs against Company forecasts on an on-going basis; uses calculator, adding machine, drafting equipment and other related office equipment; assists higher classified employees; assigns and checks the work of juniors.

Performs other related duties as assigned.

Effective December 2, 1982

**COORDINATOR – MICROGRAPHICS**

**CODE 725**

**Job Requirement:**

Post secondary school training in Micrographics/Records Management combined with several years of related work experience; must have a comprehensive knowledge of micrographic applications and procedures including micrographic library indexing and filing systems etc.; must also possess an extensive knowledge of the company records management procedures and Canadian Micrographic standards related to micrographic or electronic conversion, archive storage and record retrievals as may be required for litigation purposes. Ability to organize and monitor record conversion, retention, destruction and/or retrieval of records to aid in financial charge back to other departments. Responsible for training lower classifications and other departments in regards to company archiving procedures. Has the ability to communicate well and work with minimum supervision. Requires knowledge of personal computer as well as PC program applications specifically related to Micrographics area.

**Normal Duties:**

In addition to performing the duties described in the classification Operator – Microfilm Equipment – Senior, (513), coordinates the receipt and scheduling of all records for micrographic or electronic conversion, archive storage, destruction and record retrieval; makes sure proper company procedures and Canadian Micrographics Standards are followed and that only approved records are accepted for electronic conversion, retrieval, destruction and storage; provides guidance and assistance in the training of junior personnel as well as other departments in regards to company archiving procedures; monitors quality of documents that are to be sent off site for archiving purposes and quality of all electronic conversion activities; coordinates the shipment of records to off site vault for security purposes as well as shipment of records to off-site location for electronic conversion purposes; coordinates the scheduled requirements of other departments; maintains schedules to meet completion dates; maintains and supplies statistical reports and financial information related to micrographic departmental operations etc.; assigns and checks the work of juniors; pertaining to electronic conversion, storage, destruction and retrieval of documents; performs other related duties as assigned.

Effective June 23, 2006

**COORDINATOR – PRINTING SERVICES****CODE 726****Job Requirements:**

Completion of Technical/College education or equivalent combined with several computer application courses. Three (3) years experience coordinating activities of a large volume commercial print shop using reprographics, colour, offset press, and related technology; including extensive knowledge of general printing and office procedures and record keeping practices.

**Normal Duties:**

In addition to performing the duties described in the classification Printer – Offset (512) and Clerk – Printing Senior (444); coordinate the receipt and schedule of all printing requirements; maintain schedules to meet completion dates and monitor the progress and quality of all work; review final products on a spot check basis to ensure that high quality is maintained; maintain inventory levels and coordinate the stocking of printing supplies and materials to be used; provide guidance and assistance in training of junior personnel; maintain and supply statistical records, reports, charts pertaining to all department and printing facilities activities; assign and check the work of juniors; maintain regular communication with others in classification as to project status; perform other duties as assigned.

Works under minimum direction/ supervision.

Effective June 27, 2000

**COORDINATOR – LOGISTICS LIAISON****CODE 729****Job Requirement:**

Requires a minimum grade 12 education combined with a comprehensive knowledge and several years experience relating to spares ordering and provisioning, logistics materiel supply, purchasing procedures, repair and overhaul procedures and the product support function; must possess good verbal and written communications skills with the ability to liaise effectively with customers, vendors, suppliers and all Boeing-DH personnel as required; must possess good personal computer skills as well as the ability to use other related data entry informational tracking methods and techniques as required; must be able to work under direction with minimum supervision.

**Normal Duties:**

Responsible for assisting the customer relative to the identification and coordination of spares supplier problems; liaises with materiel buyers and aircraft operators regarding com-

plaints with respect to repair and overhaul, turnaround times, communications response, lead-time, provisioning data, expedites, etc.; receives complaints or queries from operators via phone, fax, telex, letter, etc., and relays to materiel requesting resolution; liaises with other various departments as necessary and communicates resolutions back to operators in a timely manner; document and maintain appropriate records, reports and files, etc.; provide information to assist product support negotiations; inform suppliers by maintaining up to date operator listings for new aircraft in service, etc.; develop and produce reports on supplier performance by soliciting responses, collecting and compiling operator data in computerized form; provide liaison assistance between the company and various subcontractors for out of production off-load programs as required; monitors inventory relative to product support agreements to ensure payback of parts to Boeing-DH in a timely manner; provide weekly status updates to management relative to supplier/ operator problems.

Performs other related duties and tasks as required.

Effective July 12, 1990

## **LIBRARIAN**

**CODE 730**

### **Job Requirement:**

Requires a minimum grade 12 education with additional post secondary training in the principles of print and video library administration; must have a working knowledge of methods and systems used to classify and catalogue a wide range of publications, books, documents, video, audio visual materials, etc., combined with previous experience in the operation of an informational resources/library centre; requires the ability to source and find information from a wide range of media; must possess excellent organizational and communication skills with the ability to relate effectively with all levels of personnel both within and outside the company; requires the ability to set up and operate all related audio visual equipment; must be familiar and know how to operate

personal computers; must be able to work with minimum direction and supervision; and to effectively control all library services and standards.

Government security is necessary.

**Normal Duties:**

As directed, operates and maintains the company's central library services, facilities, books, reports, etc. and all FAA and international information of aviation regulations; catalogue and maintain new material not included in STAR index or IA Abstracts; provides a timely service of information on work related items; provides support to line management in the form of information related to manufacturing techniques; produce a regular New Sheet of aircraft related information from magazines, reports, etc.; coordinate activities with external organizations regarding inter-library loans, book orders, subscriptions, deposit accounts, etc.; develop, maintain and administer a video library to include a master catalogue with cross reference, loan service, video critiques, listings and support; ensures requested or required equipment is properly scheduled and maintained; monitors and records the utilization of self learning materials; maintains indexing records, and files/ retrieves all materials; maintains and ensures that all storage/ retrieval systems work effectively; makes recommendations for improvement in print and video library.

As directed, may assign and check the work of juniors; performs any other related duties and tasks as required.

Effective June 30, 1990

**CLERK – CONFIGURATION CONTROL**

**CODE 732**

**Job Requirement:**

Requires a certificate or diploma in business administration or equivalent combined with a comprehensive knowledge of the Company's Quality Assurance Operations, relevant aircraft records and associated reference materials; must have the ability to sight read engineering drawings, associated documentation, etc. and the capacity to analyze Quality

Assurance documents; requires a competent working knowledge of the mainframe and personal computer as well as PC program applications specifically related to Quality Assurance records area, must have a working knowledge of the routine of C.A.F., D.O.T., F.A.A. logbooks and inspection procedures as well as the ability to communicate well and work with minimum supervision.

**Normal Duties:**

Responsible for the analysis, verification and maintenance of configuration records; initiate and perform audits of documentation to ensure accuracy; investigate anomalies and/or verify changes to aircraft configuration and report discrepancies to appropriate departments; investigate and recommend any systems changes to improve the accuracy, efficiency and control of configuration record processes; monitor and maintain a schedule for timely collection of all aircraft build records and reports; develop reporting methods to measure aircraft delivery performance as well as the performance of the department suppliers; liaise with various departments (Customer Engineering, Manufacturing Engineering, Change Board, etc.) to ensure completeness and accuracy of all related documentation; analyzes data from various sources to produce reports and visual presentations; assign, coordinate and check the work of employees in lower classifications.

Performs other related duties and tasks as assigned.

Effective June 19, 1991

**METHODS CLERK II**

**CODE 735**

**Job Requirement:**

Requires a post secondary Diploma/Certificate Business Administration or equivalent combined with a minimum two years experience in a computerized manufacturing environment; requires an in depth knowledge of the operations and functions of Methods, Production, Purchasing and Work and Material Planning combined with the ability to use a personal computer and relevant software; must have good organiza-

tional and administrative skills and the ability to work under minimum supervision.

**Normal Duties:**

As directed performs a wide array of administrative duties within the Methods department such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations.

Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

**WORK & MATERIAL PLANNER – II**

**CODE 736**

**Job Requirement:**

Requires a Post Secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. Requires good computer skills and the ability to use relevant software and have good organizational and administrative skills.

**Normal Duties:**

Establishes and determines inventory and work in process levels in accordance with the Master Production Schedule taking into account lot sizing, order policies and dollar value analysis to minimize inventory investment; determines the quantity and delivery schedule for each item maintaining inventory levels necessary to support production and spare parts requirements; establishes the effectiveness of Engineering changes; action changes as they relate to W.M.P. responsibilities; issues purchasing requisitions and provides follow-up forecasts based on the Master Production Schedule; initiates necessary action to dispose of obsolete material and parts; conducts detailed investigations and studies to analyze day to day activities as they relate to Work and Material Planning;



identifies deviations and coordinates alternative action when required; follows up on all production activities and performs other related tasks and duties as assigned. Provides guidance and direction to junior personnel engaged in related activities.

Effective June 28, 1997

## **OPERATOR DATA COLLECTION TECHNICAL SUPPORT CODE 741**

### **Job Requirement:**

Grade 12 education level or higher. Extensive knowledge of personal computers, operations and job related software. Including Windows operating system, file management systems, file compression, Microsoft Office, Lotus Notes and COBRA databases, file conversion techniques, database structures and utilities.

### **Normal Duties:**

Maintenance Data Collection from all Regional Aircraft Operators and from Suppliers using standard data reporting formats. Establish contacts with customers (via telephone and e-mail) and follow up on data submission within specified time frame. Collect dispatch interruptions data (delays and cancellations). Collect component removal data. Collect pilot reports and maintenance reports. Collect aircraft utilization data. Log data into the scheduling system.

Maintenance Data Processing, classification and analysis. Process the raw data files that are received in various electronic media formats into a spreadsheet, using the data parsing technique found in Excel and other software and by applying formulas for separating combined text and numeric lines (found in ASCII files) and then load into a database.

Analyze delays cancellations data and classify as a chargeable or non-chargeable to the aircraft using defined codes. Assign 6-digits ATA chapter codes to each event.

Analyze component removal data and determine whether the part removal was scheduled or unscheduled. Validate the part numbers against the aircraft' standard configuration list.

Analyze pilot reports and classify as being a snag or a maintenance activity.

Process database queries, new and existing (of medium complexity) for ad-hoc statistical reports to internal customers.

Database updates and general duties. Track aircraft location for each aircraft type and continually update the aircraft status report. Update the FRACAS Reports distribution lists. Distribute the monthly and quarterly FRACAS reports to all customers.

Perform other related duties as assigned.

Effective June 27, 2000

## **TRAFFIC CLERK**

**CODE 743**

### **Job Requirement:**

Requires experience in preparation and/or creation and/or checking of worldwide traffic estimates, damage claims, transportation & customer invoices, transportation documents, customs documentation, export regulations and procedures, bookings and all related documentation associated with all shipments. Must have workable knowledge of methods of shipments, rates, insurance and custom requirements and be familiar with DHI procedures. Works with minimum direction and supervision. Must be capable of familiarizing junior personnel.

### **Normal Duties:**

Interpret and determine customs and freight tariff classifications and miscellaneous information, checking rates and classifications to determine correct method of handling and transport. Create and complete transportation / customs documents and all related documents associated with export of shipments as required. Prepare and complete department invoices and bills of lading. Investigate loss or damage and cost, insurance and freight estimates.

Orders transportation services to scheduled requirements, conduct correspondence necessary to completion of any action. Perform other related duties as assigned.

Effective June 27, 2000

**CLERK – ACCOUNTING – SENIOR****CODE 805****Job Requirement:**

Requires a thorough knowledge of all phases of financial accounting and the related I.B.M. operations and procedures. Required to assign, check and coordinate the work of accounting clerks in lower categories. Must have had considerable experience as an Accounts Clerk I or equivalent. Works with minimum supervision from Section Head or senior supervisors.

**Normal Duties:**

Responsible for organizing, directing and controlling all phases of an assigned section of financial accounting, investigates current accounting procedures and where warranted recommends revision to or new procedures; coordinates assigned Financial Accounting activities with other departments, divisions or outside agencies as required.

Effective April 23, 1966

**COST ADMINISTRATOR****CODE 806****Job Requirement:**

Requires a thorough knowledge of all phases of cost accounting and related systems and procedures. Required to assign, check and coordinate the work of cost accounting clerks in lower categories. Must have had considerable experience as a Cost Clerk I or equivalent. Works with minimum supervision from Section Head or senior supervisors.

**Normal Duties:**

Responsible for organizing, directing and controlling all phases of work on assigned programs; investigates current cost accounting procedures and where warranted, recommends revision to or new procedures; coordinates assigned program activities with other departments, divisions or outside agencies as required.

Effective April 23, 1966

**CLERK – PAYROLL – SENIOR****CODE 814****Job Requirement:**

In addition to the duties of Clerk I – Payroll 606, this position will perform any other payroll related duties as assigned.

It is understood that there shall be only one (1) incumbent in this position at any time.

Effective June 18, 1981

**COORDINATOR – PUBLICATIONS PRINTING CODE 816****Job Requirement:**

Must be a graduate from a recognized Technical college or the equivalent, must have creative skills and be familiar with printing methods and techniques. Works under supervision.

**Normal Duties:**

In addition to performing the duties described for a Technical Illustrator I, Code 718, designs the style, lay-out and artwork required for production of Customer Support Manual title pages, printed covers, tab dividers, spine cards, etc.; coordinates all printing of Customer Support Manuals including Service School Training Manuals published by D.H. Publications Department; inspects all reproducible manual material for legibility, quality and completeness to format standards. Makes alterations, additions or improvements by touch-up to the master reproducible material used in the printing of Customer Support Manuals; sets up manuals to appropriate format specifications, including civil and military prior to submission for printing; responsible for the maintenance of all master reproducible material relating to Product Support Manuals, e.g. revision of contents on a regular basis ensuring material is current.

Acts as liaison for Publications Department with Printing Department, Manual distribution Centre, Micrographics Department, Aero Services and Tech. Publication, Writer Section Heads, ensuring required action for printing and delivery of manual as per schedule; maintains contact with

numerous sub-contractors and acts as D.H. representative in matters relating to problem solving in printing that cannot be resolved within our printing facility. Coordinates all the microfiche and microfilming of customer support manuals, working closely with Micrographics department and the sub-contractor; responsible for the inspection of printed copies verifying them for content and correct order ensuring specifications are adhered to; maintains record of status of all printing and microfiche programs, past, present and future.

Performs other related duties as assigned.

Effective June 27, 1985.

## **TOOL DESIGNER II**

**CODE 818**

### **Job Requirement:**

Requires graduation from a recognized Technical College in Mechanical Engineering (Technologist Diploma) or equivalent with a related knowledge of production procedures, techniques, tool making and their applications to the production of machined, sheet metal or composite parts and products; this is an entry level for Tool Designers.

### **Normal Duties:**

Under supervision, as an entry level Tool Design position, will assist the senior level tool designer as instructed; will receive on the job training for future advancement to the higher levels of tool design while performing the assigned duties of a tool designer; these duties will progressively increase in complexity with time and experience; will be given adequate supervision during this learning process.

Performs other related duties as assigned.

Effective June 23, 1990

## **COORDINATOR EXHIBITIONS**

**CODE 819**

### **Job Requirement:**

Requires a certificate or diploma in Arts/Marketing or the equivalent combined with several years experience in an air-

craft marketing and/or advertising environment; must possess good interpersonal communications and organizational skills; requires the ability to coordinate, develop and implement company participation in industry and customer related activities, able to meet deadlines and work with minimum supervision; must be prepared to travel when necessary.

**Normal Duties:**

As directed, identifies and proposes company participation including cost estimates of air shows, trade conventions and exhibitions; performs those duties necessary to facilitate the set up and maintenance of company exhibits, material for air shows, trade conventions and exhibitions; liaise with marketing, sales, engineering, public relations, customer relations, international exhibition committee members, and customers relating to the promotional design and display of company products; coordinates arrangements, for aircraft static and flying displays, parking, security passes, insurance, and documentation necessary for customer aircraft demonstration; perform the administrative duties necessary to ensure storage and security of exhibit materials, giveaway items, gifts and models, assist with inventory and distribution of all customer promotional items; as directed, provides guidance to other staff.

As directed, perform various duties related to government and/or Airline/VIP visits, trade show and conventions, etc., and personally attend to any other details in support of sales and customer activity; liaise with engineering, marketing and sales to ensure accurate display and design of company mockups are maintained for demonstrative purposes, other duties include the traffic, shipment and general maintenance of sales and marketing mockups; monitor assigned budgets as related to exhibit and promotional materials.

Performs all related duties and tasks as assigned.

Effective June 30, 1990

**PROGRAMMER  
NUMERICAL CONTROL MACHINE II**

**CODE 821**

**Job Requirement:**

Requires graduation from a recognized technical college or equivalent in mechanical/manufacturing engineering with a knowledge related to machine shop practice, numerical control machines, programming and systems; must have the ability to sight read blueprints and engineering drawings; this is an entry and training level for numerical control machine programmers.

**Normal Duties:**

Under supervision, as an entry level numerical control machine programmer, will assist the senior level N.C. programmers as instructed; will receive on the job training for future advancement to the highest levels of numerical control machine programming while performing the assigned duties of a N.C. programmer; these duties will progressively increase in complexity with time and experience; will be given adequate supervision during this learning process.

Performs other related duties as assigned.

Effective June 23, 1990

**METHODS CLERK – SENIOR**

**CODE 835**

**Job Requirement:**

Requires a post secondary Diploma/Certificate in Business Administration or equivalent combined with several years experience in a computerized manufacturing environment; requires an in-depth knowledge of the operation and functions of Methods, Production, Purchasing, Work and Material Planning and Tooling combined with the ability to use a personal computer and relevant software; must have good organizational and administrative skills, and the ability to work under minimum supervision.

**Normal Duties:**

As directed performs a wide array of administrative duties such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations.

Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

**MATERIAL LOGISTICS AGENT****CODE 900****Job Requirement:**

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent and 3 years experience in a computerized manufacturing environment. APICS and or PMAC designation is preferred. The position requires good communication, organization and administrative skills coupled with strong computer skills. Must also be able to perform in a multi functional, cross-designated organization.

**Normal Duties:**

In addition to lower level classifications: required to undertake all purchasing activities required developing and implementing a strong supply chain in relation to sub-contract items and low value commodity purchases. Purchasing activities to encompass: Managing proposals, negotiating contracts, issuance or purchase orders to selected suppliers ensuring a strong supply of parts at the best available price. Interact with internal groups to rectify quality and technical issues with suppliers. Due to the nature of this position, travel and overtime maybe required. Action R.C.C.A. (root cause and corrective action) where required to maintain a customer focus while managing T.A.C. (total acquisition and lifetime costs).



**TECHNICIAN – LOGBOOK – SENIOR****CODE 901****Job Requirement:**

Maintain and prepare all logbooks for aircraft and/or their accessories, including airframe, engines, propeller, radio, instruments, etc. and all other data pertaining to the logbooks, including Release Notes, C. of A., C. of R., etc. Must have a thorough understanding of requirements and procedures covering the receiving and release of aircraft including but not limited to D.O.T., C.A.F., U.S.A.F. regulations and documents. Works from supplied information under direction but with only general supervision of senior inspection.

**Normal Duties:**

Compiling complete logbooks or like papers required for the receiving and/or release of new and overhauled aircraft and/or accessories. Check logbook information with Contracts, Sales, Engineering and the Service Departments. Keep a close check on the paperwork covering the incorporation of modifications and repair schemes and record in appropriate logbooks when necessary.

Effective February 13, 1963

**PRESSMAN – OFFSET****CODE 903****Job Requirement:**

To set up, operate and adjust press, produce printed material, in black and colour as required.

**Normal Duties:**

- (1) Set up and operate offset press, to produce printed material in black and in four-colour process work such as manuals, forms and brochures.
- (2) Required to mix inks, varnishes and dryers in solution to suit paper stock, should be able to advise on selection of paper and inks, varnishes, etc. to secure the best final results on finished products.
- (3) Prepare chemical solutions to treat plates.
- (4) Must be able to make plates.

- (5) Make adjustments to machine in order to register sheet and adjust ink flow for proper colour depth.
- (6) Make running repairs as required and perform daily maintenance.
- (7) May be required to cut paper and keep record of jobs and amounts of paper printed or other operations common to the office.

Effective February 13, 1963

## **QUALITY ASSURANCE TECHNICIAN I**

**CODE 912**

### **Job Requirement:**

Requires Grade 12 education and at least three years' experience with the application of Quality Assurance concepts as applicable to de Havilland Aircraft, or satisfactory completion of a one-year course at an Institute of Technology, Community College or equivalent in the theory of Quality techniques. Must be a sight reader of all drawings related to the classification; works in accordance with departmental practices and procedures and with minimum supervision.

### **Normal Duties:**

Performs Quality audits of manufacturing areas in accordance with provided characteristic check lists and reports on conditions; performs temperature uniformity surveys of thermal treating equipment in accordance with written procedures; reviews Material Review forms for recurring defects and tabulates findings; reviews purchase authorization documents and indicates Quality requirements in accordance with written procedures; reviews purchase orders for correct specification references and source approval status; arranges interchangeability demonstrations in accordance with schedule requirements; compiles reports and forms required by seniors; reviews technical publications and comments on findings. Performs other clearly related duties as assigned.

Effective June 30, 1969

## **ESTIMATOR – PRICING AND FORECASTS I      CODE 915**

### **Job Requirement:**

Requires an educational background equivalent to one year University instruction in mathematics and knowledge of the factory operations and procedures. Required to interpret and use Rand studies and similar literature; prepares forecasts and prices from data normally obtained in line departments. Works with minimum supervision as to working procedures.

### **Normal Duties:**

Subject to senior review as to application of procedures in the more complex cases and spot checking for accuracy; calculates package prices for aircraft, customer specials, options, avionics and product support proposals, excess early costs and/or costs below standard by batch and year; calculates cost and revenue estimates by batch; prepares cost, revenue and net investment studies for major programs and miscellaneous financial studies (uses discounted cash flow and other financial techniques); calculates progress payment schedules; prepares charts, tables and any required written reports pertaining to the assigned work. Performs other clearly related duties as assigned.

Effective April 9, 1974

## **ESTIMATOR II – PRICING      CODE 917**

### **Job Requirement:**

Requires an educational background equivalent to one year University instruction in mathematics; knowledge of factory operations and procedures; required to prepare forecasts and prices from data obtained from line departments. Works under direction with minimum supervision.

### **Normal Duties:**

Subject to senior review as to application of procedures in the more complex cases and spot-checking for accuracy. Estimates and/or establishes prices based on sketches or drawings, referring to line departments for customer items,

i.e.: customer specials, options, avionics, aircraft overhaul and repair;

- A/C details and components, including packaging crating, ferrying charges, development charges, pilot and ground personnel training;
- A/C modifications and any other customer items or service, including major spares not priced by regular spares price formula. Prepares for review, customer contract rates and prices, including price lists for aircraft and related price routine requests based on line department inputs. Submits pricing for approval. Performs other clearly related duties as assigned.

Effective March 1, 1979

## **COORDINATOR – RESOURCE CENTRE**

**CODE 939**

### **Job Requirements:**

Requires a minimum Grade 12 education and a post-secondary education in library administration or must be actively working towards same. This should be combined with a minimum of five (5) years' experience in the operation of an informational resource/library centre and requires the ability to coordinate, develop and implement methods and systems within the Resource Centre including the library, central filing and central stationary. Must be familiar with departmental budgetary controls and reporting procedures; requires exceptional organizational skills and must have the ability to meet deadlines and work with minimum supervision.

### **Normal Duties:**

In addition to performing the duties described in the classification – Librarian – (730) provides the lead for the Library Committee, coordinates functional representation through meetings, maintains and issues minutes and makes recommendations for improvements. Maintains a current set of “controlled” documents in the library. Monitors expenditures to budget in Resource Centre and provides necessary reports as required. Coordinates activities in the library, central filing

and central stationary. In terms of the following systems – cataloguing, archiving, security, equipment requirements, etc., provides guidance and assistance in training of junior personnel, maintains and supplies statistical records, reports and charts pertaining to all Resource Centre activities. Assigns and checks the work of juniors; perform other related duties as assigned.

Effective June 27, 2000

## **COMPUTER OPERATOR AND SCHEDULER      CODE 940**

### **Job Requirement:**

Requires a minimum of one-year mainframe computer experience consisting of: computer operating, applicable systems and actual operation of a wide range of peripherals. Also requires sound knowledge in tape management and job scheduling system applications. Required to carry jobs through to completion with minimum supervision and be conversant with all operations carried out in the Mainframe Computer Operations area.

### **Normal Duties:**

Monitors and controls the mainframe computer through the central console and peripheral devices such as tape drives, laser and line printers, communication controllers etc. Schedules and runs all production tasks in the mainframe computer, by using a scheduling software package. Runs jobs that identify backup tapes created overnight, and ensures the same are pulled, packaged, and sent to an off-site vault for storage. Creates, packages, and sends microfiche tapes to a vendor for daily processing. Confers with IT personnel in the event that errors require a change of instructions or sequence of processing. Observes operation of the computer, peripherals, job streams etc. and raises logs for all problems related to mainframe operations, using current UCR system. Creates schedules for shutdown periods, short workweeks, or any other special reasons. Performs maintenance of machinery tasks such as replacement of consumables in printers, when

required. Monitors operation of environmental equipment and UPS and contacts vendors to report any problems. Distributes reports and obtains required job related information. Trains other employees in same classification. Does other work related duties.

Effective June 27, 2000

**SENIOR OPERATOR  
DATA COLLECTION TECHNICAL SUPPORT      CODE 941**

**Job Requirement:**

Minimum, two years experience in computer data collection and processing; certificates in Aircraft familiarization training courses for All Q Series and CRJ Series; extensive knowledge of aircraft systems, ATA 100 specifications; familiarity with MMEL (Minimum Master Equipment List) specification; extensive knowledge in IPC (Illustrated Parts Catalogue) and technical publications; familiarity with ICAO standards associated with codes designations and knowledge of WATOG (World Airlines Technical Operations Glossary); fully conversant with all aspects of the Maintenance Data informational requirements, input formats and data applications for all *FRACAS (Failure Reporting, Analysis and Corrective Action System)* users; extensive operational knowledge of personal computers in the following areas: Windows operating system, file management (including file compression and extraction), Microsoft Office, database structures and utilities, Oracle database file loading and form operations, data conversion and parsing technique, as well as Lotus Notes related databases for e-mail and file retrieval. Good operational knowledge of data entry techniques as well as statistical classification and validation techniques using computer related software. Sound organizational skills and the ability to work with deadlines; good communication skills with the ability to work under direction with minimum supervision.

**Normal Duties:**

In addition to performing all the duties of Operator Data Collection Technical Support (Code 741) this classification will perform; retrieve maintenance cost data files from Bombardier Aerospace Operators and Vendors, group and sort; process electronic reliability data files when complicated data parsing techniques are needed (typically for new customers and for Asian operators); assists in conducting data integrity checks as required to identify erroneous or suspect data inputs and recommends corrective action; investigates and recommends some system changes to improve the accuracy, efficiency and control of processes and procedures related to all activities with respect to the Maintenance Data databases; provides information to Maintenance Data users as requested and assists with the ongoing review of the present system and implementation of enhancements; provide answered questions from users pertinent to transaction procedures and their impact. In conjunction with the FRACAS Analysis department personnel, assist in developing new or remedial systems relative to the reporting of maintenance data by aircraft operators and component suppliers. Assist new customers in setting up data collection types and file formats as defined by the EDSE (Electronic Data Standard Exchange) requirements; maintains and updates user manuals, table files, reports and other relevant data; assists in organizing reliability conferences with operators and partners. Performs other related duties and tasks as assigned. May be required to direct the work of junior personnel and assist in their training.

Effective March 14, 2003

**CUSTOMER SERVICE REPRESENTATIVE****CODE 944****Job Requirement:**

Must have proven customer support experience and facilitation, dispute resolution, and communication skills. Requires strong interpersonal skills and the ability to interact directly with customer representatives at all organizational lev-

els. Must have good organizational and administrative skills. Works with minimum supervision and direction. Requires a comprehensive knowledge of the Spares Department and related company procedures. Previous experience with aircraft parts, stores functions and the ability to read and interpret engineering drawings and technical manuals. Should be familiar with various departments' functions that support all aspects of order administration. Requires good computer skills, knowledge and experience in manual and computerized inventory systems and the ability to use relevant software. One year of experience in an inventory management and distribution environment would be considered an asset.

### **Normal Duties:**

Acts as primary customer interface for all Order Administrative issues. Develops customer relationships with the expectation that customer needs will be proactively supported. Provides price/delivery information upon request and follows up with customer on quotes. When required, duties may include booking customer Purchase Orders. Updates and maintains customer back-order reports, including Critical/C Check Trackers. Verifies part numbers against the various technical documents including the IPC, on-line drawings, and maintenance/component manuals. Expedites Material Logistics group to obtain delivery commitments that support customer requirements. Administer MRA requests by providing an authorization number and monitoring until a credit is generated. Provides AOG support and communication to the customer that includes updates on order status, delivery dates, and shipping information. Other duties may include issue resolution related to order administration. All duties may require interaction with internal groups including: Configuration Management, Material Logistics, Pricing, Distribution, In Service Engineering, and Sales to provide information to our customers. Responsible for all aspects of Order Administration, including processing, Customer PO's, raising part number enquiries for Parts Set-up and Pricing,



providing status relative to the PO including delivery information and communicating to the Customer throughout the life cycle of the PO. Expected to adhere to the Export Compliance policies that relate to accepting and processing Customer PO's. Provides guidance to personnel in lower classifications. Performs other related duties as assigned.

Effective June 23, 2006

## **WARRANTY ANALYST**

**CODE 945**

### **Job Requirement:**

Requires a comprehensive knowledge of the Warranty agreement and related company procedures. Must have proven facilitation and dispute resolution skills, as well as previous experience with aircraft parts, maintenance functions and practices and the ability to read and interpret engineering drawings, contracts, teardown reports and technical manuals. Should be familiar with various functions such as Pricing, Configuration Management, Supplier Liaison, Service Bulletin, Parts Logistics and other related parts logistic functions as required to complete claim adjudication and free of charge orders. Requires an in-depth knowledge of the warranty section of the purchase agreement and aircraft operations to understand problems related to warranty matters and the repair and overhaul of unserviceable parts to allow for the settlement of customer claims. Requires a comprehensive knowledge of multiple systems and reference materials in order to assess a warranty event for claim adjudication. Must be able to integrate system knowledge, contractual obligations and warranty policies for any and all claim adjudications. Must be able to defend warranty position while maintaining customer relationship and satisfaction. Requires one year of experience in a Warranty administration and/or Repair and Overhaul environment. Must have technical writing skills, a strong command of the English language, and an awareness of the legal ramifications of grammar selection and other key terms when communicating warranty claim dispositions back

to customer. Also, must have good computer skills (proficient in all word applications – intermediate skill requirement at minimum), knowledge and experience in manual and computerized warranty systems and the ability to use relevant software. Must have good organizational and administrative skills. Work with minimum supervision and direction.

**Normal Duties:**

Responsible for specific customer accounts. In accordance with customer warranty contractual (PA, SL, LA & CCO) language and company warranty policies and strategies, process and adjudicate material, labour, freight, no fault found, service life policy warranty claim types for standard, vendor backstop, service bulletin and repair engineering order claims. Liaise with various departments such as Pricing, Configuration Management, Contracts, Program Office, In-service Engineering, Maintenance Engineering, Supplier Liaison, Service Bulletin, Parts Logistics as required to complete claim adjudication and free of charge order processing. Provide customer a detailed response out-lining reason for claim adjudication. Must be able to defend warranty adjudication position while maintaining customer satisfaction to mitigate any impact on customer relationship. Must be able to adjudicate all claim types. Participate in customer conference calls and meetings as required. Process and administer all aspects of warranty claims, credit/debit notes and free of charge part orders, service orders including MRAs and MSO, back order management. Liaises with required departments to obtain all background and technical information to adjudicate and process claims. Report and track customer account status and provide guidance to employees in lower classifications. Provide customer contact by all available and appropriate means and answer inquiries or supply information regarding these activities.

Effective June 23, 2006

**WRITER –****PRODUCTION PROCESS STANDARDS I****CODE 1002****Job Requirement:**

Prepare production process standards. Be acquainted with heat treatment, finishes, chemical treatment and inspectional aids. Be acquainted with government specifications and standards. Be capable of reading drawings.

**Normal Duties:**

Investigate existing and new production techniques of a straightforward nature; establish best procedures after clearance with seniors; establish materials and equipment and sources of same for ordering purposes; prepare simple sketches for clarification of instruction; carry out investigations into problems on simple production procedures; plan and write up process standards in correct sequence for clearance by seniors; after clearance with seniors, recommend changes in production techniques to facilitate production. Supply information and advise on projects assigned to Production Engineering and shop personnel.

Effective June 18, 1981

**ANALYST – SPARES PRICING****CODE 1004****Job Requirement:**

Requires post secondary education in Finance and/or Business, two years' experience in Pricing/Finance/Sourcing department, and strong organizational and computer/analytical skills. Able to work with minimum supervision.

**Normal Duties:**

Administers pricing projects from start to finish. Originates and implements any procedure, manually or by use of the computer facility, to expedite the pricing of spare parts; actions any requirement for the development of spares pricing policies by use of established records, applicable statistical methods and/or as necessary use of the computer facility; evaluates cost inputs from the Procurement and Estimating

departments and as necessary, initiates corrective action with relevant department personnel or supervision; prepares annual price lists, checks computer reports against available cost documents, Operations estimates and vendor prices received from the Procurement Department; as required, revises the computer spares cost base; checks with appropriate Information Systems Department personnel to ensure that the computer spares price list procedure is correct; prepares supplementary price lists; evaluates previous price list and as necessary, prepares revision to the same; prepares and maintains computerized cost records developed from Pricing Department, computer programs and manual pricing procedures for the several unique cost price lists; expedites all cost pricing requirements from other departments by direct contact with parties concerned and/or supervision; participates in annual pricing catalogue and provides detailed pricing analysis; may assign and check the work of lower classifications, as well as train new employees. Performs other clearly related duties as assigned.

Effective June 23, 2006

## **PROGRAMMER**

### **NUMERICAL CONTROL MACHINES I**

**CODE 1005**

#### **Job Requirement:**

Requires a working knowledge of Manufacturing and Engineering routines related to machine shop practice; knowledge of Numerical Control machines and systems, their capabilities and limitations; must be a sight reader of blueprints and engineering drawings. Normally requires a minimum educational background equivalent to Grade 13 mathematics in trigonometry and analytical geometry. Works with minimum direction and supervision.

#### **Normal Duties:**

Obtains machining requirements from Engineering, Planning, Tool Design, etc., drawings and/or outlines; as directed, generates the surface definition of required math-

emational framework surfaces to be machined; develops tool positions and paths considering limitations imposed by N/C and method of tooling; prepares layouts and drawings as necessary showing cutter path; writes, independently, programs for point-to-point applications; as directed writes contouring programs using programming languages known in the N/C field; analyses programs and manuscripts to check for completeness and errors; prepares program and tooling outlines for the purpose of machine setups; as directed, makes revisions to part programs and/or manuscripts and/or proves complete operations; may splice tapes and keypunch any required corrections.

Effective February 15, 1969

## **TECHNICAL WRITER I**

**CODE 1007**

### **Job Requirements:**

Must be a graduate from a recognized Technical College or a similar training establishment; in addition requires broad Technical Writing experience in the aircraft or a related industry; must be thoroughly conversant with the latest commercial and military specifications as related to format, content, skill and reading level of user personnel. Works with little supervision.

### **Normal Duties:**

Responsible for the production of Technical Manuals for the Company's customer. Works independently in researching technical inputs required for publications; is fully responsible for the technical accuracy of the material prepared; analyses technical information obtained from blueprints, etc. and/or from discussions with design, engineering, production and other personnel; consolidates and verifies technical accuracy from other independent sources, e.g. by witnessing performance of procedures; develops procedures, writes material to be included in technical manuals (Flight, Operating, Maintenance, Repair, Overhaul and other related manuals), bulletins, etc.; considers such factors as safety, economy or

operation, ease and rapidity of maintenance and servicing operations; provides illustrating data and advises Technical Illustrators as to the illustrations required, prepares rough sketches if required; checks completed illustrations for technical accuracy and adequacy; prepares layouts for technical manuals, etc. to specified format; proofreads text and layout of manuals; maintains continuing liaison with project, design, production and subcontractor personnel of errors and/ or inconsistencies resulting from his/her researches; assists in maintenance task analyses. Performs other related duties as directed.

Effective October 29, 1982

## **TECHNICAL ILLUSTRATOR I**

**CODE 1008**

### **Job Requirement:**

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires broad Technical Illustrating experience; must be thoroughly conversant with the latest commercial and military specifications as related to format, content, skill level of user personnel; must have creative skills. Works with little supervision.

### **Normal Duties:**

Creates and produces illustrations and other artwork required for Technical Manuals. Compiles information from blueprints, engineering drawings, sketches, photographs, models, components, assemblies and aircraft; prepares and inks pictorial presentations of electrical and electronic schematics, diagrams, components, systems and hydraulic, pneumatic, structural, mechanical components and systems for inclusion in technical manuals, bulletins, brochures, etc.; utilizes information usually supplied by technical writing personnel as to the type and number of illustrations required; lays out illustrations for the most effective presentations using appropriate line, perspective, cut-away, exploded or orthographic views of the subject; assembles technical text to art work; prepares art work in one or more colours for sales and pro-

motional brochures, slides, etc. Performs other related duties as assigned.

Effective October 29, 1982

## **TOOL DESIGNER I**

**CODE 1009**

### **Job Requirement:**

Requires broad mechanical shop experience, or an apprenticeship as Tool and Die Maker or similar; in addition, requires two (2) years of aircraft related tool design experience; must be capable of designing tools using established drawings office procedures, component catalogues, textbooks and other like information; ability to produce, on request, charts and reports of investigations, assessment of tooling and general procedures. Works with little supervision.

### **Normal Duties:**

Responsible for the design of tools, jigs, dies, masters, etc.; analyses planning information, engineering drawings, lofting and other like data; makes all determinations and computations necessary to design and/or redesign various types of assembly jigs and fixtures for inter-changeability, plaster models, masters, cutting tools, dies machining jigs, fixtures and gauges; handling and test equipment; sub assembly jigs and fixtures used for making and assembling such items as front and rear spars, bulkheads, skin assemblies, etc., machine jigs and fixtures and dies such as drill jigs and joggle dies, pierce and blank dies, progressive dies, router forms, saw fixtures, etc., modifications to plant equipment; writes tool standard texts and tooling manual texts collecting all necessary data, analyzing information received (Eng. drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals, details all tools, callout of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; produces tool design lofts, determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to allevi-

ate tooling problems; contacts Tool Room Supervision to follow-up design adherence and assure problem free tool build; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Department and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; calculators, etc.; responsible for maintenance of relevant design schedules and costs; submits designs for approval; may assign and check the work of subordinate classifications. Performs other related duties as assigned.

Effective October 29, 1982

## **ILLUSTRATOR –**

**TECHNICAL – PROD.ENGINEERING I**

**CODE 1010**

### **Job Requirement:**

Must be a graduate from a recognized Technical College or equivalent with a demonstrated ability to produce good quality production engineering/tool design illustrations and pictorial layouts of moderate complexity using the latest technology conversant with related layout presentation and reproduction techniques; must be able to work to instruction to produce manufacturing plan illustrations, bid package illustrations and other like applications, including publications; in addition, requires a minimum of 2 years production engineering/tool illustration experience with preferably 1 year in the aircraft industry.

### **Normal Duties:**

Creates and produces the most complex illustrations and other artwork in support of Production Engineering requirements; works from engineering and tool drawings as well as photographs, models, sample production parts and tools



to produce pictorial presentation for all kinds of production engineering/ tooling schematics, components, systems, structures, etc. to achieve depiction's for a variety of formal and informal documents, these may include Planning and Tooling manual, Production Process Standards documents, Manufacturing plans, Pictorial Processes, sub-contract bid packages and visual aids for a variety of purposes including presentations, posters and publications. Produces pictorial layout using line, perspective, cut-away, exploded or orthographic views as appropriate to the subject and under the guidance of supervisor or senior illustrators, assembles and formats text to artwork; may be required to use computer hardware or software packages in support of all or any of the above activities as well as in the preparation of charts; works from written and verbal instructions from supervision or senior illustrators and submits work for approval. Performs other related duties as assigned.

Effective October 1, 1989

## **AIRCRAFT MAINTENANCE TECHNICIAN – QUALITY ASSURANCE**

**CODE 1012**

### **Job Requirement:**

Graduate from a Community College in a course leading to a diploma in Aviation Transport Management or equivalent, plus a minimum of three years experience in airline maintenance Quality Assurance. Must be familiar with computer maintenance system and Quality Assurance requirements as applicable to DHC aircraft. Ability to work with minimum supervision.

### **Normal Duties:**

To produce and maintain the information required for the forecasting and scheduling of aircraft maintenance, modifications, special inspections, Service Bulletins and Airworthiness Directives pertaining to, but not limited to, all de Havilland manufactured aircraft. Review maintenance procedures and schedules for development aircraft and update as necessary

to ensure all airworthiness requirements are met. Review maintenance records of used and leased aircraft. Where necessary, implement maintenance programs to bring aircraft to a status where a regular program can be carried on by operators. Develop maintenance forecasts to ensure correct maintenance of aircraft while on demonstration tours or operating away from de Havilland. Enter data into a computer to establish trends for engine condition trend monitoring. Review E.C.T.M. graphs and schedule corrective action for non-conforming engine parameters. Monitors lifted items and amendments to Time Before Overhauls (T.B.O.'s). Recommends items for T.B.O. extensions based on service reliability. Generate and issue all scheduled inspections for aircraft. Keep records of maintenance activity on aircraft and installed components. Perform other related duties as assigned.

Effective May 22, 1987

## **LABORATORY TECHNICIAN CHEMICAL AND METALLURGICAL**

**CODE 1016**

### **Job Requirement:**

Requires an Ontario Institute of Technology Diploma or an Ordinary National Certificate or equivalent in chemistry and/or metallurgy plus a minimum of two years experience in an industrial laboratory or an Ontario Advanced Evening Class Certificate in chemistry and/or metallurgy plus at least 3 years relevant laboratory experience. Works with minimum supervision.

### **Normal Duties:**

Required to schedule, assign, expedite and check chemical and/or metallurgical laboratory work to meet general requirements; conduct routine and non-routine laboratory tests and analysis; prepare all samples of test specimens relevant to the work; determine composition and properties of metallic or non-metallic materials in a laboratory setting; performs all types of laboratory mechanical testing and is responsible for preparation of laboratory metallurgical test specimens, set up

of laboratory machines and calculation of results; conducts metallographic testing including microphotography and interpretation of microstructures in a laboratory setting; prepare clear and concise technical and non-routine reports; assign and check the work of juniors.

Effective June 22, 2015

## **SENIOR COST ADMINISTRATOR**

**CODE 1017**

### **Job Requirement:**

Requires a post secondary diploma in Accounting/Business or equivalent combined with several years experience in an accounting environment; must have a thorough knowledge of cost accounting principles including the use of standards, allocation of overhead rates, and program accounting as applicable to Aerospace and/or in Manufacturing industry; requires a thorough knowledge of cost reporting systems and be conversant with the requirements and procedures of related departments; must possess a general knowledge of a manufacturing environment combined with good personal computer skills and the ability to use relevant software; requires good organizational and administrative skills and the ability to work under minimum direction.

### **Normal Duties:**

As directed, develops and maintains computer models to determine standard costs for individual aircraft based on accumulated actual and estimated manufacturing costs; review and monitor gross margins for completed aircraft as compared to D.O.P. and identify variances to plans; reviews current actual costs to determine accuracy and reasonableness of projected estimates; records finished aircraft valuation; monitors work-in-process sub ledgers to determine that balances are accurate and reconciled and reports discrepancies to senior Management; prepare month end and year end cost schedules for preparation of financial statements; prepares and reconciles actual labour and material costs with functional departments; provide tax department with

required calculations of production costs; may be required to assign, check and coordinate the work of accounting clerks in lower classifications. Performs other clearly related duties as assigned.

Effective April 9, 1991

## **ILLUSTRATOR – SILK SCREEN**

**CODE 1019**

### **Job Requirement:**

Requires a comprehensive knowledge of the various methods and procedures required to reproduce illustrations, etc., by silk screen and related processes; the ability to design, make and/or reproduce items such as insignia, aircraft identification markings, letterheads, posters, schematics, brochures, sales aids, to de Havilland and/or customer requirements. Works with minimum supervision.

### **Normal Duties:**

From supplied information, designs and performs the work necessary to prepare illustrations and other material for reproduction by silk screen and related processes; lays out approved silk screen jobs to provide for efficient use of materials and equipment; makes decals and/or reproductions of insignia, aircraft markings, letterheads, posters, charts, graphs, etc. in one or more colours; resolves problems of colour registration; assists employees from other departments with problems associated with the work; prepares and mixes required paints, solutions, etc. and matches colours; may assign and check the work of other personnel engaged in related operations; performs other clearly related duties.

Effective September 1, 1975

## **METHODS ANALYST I**

**CODE 1020**

### **Job Requirement:**

Requires a post secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent. This will be combined with a minimum of four years

related experience in a computerized manufacturing environment. Requires a thorough understanding of several areas of manufacturing. Must be a sight-reader of drawings and must be able to utilize CADAM and CATIA Technology. Requires an understanding of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Must be familiar with engineering, quality assurance, work and material planning and how they relate to methods activities. Requires good organizational skills and the ability to set and prioritize jobs. Ability to work under minimum supervision.

### **Normal Duties:**

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's and technique sheets establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies. Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly. Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replace ability media and tool coordination requirements. Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination. Generate requests, parts list, assembly sequence and condition of supply information. Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities. Develop manufacturing plans based on the product strategy, develop resource plans and program schedules at and below the rate item level. Work with methods engineers to develop time/method studies as

well as justify and implement capital acquisition plans. Work in design build teams and provide process capability and commit to produce ability. Define and order hand tools and consumables. Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigate purposes. Working with Production, Engineering and Finance, the Methods Analyst will be responsible for providing recurring and non-recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and make/buy requests. May assign, coordinate and check the work of other methods analysts. Provide guidance to junior personnel engaged in related activities. Perform other related duties as required. Refer to Attachment A, "Minutes of Settlement" for shared job duties.

Effective June 28, 1997

## **TECHNICIAN I – MARKETING PRESENTATIONS**

**CODE 1025**

### **Job Requirement:**

Requires a diploma in Arts/Marketing or equivalent combined with several years of demonstrated experience in the field of marketing design/graphic arts; must have a comprehensive knowledge of the Company's products combined with good interpersonal as well as verbal and written communications skills; requires the ability to use various computer software graphic or other design programs; must be creative and capable of producing all presentation materials necessary to support all Marketing and Sales requirements; requires good organizational skills with the ability to meet deadlines; must be prepared to travel when necessary.

### **Normal Duties:**

In addition to performing the duties described in the Technician II Marketing Presentations Code 733, directs, instructs, coordinates and monitors the production stages of standard and customized presentations ie. audio visual

requirements, printed materials and promotional items for Marketing, Sales and other senior management; obtains materials, determines layout, and techniques to be used; assess the need for outside services and recommends and coordinates the work of outside companies; liaise with outside suppliers on production methods and pricing, compares sample materials and obtain quotations etc.; instructs and advises video crews and photographers; ensures that accurate and prompt documentation of technical information is incorporated into all presentation materials distributed worldwide; responsible for authorizing expenditures and obtaining approvals as related to presentation budgets; assists Management in the day to day operations of the departments presentation requirements; assigns, verifies and coordinates the work of other classifications.

Effective March 14, 2003

## **CLERK FINANCIAL ACCOUNTING – SENIOR CODE 1035**

### **Job Requirement:**

Requires post-secondary diploma in accounting/business or equivalent, combined with several years experience in an accounting environment. Must have thorough knowledge of financial accounting principles including a good understanding of the profit/loss statement, balance sheet and how transactions affect each; the recognition of sales revenue, and concessions. Must be conversant with the requirements and procedures of related departments, combined with good personal computer skills and the ability to use relevant software; requires good organizational and administrative skills and the ability to work under minimum direction.

### **Normal Duties:**

Review and record aircraft sales, concessions and program costs (ODCs) based on summaries of contracts. Maintain system for contract employees to produce labour and overheads in accordance with Bombardier accounting. Maintain customer advance sub ledgers and perform the appropriate account-

ing ensuring that balances are accurate and reconciled and report discrepancies to senior management. Prepare and ensure accuracy of financial schedules and general ledger accounts and compare to budget and forecast identifying and explaining variances for prepaid expense, advances, advances in excess of inventory, provisions and other expense. Perform appropriate accounting for lease subsidies distinguishing between profit and loss and balance sheet charges. Assign, check and coordinate the work of accounting clerks in lower classifications. Performs other clearly related duties as assigned.

Effective March 14, 2003

## **WORK & MATERIAL PLANNER – I**

**CODE 1036**

### **Job Requirement:**

Requires a post secondary Degree in Materials Management, Business Management, Operations Management or equivalent, and be actively enrolled in an "Inventory Management Program (A.P.I.C.S./C.A.P.I.C.S.) or College Diploma and actively enrolled in an "Inventory Management Program" (A.P.I.C.S./C.A.P.I.C.S.) and A.P.I.C.S. certified in Inventory Management, Materials and Capacity Planning and Production Control; combined with three (3) years experience in a computerized manufacturing environment; must have a thorough understanding of M.R.P. II and its components and the ability to apply PERT and Critical Path Theory methodologies; requires a general knowledge of the Aerospace manufacturing environment combined with computer skills and the ability to use relevant software; must have good organizational and administrative skills and the ability to work under minimum supervision.

### **Normal Duties:**

In addition to duties of Work & Material Planner II – 736 also develops master production schedules in accordance with production plans and identifies deviations and coordinates corrective actions; develops detailed execution plans to



support budget, production plan, and inventory and build policies; monitors budget, production plan and inventory and build policies; develops recovery plans; develops and maintain manpower plans for each work centre; establishes shop capacity and load plans; plans fabrication workload by machine/work centre based on capacity and schedule requirements; identifies offload requirements and execution plans to support; assesses the suitability of and provides W.M.P. commitments for proposed customer requests, program directives, planning directives and product modifications. Performs other related tasks and duties as assigned.

Effective June 28, 1997

**WRITER –  
PRODUCTION PROCESS STANDARDS – SR. CODE 1202**

**Job Requirement:**

Prepare production process standards and specifications. Have good working knowledge of chemical and heat treatments, finishes, materials and inspectional aids, and be capable of investigating problems connected with these processes. Be acquainted with and capable of interpreting government specifications and standards. The ability to read a variety of instructions, specifications and standards on specific subjects and sort out the pertinent data into one clear, concise instruction.

**Normal Duties:**

Investigate existing and new production techniques, determining best procedure to be followed and may have to determine equipment required, is required to establish a method of carrying out procedure including requirements for inspection and quality control; determine and lay down all materials and equipment required for carrying out the process, also procurement sources for ordering purposes; prepare sketches for clarification of instruction. Plan and write up a complete process standard in correct operational sequence; carry out investigations into problems on production procedures; rec-

ommend changes in production techniques to facilitate production; supply technical information and advice regarding materials, finishes, treatments and techniques to Production Engineering and shop personnel. May assign, coordinate and check the work of others. Own work subject to spot check.

Effective June 18, 1981

## **PROGRAMMER**

**NUMERICAL CONTROL MACHINE – SR.**

**CODE 1203**

### **Job Requirement:**

Requires a comprehensive knowledge of manufacturing and Engineering routines related to the machining of tooling, parts and/or components on Numerical Control machines, and a thorough knowledge of Numerical Control machines and Numerical Control machine systems, their capabilities and limitations. Must be a sight reader of drawings of the highest degree of complexity and have a broad background in analytical geometry and other mathematical surface development techniques required to generate continuous path machining in three (3) or more axis of motion. Works with minimum supervision.

### **Normal Duties:**

Works from Engineering or Tool Design drawings, loft data and/or related source material; produces planning and tool design outlines to determine machining requirements; prepares a complete mathematical framework of the work by writing equations for the surfaces to be machined; plans and develops detailed cutter paths, considering limitations imposed by N/C and method of tooling; utilizes knowledge of the applicable machine tool and control systems and proper coordination of speeds, feeds and types of cutters in order to obtain maximum efficiency and performance; prepares layouts and drawings as necessary to assist in coordinating the program requirements. Determines the method or combination of methods of mathematical calculations (such as desk calculator, APT or other applicable computer programs) used

to define the path of cutter centre lines; prepares work sheets for the purpose of loading necessary information such as mathematical definition of work to be processed, coordinates of centre direction change points, machine feeds, speeds, cutter selection, stops for cutter change, coolant on-off signals, etc. into the computer; analyses computer output to check for completeness or errors; prepares data transfer media for computing equipment and/or tape preparation, providing machine and control data; works with Engineering, Planning, Lofting, Tool Design, Manufacturing and other personnel to ensure that programs will comply with requirements and specifications; makes revisions in N/C programs as necessary. May keypunch any required corrections. May assign and check the work of juniors. Performs clearly related duties as assigned. When the Company sees the need to appoint an NC Programmer Leader for a project team, it shall appoint a Programmer Code 1203, to such a position. For the duration of the appointment, the Programmer will receive a premium of \$35.00 per week.

Effective June 23, 1990

## **DIGITAL/IMAGING SPECIALIST**

**CODE 1205**

### **Job Requirement:**

A three or four year bachelor's or diploma in a Fine Art program with additional training or background in technical drawing and advanced knowledge of commercial illustration and retouching is required. A minimum of three years experience in retouching images at an advertising agency or design studio is also required. Must have advanced skills in Adobe Photoshop as well as knowledge of other industry software such as Quark Xpress, Adobe Illustrator, Alias Maya, Adobe After Effects, Macromedia Flash, Poser and others. Must be used to working with critical internal and external art directors and be able to take direction to achieve desired image effects. Should also have knowledge of airline industry, including airline liveries and markings as well as different aircraft types. A

demonstrated understanding of colour theory and an ability to draw with an understanding of photography and four-eight colour custom print experience is necessary. Will also have an understanding of commercial artwork skills such as typography and layout. Will possess aptitude to meet deadlines and deal with stress while working both independently at times and in collaboration with others both internally and externally. Must possess problem-solving skills and critical eye for detail to provide alternative solutions to visual projects and adjust work to meet timings and budgets. Professional portfolio of examples of artist's work a prerequisite to employment. Keeps current with graphic trends and technologies.

### **Normal Duties:**

Conceives, generates and coordinates graphic visuals and options for advertisements, brochures, invitations, trade shows and multimedia/web promotional pieces that convey mood, emphasis, insight, company viewpoint and similar visual impressions. Build and maintain retouching, scanning and image correction and manipulation capabilities to ensure exceptional quality, high-resolution images of aircraft, aircraft interiors (including passengers) and aviation-related subjects Making photos look "real" after retouching, especially in areas of surfaces, skin tones, skies, etc.. Work in RGB, CMYK modes and channels, ability to adjust layers and perform complex masking with demonstrable proficiency Prepare files for accurate reproduction on press and on screen; assemble composite layouts manually and electronically for presentation. Properly names files and add to server promptly for group use in appropriate format and size as well as manage personal file inventory in a clear and understandable way. Notify supervisor and other members of team of deadline schedule conflicts and delays and provides alternative solutions. May attend press checks and quality control sessions with suppliers.

Effective March 14, 2003

## **QUALITY ASSURANCE TECHNICIAN – SENIOR**

**CODE 1206**

### **Job Requirement:**

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering. This will be combined with a minimum of five (5) years of practical experience in a similar manufacturing environment including three (3) years experience in a Quality Control or Quality Assurance function. Requires an in-depth knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be a sight-reader of drawings. Must be cognizant of AS9100 and ISO9001 standards. Familiarization with regulatory requirements is a strong asset. Must be familiar with Engineering, Methods, Work and Material Planning and how they relate to Quality activities. Must possess a strong working knowledge of computer applications including word processing and databases. Able to work in a team environment and must possess team facilitation skills. Requires good organizational skills and the ability to set and prioritize tasks and the ability to work independently.

### **Normal Duties:**

Compiles Quality audit check lists based on AS9100 and ISO9001 standards including previous findings and corrective action records; performs audits as defined in the check lists; analyses auditee compliance with applicable Quality System elements, relevant standards and processes and initiates any required corrective and preventive actions; prepares and distributes audit report(s); verifies the response and effectiveness of the implementation(s). Analyses existing quality techniques; develops and prepares new or revised quality techniques and other like instructions. Recognizes the need for and initiates corrective and preventive action(s) for product or process discrepancies. Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of

quality products. May review engineering drawings and specifications to ensure that all necessary Quality requirements have been included and may recommend changes to Quality or Engineering Management. Reviews production standards and Functional Test Procedures for correct inclusion of Quality System requirements; may act as an authorized Quality representative on the Material Review Board (MRB). Actions Quality Investigation Requests (QIR) and provides response of corrective and preventive action(s) and report(s) to field services, as required. Performs other clearly related duties as assigned. \* It is recognized that the duties related to Material Review Board (MRB) may also be performed by the 635 classification from Local 112.

Effective March 14, 2003

## **TECHNICAL WRITER – SENIOR**

**CODE 1207**

### **Job Requirement:**

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires five (5) years of Technical Writing experience in the aircraft or a related industry. Must be thoroughly conversant with latest commercial and military specifications as related to format, content, skill and reading level of user personnel; must be able to produce Technical Writing work at the highest degree of complexity in his/her areas of specialization. Works with minimum supervision.

### **Normal Duties:**

Performs all the work described in the Job Description for Technical Writer II. Develops and designs visual, audio-visual and hardware type training aids; performs maintenance task analysis on systems assigned by Section Head – Technical Writing which involves preparation of fully proceduralized trouble shooting aids by conducting failure mode and fault analysis, maintenance dependency charts, and maintenance and inspection job guidelines; works in close co-operation with Reliability and Maintainability Engineering from its initial

stage through to follow-on-hands-on task analysis and finalization; prepares a Task Identification Matrix for assigned systems to ensure complete coverage and logical presentation; establishes Vendor Data Requirements for the system he/she is assigned to cover, keeps track of data received making sure that requirements of EPS 1-3 and EPS 1-5 are met; advises Section Heads of any shortcomings in quality of completeness of Vendor Data; provides technical instruction on Company products and on-the job training to technical writers in those additional responsibilities above. May assign, coordinate and check work of others. Performs other related duties as assigned.

Effective October 20, 1982

## **TECHNICAL ILLUSTRATOR – SENIOR**

**CODE 1208**

### **Job Requirements:**

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires five (5) years of Technical Illustrating experience including two (2) years in the aircraft industry; must be thoroughly conversant with latest commercial and military specifications as related to format, content and skill level of user personnel; must have creative skills; must be able to produce art work at the highest degree of complexity. Work with minimum supervision.

### **Normal Duties:**

Performs all the work described in the Job Description for Technical Illustrator II. Provides estimates of the man-hours required for illustration, art work, illustrative text, format and master layout, etc.; plans illustration and text layout with technical writing personnel; controls the flow of work through various stages of production, e.g. photographic, sizing, text requirements; produces full colour art work and/or black and white pictorial presentations of schematics, diagrams, components and systems for inclusion in technical manuals, bulletins, etc.; lays out illustrations for the most effective presentation using appropriate illustrative views of the sub-

ject. Performs other related duties as assigned. May assign, coordinate and check the work of others.

Effective October 29, 1982

## **TOOL DESIGNER – SENIOR**

**CODE 1210**

### **Job Requirement:**

Requires broad mechanical shop experience or an apprenticeship as Tool and Die Maker or similar; in addition, requires five (5) years of aircraft related tool design experience; must be capable of producing Tool Design work independently to the highest degree of complexity using latest technology. Required to produce on request, charts and reports of investigations, assessment of tooling and general procedures; must also be able to produce planning and tooling control documents. Works with minimum supervision.

### **Normal Duties:**

Responsible for the design of the most complicated tools, jigs, dies, masters, etc. Analyses planning information, engineering drawings, lofting and other like data; makes all determinations and computations necessary to design and/or re-design the most complicated types of: major assembly jigs, masters for interchangeability, jigs and fixtures, optical setups, major plaster models, special machines, cutting tools and dies, machining jigs and fixtures, gauges, handling and test equipment such as slings and other lifting equipment, dollies, cradles, stands and other like handling equipment, electrical, electronic and hydraulic test devices, pressure testing jigs, jigs and fixtures for parts and/or assemblies which are difficult to hold because of their size, contour and/or because of critical positions during machining operations; numerical control, milling, lathe and other jigs and fixtures used for locating and hold forgings, castings, extrusions or machined parts requiring multiple operations or non-standard operations on each tool, tooling for parts requiring coordination of a family of tools when the coordinated tolerances and/or compound angles must be held, combination and/or multiple action draw dies,



inspection fixtures for intricate parts, etc.; details all tools, call-out of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to alleviate tooling problems; contacts Tool Room supervision to follow-up design adherence and assure problem-free tool build; writes tool standard texts and tooling manual texts, collecting all necessary data, analyzing information received (Engineering drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals; produces tool design lofts; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Departments and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; may assign and coordinate the work of others; responsible for maintenance of relevant design schedules and costs; submits Designs for approval. Performs other related duties as assigned. When the Company sees the need to appoint a Tool Design Leader for a project team, it shall appoint a Tool Designer Code 1210 to such a position. To be eligible for such appointment, an individual must have demonstrated ability in conceptual Tool Design and Mastering. For the duration of the appointment, the Tool Designer will receive a premium of \$35.00 per week.

Effective June 23, 1990

## **ESTIMATOR – PRICING AND FORECASTS – SENIOR**

**CODE 1213**

### **Job Requirement:**

Requires an educational background equivalent to one (1) year of University instruction in mathematics; a thorough knowledge of all phases of pricing and cost estimating with a minimum of five (5) years' experience; a comprehensive knowledge of learning curve theory and applications; a thorough knowledge of factory operations and procedures. Must be a sight-reader of drawings of the highest degree of complexity. Required to interpret and use Rand studies and similar literatures; prepares independent forecasts normally obtained from line departments. Works with minimum supervision and in the absence of seniors, is authorized to submit firm prices within the scope of the classification.

### **Normal Duties:**

Calculates package prices for aircraft, customer specials, options, avionics and product support proposals, excess early costs and/or costs below standard by batch and year; calculates cost and revenue estimates by batch; prepares cost, revenue and net investment studies for major programs; develops algebraic formulae for pricing up to and including ten (10) year forecasts; generates pricing for sub-contract and vendor suppliers; produces a Canadian content analysis; develops compound and simple interest formulae and calculates progress payment schedules, discounted cash flow for major programs and miscellaneous financial studies; prepares charts, tables and descriptive literature pertaining to work. Estimates and/or establishes prices based on verbal information, sketches or drawings, and when necessary, customer items such as aircraft overhaul and repair, aircraft details and components, packaging, crating, ferrying charges, development charges, pilot and ground personnel training, A/C modifications and any other customer item or service, not priced by regular spares price formulae; estimates man hour data for service and modification bulletins; reviews accuracy

and completeness of customer contract rates and prices; prepares and maintains commercial price lists for aircraft and related options and avionics; prices routine requests based on the line department inputs as necessary, submits pricing for approval. Performs other clearly related duties as assigned.

Effective March 16, 1984

## **ESTIMATOR – ENGINEERING**

**CODE 1215**

### **Job Requirement:**

Requires a thorough knowledge of all phases of Aeronautical and Development Engineering. Must be conversant with all aspects of aircraft design and all Engineering Supporting functions. Must have knowledge of shop practices particularly as it relates to engineering experimental activities and new material developments and processes. Must be a sight-reader of drawings and capable of working from general concepts and abstracts. Works with minimum supervision.

### **Normal Duties:**

Compiles, coordinates and is responsible for the completeness and accuracy of all Engineering cost estimates and their attendant rationales prepared for proposals, funding, fiscal forecasts, comparative evaluations, quotation purposes, etc. and covering all cost elements on new projects, future projects, current projects, changes to and reassessment of existing projects; estimates the cost of material, direct charges, flying costs and labour and associated development costs required for the design of new aircraft, model changes, reconfigurations, modifications, special orders only, customer specials, investigations, research programs, ground test programs, flight test programs, mockups, model programs and assistance to other departments outside Engineering; prepares statistics, reports, analyses and cost forecasts covering all aspects of future and current aircraft programs; develops statistics, reports, analyses, etc. of company historical data for the purpose of assisting future estimating tasks; compiles data and prepares reports and analyses of Engineering per-

formance against estimates of selected Engineering groups of specific programs; may work from drawings, sketches, company or industry wide historical data, sales proposals and technical proposals; must be able to define task requirements and be prepared to interface technical information between Engineering groups to ensure full coordination of the department. May assign and coordinate the work of juniors. Performs other duties as assigned.

Effective July 12, 1985

**ILLUSTRATOR – TECHNICAL –  
PRODUCTION ENGINEERING – SENIOR                      CODE 1218**

**Job Requirement:**

Must be a graduate from a recognized Technical College or equivalent with a demonstrated ability to produce good quality production engineering/tool design illustrations to the highest degree of complexity using the latest technology conversant with related layout presentation and reproduction techniques; in addition, requires 5 years of production engineering/tool illustration experience with preferably 2 years in the aircraft industry.

**Normal Duties:**

In addition to performing the listed duties described in classification Technical Illustrator II – Production Engineering (1010), creates and produces the most complex illustrations and other artwork in support of Production Engineering requirements. Works from Engineering and Tool drawings as well as photographs, models, sample production parts and tools and written and verbal descriptions to achieve depictions for a variety of formal and informal documents. These may include Planning and Tooling manuals, Production Process Standards documents, Manufacturing Plans, Pictorial Processes, sub-contract bid packages and visual aids for a variety of purposes including presentations, posters and publications. Uses creative skills to layout illustrations to the best advantage using line, perspective, cut-a-way, exploded or

orthographic views as appropriate to the subject. Assembles and formats text to artwork. May use computer hardware and graphics software packages in support of all or any of the above activities as well as in the preparation of charts. Works from written and verbal instructions and may be required to check and co-ordinate the work of juniors. Submits work to supervision for approval. Performs other related duties as assigned.

Effective October 1, 1989

## **METHODS ANALYST SENIOR**

**CODE 1220**

### **Job Requirement:**

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent. This will be combined with a minimum of four years related experience in a computerized manufacturing environment. Requires a thorough knowledge of several areas of manufacturing. Must be a sight-reader of drawings and must be fully proficient in the use of CADAM and CATIA Technology. Requires an in-depth knowledge of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Must have a comprehensive understanding of engineering, quality assurance, work and material planning and how they relate to methods activities. Requires good organizational skills and the ability to set and prioritize jobs. Ability to work under minimum supervision.

### **Normal Duties:**

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's, technique sheets and update references library text establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies. Analyze new

and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly. Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replace ability media and tool coordination requirements. Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination. Generate requests, parts list, assembly sequence and condition of supply information. Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities. Develop manufacturing plans based on the product strategy, assist methods engineers in developing the product manufacturing strategy based on the company strategy. Develop resource plans and program schedules at and below the rate item level. Work with methods engineers to develop time/method studies as well as justify and implement capital acquisition plans. Assist in line balancing and shop floor layout, work in design build teams and provide process capability and commit to produce ability. Define and order hand tools and consumables. Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigative purposes. Working with Production, Engineering and Finance, the Methods Analyst will be responsible for providing recurring and non-recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and make/buy requests. May assign, coordinate and check the work of other methods analysts. Provide guidance to junior personnel engaged in related activities. Perform other related duties as required. Refer to Attachment A, "Minutes of Settlement" for shared job duties.

Effective June 28, 1997

**MATERIAL LOGISTICS AGENT – SENIOR****CODE 1236****Job Requirement:**

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. APICS certification, (C.P.I.M.) PMAC certification is preferred and 5 years experience in a computerized manufacturing environment. Must have excellent organization, administrative and communication skills, the ability to effectively represent the department and the ability to work under minimal supervision. Must also be able to perform in a multi functional, cross-designated organization.

**Normal Duties:**

In addition to duties of lower WWP/Material Logistics/Buyer Procurement classification; duties include all planning and purchasing functions related to the Materiel group: Establishes plant-wide manpower forecasts based on the strategic plan and the Master Production Schedules; builds “*what if*” plans from various hypothetical scenario requests from senior management; builds production/manufacturing plans; builds manpower and material budgets and forecasts for each program; assists management in determining inventory policies and build policies. Oversees and co-ordinates Material Logistics actions and may assign, co-ordinate and check the work of Material Logistics agents. Action R.C.C.A. (root cause and corrective action) where required to maintain a customer focus while managing T.A.C. (total acquisition and lifetime costs). Due to the nature of this position, travel and overtime maybe required and presenting at senior management reviews.

**QUALITY LOGBOOK TECHNICIAN III****CODE 1237****Aircraft Delivery / Certification Document Package****Job Requirement:**

Graduation from a post secondary institution, combined with a minimum of 3 years of proven experience in the Quality

Assurance field directly related to aircraft delivery, and quality requirements as applicable to Bombardier Aerospace. Ability to use a personal computer and relevant software; must have good organizational and administrative skills and the ability to work with minimum supervision.

**Normal Duties:**

Coordination of deliverables to Quality from, but not limited to, engineering, methods, production, manuals distribution, customer support, contracts and service departments; review documentation package to ensure accuracy prior to providing to CAT 1 Inspectors for presentation to Transport Canada. Liaise with Transport Canada during aircraft certification process; update, maintain and allocate Aircraft registration and indices; review and maintain current and new Airworthiness Directives; respond to issues raised during the aircraft certification process as applicable to Quality documentation package. Meet with customers during the acceptance process to investigate and resolve snags in a timely manner; provide direction and training as required, to junior personnel engaged in related operations; prepare drafts of new and revised procedures that directly affect the Category I and II inspectors and Logbook Technicians. Assist in preparation of aircraft documentation package with Senior Logbook Technician as required. May assign, coordinate and check the work of Senior Logbook Technicians and lower classifications. Could be asked to represent his / her Line Manager at meetings

**SENIOR SPARES TECHNICAL AND INVENTORY  
ANALYST – MATERIALS MANAGEMENT CODE 1238**

**Job Requirement:**

Requires a post secondary Degree/Diploma in Materials Management, Business, Engineering, or equivalent and a minimum of five (5) years experience in an engineering, inventory management or aircraft maintenance position. Additional experience gained in senior or specialized roles may be considered in lieu of formal education and must be



able to prove performance to the satisfaction of the Company. Apics certification would be considered an asset.

Requires a general knowledge of the aerospace Spare Parts industry combined with computer skills and the ability to use the relevant software; must have good organization skills, administrative, communication and customer service skills, the ability to effectively represent the department at meetings and the ability to work under minimum supervision. Travel will be a requirement. Due to the nature of this position, flexibility in work hours is required and the incumbents must be available to work overtime at short notice.

### **Normal Duties:**

Develops inventory strategies in conjunction with our historical demand-forecasting partner, using technical information gained from various internal and external sources and from professional experience within the aircraft maintenance industry. Keeps abreast of all technical and emerging issues related to the ATA chapters under their authority, and ensures that inventory plans across all programs both meet the needs of operators and are within budgetary constraints. Performs other related duties as assigned.

Reviews technical information regarding the interchangeability, effectiveness and usage of parts to determine the impact existing inventory holdings and future spare parts acquisition decisions; ensures that proposed engineering modifications are considered during the inventory acquisition process to minimize the cost of spare parts. Measures the accuracy of past forecasts and adjusts the future forecast parameters to reflect such technical aspects as the reliability of the available information and usage data in order to improve the existing inventory control systems. May be required to direct the work of junior personnel and assist in their training. Establishes and determines spare part inventory levels to meet/anticipate customer requirements taking into account: order policies, lot sizes and dollar values analysis; determines quality and delivery schedules for each item; determines dis-

tribution center requirements and maintains inventory levels to support customer requirements; issues spare part requisitions and provides follow up activities; Initiates stock counts; analyzes and corrects all inventory report errors or discrepancies; analyzes inventory records; maintains backup files and prepares summary and exception reports. Initiates action to repair and/or dispose of obsolete/ in serviceable parts. Assists in improving the existing inventory control systems and may be required to direct the work of junior personnel and assist in their training.

Effective: December 6, 2004

## **SENIOR SPARES ANALYST**

**CODE 1239**

### **Job Requirement:**

Requires a comprehensive knowledge of the spares requirements for the various types of aircraft and support items manufactured by the Company including the spares requirements for vendor products used therein; sight reading of engineering drawings and the ability to negotiate with senior departmental personnel to obtain technical or other required information to meet customer specifications and/or spares requirements.

Requires a post secondary degree or diploma in Mechanical or Manufacturing or Technology Engineering or the equivalent, and/or at least five years work experience within a computerized inventory management and distribution environment or a related field.

Must have comprehensive understanding of Quality Assurance, Material Logistic and Distribution and how they relate to spares activities. Strong organizational and administrative skills are required and the knowledge and ability to work with minimum supervision. Advanced spreadsheet skills are required along with the ability to use relevant databases (like Access). Must have an extensive understanding of the SPEC 2000 IP related coding. Have a clear understanding of the difference between Repairable, Expendable, Insurance

and Hardware. Have an extensive understanding of the Interchangeability codes and how they impact each customer.

**Normal Duties:**

Required to compile part provisioning breakdowns, long lead item lists, vendor lists, etc., to analyze modifications, engineering orders, etc. in order to ascertain their effect on spare parts interchange ability and/or replace-ability etc.; to compile modification analysis sheets in accordance with the format used for transmitting data to various sales sections and/or as used in master Data Processing listings; to initiate internal correspondence in correct technical phraseology suitable for customer requirements; to evaluate spare parts with regard to expendability, reparability, rotate-ability and maintenance or overhaul categories; to represent the Company at conferences with customers on matters of technical support and support data.

Configuration Management: Provide guidance and support for queries to other groups Reviews complex Technical queries with internal departments to ensure correct data is provided Determines the Harmonization Tariff System code for classification of the material, used for export shipment Prepares documentation to provide interchange ability data to customers.

Prepare, plan and maintain spares system with relevant data. Analyze existing and new detailed and assembly engineering design and recommend spares configurations. Create non-technical data, accounting valuation, MRP profile, Forecasting data in support of other functional groups. Generate interchangeability queries and condition of supply requests. Liaise with Customer Service, Technical Publications, In-service Engineering, Quality, Material Logistic, In Service Supplier Management and Distribution in order to resolve in-house and vendor technical problems and facilitate continues improving opportunities. Provide 24/7 on site support in the Customer Response Centre as per management defined schedule.

Provide guidance, support and spares system updates in regards to Export Compliance. Review complex technical queries with internal departments to ensure that correct Harmonization Tariff System (HTS) code is defined for the Export classification. Perform the spares system updates in regards to International Trade and Arm Regulation (ITAR) government requirements.

Create and maintain Initial Provisioning related data. Analyze and maintain Initial Provisioning data for Initial Provisioning generation. Liaise with Configuration Management, Core Engineering, Customer Engineering, Maintenance Engineering, In Service Engineering, Technical Publications, Customer Service and other departments where deemed necessary. Generate simple to complex Initial Provisioning documents when called upon. Maintain data for Main Bases and Line Stations as required.

Performs other related duties as assigned or required such as represent department at meetings or related project work.

## **MAINTENANCE TECHNOLOGIST**

**CODE 1240**

### **Job Requirements:**

Requires a post-secondary Diploma/Certificate from a recognized college in one of the following fields: Mechanical/Industrial/Manufacturing/Electrical; excellent computer, communication and organizational skills; two years minimum experience in both a planning function and maintenance related function.

### **Normal Duties:**

Scan all submitted work orders and ensure information is correct; assign work order priority and direct any emergency calls to appropriate Line Manager; finalize work order process in Maximo (i.e. post labour hours and material costs to each work order and close out work order); generate daily employee job assignments as developed by Planner; generate routine reports from Maximo; manage databases within Maximo under direction of Maintenance Specialist (Inventory, Asset &

Work Order databases); create, edit and update existing PM's with direction from Line Managers; create safety plans for specialized work orders in conjunction with Health & Safety; create "Service Level Agreements" with various departments serviced by Plant Engineering; assist in maintenance and upkeep of the Maximo system; create "Maintenance Routes" for inspection type PM's; fill in for Maintenance Specialist when they are away; process invoices relating to the Plant Engineering Department.

Effective: June 23, 2009

## **SENIOR WARRANTY ANALYST**

**CODE 1245**

### **Job Requirement:**

In addition to the requirements defined in the Warranty Analyst Code 945 classification, requires a comprehensive knowledge of customer Warranty agreements and supporting company procedures. Must have proven negotiation, training, and dispute resolution skills. Must be able to assess the warranty impact of aircraft maintenance functions, documentation, and practices. Must possess the ability to analyze component repair teardown reports to determine warranty applicability. Requires extensive knowledge and experience in a Warranty administration and/or Repair and Overhaul environment. Works with minimum supervision and direction.

### **Normal Duties:**

In addition to the duties defined in the Warranty Analyst Code 945 classification, approves all warranty claims up to a value defined by management. Administers warranty Fixed Award agreements. Works with internal departments to establish standards for warrantable events. Adjudicates warranty claims related to operator or service centre heavy maintenance activity. Assists with the development of warranty policies and processes, and provides training and guidance to junior employees with respect to the execution of these policies and processes. Liaises with internal departments to validate adjudication outcomes for complex warranty claims.

Participates in Warranty Review Board meetings and assists with tracking and resolving related issues. Keeps abreast of emerging issues related to warranty administration and assists in the development of strategies to manage these issues. Performs other related duties as assigned.

Effective January 23, 2004

## **SUPPLIER TECHNICAL VALIDATION ANALYST**

**CODE 1250**

### **Job Requirement:**

In addition to the basic qualifications required for a Sr. Technical Writer, the STVA must also possess the skills and be able to prove performance of their ability in the following areas:

- In depth knowledge of aircraft maintenance and/or manufacturing industry standards and practices.
  - Excellent training skills and ability to develop training materials, plan and coordinate training needs.
  - Ability to work in a team environment and possess strong facilitation skills.
  - Project management experience.
  - Analytical and troubleshooting skills.
  - Proven ability to validate technical content, analyze supplier data and define corrective action solutions.
  - Must have good organizational skills, administrative, communication and superior customer service skills.
  - Advanced Microsoft Office Suite and Project skills. Due to the nature of this position travel will be required.
- Flexibility in work hours and overtime will be required.

### **Normal Duties:**

- To provide authoring environment and effectively training (off-site) to suppliers.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers as required.

- Coach and guide personnel related to Technical Publications practices.
- Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.
- Review new and/or revised units of work for compliance to Service Level Agreements (SLAs) including validation on aircraft if required.
- Perform Technical Writing tasks as required to complete or expedite supplier work packages.
- Approve work units and generate Temporary Revisions (TRs).
- Provide analysis of findings and define corrective action recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.
- Support program coordinators and management as required.
- Prepare work packages for supplier as required.
- Perform other related duties and tasks as required.

Effective: October 4, 2005

## **SUPPLIER PUBLISHING VALIDATION ANALYST**

**CODE 1251**

### **Job Requirement:**

In addition to the basic qualifications required for a Coordinator – Publications Printing the SPVA must also possess the skills and be able to prove performance their ability in the following areas:

- In depth knowledge of aircraft publishing industry standards, practices.
- Excellent training skills and able to develop training materials, plan and coordinate training needs.
- Ability to work in a team environment and possess strong facilitation skills.
- Project management experience.

- Analytical and troubleshooting skills.
- Proven ability to validate format and standards, analyze supplier data and define corrective action solutions.
- Must have good organizational skills, administrative, communication and superior customer service skills.
- Advanced Microsoft Office Suite and Project skills. Due to the nature of this position travel will be required. Flexibility in work hours and overtime will be required.

**Normal Duties:**

- To provide illustrating environment and related training (off-site) to suppliers.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers as required.
- Coach and guide personnel related to Technical Publications practices.
- Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.
- Review new and/or revised units of work for compliance to Service Level Agreements (SLAs).
- Approve work units as required.
- Provide analysis of findings and define corrective action recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.
- Support program coordinators and management as required.
- Prepare work packages for supplier as required.
- Perform other related duties and tasks as required.

Effective: October 4, 2005



## **SUPPLIER ILLUSTRATION VALIDATION ANALYST**

**CODE 1252**

### **Job Requirement:**

In addition to the basic qualifications required for a Sr. Technical Illustrator the SIVA must also possess the skills and be able to prove performance their ability in the following areas:

- In depth knowledge of aircraft illustrating industry standards, practices.
- Excellent training skills and able to develop training materials, plan and coordinate training needs.
- Ability to work in a team environment and possess strong facilitation skills.
- Project management experience.
- Analytical and troubleshooting skills.
- Proven ability to validate format and standards, analyze supplier data and define corrective action solutions.
- Must have good organizational skills, administrative, communication and superior customer service skills.
- Advanced Microsoft Office Suite and Project skills.

Due to the nature of this position travel will be required. Flexibility in work hours and overtime will be required.

### **Normal Duties:**

- To provide illustrating environment and related training (off-site) to suppliers.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers as required.
- Coach and guide personnel related to Technical Publications practices. Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.
- Review new and/or revised units of work for compliance to Service Level Agreements (SLAs).

- Perform Technical Illustrating tasks as required to complete or expedite supplier work packages.
- Approve work units as required.
- Provide analysis of findings and define corrective action recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.
- Support program coordinators and management as required.
- Prepare work packages for supplier as required.
- Perform other related duties and tasks as required.

Effective: October 4, 2005

## **LABORATORY TECHNICIAN – SENIOR**

**CODE 1255**

### **Job Requirement:**

Requires an Ontario Institute of Technology Diploma or an equivalent level qualification from a recognized institution in chemistry or metallurgy or equivalent plus a minimum of 2 years experience in an industrial laboratory; or requires an Ontario Advanced Evening Class Certificate in chemistry or metallurgy plus at least 3 years relevant laboratory experience. Requires good organizational skills, the ability to set and prioritize jobs and the ability to work independently. Has demonstrated and is competent in performing both group 1014 and 1015 classification job tasks. Able to work in a team environment and must possess team facilitation skills. Requires effective communication skills and the ability to lead and coach.

### **Normal Duties:**

Required to schedule, assign, expedite and check metallurgical and chemical laboratory work to meet general requirements. Performs routine and non-routine tests and analyses; prepares all samples of chemical and metallurgical test specimens; determines composition and properties of metallic or non-metallic materials; set up of machines; calculation and analysis of test results; prepares clear, concise and accurate

technical and non-routine reports. Required to communicate with internal and external suppliers and customers to ensure lab requests are carried out. Assists and supports salaried staff in the effective operations of the lab. Will assist lab staff through leading and coaching and will work with departments outside of the lab to ensure effective lab support. Assigns and checks the work of juniors.

Effective June 23, 2006

## **QUALITY ASSURANCE TECHNICIAN LEAD    CODE 1406**

### **Job Requirement:**

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering. This will be combined with a minimum of ten (10) years of practical experience in a similar manufacturing environment including five (5) years experience in a Quality Control or Quality Assurance function. Requires an in-depth knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be a sight-reader of drawings. Must be cognizant of the latest industry standards. Familiarization with regulatory requirements is a strong asset. Has thorough knowledge of entire Manufacturing process and is familiar with Engineering, Methods, Material Logistics and Procurement and how they relate to Quality activities. Must possess a strong working knowledge of computer applications including word processing and databases. Able to work effectively in a team environment and must possess strong facilitation skills. Requires superior organizational skills and the ability to set and prioritize tasks for themselves and amongst the group. The individual must demonstrate extensive skill, ability, leadership and job knowledge. The individual possess effective communication skills and has proven themselves as a leader and coach. The individual takes initiative in suggesting improvements and has a proven track record of continuous improvement initiatives. Responsible for distributing work assignments and providing work status as required. The

individual has the ability to work independently under minimal supervision. Provides guidance and leadership to other Quality personnel engaged in related activities.

**Normal Duties:**

Compiles Quality audit check lists based on the latest industry standards including previous findings and corrective action records; performs audits as defined in the check lists; analyses auditee compliance with applicable Quality System elements, relevant standards and processes and initiates any required corrective and preventive actions; prepares and distributes audit report(s); verifies the response and effectiveness of the implementation(s). Analyses existing quality techniques; develops and prepares new or revised quality techniques and other like instructions. Recognizes the need for and initiates corrective and preventive action(s) for product or process discrepancies. Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of quality products. May review engineering drawings and specifications to ensure that all necessary Quality requirements have been included and may recommend changes to Quality or Engineering Management. Reviews production standards and Functional Test Procedures for correct inclusion of Quality System requirements; may act as an authorized Quality representative on the Material Review Board (MRB). Actions Quality Investigation Requests (QIR) and provides responses of corrective and preventive action(s) and report(s) to field services, as required. May manage a project or otherwise be responsible for a work statement and team with respect to assignment of work, work progress and reporting. Performs other clearly related duties as assigned. \*\*The ratio of group 1406 Quality Assurance Technician Lead to group 1206 Quality Assurance Technician – Senior shall be maintained at a maximum ratio of one (1) group 1406 Quality Assurance Technician Lead to four (4) group 1206 Quality Assurance Technician – Senior.

**Job Requirement:**

Requires a degree or diploma in Mechanical/Industrial/ Manufacturing Engineering or Tool Design plus 5 years experience in aerospace-related tool design, or a Tool and Die apprenticeship and ten (10) years of aerospace related Tool Design experience. Must be capable of producing tool designs for all types of aerospace tooling, to the highest degree of complexity. Requires proficiency in the use of computerized systems, including Cadam, Catia, and various Microsoft programs. Must also be capable of producing and documenting charts, reports, tool instructions and tool standards in a computerized format. Requires a thorough knowledge of operational processes within the Tooling department and of interface processes with internal and external customers and suppliers. Must be capable of leading a tool design team in an effective manner, providing organizational skills that ensure the team's objectives are clearly defined and are achieved on schedule, within budget, and in compliance with quality standards. Must also be capable of representing the Tool Design department in manufacturing plan development and improvement projects. Requires the ability to work with minimum supervision.

**Normal Duties:**

Responsible for the design or redesign of all types of tooling required in the manufacture, assembly, test and delivery of aerospace products. Creates tool designs that satisfy the required function as specified in the tool request, and that support cost effective production of aircraft parts and assemblies while maintaining a healthy and safe production environment. Obtains approval of conceptual tool designs from the tool request originator, the line manager of the user department, the Engineering Stress department (if required) and the Health and Safety department (if required), prior to producing the tool design drawing. Produces tool designs and drawings/ models in computerized format as per the Catia Methodology Manual, BM4040.03.05.01 and as per

ASA drawing standards. Modifies/redesigns manually produced drawings when required. Produces tool design lofts and space models in support of Tool Fabrication/Production requirements. Provides support to Methods investigations of rejectable conditions when requested. Supports the Tool Shop during the fabrication, tryout and checking of tools. Analyzes Tool Shop checking data and provides a disposition for rejectable conditions. Provides instructions on the safe use of designed tools to Production personnel. For all Tool designed tools, creates a tool order providing a tool fabrication estimate and instructions to the responsible tool fabrication department and/or subcontractor. Compiles and issues requisitions for tooling raw material and hardware for in-house tool fabrication, as well as requisitions for subcontract offload of tool fabrication. Requests Engineering Stress department support when required (e.g. sling design). When required, leads a group of tool designers by distributing, scheduling, controlling and checking their work. Provides visibility of performance to cost and schedule targets. Supports the development of Manufacturing Plans, including tooling plans, product structure breakdown, floor layout, tooling estimates, and schedules. Provides support to quality/cost/schedule improvement projects. Tool Designer will liaison and provide all technical support to ensure Bombardier standards are adhered to with regards to vendor/contractor issues. Maintains/updates the Tool Design Manual, the Tool Standards manuals, and operating procedures (TI's). Performs other related duties as required.

\*\*The ratio of group 1410 Tool Designer to group 1210 Tool Designer – Senior shall be maintained at a maximum ratio of one (1) group 1410 Tool Designer to seven (7) group 1210 Tool Designer – Senior.

**Job Requirement:**

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent. This will be combined with a minimum of 10 years related experience in a computerized manufacturing environment. Requires a thorough knowledge of several areas of manufacturing. Must be a sight-reader of drawings and must be fully proficient in the use of CADAM and CATIA Technology. Requires expertise in Aerospace Manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. (including AWT) and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Must have a thorough knowledge of process interfaces with all organizations requiring Methods Engineering input and feedback. Requires superior organizational skills and the ability to set and prioritize jobs. The individual must demonstrate skill, ability, leadership, extensive job knowledge and experience, as well as demonstrated team leadership with a proven track record of continuous improvement and Achieving Excellence. Ability to work under minimum supervision.

**Normal Duties:**

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's, technique sheets and update references library text establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies. Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly. Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replace ability media and tool coordination requirements. Issue instructions to facilitate tool

design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination. Generate requests, parts list, assembly sequence and condition of supply information. Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities. Develop manufacturing plans based on the product strategy, assist methods engineers in developing the product manufacturing strategy based on the company strategy. Responsible for relevant work required for actioning RNC's. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigative purposes. Primary duties shall include: Support of the Program Change Request (PCR) process by obtaining and providing supporting data as required. Using Time/Methods Studies, create improvement justifications and cost reduction initiatives including Capital Acquisitions, Line Balancing, Shop Floor Layout and Make/Buy requests. Additional duties will include Automated Wire Testing database management. Will also include focal support in A/C level Integrated Product Development Teams (IPDT) and process capability, input to produce ability and other related tasks. Will distribute work assignments and be responsible for the performance expectations of the team. Provide guidance and leadership to junior personnel engaged in related activities. Perform other related duties as required.

\*\*The ratio of group 1420 Methods Analyst Lead to group 1220 Methods Analyst Senior shall be maintained at a maximum ratio of one (1) group 1420 Methods Analyst Lead to seven (7) group 1220 Methods Analyst Senior.

## **MATERIAL LOGISTICS SENIOR – LEAD                      CODE 1436**

### **Job Requirement:**

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. APICS certification, (C.P.I.M.) PMAC cer-



tification is preferred and 5 years experience in a computerized manufacturing environment. Must have excellent organization, administrative and communication skills, the ability to effectively represent the department and the ability to work under minimal supervision. Must also be able to perform in a multi functional, cross-designated organization. Must have extensive knowledge of Material Logistics and its relation to all other groups including Finance, Production, Quality, Methods and Engineering. He/She must have demonstrated strong leadership skills and be able to independently guide and direct other Material Logistics personnel in an effective manner.

**Normal Duties:**

In addition to duties of lower Material Logistics classifications, this individual, because of his/her extensive knowledge and leadership skills, is able to lead projects and teams. This individual will also provide day-to-day coaching, training and direction to employees. He/She is responsible for assigning work, reviewing project schedules and coordinating/holding meetings with other groups including Finance, Methods, Quality, Engineering and Production.

**SCHEDULE "F"  
FLOW LINES**

<b><u>GENERAL FLOW LINES</u></b>	<b><u>CHART NO.</u></b>
Work and Material Planning .....	1
Methods .....	2
Spares .....	3
Quality Assurance .....	4
Finance .....	5
Laboratory .....	6
Office .....	7
Technical Publications .....	8
Printing .....	9
ISD1 .....	1
Maintenance Engineering.....	12
Field Service.....	13
Library 1 .....	4
Tech Related .....	15
Loft1 .....	6
Marketing 1 .....	7
Silk Screen 1 .....	8
Pricing 1 .....	9
Plant Engineering .....	20

<b>GROUP 2</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
210	General Duty Clerk	All

<b>GROUP 3</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
315	Clerk Typist Senior*	All
317	Operator telephone*	All

<b>GROUP 4</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
450	Secretary I*	All
465	General Duty Clerk	All

<b>GROUP 5</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
518	Clerk – Communications	7
520	Clerk – Technical Publications Data	9
526	Clerk, Field Service	13
535	Methods Clerk II	2

<b>GROUP 6</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
602	Clerk – Logbook Control	4
604	Clerk I – Cost	5
605	Clerk I – Accounts	5
609	Clerk – Packaging Methods	3
615	Printer I – Loft Template	16
616	Procurement Liaison Clerk	10
620	Compiler – Capital Inventory	20
692	Clerk Publications	9

<b>GROUP 7</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
712	Clerk – Pricing	19
716	Analyst – Spares Admin. Data	3
717	Technical Writer II	8
718	Technical Illustrator II	8
719	Clerk I – Payroll	5
720	Analyst Forecast & Performance I	5
725	Coordinator – Micrographics	7
726	Coordinator – Printing Services	9
729	Coordinator – Logistics Liaison	3
730	Librarian	14
732	Clerk – Configuration Control	4
735	Methods Clerk II	2
736	Work and Material Planner II	1
741	Operator Data Collection Technical Support	12
743	Traffic Clerk	3

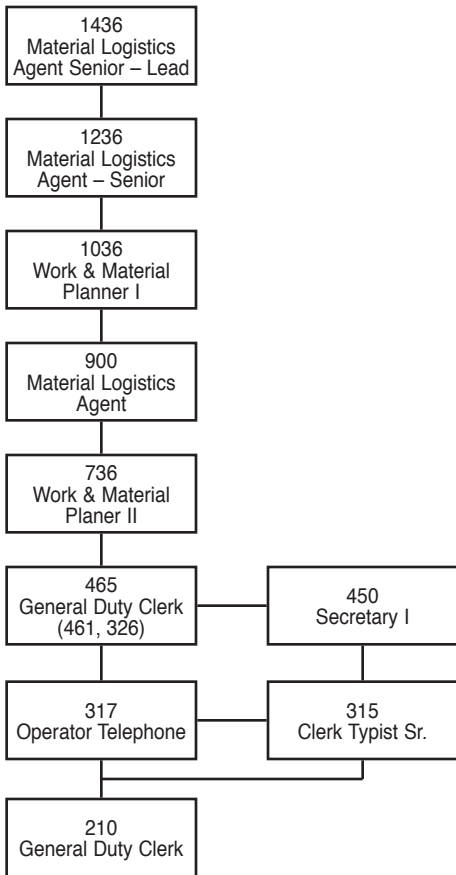
<b>GROUP 8</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
805	Clerk – Accounting – Senior	5
806	Cost Administrator	5
814	Clerk – Payroll – Senior	5
816	Coordinator – Publications Printing	9
818	Tool Designer II	15
819	Coordinator Exhibitions	17
821	Programmer Numerical Control Machine II	15
835	Methods Clerk – Senior	2

<b>GROUP 9</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
900	Material Logistics Agent	1
901	Technician – Logbook – Senior	4
903	Pressman – Offset	9
912	Quality Assurance Technician I	4
915	Estimator – Pricing and Forecasts I	19
917	Estimator II – Pricing	19
939	Coordinator – Resource Centre	14
940	Computer Operator and Scheduler	11
941	Senior Operator Data Collection Tech Support	12
944	Customer Service Representative	3
945	Warranty Analyst	3

<b>GROUP 10</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
1004	Analyst – Spares Pricing	19
1007	Technical Writer I	8
1008	Technical Illustrator I	8
1012	Aircraft Maintenance Technician – Quality Assurance	4
1016	Technician – Laboratory – Chemical and Metallurgical	6
1017	Senior Cost Administrator	5
1019	Illustrator – Silk Screen	18
1025	Technician I – Marketing Presentations	17
1035	Clerk Finance Accounting Senior	5
1036	Work and Material Planner I	1

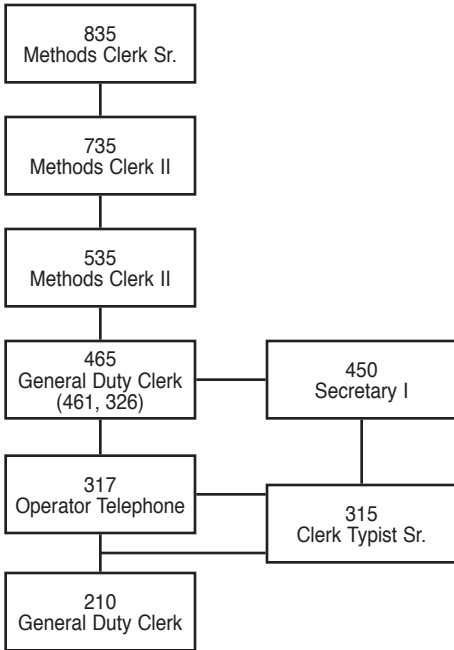
<b>GROUP 12</b>		
<b>JOB NO.</b>		<b>FLOW CHART</b>
1205	Digital/Imaging Specialist	17
1207	Technical Writer – Senior	8
1208	Technical Illustrator – Senior	8
1236	Material Logistics Agent – Senior	1
1238	Spares Technical & Inventory Analyst	3
1237	Quality Logbook Technician III	4
1239	Senior Spares Initial Provisioning Analyst	3
1240	Maintenance Technologist	20
1245	Senior Warranty Analyst	72
1250	Supplier Technical Validation Analyst	8
1251	Supplier Publishing Validation Analyst	8
1252	Supplier Illustration Validation Analyst	9
1255	Laboratory Technician – Senior	6

## CHART "1": MATERIAL LOGISTICS

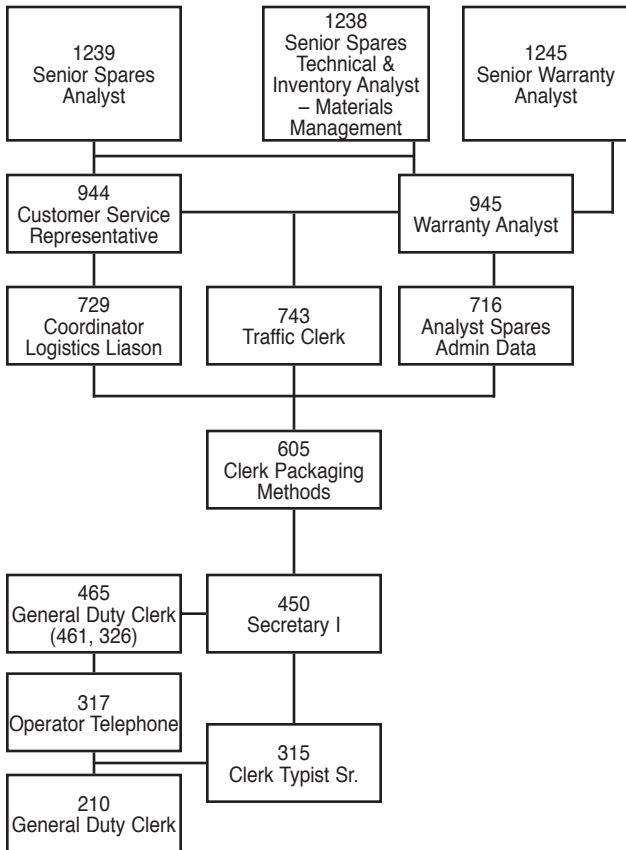




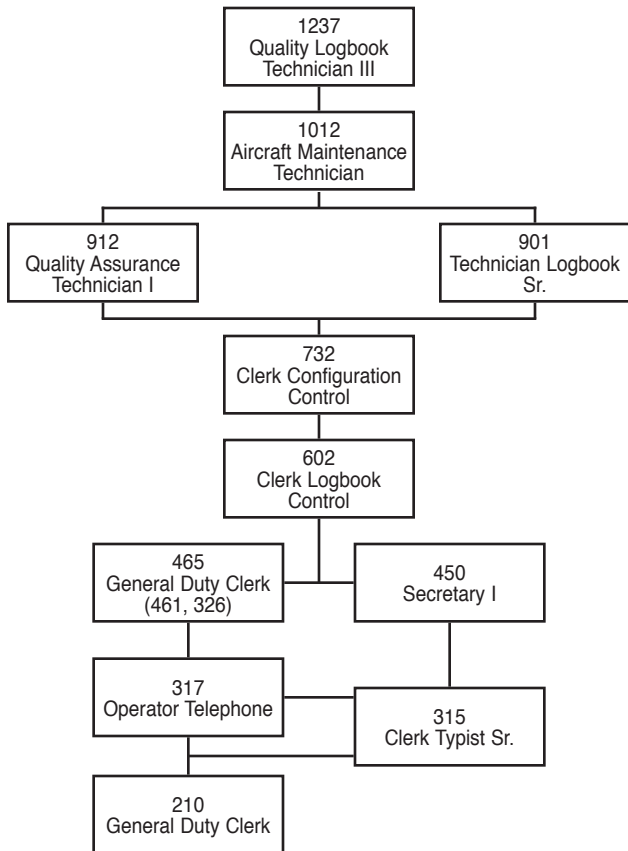
## CHART "2": METHODS



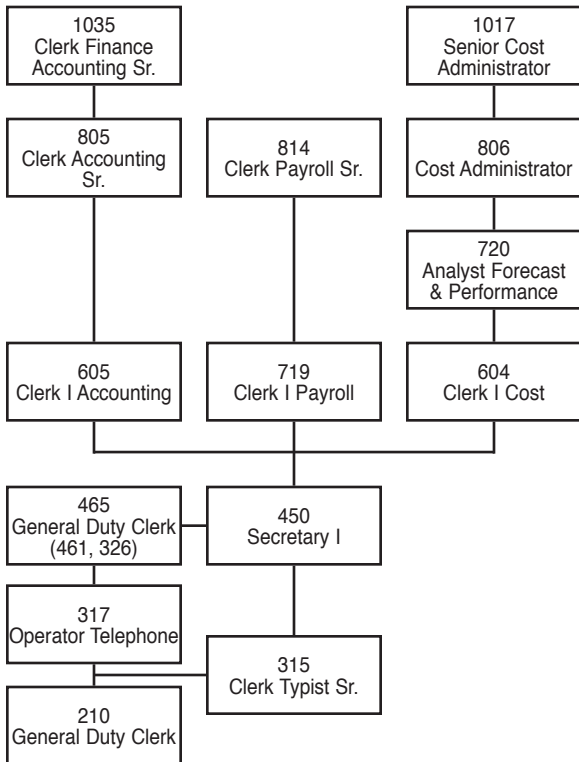
### CHART "3": SPARES



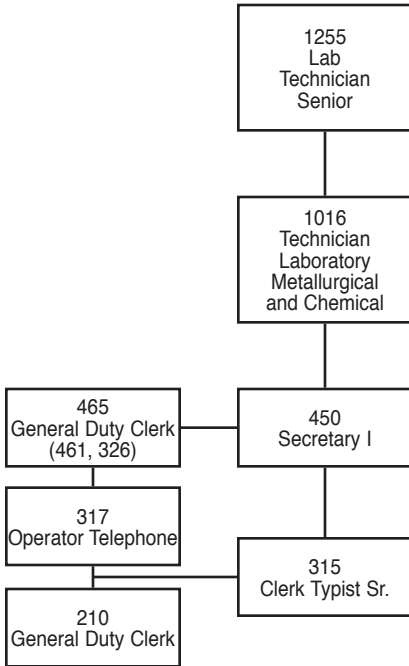
## CHART "4": QUALITY ASSURANCE



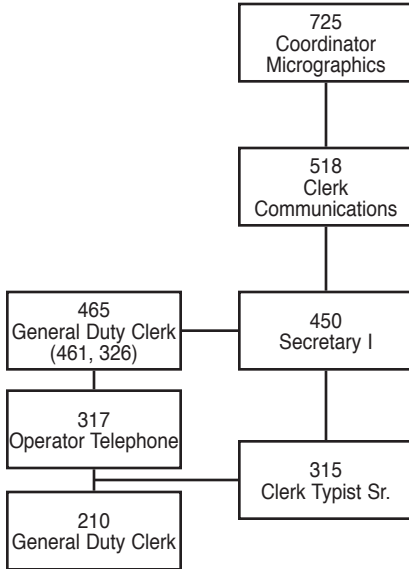
## CHART "5": FINANCE



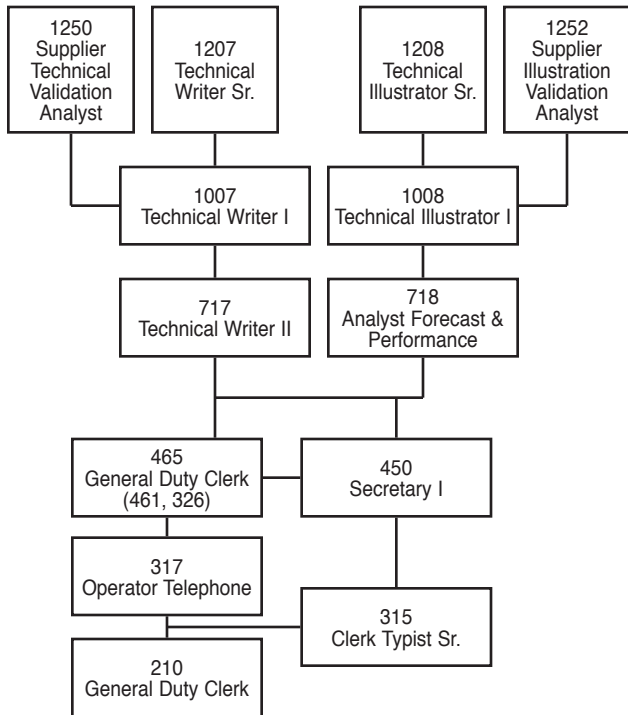
## CHART "6": LABORATORY



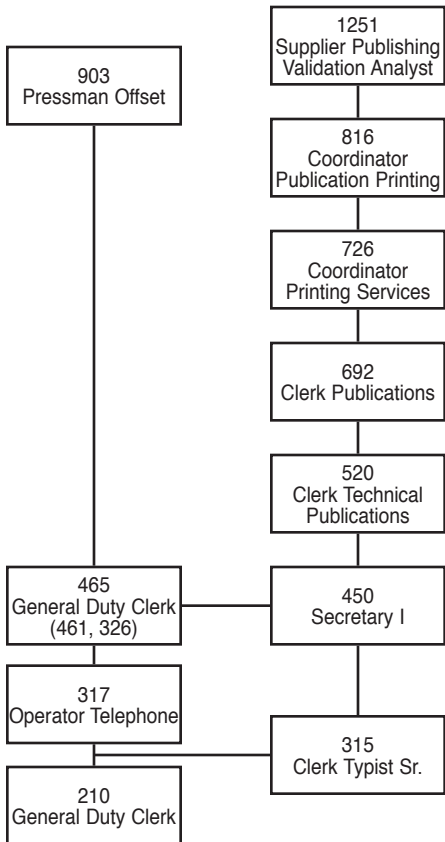
## CHART "7": OFFICE



## CHART "8": TECHNICAL PUBLICATIONS

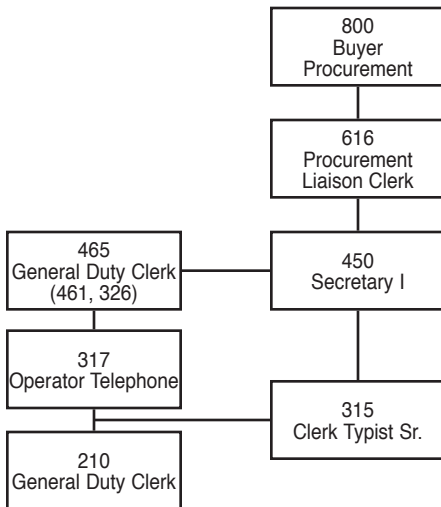


## CHART "9": PRINTING

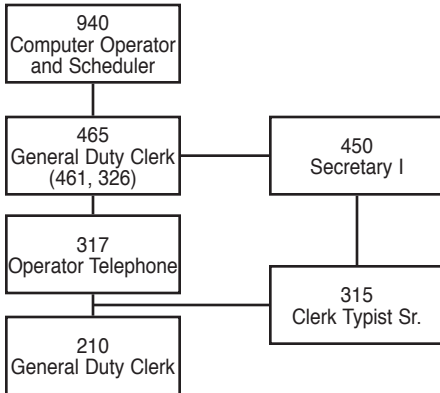




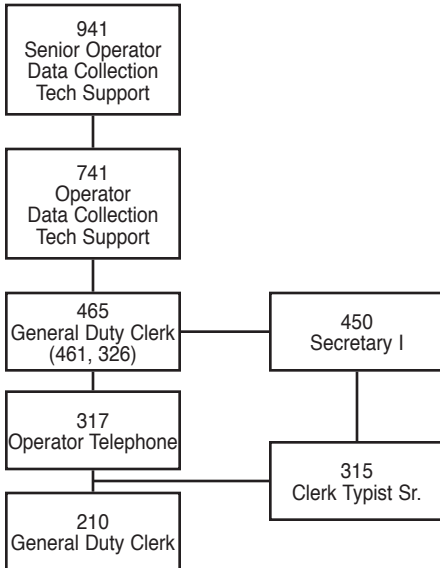
## CHART "10": PROCUREMENT



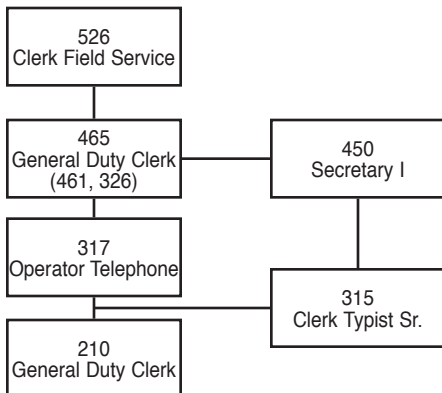
## CHART "11": INFORMATION SYSTEMS DESIGN



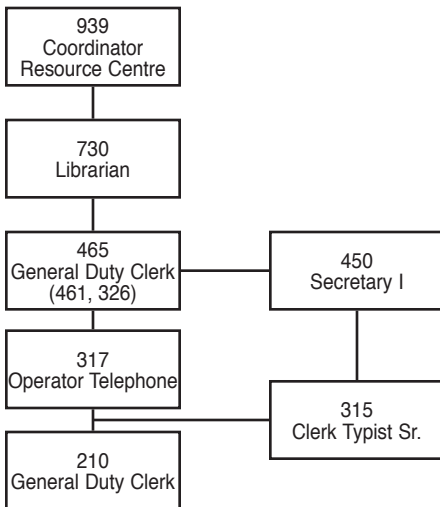
## CHART "12": MAINTENANCE ENGINEERING



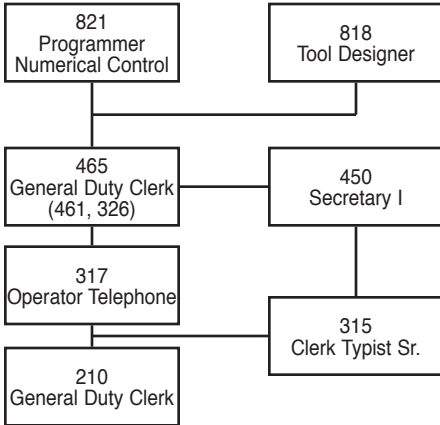
### CHART "13": FIELD SERVICE



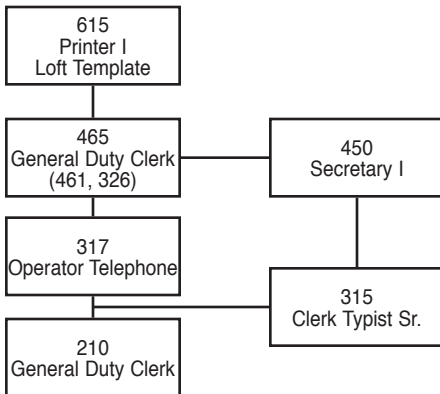
## CHART "14": LIBRARY



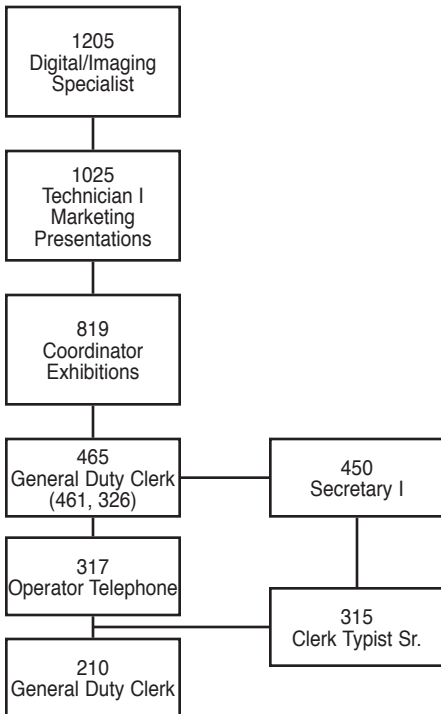
### CHART "15": TECH RELATED



## CHART "16": LOFT

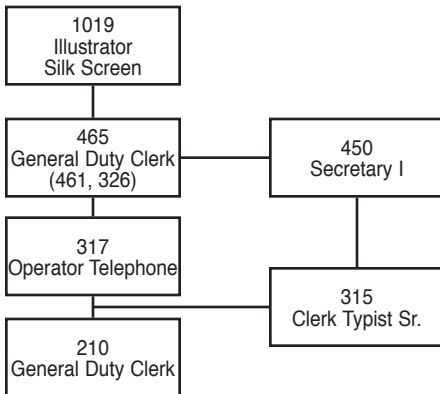


## CHART "17": MARKETING

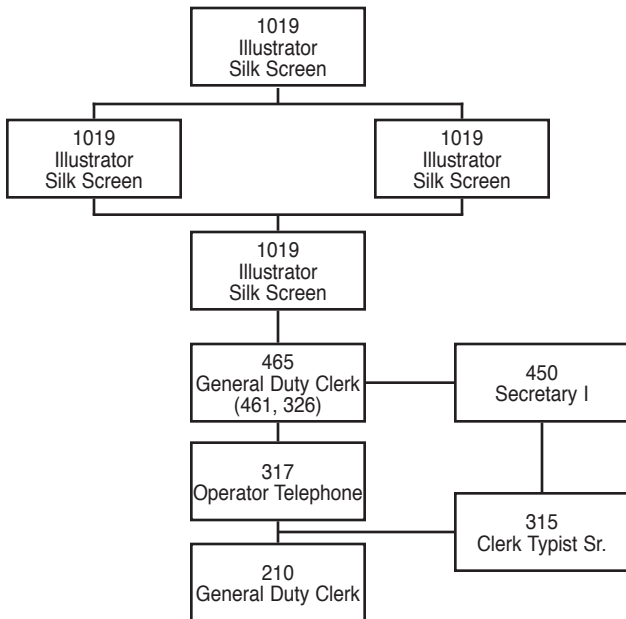




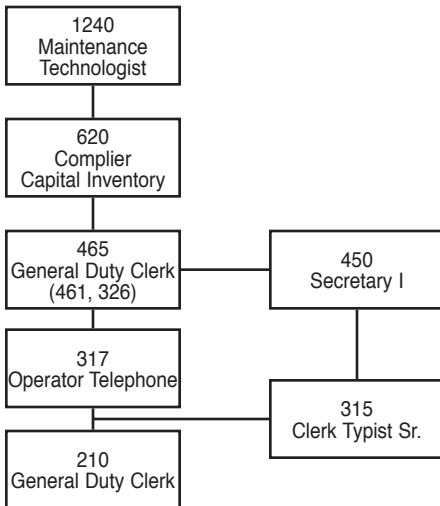
## CHART "18": SILK SCREEN



## CHART "19": PRICING



## CHART "20": PLANT ENGINEERING



## APPENDIX I

1. The purpose of this Appendix is to define technical classifications, seniority rights and all matters relating to the Technical Group.
2. The provisions of the General Agreement shall apply to employees in the Technical Group classifications except as altered in this Appendix.
3. The Technical Group shall be comprised of employees in those classifications listed below:
  - 1406 Quality Assurance Technician Lead
  - 1410 Tool Designer
  - 1420 Methods Analyst Lead
  - 1202 Writer – Production Process Standards – Senior
  - 1203 Programmer Numerical Control Machine – Senior
  - 1206 Quality Assurance Technician – Senior
  - 1210 Tool Designer – Senior
  - 1213 Estimator – Pricing and Forecasts – Senior
  - 1215 Estimator – Engineering
  - 1218 Illustrator – Technical – Production Engineering – Senior
  - 1220 Methods Analyst Senior
  - 1002 Writer – Production Process Standards I
  - 1005 Programmer Numerical Control Machine I
  - 1009 Tool Designer I
  - 1010 Illustrator – Technical – Production Engineering I
  - 1020 Methods Analyst I
4. Entry into the Technical Group shall be restricted to persons who:
  - (a) Have completed Community College education in the field of specialization; or
  - (b) Have six (6) years' practical and general experience covering all phases of the field of specialization; or
  - (c) Have eight (8) years' general experience which is directly related to the field of specialization.

## 5. **Technical Group Seniority**

- I Employees in the Technical Group classifications at the date of this Agreement shall retain their seniority established at that date and continue to accrue seniority thereafter.
- II Employees entering a Technical Group classification after that date, shall have seniority in the Technical Group from date of entry.
- III There shall be no crossing between Technical Group classifications except through the job posting procedure.

## 6. **Layoff**

Notwithstanding the provisions of any other part of this Agreement, at the time of a layoff an employee in the Technical Group will elect one of the following options:

- (a) Layoff;
- (b) To displace a junior employee in a lower level of the same discipline within the Technical Group;
- (c) To displace a junior employee in a classification outside of the Technical Group, where the laid off employee had previous vested seniority. In such a case the laid off employee will take his/her seniority to the new classification. Where an employee exercising displacement rights over another employee having less seniority, the employee having longer seniority must be capable and willing to perform in satisfactory manner the work of such shorter seniority employee. Where a dispute arises as to the ability of the longer seniority employee to perform the work, he/she shall be allowed one (1) week (37 1/2 continuous working hours) under normal instruction in which to prove such capability. If the employee is unable to satisfactorily do the work of the displaced employee, he/she will be laid off and a displaced employee recalled in accordance with his/her seniority unless the Union is notified that no replacement is required.

7. **Recall**

When work is available in the Technical Group, employees who elected options (a) or (b) above will be recalled in inverse order of layoff. Employees who elected option (c) will return to the Technical Group only through the job posting procedure and shall have seniority in the Technical Group from this date of entry.

## LETTERS OF INTENT

### 1. Re: President of Local 673

Should the President of UNIFOR Local 673 not be an employee of the Company or if he/she is on leave of absence from the Company, he/she will be permitted access to Company premises providing that each such entry is immediately registered with the Plant Personnel Manager.

### 2. Re: Chairperson of de Havilland Bargaining Committee

The Company will process a security clearance form for the Chairperson of the de Havilland Bargaining Committee so that he/she may have access to security restricted areas when it is necessary for him/her to do so. It is understood that the Union may nominate another employee of de Havilland who is a member of the Bargaining Committee in the event that any difficulty is encountered in processing a security clearance for the Chairperson.

### 3. Re: New Technology

The parties agree that with the introduction of new techniques and technologies, it is important that advance planning be made to anticipate skills, needs and training required. It is agreed that the workers affected by the introduction of new technologies should have every opportunity to apply themselves to the new skills and the new technology. The Company will assume the cost of on-the-job training to afford Bargaining Unit employees (who have the basic knowledge and ability to be trained) the opportunity to keep current with new methods and new technology affecting their work and job security. When the decision to introduce has been made, the Company will notify the Union in advance and in writing of any introduction of new techniques and technologies so as to give the affected Bargaining Unit employee (who has the basic knowledge and ability to be trained) the opportunity to

become acquainted with the new skill needs so that he/she will be available to perform the work when needed. Senior employees (who have the basic knowledge and ability to be trained) will be given preference under this intent. It is understood that no employee will be laid off out of seniority because he/she has not had the opportunity to become acquainted with the new skill needs so that he/she will be capable of performing the work.

#### **4. Re: Committee on New Technology**

There shall be established a committee of four, two from the Company and two from the Union to deal with the whole question of New Technology and the introduction of the new techniques through automated equipment. The committee shall meet monthly, unless otherwise agreed to, during which meetings the members will exchange information on training schedules, identify employees who are to be trained and provide follow-up status reports on employees who have been trained since the previous meeting. It shall be the responsibility of the committee to investigate and examine all of the aspects concerned by the introduction of such equipment and its impact on the affected employees. The committee shall make recommendations to the Company for implementation, concerning the use of affected employees, in the area of the training of those employees who can be used in such work as programming, tape preparation and for numerical control and other functions which could be allocated to such employees. Any recommendations of the committee which are agreed to and implemented by the Company shall be incorporated into the next Collective Agreement. The Union shall appoint two (2) members to the committee. The Company members of the committee shall be one (1) representative from the Personnel and Industrial Relations Department and one (1) other as appointed.



## **5. Re: Signing Off Job**

Should an employee be required to sign away his/her right to a Job Classification, or should an employee wish to sign away his/her right to a Job Classification, his/her Committee person or the Office Chairperson will be present when doing so.

## **7. Re: Pregnant Employees Using Video Display Console**

This letter deleted June 22, 2015.

## **8. Re: Subcontracting**

The parties agree that prior to initiating any subcontracting of work normally performed by UNIFOR Local 673 which would result in a direct layoff of a Local 673 member, discussion with the Union will be held.

## **9. Re: Employee Personnel History File**

An employee will be permitted to inspect his/her own Personnel History File once (1) per year under the following conditions: An employee may inspect only his/her own file. Such an inspection will be conducted on the employee's own time and by prior written application on a form provided by the Company. The application will be submitted to the Personnel Records Department. Notes may be made of the records, but no copies of the records shall be made. The employee will not change, obliterate, mark, remove or add to the record. A maximum of thirty (30) minutes will be spent by an employee inspecting his/her Personnel History File.

## **10. Re: S & A Maternity**

If an employee returns from an approved maternity leave and is laid off before she has been able to restore all of the weeks of EI entitlement she used during such leave, the Company will pay such employee an amount equal to the EI

maximum weekly benefit for each week during such layoff in which the employee does not receive EI benefit for reason only that she has used up weeks of entitlement during the maternity leave and has not had an opportunity to restore them. The Company's obligation under this paragraph will not exceed fifteen (15) weeks. During such weeks, regular EI premiums will be paid.

### **11. Re: Weekend Workers**

Deleted June 22, 2006.

### **12. Re: Job Classifications**

During negotiations leading to the renewal of our current Collective Agreement, the amalgamation of classifications and reassignment of duties was discussed and certain changes were incorporated into the Collective Agreement. In an effort to further improve these areas, the parties also agree to continue to analyze the current job classifications and consider a flowchart structure based on classifications and recommend appropriate changes for implementation during the agreement. The Committee will conduct its business in a manner consistent with the principles discussed during the negotiations.

### **13. Re: Suppliers/Partners/Customers Flexibility**

It is essential that our suppliers, partners and customers be able to perform necessary elements of their work at the Company's location in order to conform to and meet the requirements of their contract. The Union agrees that the performance of such work by suppliers, partners and customers will not constitute a violation of the Collective Agreement. The Union has expressed concern regarding the Company's suppliers/ partners who have contracted local companies to work at de Havilland. It is recognized that it is not the most desirable situation to have the supplier/ partner contract a 3rd party to complete their work on schedule. It is agreed that the

Company will continue its current practice of working with the suppliers/ partners to minimize the use of 3rd party contractors. In the event of layoff, the Company agrees to work with the supplier/ partner in giving serious consideration to eliminate or minimize the use of 3rd party contractors.

#### **14. Re: Amalgamations, Reclassifications and Upgrades**

The following will apply in conjunction with the amalgamation, reclassification and upgrade proposals:

(1) Training

All affected employees will be trained to meet the requirements of their jobs

(2) Recall Rights

Recall rights are extended to any combined group or reclassified job for which you previously had recall rights to one or more of the former classifications. Senior people on layoff with recall rights to a newly amalgamated job will remain on layoff and be recalled to available openings as required bringing their accumulated seniority to the group. Employees upgraded will retain recall rights to classifications at higher-grade levels.

(3) Bumping Rights

- All employees will retain their existing bumping rights under the Collective Agreement. Bumping rights are extended to any combined group, reclassified job or upgraded jobs for which you previously had bumping rights to one or more of the former classifications, subject to Article 18.08 and 18.11. The following additional bumping rights may be exercised on a one-time basis.
- Those employees reclassified to a lower salary group will retain bumping rights held prior to the reclassification.

- Employees who had bumping rights to jobs which were reclassified to same or higher salary levels will retain those bumping rights held prior to the reclassifications.
- (4) Salary Protection
- All employees whose jobs are reclassified to a lower salary group on June 23, 1994 will have their rate of pay protected as long as they stay in the job. The rate of pay (total of base salary and COLA) will not be reduced because of the reclassification on June 23, 1994. Once the rate of pay of the new salary group has caught up, those employees will receive the rate of pay for the new salary group.

## **15. Re: Amalgamations**

### Methods

The following current job classifications will be combined to create a Methods Analyst Senior position – Code 1220:

Code 1201 Planner I Process

Code 1209 Estimator – Cost Senior

Code 1216 Technician Senior – Manufacturing Development

Code 1217 Coordinator I – Technical – Change Board

The following current job classifications will be combined to create a Methods Analyst I position – Code 1020:

Code 1001 Planner II Process

Code 1006 Estimator II – Cost

Code 1013 Coordinator II – Technical – Change Board

The following current job classification description will be rewritten to create a Methods Analyst II position – Code 820:

Code 802 Planner III Process

The following current job classifications will be combined to create a Methods Clerk – Senior position – Code 835:

Code 812 Coordinator – Sub Contract, Technical

Code 817 Analyst – Manufacturing Computer Data

The following current job classifications will be combined to create a Methods Clerk I position – Code 735:

Code 710 Analyst – Modification Control

Code 728 Clerk – Planning Senior

The following current job classification description will be rewritten to create a Methods Clerk II position – Code 535:

Code 504 Clerk II – Planning Material

The following job classifications will be combined to create a Work and Material Planner – Senior position – Code 1036:

Code 1011 Analyst – Forecast and Performance II

Code 1016 Master Scheduler

Code 1018 Material Planner

Code 1211 Analyst – Forecast and Performance Senior

The following job classifications will be combined to create a Work and Material Planner I position – Code 936:

Code 813 Coordinator – Change Control

Code 902 Clerk I – Scheduling

The following job classifications will be combined to create a Work and Material Planner II position – Code 736:

Code 503 Clerk – Stock Audit

Code 601 Clerk I – Planning

Code 611 Clerk – Material Control

Code 613 Clerk II – Scheduling

Code 625 Clerk – Inventory Audit

Code 631 Clerk – Industrial Engineering

Code 705 Clerk – Scheduling (Intermediate)

Code 715 Analyst – Inventory Control\*

- Only 715's currently in Materials will be amalgamated. 715's in Customer Support and Finance remain as is.

## **16. Re: Amalgamations – Special Cases**

- (a) Analyst Forecast and Performance Senior, Code 1211 is among the jobs being amalgamated into Work and Material Planner Senior, Code 1020.

Technical Coordinator I – Change Board, Code 1217 is among the jobs being amalgamated into Methods Analyst – Senior, Code 1220. In view of the fact that many of the employees in Code 1217 were formerly employed in Code 1211, it is agreed that Special one time circumstances will apply in the implementation of the amalgamation of these jobs as provided in this Memorandum of Settlement.

At the time of the amalgamation, the five (5) employees currently employed in Code 1211 and the eight (8) currently employed in Code 1217 will both have an opportunity to move to eight (8) Methods Analyst – Senior positions or five (5) Work and Material Planner Senior positions, in accordance with their relative combined seniority.

Employees who, as a result of this, move to or from the Technical Group, will not have their seniority date affected.

- (b) Analyst – Inventory Control, Code 715, in the Material Department is among the jobs being amalgamated into Work and Material Planner II, Code 736.

There are also Analysts – Inventory Control, Code 715 in Finance and Customer Support which are not among the jobs being amalgamated. In view of this situation, it is agreed that Special one-time circumstances will apply in the implementation of the amalgamation of the Work and Material Planner II job.

At the time of the amalgamation, the seven (7) Code 715 employees currently employed in the Material Department, the eight (8) Code 715's currently working in Customer Support and the one (1) Code 715 currently working in Finance will all have an opportunity to move to seven (7) Work and Material Planner II positions or the current Code 715 positions in Customer Support and Finance, in accordance with their relative combined seniority.

## **17. Re: Tool Design**

The Company acknowledges that the continuing employment of certain contract tool design personnel is a concern to the Union. This situation is exacerbated by the Company's inability to attract qualified group 12 Tool Designers. In an attempt to address this situation, the parties agree that the following options will be available to the five existing Group 10 Tool Designers.

1. Training and when qualified, movement to a Group 12.
2. Remaining as a Group 10.
3. Alternate employment within the bargaining unit.

The Company also agrees to diligently search for replacements for the seven remaining contract Tool Designers with a view to replacing them as soon as possible. Further, it will approach each of these individuals with an offer of permanent employment at de Havilland Inc., as a Group 12 Tool Designer.

## **18. Re: Lead Language**

Applies to the following classifications

- Methods Analyst – Senior – 1220
- Quality Assurance Technician – Senior – 1206
- Programmer Numerical Control Machine – Senior – 1203
- Tool Designer – Senior – 1210

When the Company identifies the need to appoint a Group 12 leader for a group or project team, it shall appoint an individual from the above stated classifications, who is able to lead and assist a group of employees and may distribute work assignments and provide work status if required.

To be eligible for such appointment an individual must have demonstrated ability and performance in the required areas. If an existing lead is removed or cannot fulfill lead responsibilities due to absence, the Company may appoint another lead if it chooses.

It is understood that an individual has the right to refuse further involvement at which time the Company may appoint another lead if it chooses.

Upon completion of the project, the Company will give two weeks notice in writing that the individual will revert back to his/her prior status without the premium. It is understood that this notice period will not apply to temporary leads.

For the duration of the appointment, the lead will receive a premium of \$50.00 per week.

## **19. MINUTES OF SETTLEMENT**

BETWEEN

de Havilland Inc.

(“the Company”)

AND

UNIFOR Local 673

(“the Union”)

WHEREAS the Union has filed a grievance alleging that the Company is performing Bargaining Unit work with respect to the Methods Analyst and the Methods Engineer, and

WHEREAS the Company and the Union are desirous of resolving this issue without resorting to arbitration. It is therefore resolved that:

- 1) the grievance #673-94-177 and all other related grievances are hereby resolved; and
- 2) the settlement is made without prejudice and precedent; and
- 3) as further described in Appendix A, attached hereto and forming part of these Minutes of Settlement and
- 4) the settlement forms part of the collective agreement and disputes may be brought to arbitration by either party.



Normal Duties	Other Duties	1020	1220	ME	1005	1203	1009	1210
Develop product specs								
	prepare	X	X					
	plan	X	X					
	maintain	X	X					
Develop fabrication plans								
	machining	X	X					
	processing	X	X					
	assembly	X	X					
	Prepare surface treatment processes	X	X					
	amend process sheets in shop as required	X	X					
	Define Numerical Control Plans, nesting criteria and tooling (holding fixture) methodology				X	X		
	Write Numerical Control Programs				X	X		
Develop work books/ assembly manuals								
	prepare	X	X					
	plan	X	X					
	maintain	X	X					
	define work center layout		assist					
	define optimum work sequence		assist					
prepare PVA		X	X					

<b>Normal Duties</b>	<b>Other Duties</b>	<b>1020</b>	<b>1220</b>	<b>ME</b>	<b>1005</b>	<b>1203</b>	<b>1009</b>	<b>1210</b>
prepare Technique sheets		X	X					
analyze new designs	prepare functional test procedure	X	X	X				
	detail parts	X	X					
	sub assemblies	X	X					
	assemblies	X	X					
	installations	X	X					
	major modifications	X	X					
<b>Develop Tooling</b>								
	Conceive (tool performance specification)	X	X					
	Generate requests (part list, assembly sequence jig functions and hardpoint locations)	X	X					
	identify masters	X	X					
	I & R media	X	X					
	Tool coordination	X	X					
	Prepare tooling concepts	X	X					
	Perform tool design						X	X
<b>Liaise to resolve Technical Problems</b>								
	with production	X	X					
	with procurement	X	X					
	with engineering	X	X					
	liaise re condition of supply	X	X					



<b>Normal Duties</b>	<b>Other Duties</b>	<b>1020</b>	<b>1220</b>	<b>ME</b>	<b>1005</b>	<b>1203</b>	<b>1009</b>	<b>1210</b>
Develop the Company manufacturing strategy with respect to capability								
capacity and cost	develop standard mfg. processes			X				
	apply standard manufacturing processes	X	X					
	Justify and implement fabrication and assembly equipment tied to process changes and manufacturing strategies		X	X				
	define and order hand tools and consumables	X	X	X				
	Determine theoretical capacity for machine loading and efficiency			X				
Guide junior personnel		X	X					
Responsibilities								
Works under direction and supervision								
Capable – Works under supervision with little direction	expected to guide jr. classification	X						
Authoritative – Works under little supervision and little direction	expected to guide jr. classification		X					

## **20. Re: Financial Analysts**

During negotiations, the Company and the Union extensively discussed the Union's concerns relating to functions performed by Financial Analysts.

The Company and the Union recognize that Financial Analysts are required throughout the Company's operations to manage the business. Financial Analysts are, therefore, excluded from the bargaining unit. The union, however, believed that certain Financial Analysts in the de Havilland Cost Accounting Department were engaged in bargaining unit work. The Company confirms that the following work will be done in the bargaining unit:

- Preparation of cost accounting executive summary reports
- Preparation of cost accounting contract analysis
- Preparation of cost accounting sales analysis
- Preparation of QCS charts (excluding detailed analysis)
- Preparation of VTS charts
- Preparation of rate item charts
- Stock audits year-end in conjunction with external auditors
- Preparation of cost accounting reports summarizing cost collected in work orders for trade-in aircraft
- Photographic J.V.'s

The parties agree to delete Letter of Understanding #17. They will, however, jointly investigate whether any additional bargaining unit work is being performed by Financial Analysts. This investigation will not include the operations of BRAD. The investigation will be completed by October 31, 1997 and any work which is agreed properly belongs in the bargaining unit will be returned to the bargaining unit by December 3, 1997. In view of this letter, the parties agree that all current grievances related to Financial Analysts, or any additional grievances related to Financial Analysts which are filed up to and including December 31, 1997 will be considered resolved. In consideration of this, the Company will pay to the union a one-time lump sum payment of \$5,000 effective December 31, 1997.

## **21. Re: Job Classifications and Job Descriptions**

This letter deleted June 22, 2015.

## **22. Re: Work and Material Planners – 1997**

During negotiations leading to the renewal of the 1997 collective agreement the parties discussed changes to the Work & Material Planner classifications. This will confirm the understandings reached as follows.

1. The classification “Work & Material Planner – I, Code 936” will be eliminated and deleted from the collective agreement. With the exception of two employees whom the parties have agreed will be reclassified to Code 1036, the incumbents in that job on June 22, 1997 will be reclassified as “Work & Material Planner – II, Code 736” following ratification. However, such incumbents will continue to receive the rate of pay for Salary Group 9 as long as they remain in the Code 736 job. Further they will retain their existing Code 936 bumping rights under the collective agreement.
2. The Job Description for Work & Material Planner – II, Code 736 is amended as attached.
3. The “Work & Material Planner – Senior, Code 1036” classification will be renamed “Work & Material Planner – I, Code 1036” and the Job Description for such classification is amended as attached.
4. The parties agree to create a new classification called “Work & Material Planner – Senior, Code 1236” with a Job Description as attached. Those employees classified as WMP, Code 1036 on June 22, 1997 who were classified as Analyst Forecast and Performance Senior, Code 1211 or Technical Coordinator – Change Board, Code 1217 on June 22, 1994 will be placed in the Work & Material – Senior, Code 1236 classification following ratification.
5. All employees employed on June 22, 1997 who do not have the post secondary education set out in the job descriptions for those positions or who are not A.P.I.C.S.

certified will have an opportunity to be considered as having equivalent education or certification provided they satisfy the skill requirements set out in the agreed upon skill sets document. The skill sets document may be modified from time to time if required to meet the changing needs of the job. These modifications will not be inconsistent with the job descriptions in the collective agreement unless the parties mutually agree. The union will be consulted in advance of such modifications.

6. Also, during the 1994 negotiations, the parties reached certain understandings with respect to Industrial Engineers in Materials, which understandings are reflected in Letter of Intent #15. As of June 22, 1997, two employees remain in the Industrial Engineer classification as contemplated in paragraph (4) of that Letter. This will confirm the understanding reached at the 1997 negotiations that, notwithstanding the terms of paragraph (4), these two positions will remain with no change in the job duties.

### **23. Re: Joint Training Committee**

Management and the Union recognize that employee training is an integral part of achieving corporate objectives and the continuous development of our employees. To facilitate Union involvement in training, the Company and the Union will jointly create a committee which will meet monthly and as required to monitor training initiatives. The Joint Training Committee (JTC) will consist of a Chair (Manager, Skills Development), 2 Company representatives and 2 Union representatives (the Training Representative and one subject-matter expert). Union and Management jointly commit themselves to review and feedback on training programs, and to discuss and identify future training needs/areas of training focus.

All parties agree that the training priority will be determined based on its value added and its contribution to business needs with seniority being an additional consideration.

An employee who is a representative on the JTC will be released from normal duties to attend JTC meetings and

complete assignments approved by the Manager of Skills Development. If a member of the Bargaining Committee is a representative on the JTC, an alternate shall be cleared for time spent attending JTC meetings or completing assignments approved by the Manager of Skills Development.

#### **24. Re: Offices and Computers**

This letter deleted June 22, 2015.

#### **26. Re: Article 18.04 and 18.05**

- In connection with Article 18.04, introduce flow lines as provided to the Union on June 13, 2000.
- In connection with Article 18.05 and the reference to Salary Group 2 to 4 General Duty Clerk jobs, the parties agree that certain current jobs will be amalgamated coincident with the amendment to Article 18.05 as follows:

NEW JOB CLASSIFICATION	EXISTING JOB CLASSIFICATION
461 – General Duty Clerk	407, 405, 406, 428, 435, 442, 421, 444, 408, 409, 427, 433, 431, 411, 413, 410, 402, 445, 401, 422, 430, 436, 419, 403, 426, 415, 423, 434, 432, 440, 404, 438, 437, 424, 319, 209
326 – General Duty Clerk	322, 325, 318, 303, 306, 323, 301, 321, 305, 311, 302
210 – General Duty Clerk	205, 201, 203, 208

- The parties will negotiate new job descriptions for these amalgamated jobs which encompasses normal duties of classifications amalgamated.

Any and all existing functions performed and described in the existing amalgamated classifications shall continue to be considered work within the scope of the bargaining unit.



## 27. Re: Temporary Layoff

When it is necessary to temporarily reduce the work force for thirteen (13) weeks or less, the following will apply:

Employees will be declared surplus as per Article 18 except as otherwise described below.

In all layoffs defined under this letter, the company will submit to the Office Chair a list of employees to be laid off one (1) week prior to the layoff becoming effective and similarly the employee subject to the layoff will be given one (1) weeks notice; or alternatively, the laid off employee will be paid one (1) week's salary in lieu of such notice.

In all layoffs defined under this letter employees will continue to receive Major Medical, Dental Benefits, Basic Life Insurance, Pension Credit and Vacation Accrual. Employees will be paid Statutory Holidays as defined by *Employment Standards Act* (with the exception of a temporary layoff which occurs during the Christmas break, where statutory and plant holidays will be paid to affected employees). If employees on temporary layoff return to work and are then permanently laid off, their benefit entitlement will be effective from the date that they are converted to a permanent layoff.

Employees not affected by the temporary layoff may volunteer to accept layoff out of seniority and will be recalled to the same classification.

In the application of this letter the parties agree that employees temporarily laid off will return to the classification they occupied on the last day of work prior to the temporary layoff.

It is further agreed that senior laid off employees with recall rights to classifications impacted by the temporary layoff will be recalled based on seniority.

It is further understood that these provisions shall not be used for the purpose of avoiding plant wide layoff or bargaining unit-wide seniority adjustments by scheduling a series of temporary layoffs.

## **28. Re: Warranty Analyst – 945**

During negotiations leading to the renewal of the 2006 Collective Agreement the parties discussed the Spares Support Analyst, Code 944 classification. This will confirm the understanding reached as follows.

A new classification will be created called Warranty Analyst, Code 945, with a job description and flow chart determination as attached. The current Group 944 incumbents who work in the Warranty Department and the two (2) employees who currently perform warranty work within Parts Logistics will be moved to the 945 classification.

The other employees will remain in the 944 classification, with a revised job description as attached.

In the event it becomes necessary to reduce staff in either the 944 or 945 classification, employees who were employed in the 944 classification at the date of ratification (“the current incumbents”) and who work in either of those classifications at the time will be declared surplus in the inverse order of seniority of the combined current incumbents for the purposes of Article 18.02.

## **29. Re: New Hires**

During negotiations leading to the renewal of the 2006 Collective Agreement the parties discussed the standards to be applied to the selection of new hires following unsuccessful internal Job Postings.

This will confirm that, in situations where the Company plans to hire an external candidate for a position for which a bargaining unit employee has been passed over on a job posting because of failing to meet the “ability” criterion in Article XVII, it will endeavour to apply comparable selection standards to such external candidate, where practicable.

## **30. Re: Supplier Technical Validation Analyst – 1250**

During negotiations leading to the renewal of the 2006 collective agreement the parties had discussions regarding

the Supplier Technical Validation Analyst Position (1250) and the understanding which they previously reached on October 4, 2005. Those discussions served to clarify the Company's intentions with respect to timing of implementation of the changes in that Understanding. It is confirmed that the completion of the transition period referred to is scheduled to be September 30, 2006.

### **31. Re: Group 14 Classification**

During negotiations leading to the renewal of the 2006 collective agreement, the parties agreed to introduce certain new classifications into the technical group, identified in Appendix I, as salary group 14.

The job descriptions for the group 14 classifications will be created at a future time using existing group 10 & 12 job descriptions as a foundation and will be consistent with the following understanding:

- Group 10 – entry level Technical Group
- Group 12 – Level 1 Technical Group
- New Group 14 – Level II Senior Technical Group
- Methods Matrix to remain
- Current Leads will be assigned to Group 14 and will retain the current premium identified in LOI #18
- Future postings for Group 14 will be subject to business needs

An annual meeting will be held in June to discuss requirements

- Group 14 Requirements
  - Based on performance, skill, ability, leadership, extensive job knowledge and experience.
  - Demonstrated team leadership with proven track record of continuous improvement and Achieving Excellence
  - Must be capable of distributing work assignments and meeting performance expectations of team

The parties agree to meet with the Technical Zone Committee person on to discuss the transition and introduction of the group.

### **32. Re:**

During negotiations for the 2006 collective agreement, the parties had discussions regarding future work opportunities for the Downsview site. The discussions also acknowledged the co-operative relationship between the Company, Union and employees which has existed over the life of the current collective agreement. Provided the 2006-09 collective agreement is ratified by June 25, 2006, this will confirm that if, during this collective agreement, it proves feasible from a business perspective to launch a stretch version of the Q400 and the Company decided to do so, it is the Company's intention to have a final assembly line for this aircraft, together with Methods, Quality, Tooling and Material Logistics functions relating to the same, at the Downsview facility. If such final assembly line is introduced, the Company will maintain that line at the Downsview facility for the duration of the 2015-2018 collective agreement.

### **33. Re: Substance Abuse Treatment Facility Loan**

During the negotiations leading to the renewal of the 2015-2018 Collective Agreement the parties agreed that the Company would provide a loan to employees who, based on medical recommendation, have a need to attend a closed treatment facility for alcohol or substance abuse. The loan is a once per lifetime loan of up to eight thousand dollars (\$8,000.00) payable directly to the treatment facility on behalf of the employee. Prior to accessing the loan the employee will be required to sign a loan agreement which will outline the terms and conditions of the loan and will include a repayment amount.

## LETTERS OF UNDERSTANDING

### 1. Re: Article 16.04

It is understood between the parties that any reference to service date on the Seniority List is for the purpose of calculating seniority and is no way connected with the calculation of vacation entitlement.

### 2. Re: Job Postings

In the selection of qualified applicants under job postings, the Company agrees to confine interview questions to the actual work to be performed. A listing of questions asked as above will be made available to the Union upon request after the interviews are completed.

### 3. Re: New Hires – Office

During negotiations leading to the renewal of the current Collective Agreement, the question of new hires into excluded jobs was discussed. This will confirm the understanding reached as follows. At the end of each month, the Company will advise the Office Chairperson of the name of each person hired into an excluded office job during that month and shall stipulate the person's job title.

### 5. Re: Contract Personnel

The Company agrees with the principle that employees in Local 673 classifications shall be full time employees. If after exhausting all possible methods to recruit full time employees, and vacancies still exist, the Company may engage other personnel on a contract basis while continuing to recruit. It is understood that the Company will continue to train permanent employees in these classifications when there is a shortage.

### 6. Re: Discipline

This letter deleted June 30, 1994.

## **8. Re: Seven-Day Operation Computing Section**

The Company agrees to study a different approach in the scheduling of a seven-day operation in the Computing Section, and any changes must be with the mutual agreement of the Union.

## **9. Re: Flex Time**

The Company agrees to discuss with the Union the subject of “flex time” if there are situations in which management wants to install such a system. No “flex time system” will be implemented without Union agreement.

## **10. Re: UNIFOR Local 673 – Section 2.04 and Article XXII of Collective Agreement**

This letter deleted June 22, 2015.

## **Supplement to Letter of Understanding #10 – 1990**

This letter deleted June 22, 2015.

## **11. Re: Orientation Program**

As was discussed in negotiations, the Company plans to establish an orientation program for new employees and the Union will be given an opportunity to participate in this program.

## **12. Re: Maternity Leave**

This letter deleted June 22, 2015.

## **13. Re: ISD Operations**

This letter deleted June 22, 2015.

## **14. Re: ISD Department**

This letter deleted June 22, 2015.

## 15. Re: Industrial Engineers

During negotiations leading to the renewal of the 1994-97 Collective Agreement, the relationship between the work of employees in Industrial Engineer (IE) positions excluded from the bargaining unit and that work to be performed by bargaining unit employees in two newly amalgamated jobs, namely Work and Material Planner (WMP) and Methods Analyst (MA) was discussed. This will confirm the understandings reached as follows:

### Industrial Engineers in Materials

- (1) There are currently eight (8) IE's employed in Materials.
- (2) The WMPs will be trained over the life of the Collective Agreement to perform the work set out in their Job Description, including the work currently being performed by these IEs.
- (3) Each of the eight (8) IEs may elect to move into the bargaining unit under the following terms:
  - (a) The election must be made within sixty (60) days of ratification.
  - (b) IEs so electing will, within thirty (30) days thereafter, be classified as WMP-Sr. and perform the required work of that job.
  - (c) If such IE's salary exceeds the salary level for a WMP-SR., it will be maintained until that salary level surpasses his/her salary. (For these purposes "salary level" shall include any applicable COLA).
  - (d) Such IEs shall receive full credit for all past service for all purposes of the Collective Agreement, including seniority, but excluding pension.
  - (e) If such IE has less seniority than a current bargaining unit employee who has recall rights to the WMP-Sr. job, he/she will be entitled to remain in the WMP-Sr. job and may not be displaced by a senior employee with such recall rights. However, if an employee with greater seniority than the IE posts into or is recalled

to the WMP-Sr. job, the IE will no longer have special seniority protection vis-à-vis such senior employee.

- (4) IEs who do not make such election will remain in the IE classification until such time as the Company decides that the WMPs are fully trained to perform the required work, but in no event shall this extend beyond the term of this Collective Agreement.
- (5) Once it is determined that the WMPs are fully trained, the remaining IEs in Materials will be removed from that position and will be re-assigned elsewhere as IEs, moved to a different non-bargaining unit position or be surplus.
- (6) Since WMPs are being trained to perform work which is currently performed by non-bargaining unit personnel, it is recognized and understood that, during the period when WMPs are being trained and both WMPs and IEs are employed in Materials, their functions will overlap. It is specifically agreed that this sharing of duties will not constitute a violation of the Collective Agreement.
- (7) If, during the course of training, it develops that the WMPs are required to regularly perform duties which are not covered by the Job Description which the parties agreed to in negotiations, such Job Descriptions will be amended to reflect these additional regular duties.

### Industrial Engineers in Methods

- (1) There are currently approximately thirty (30) IEs employed in Methods.
- (2) The MAs will be trained over the life of the Collective Agreement to perform the work set out in their Job Description which includes work currently being performed by these IEs.
- (3) During the course of the Collective Agreement, the thirty (30) IEs in Methods will be reduced to twenty (20) and shall thereafter be referred to as Methods Engineers (ME). Three (3) of the IEs will be re-assigned to Facilities. The remaining seven (7) IEs will be declared surplus by the Company no later than April 1, 1997. Upon being so



declared, each of these seven (7) IEs may elect to move into the bargaining unit under the following terms:

- (a) This election must be made within thirty (30) days of being declared surplus.
  - (b) IEs so electing will, within thirty (30) days thereafter, be classified as MA-Sr. and perform the required work of that job. *(See Letter of Understanding #16 for amendment)*
  - (c) If such IE's salary exceeds the salary level for a MA-Sr., it will be maintained until that salary level surpasses his/her salary. (For these purposes "salary level" shall include any applicable COLA).
  - (d) Such IEs shall receive full credit for all past service for all purposes of the Collective Agreement, including seniority, but excluding pension.
  - (e) If such IE has less seniority than a current bargaining unit employee who has recall rights to the MA-Sr. job, he/she will be entitled to remain in the MA-Sr. job and may not be displaced by a senior employee with such recall rights. However, if an employee with greater seniority than the IE posts into or is recalled to the MA-Sr. job, the IE will no longer have special seniority protection vis-a-vis such senior employee. *(See Letter of Understanding #16 for amendment)*
- (4) ME will remain a position excluded from the bargaining unit. Since MAs are being trained to perform work which is, in part, currently performed by non-bargaining unit personnel, it is recognized and understood that the functions of MAs and MEs will overlap. It is specifically agreed that this sharing of duties will not constitute a violation of the Collective Agreement.
- (5) If any of those seven IEs do not elect to move into the bargaining unit, they will be re-assigned elsewhere as IEs, moved to a different non-bargaining unit position or be surplus.
- (6) The current ratio comparing the number of active employees who will be amalgamated into the MA-Sr., MA-I and

MA-II jobs to the number of IEs in Methods is 2:1. It is agreed that over the life of the Collective Agreement this ratio of the MA jobs to the ME jobs will be increased to 3:1 without any limitation on the absolute numbers of employees in either position. This acknowledges the encompassing of non-bargaining unit work by the bargaining unit.

- (7) The parties recognize the mutual advantages of Methods Analysts being trained in the job requirements. To assist in that goal, the parties agree to the formation of a Joint Training Committee within the Methods Department. Such committee will consist of 2 members of Methods management and 2 representatives of the Methods Analysts, one of whom will be the technical zone committeeperson. The committee's role shall be to provide input into the establishment of the training schedules, standards, and the method of administering, monitoring and modifying the program as required.

**16. Re: Industrial Engineers in Methods  
Amendment to Letter of Understanding #15,  
dated February 2, 1995.**

- (3b) Industrial Engineers so electing will, within thirty (30) days thereafter, be classified and paid in accordance with their level of qualification and experience within the Methods Analyst positions within the Technical Group.
- (3e) If such IE has less seniority than a current bargaining unit employee who has recall rights to the MA jobs, he/she will be entitled to remain in the MA jobs and may not be displaced by a senior employee with such recall rights. However, if an employee with greater seniority than the IE posts into or is recalled to the MA jobs, the IE will no longer have special seniority protection vis-à-vis such senior employee.

## **18. Re: General Matters**

The parties also discussed problems related to the issue of newly created non-bargaining unit jobs encroaching on the bargaining unit and non-bargaining unit employees performing bargaining unit work. In an attempt to eliminate problems in these areas, the Company commits that jobs will not be created for this purpose and, to assist the Union in monitoring this, the Company will strive to give titles to the newly created non-bargaining unit jobs which accurately reflect the work which is to be performed. Further, the Company re-affirms its commitment to comply with Article XXII and ensure that, except as specified elsewhere in the Collective Agreement, Letters attached thereto or other mutually agreed upon understandings, non-bargaining unit employees do not perform work which would violate that Article.

## **19. Re: Methods Group 1020**

During the 2000 negotiations leading to the renewal of the collective agreement, the parties agreed on a mechanism to facilitate an entry-level position for Methods Analysts into the Technical Group. To facilitate this training and development position in the Methods Group the Company have the right to recruit academically qualified candidates into the Group 1020 classification based on the following progression plan:

1. Months 1 – 6 paid at a salary rate of 75% of the group 10, level 3 rate.
2. Months 7 – 18 paid at a salary rate of 80% of the group 10, level 3 rate. Progression to the Group 10, level 3-salary rate is dependent on:
  1. Completion of 18 months on the job experience;
  2. Successful fulfillment of all requirements of identified Methods training plan.

Where an employee has failed to fulfill the requirements of the plan at the completion of 18 months, he/she will remain on the lower salary rate until he/she either fulfils the requirements or he/she is removed from the position. Upon attaining the

level 3-salary rate the employee will be credited with seniority dating from the first day in the group 1020 classification.

## **20. Re: Leads**

During the negotiations for the 2000 collective agreement, the parties discussed the introduction of certain Lead positions. This will confirm the understanding reached as follows.

When the Company sees the need to appoint a Technical Writer Lead and/or a Technical Illustrator Lead for a project or team, it shall appoint a Technical Writer Code 1207 and/or a Technical Illustrator Code 1208, as appropriate, to such position(s). The Lead shall be able to lead and assist a group of employees and may distribute work assignments and provide work status if required.

Before appointment of a Lead, the Supervisor/Manager will discuss the matter with the Committeeperson for the Zone. To be eligible for such an appointment, an employee must have demonstrated ability and performance in Technical writing or Technical illustration, as appropriate. For the duration of the appointment, the Lead will receive a premium of \$50 per week above his/her regular weekly rate.

If the Union feels that the use of Leads in either or both of these classifications is resulting in an unacceptable work environment, the appropriate Zone Committeeperson shall take the matter up with the Manager in the area. If, after 18 months from ratification, the matter has not been resolved to the Union's satisfaction, it may, in the period January 1, 2002 to February 1, 2002, give the Company thirty (30) days written notice of the termination of this Letter.

## **22. Re: Workplace Harassment**

The Company and the UNIFOR are committed to providing a harassment-free workplace. Harassment is defined as a "course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome", that denies individual dignity and respect on the basis of the grounds

such as: gender, disability, race, colour, sexual orientation or other prohibited grounds, as stated in the provincial Human Rights Code. All employees are expected to treat others with courtesy and consideration and to discourage harassment.

The workplace is defined as any Company facility and includes areas such as offices, shop floors, rest rooms, cafeterias, lockers, conference rooms and parking lots.

Harassment may take many forms: verbal, physical or visual. It may involve a threat or an implied threat or be perceived as a condition of employment. The following examples could be considered as harassment but are not meant to cover all potential incidents:

- Unwelcome remarks, jokes, innuendos, gestures or taunting about a person's body, disability, attire or gender, racial or ethnic backgrounds, colour, place of birth, sexual orientation, citizenship or ancestry;
- Practical jokes, pushing, shoving, etc., which cause awkwardness or embarrassment;
- Posting or circulation of offensive photos or visual materials;
- Refusal to work or converse with an employee because of their racial background or gender, etc.;
- Unwanted physical conduct such as touching, patting, pinching, etc.;
- Condescension or paternalism which undermines self respect;
- Backlash or retaliation for the lodging of a complaint or participation in an investigation.

*Harassment is not:*

Harassment is in no way to be construed as properly discharged supervisory responsibilities, including the delegation of work assignments, the assessment of discipline or any conduct that does not undermine the dignity of the individual. Neither is this policy meant to inhibit free speech or interfere with normal social relations.

### Filing a complaint:

If an employee believes he/she has been harassed and/or discriminated against on the basis of any prohibited ground of discrimination, there are specific actions that may be taken to put a stop to it:

- Request a stop of the unwanted behaviour;
- Inform the individual that is doing the harassing or the discriminating against you that the behaviour is unwanted and unwelcome;
- Document the events, complete with times, dates, location, witnesses and details;
- Report the incident to Supervisor/Committee person; However, it is also understood that some victims of discrimination or harassment are reluctant to confront their harasser, or they may fear reprisals, lack of support from their work group, or disbelief by their supervisor or others. In this event, the victim may seek assistance by reporting the incident to any Union representative/Company official or, Human Resources.

### Investigation:

Prior to the receipt of the complaint the Union shall have the right to attempt to informally resolve co-worker complaints. Upon receipt of the formal complaint, the Supervisor/Committee person contacted will immediately inform their Union or Company counterpart and together they will then interview the employee and advise the employee if the complaint can be resolved immediately or if the complaint should be formalized in writing. Properly completed copies of this complaint will be forwarded to the Human Resources Manager and the Union Chairperson.

A formal investigation of the complaint will then begin by the Chairperson and Human Resources Manager or their designates, interviewing the alleged harasser, witnesses and other persons named in the complaint. Any related documents may also be reviewed. Should the complaint involve sexual harassment/ discrimination, the process will include a woman.

Resolution:

The Chairperson and Human Resources Manager or their designates will then complete a report on the findings of the investigation. The Chairperson and Human Resources Manager will make a determination on an appropriate resolution, in an attempt to resolve within ten (10) days and ensure the resolution is fair and consistent with the intent of the Company policy and National UNIFOR policy regarding discrimination and harassment in the workplace.

At the conclusion of this step, the complaint, if unresolved, will be dealt with at the final step of the grievance procedure. It may be appealed to arbitration in accordance with the provisions of the Collective Agreement. The parties agree that this procedure is an alternative complaint procedure and as such, complaints should not be pursued through both the grievance procedure and the Human Rights Complaint procedure.

The pursuit of frivolous allegations through the Human Rights Complaint procedure has a detrimental effect on the spirit and intent for which this policy was rightfully developed and should be discouraged.

All employees have the right to file a complaint with the provincial Human Rights Commission and to seek redress under the Human Rights Code.

Copies of documentation will be maintained and secured by the Human Resources professional, the Chairperson, and the Committeeperson involved in the investigation.

Training:

In consultation with the National Union, three-day anti-harassment training will be developed for all union representatives. In addition, the UNIFOR and management will jointly develop and mutually agree on a four-hour training program that will be delivered to all employees over the life of the Collective Agreement. It is the intent of the parties that the training roll-out be a joint effort.

## 23. Re: Weekend Workers

In order to maximize coverage and minimize costs and, notwithstanding any other provisions in the Collective Agreement, the parties agree the Company may employ an Alternate Work Schedule under the following terms and conditions:

The utilization of the Alternate Work Schedule will be jointly reviewed by the Bargaining Unit and the Company at least once every six months.

In the initial implementation of the Alternate Work Schedule in an area where it is being introduced, the positions will first be offered to Employees in the appropriate classifications on a voluntary/ seniority basis within the bay, the program and the plant, in that order. If all positions are not filled voluntarily and additional employees are required in that area during the first six (6) months after the start-up of that particular shift, junior employees will be assigned. It is understood that the Company has discretion to balance this shift based on skill mix, certification and experience. Prior to implementation the parties will review and discuss the start times for the Monday and Friday shifts. (Note: The 8 hour shift will be worked on either Friday or Monday as required in an area.) The Company agrees to post the Christmas schedule three (3) weeks prior to the Christmas Shutdown period.

### Hours of Work and Shift Rotation

8 hour shifts on either Friday or Monday\*

1 x 10 minute paid break

1 x 30 unpaid break

10 hour shifts on Saturday and Sunday\*

3 x 10 minute paid breaks.

1 x 30 minute unpaid break

\* In Customer Support and other areas involving interface with the customer, the Company may set a weekend schedule consisting of twelve (12) hour shifts on Saturday and Sunday and a four (4) hour shift on either Friday or Monday.

When 2nd Shift is required Shifts rotate as follows:



Rotate shifts every two (2) weeks between the Off Shift and the Day Shift

Shift 1: Friday Shift, Saturday Day Shift, Sunday Day Shift.

Shift 2: Saturday Day Shift, Sunday Day Shift, Monday Shift.

Shift 3: Friday Shift, Saturday Off Shift, Sunday Off Shift – as required

Shift 4: Saturday Day Shift, Sunday Day Shift, Monday Shift – as required

Shift times to be determined.

### Pay

- 37.5 hours pay for 28 hours worked
- Shift premiums will apply as per the Collective Agreement  
Employees who are involuntarily assigned from the Alternate Work Schedule to a weekday shift due to the reduction of Alternate Shift requirements, will have (60) day rights to return to an Alternate Work Schedule providing the employee has enough seniority to remain in the classification.

### Vacation & Vacation Pay

One (1) Alternate Work Schedule (28 hours) to equal one (1) week's vacation and shall be compensated as outlined in Schedule C.

### Plant Holidays

An Alternate Work Schedule (28 hours) not worked is the equivalent to 5 holidays. Any balance of negotiated holidays will be paid based on 7.5 hours at the normal pay rate per holiday.

Employees will be paid 7.5 hours at their regular rate should a statutory holiday occur on either the Monday or Friday to which the employee is not scheduled to work as they are working the opposite Monday/Friday shift.

### S&A and L.T.D

L.T.D. – no change

S&A – a wait period of 7 days applies to Alternate Work Schedule workers

### Sick Days

For determination of sick days, Employees working on the Alternate Work Schedule shall have each Friday or Monday worked counted as one (1) day and each Saturday or Sunday worked counted as two (2) days.

### Pension Plan

Hours calculated as hours paid instead of hours worked.

### Jury Duty

If pay is lost due to Jury Duty, then the company will make up the lost pay as outlined in the Collective Agreement. Time served on Jury Duty shall be applied to the regular Alternate Work Schedule.

### Bereavement Pay

In accordance with the principles outlined in Schedule "C" Article 7, the Company will provide 28 hours at premium pay to employees on the Alternate Work Schedule.

### Who Works Available Overtime

1. Weekend Overtime – first offered to regular employees as per the Collective Agreement.
2. Weekday Overtime – first offered to regular employees, then to weekend employees. Report-in pay will be 6 hours at the normal pay rate.

For determination of the probationary period, probationary employees shall have each Friday or Monday worked counted as one (1) day and each Saturday or Sunday worked counted as two (2) days.

For purpose of calculating payments to the paid education leave fund, the assessment will be based on hours paid. If an employee works overtime during the week the assessment will be based on weekday hours worked.

The Company will meet with the Union Plant Committee to discuss problems that may arise.

## **24. Re: Customer Support**

The Company and the Union agree that flexibility in starting times is critical to supporting our Customers. When it is required to align shifts with Customer time zones, the Company may change the starting time of any employees in classifications included in Chart "3": Spares. Any shift starting between 4:00 am and 11:59 am will be considered a day shift; any shift starting between 12 noon and 8:59 pm will be considered an afternoon shift; any shift commencing between 9:00 pm and 3:59 am will be considered a night shift. Where an employee is unable to comply with the required starting time due to legitimate, substantiated personal circumstances, including childcare responsibilities, parental care and human rights accommodation issues, the Company will make exceptions. If the positions are not filled voluntarily, junior employees will be assigned provided they have demonstrated the ability to perform the work independently. If customer continuity demands are such that shift rotation is not feasible, the Union will work with the Company to ensure that shifts are staffed with appropriate employees.

## **25. Re: Deletions Letter of Understanding**

During the 2003 negotiations, it was agreed to delete the following job descriptions: 101, 501, 502, 507, 509, 511, 512, 513, 515, 516, 519, 521, 522, 525, 536, 610, 617, 619, 624, 627, 628, 633, 637, 638, 702, 703, 704, 707, 709, 714, 721, 722, 723, 727, 731, 733, 738, 739, 742, 800, 801, 809, 811, 815, 910, 911, 938, and 1212.

It is understood that any and all functions performed and described in the deleted job descriptions (refer to previous collective agreements) shall continue to be considered work within the scope of the bargaining unit.

## **26. Re: Centralization**

The Union agrees that Article III does not apply to the movement of work to another Bombardier facility outside an eighty (80) kilometer radius of Downsview. This provision only applies for the 2003 amendment and the 2003-2006 collective agreement and in no way does the existence of such provision prejudice either party's pre 2003 interpretation of Article 3 thereafter.

However, employees who are in classifications which are scheduled for permanent layoff because of the transfer of the work they were performing to another Bombardier facility will have the opportunity to apply for available employment at the other Bombardier facility.

If the employee is accepted for such employment, he/she will be credited with his/her Toronto Company service for vacation pay, STD and LTD eligibility. Further, if the other facility has a provision in its pension plan (the "other plan") whereby entitlement to an unreduced pension is conditional on attaining a minimum level of credited service, the employee will be entitled to combine his/her credited service under the Local 673 pension plan with that accumulated in the other pension plan so as to qualify for the unreduced pension under the other plan. The credited service under the Local 673 plan will not otherwise have any application under the other pension plan, nor shall any entitlement to an unreduced pension under the other plan alter any entitlement under the Local 673 plan. In addition, Toronto Company service will be added to service accumulated at the other Bombardier facility in the event of subsequent termination of employment from that facility.

Any employee who commences employment at the other Bombardier facility shall not be eligible for any payments under Article C.22 and shall forfeit all SUB and recall rights under the Local 673 collective agreement.

## 27. Re: Work Commitment

During negotiations leading to the renewal of the 2006 collective agreement, the parties discussed the future work opportunities at the Downsview plant. This will confirm the understanding reached that the Company will maintain the following work at the Downsview facility for the life of the 20015-2018 collective agreement.

- Global Express and 5000 (final assembly, production flight test, obtaining certificate of air worthiness, delivery of aircraft at Toronto site);
- Q400 (wing and cockpit production, final assembly, painting\*, finishing, production flight test, obtaining certificate of airworthiness, delivery of aircraft at Toronto site);
- Dash 8 – 100/200/300 (wing, cockpit, fuselage and nacelle assembly, final assembly, painting\*, finishing, production flight test, obtaining certificate of air worthiness, delivery of aircraft at Toronto site);
- Methods, Quality, Tooling and Material Logistics functions related to the above work;
- Derivatives of the Dash 8 (final assembly). \*Painting commitment is subject to customer specifications, machinery breakdown and overflow capacity needs.

The above work will be done exclusively by Bombardier Toronto site employees, subject to the collective agreement provisions relating to scope of work, performance of bargaining unit work restrictions, new technology and supplier/partner and subject to the announced and projected restructuring initiatives as set out below. The work above will not be transferred to another facility, dual sourced, or otherwise insourced.

The above commitments are subject to there being a market demand for the products and are subject to new technologies and efficiency gains.

Further, if the Company determines that it is necessary to move any of the above work to another facility, the Company may do so provided it replaces the work with jobs of a comparable number and type on one or more work packages not then at the Toronto site.

Additionally, it is recognized that there may be specific customer sales agreements or contracts with Foreign Governments or Military Agencies which require, as a condition of the Company securing the work, that a portion of the aircraft work mentioned above be performed at a site, other than the Downsview facility, designated by the customer. In such event, the Company will be able to meet this requirement without replacing the work provided there is no negative impact on jobs then existing at the Downsview facility.

The Company will provide ninety (90) days notice to the Union to permit meaningful discussions to take place on either the exchange of work or the customer sales agreements referred to in the two paragraphs above.

*\*\* not included in the collective agreement.*

1. Further, the Company agrees that the projected restructuring initiatives involving Local 673 employees in Regional Aircraft will not take place before September 30, 2004.

## **28. Re: Technical Group – PEL Program**

During negotiations for the 2009 collective agreement the parties agreed that two (2) technical group employees in each year of the collective agreement will be permitted to attend a one (1) week skilled trades' union education program held at the Union's Port Elgin Centre. Those employees will receive thirty-seven and one half (37.5) hours' pay for such attendance and the Company shall pay for any tuition and accommodation fees.

## **29. Re: Change Agents**

During the 2009 negotiations, discussions were held surrounding the Union's concerns with respect to Change Agents. This will confirm the understanding reached as follows:

The Company undertakes to review the roles being undertaken by the Change Agents to ensure that, in carrying out their responsibilities, they have regard to the job descriptions and the guidelines set out in Letter of Intent #19.

### **30. Re: Methods Analyst I (1020) & Methods Analyst Senior (1220)**

During the 2009 negotiations, the parties discussed the role of persons in the above classifications in training on SAP and CATIA. This will confirm the understanding reached as follows:

When employees identified as Power-users and Super-users in the above classifications are engaged in training other employees on SAP or CATIA, they will be paid a premium of \$50 per week. Further, when such employees are attending a course to educate them in providing such training, they will be paid a premium of \$50 per week for the first such course attended up to a maximum period of two weeks.

### **31. Re: Direct Deposit Payroll**

All employees will receive their pay through direct deposit payroll effective on or about September 1, 2009

## MEMORANDUMS OF UNDERSTANDING

1. For the purpose of vacation and pension credits, those employees who went on strike as of June 23, 1987, shall not lose such service.

2. Removed June 23, 2015

### 3. **Scope and Recognition**

During negotiations leading to the renewal of the 1981-84 Collective Agreement, the question of the application of the Collective Agreement to certain excluded job classifications was discussed. This will confirm the understanding reached as follows:

- (a) The following job classifications will be covered by the Collective Agreement subject to the conditions set out in the sub-paragraphs below:
  - (i) Logistics Liaison Officer
  - (ii) Teletype Operator
  - (iii) Technical Writer
  - (iv) Technical Illustrator
  - (v) Tool Designer
  - (vi) Advertising Officer
  - (vii) Sales Promotion Assistant
  - (viii) Data Collection Coordinator
  - (ix) Forecast & Performance Analyst
  - (x) Senior Cost Estimator
- (b) Permanent employees in any of the above classifications enumerated in sub-paragraph (a) may elect to remain excluded from the Union and from the application of the Collective Agreement. The election must be made within sixty (60) days of ratification. If the employee makes such election, the work which he/she performs shall remain excluded from the Bargaining Unit and the Collective Agreement shall have no application to such employee or his/her work. This exemption shall continue so long as the employee continues to be employed in his/her current job.
- (c) Persons currently employed in such enumerated job classifications who do not elect to be excluded and all



employees hired into those job classifications after ratification shall become members of the Union in accordance with Article XX and their work shall be included in the Bargaining Unit.

- (d) All persons becoming members of the Bargaining Unit hereunder shall receive full credit for all past service for all purposes of the Collective Agreement.
- (e) All persons becoming members of the Bargaining Unit hereunder shall be placed in a wage level by the Company subject to review under Schedule B, Article 4.
- (f) If the employee makes the election to be excluded from the Bargaining Unit and later decides to enter the Bargaining Unit he/she shall be free to do so.

#### **4. Settlement Bonus**

This memorandum deleted June 30, 1994.

#### **5. Re: 7000/8000 final Assembly Work**

The Company agrees to bring the 7000/8000 Final Assembly work to the Toronto Site based on agreements being reached on the following items:

- 1. AES
- 2. Training
- 3. Complementary workforce

#### **AES (Achieving Excellence System)**

Notwithstanding any provisions of the CA the Union agrees to the Implementation of the Bombardier AES and for all Employees to participate.

#### **Training**

The intent of the Parties is to increase the level of competencies for all employees. Notwithstanding any other provisions of the CA the parties agree to participate in the development, implementation and delivery of Training as follows:

College training – Will be delivered by a 3rd Party

Learning Centre – Incubator/Simulator can be delivered by the Union Trainers and the Company or a 3rd Party (The 3rd Party Training will be defined by the Joint Training Committee).

On the Job Training – Will be delivered by Unionized Employees.

### **Complementary Workforce**

The parties have agreed that the Company may use complementary labour to meet its operational needs on the introduction/ramp up of the 7000/8000 Final Assembly Line. It is understood that this will become the model for the introduction/ramp up of future programs.

This complementary labour will be composed of employees hired by an external agency, which will include future retirees and Temporary employees. The people working for the agency for a period of 112 Days (excluding retirees) will be automatically considered as temporary employees. The complementary workforce cannot exceed eleven percent (11%) of the permanent work force (Ref Fig 1.)

The parties will get together six (6) times a year, namely in June, August, October, December, February and April in order to evaluate the level of complementary labour.

When the complementary labour exceeds eleven percent (11%), following the above-mentioned evaluation, the agency employees in excess will become immediately permanent (excluding retirees), without any probation period unless the normal probation period for a permanent employee is not completed.

Agency employees cannot be assigned to day shift, unless no regular permanent employee shows interest in working on this shift. However, they can be assigned to the shift for familiarization purposes for a period of maximum 3 weeks, one time only.

Complementary workers have no right to work overtime, unless no other permanent employees in the classification are available.

In case of layoff, the parties agree that no permanent employee is laid off as long as there are Complementary employees present in the Plant.

It is the intent of the company not to circumvent the layoff provisions in the collective agreement.

It is understood that the Agency employees shall have no rights under the collective agreement.

It is understood by the parties that the terms and conditions for the temporary employees shall be the following:

- A. Salary Scale – will be eligible to the probationary employee salary scale of the present collective agreement with the maximum salary progression up to 87% of Level 3.
- B. Group Insurance – Not eligible.
- C. A list of Complementary Workers will be provided to the Plant Chairperson upon request.
- D. Application of the Collective Agreement – affected by all clauses, with the following exceptions:
  - Layoff/Recall – Article #18, appendix 1 article 6&7, Letter of Intent No5 &27, LOU No. 14
  - Job Postings – Article #17, LOU No2
  - WSIB advances – Schedule “C” 21
  - Overtime – Schedule “C” 1.04
  - Temporary Layoff – Letter of Intent #27
  - Leave of Absence – Article #14
  - Relocation Pay Plan – Article #3
  - Restructuring – Schedule “C” Article #14
  - Work Commitment – Letter of Understanding #27
  - Seniority – Article #16, Appendix 1 Article 5, LOU #1

It is understood by the parties that the terms and conditions for the Agency Workers will not be negotiated between the parties but defined by the Agency only.

\*Non Operational Classifications are exempt from the Complimentary workforce unless new work in those classifications is introduced.

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Martin Tessier  
Director Human Resources  
Toronto

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Gus Goncalves  
Chairperson  
Bargaining Committee Local 673

## 6. Re: Q400 Program Competitiveness

During the 2015 negotiations, the parties had considerable discussions with respect to the development and increased competitiveness of the Q400 Program Toronto site.

Despite the parties willingness to discuss further, the time constraints of negotiations dictated that this matter be deferred to the post negotiations period.

Accordingly, the parties agree that during the duration of the collective agreement, senior officials of the Company, the National Unifor Union and the Locals will meet to further explore the development and increased competitiveness of the Q400 program Toronto site.

Such meetings will commence as soon as Bombardier will have progressed with their assessment of the competitiveness of the Q400 with the intention of concluding a mutually acceptable arrangement to address these challenges.

## 7. Re: Supplier Management, Procurement & Supplier Quality

As per discussion at the 2012 negotiations, in resolution to the outstanding grievances regarding Supplier Program Management, the parties agree to the following matrix

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
A	Daily Supplier Communication (OTD, Parts availability)	S	R	S
1	Day to day Supplier Delivery Management (PO, Expediting, RNC, Quality/production line support)	S	R	S
2	Letter sent out to Suppliers for Rate Change including parts analysis and communication	S	R	S
3	Meetings regarding Production & Delivery Issues	S	R	S
4	Accountable for KPI's for day to day related delivery performance within the BU (Shortages, RNC etc...)	S	R	S

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
5	Develop parts delivery Recovery Plans for suppliers not respecting PO/Contract obligations	S	R	S
<b>B</b>	<b>Logistics Data Management (Maintain Data Integrity in SAP)</b>	<b>S</b>	<b>R</b>	<b>I</b>
<b>C</b>	<b>PO Execution &amp; Follow up/data integrity</b>	<b>S</b>	<b>R</b>	<b>I</b>
1	Manage Rolling BOM throughout fiscal year	S	R	I
2	Validate/approve PO price variances	S	R	I
<b>D</b>	<b>Procurement/Logistics Operations support (Execution)</b>	<b>S</b>	<b>R</b>	<b>S</b>
1	Production Line issues where supplier impacting the line	S	R	S
2	FSR follow up & organization to support Operations for logistics	S	R	S
3	BASiS/SAP Analysis (Actual Lead Time vs Contract Lead Time)	S	R	S
4	Obsolete Inventory Analysis	S	R	S
5	Quotes not under contract	S	R	S
6	Project leads related to Material Logistics/Parts Management	S	R	S
7	Follow up on delivery information to Suppliers	S	R	S
8	Sending Forecasts pertaining to parts	S	R	S
9	Root Cause & Corrective Action on Late to PO Chronic offenders (Level 0)	S	R	S
10	Sending Drawings to Suppliers	S	R	S
11	Supplier Delivery Performance Scorecards	S	R	S

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
12	ZM227, Invoices	S	R	I
13	Requisitions – Placement of reqs	S	R	I
14	ZMD06 – Exception Messages	I	R	I
15	RNCs/VRNCs/Snags – Ensure the Timely Processing by Logistic Agents	I	R	S
16	Attrition – Replacement/Lost/RNC Parts (RFQ & Placement)	I	R	S
17	E-tool/TORR – Shortage Report/ Meetings & Data Population	S	R	S
18	ZSHRT – SAP Shortage Report	S	R	S
19	ZM262 – Backorder Report	I	R	I
20	Reports for key Suppliers – Send Skyline/MS Changes/Weekly Reports	S	R	I
21	RPPFs – Receiving for Financial Purposes Only	I	R	S
22	Part Creation/PIR/Source List – For Attrition- Detail Parts including Repair orders	I	R	S
23	Fittings & Fixtures – Shipping Fitting & Fixtures Rotation	S	R	I
24	Repair – Repair Orders	I	R	I
25	Release Notes – Where applicable such as in the case of Repair orders and/or internal transfers BA Sites	I	R	S
26	AOG – Support	S	R	S
27	Level 0 – RCCA actions for chronic offenders.	S	R	S
28	Planning – Ensure Requirements are met (SAP activities PO)	I	R	I

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
29	Reallocation of customer configuration for specific Tail #s (Execution)	S	R	S
30	Coordinating PDR/CDR for Q400 Interiors Only	S	R	S
31	Coverage Charts – Follow up of the actual coverage on the production line	S	R	S
32	Creating Master Production Plans	S	R	S
33	Parts Recovery Plan	S	R	S
34	Shortage Review – Expedite	S	R	S
<b>E</b>	<b>Supplier Payment as per PO requirements</b>	<b>S</b>	<b>R</b>	<b>I</b>
1	Supplier invoice mismatch resolution	S	R	I
2	Processing accounts payable invoices	<b>S</b>	<b>R</b>	<b>I</b>
3	Manage supplier credit hold situations	S	R	I
<b>F</b>	<b>Supplier Performance &amp; Program Management (Commercial &amp; performance)</b>	<b>R</b>	<b>S</b>	<b>S</b>
1	Supplier Approval/Selection	R*	S	S
2	Geo-Political Supplier selection strategy for BU	R	S	S
3	Coordinate and communicate top level KPI's to supplier at the BU level (harmonize package of all KPI's used to monitor supplier performance with Bombardier)	R	S	S
4	Supplier Management Reviews	R	S	S
5	Supplier Weekly Reviews	R	S	S

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
6	Supplier Bi-weekly Reviews	R	S	S
7	Monthly Cross Functional Reviews	R	S	S
8	Develop overall business commercial strategy for permanent offloads or make/buy/second sourcing	R	S	S
9	Lead supplier selection and contract Negotiation for permanent offload or make/buy second source	R*	S	S
10	Rate Readiness Strategic Planning with Suppliers	R	S	S
11	Develop strategic plans for suppliers not respecting contract obligations at the BU level (Escalation for Cost, Delivery, Quality, Product Development, & Program). Get Well and improvement plan.	R	S	S
12	Coordinate Program Specific Quarterly Supplier Management Reviews (SMRs)	R	S	S
13	Monitor Supplier overall cross BU performance as per scorecard provided by BUs and industry trends	R*	S	S
<b>G</b>	<b>Commercial Contract Management – (Capturing agreements, adherence, disruptions, &amp; performance)</b>	<b>R*</b>	<b>S</b>	<b>S</b>
1	Create (RFP/RFQ/RFI, NDA, contract amendments, LOA, MOU) which would include other dept. Specific requirements (spares, quality etc..)	R*	S	S
2	Develop individual negotiation strategy/develop nego mandate	R	S	S



		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
3	Negotiate contracts/Amendments/ LOA/MOU	R	S	S
4	Monitor Supplier to ensure they meet contract requirements (production and aftermarket)	R	S	S
5	Determine default situation from supplier under the contract and document in view of potential claims/disruptions	R	S	S
6	Execution of "Management Assistance Clause" for delinquent suppliers	R*	S	S
7	Management of "Force Majeure" situations	R*	S	S
8	Management of "Bankruptcy" situations	R*	S	S
9	Termination of a contract(as previously agreed to between Sourcing and BU)	R*	S	I
10	Stopwork on the entire program(as called for by the BU)	R	S	I
11	Work within annual Budgets (VNR, Tooling, BOM, Warranty)	R	S	I
12	Conduct annual BOM validation exercise (Total Value Management)	R	S	I
13	Validate/Report on cost savings achieved for BU as reported in Startool	R	S	I
14	Capture changes made to the BOM for cost purposes (Incl. TVM)	R	S	I
15	Track campaign discounts on a monthly basis	R	S	I

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
16	Execute E-debits as agreed with suppliers	R	S	S
17	Focal for all Finance/SC BOM inquiries & approvals	R	S	S
18	Lead commercial discussions as they occur to support administration of contract	R	S	I
<b>H</b>	<b>Product Development &amp; Change Management (CERPI)</b>	<b>R</b>	<b>S</b>	<b>S</b>
1	1. Product Change Request (PCR) – Project Identification Engineering [C]	R	S	I
2	2.Design Change Proposal (DCP) – [E]	R	S	S
3	3.Impact Analysis (IA) – [E]	R	S	S
4	4.Program Impact Statement (PIS) – [E]	R	S	I
5	5.Present at CMT for approval – [E]	R	S	S
6	6.Prepare Negotiation Mandate – [R]	R	S	S
7	7.Negotiation – [R]	R*	S	S
8	8.Program Change Approval (PCA) – [R]	R	S	S
9	9.Partner Proposed Implementation Plan (PPIP) & (SCC) – [P]	S	R	S
10	10.Harmonized Impact Statement (HIS) – [P]	S	R	S
11	11.Action Sheet – [P] (Executing cut in date/change management)	S	R	S
12	12.PO Management – [I]	S	R	S
13	13.FAI – [I]	S	S	R

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
<b>I</b>	<b>Supplier Quality</b>	<b>S</b>	<b>S</b>	<b>R*</b>
1	FAI/Source Audits (On-Site or Desktop or at Receipt)	S	S	R
2	Delta FAI/Source Audits (On-Site or Desktop or at Receipt)	S	S	R
3	Corrective & Preventive Action on RNC's (Quality Issues)	S	S	R
4	Product Quality Improvement Plans (PQIP)	S	S	R
5	Product & Process Audits	S	S	R*
6	Quality Reviews & CABs	S	S	R
7	Investigations on Production Line	S	S	R
8	RNC Data integrity	S	S	R
9	Supplier Quality Performance Scorecards	I	I	R
10	Product Change Management P-FMEAs and Advance Quality Planning	S	I	R
11	FSR Support due to Quality issues	S	S	R
12	Inspection & Advance Planning in SAP	I	I	R
13	VIP Deployment and Maintenance	S	S	R*
14	BA Special Process Qualifications & Approvals	S	S	R*
15	ATS: Supporting and approving Authorization to Ship for ORNC's or outstanding work	S	S	R
16	Vendor QIR containment and closure	S	I	R
17	Material Review Board (Quality)	I	S	R

		Supplier Management Toronto	Procurement Logistics Toronto	Supplier Compliance Toronto
18	Vendor Disclosure Management (Issuing & managing PQ Alert Status with Suppliers & BA Internally)	S	S	R
<b>R = Responsible</b> <b>S = Support</b> <b>I = Informed</b>		<b>* Working with Core Supply Chain &amp; SQM</b> <b>* Supplier Quality Management Montreal</b>		

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 Martin Tessier  
 Director Human Resources  
 Toronto

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 Gus Goncalves  
 Chairperson  
 Bargaining Committee Local 673

### 8: Memorandum of Understanding

As per discussion at the 2012 negotiation on June 2012, the parties agree to the following:

During the 2012 negotiations, the parties spend considerable time discussing the demarcation lines between the 1220 and 1206 and the excluded classifications.

The Company commits that the technical work of Root Causes analysis including the technical work associated with Problem Solving Reports and 4 – Blockers reports is the work of Group 1220 and 1206

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 Martin Tessier  
 Director Human Resources  
 Toronto

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 Gus Goncalves  
 Chairperson  
 Bargaining Committee Local 673

## LETTER OF UNDERSTANDING

Mr. R. White  
Director for Canada  
United Automobile, Aerospace &  
Agricultural Implement Workers of America (UAW)  
205 Placer Court  
Willowdale, Ontario

Dear Mr. O'Neil:

### **Re: UAW LOCAL 112/673 NON-CONTRIBUTORY PENSION PLANS**

This letter will confirm our understanding covering the Pension Plans for UAW members in the event the Plans are terminated.

In the event the Pension Plans for members of UAW Locals 112 and/or Local 673 are terminated pensions earned to date of termination for Active Employees will be guaranteed by the Company.

In addition, this understanding will also extend to pensions in payment for Retirees, Suspended Plan members entitled to a pension, Surviving Spouse pension entitlements, and those former employees entitled to a Deferred Pension at retirement.

It is further understood that should the pension fund be insufficient to provide for pensions earned to date of termination the Company will deposit into the Pension Plans sufficient funds to cover the cost of providing pension benefits for those entitled up to date of termination.

It is further understood that eligibility and amounts payable for early retirement shall be provided in the same manner as if the pension plan and the member's participation in the plan had not been terminated.

Yours truly,  
The De Havilland Aircraft of Canada, Limited  
L. Reid,  
Director, Industrial Relations

## LETTER OF UNDERSTANDING

June 28, 1994

Mr. B. Hargrove  
President  
C.A.W.

Dear Mr. Hargrove:

As we discussed, subject to a ratification by the membership by Sunday, July 3, 1994 and a continued cooperative relationship with the de Havilland workforce, it is our intention to have a final assembly line for the Global Express aircraft at Downsview. Under the same conditions, if it proves feasible from a business perspective to launch the Dash 8, Series 400, it is our intention to have a final assembly line for this aircraft at Downsview.

Yours sincerely,

Robert E. Brown,  
President

# 2015

<b>January</b>							<b>February</b>							<b>March</b>							<b>April</b>													
wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri	
1			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
3	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
4	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			
5	24	25	26	27	28	29	30																											
6	31																																	

<b>May</b>							<b>June</b>							<b>July</b>							<b>August</b>														
wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri		
18			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
19	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
20	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
21	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			
22	23	24	25	26	27	28	29	30																											
23	30	31																																	

<b>September</b>							<b>October</b>							<b>November</b>							<b>December</b>														
wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri		
36			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
37	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
38	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
39	19	20	21	22	23	24	25	26	27	28	29	30	31																						
40	26	27	28	29	30																														

# 2016

## January

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3	4	5
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

31

## February

wk	sat	sun	mon	tues	wed	thu	fri
		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29						

## March

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

## April

wk	sat	sun	mon	tues	wed	thu	fri
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

## May

wk	sat	sun	mon	tues	wed	thu	fri
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

## June

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

## July

wk	sat	sun	mon	tues	wed	thu	fri
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

31

## August

wk	sat	sun	mon	tues	wed	thu	fri
		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

## September

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3		
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

## October

wk	sat	sun	mon	tues	wed	thu	fri
							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

30  
31

## November

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

## December

wk	sat	sun	mon	tues	wed	thu	fri
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	



# 2017

## January

wk	sat	sun	mon	tues	wed	thu	fri
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

## February

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3	4	
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				

## March

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3	4	
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

## April

wk	sat	sun	mon	tues	wed	thu	fri
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
							30

## May

wk	sat	sun	mon	tues	wed	thu	fri
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

## June

wk	sat	sun	mon	tues	wed	thu	fri
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

## July

wk	sat	sun	mon	tues	wed	thu	fri
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
							30
							31

## August

wk	sat	sun	mon	tues	wed	thu	fri
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

## September

wk	sat	sun	mon	tues	wed	thu	fri
			1	2			
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

## October

wk	sat	sun	mon	tues	wed	thu	fri
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

## November

wk	sat	sun	mon	tues	wed	thu	fri
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

## December

wk	sat	sun	mon	tues	wed	thu	fri
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
							31

## 2018

<b>January</b>							<b>February</b>							<b>March</b>							<b>April</b>												
wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri
		1	2	3	4	5	6			1	2	3			1	2	3			1	2	3	4	5	6	7							
7	8	9	10	11	12	13		4	5	6	7	8	9	10		4	5	6	7	8	9	10	11	12	13	14							
14	15	16	17	18	19	20		11	12	13	14	15	16	17		11	12	13	14	15	16	17	18	19	20	21							
21	22	23	24	25	26	27		18	19	20	21	22	23	24		18	19	20	21	22	23	24	25	26	27	28							
28	29	30	31					25	26	27	28				25	26	27	28	29	30	31				29	30							

<b>May</b>							<b>June</b>							<b>July</b>							<b>August</b>												
wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri
		1	2	3	4	5				1	2				1	2	3	4	5	6	7						1	2	3	4			
6	7	8	9	10	11	12		3	4	5	6	7	8	9		8	9	10	11	12	13	14				5	6	7	8	9	10	11	
13	14	15	16	17	18	19		10	11	12	13	14	15	16		15	16	17	18	19	20	21				12	13	14	15	16	17	18	
20	21	22	23	24	25	26		17	18	19	20	21	22	23		22	23	24	25	26	27	28				19	20	21	22	23	24	25	
27	28	29	30	31				24	25	26	27	28	29	30		29	30	31								26	27	28	29	30	31		

<b>September</b>							<b>October</b>							<b>November</b>							<b>December</b>														
wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri	thu	wed	tues	mon	sat	wk	sat	sun	mon	tues	wed	thu	fri		
		2	3	4	5	6	7	8			1					1	2	3	4	5	6												1		
9	10	11	12	13	14	15		7	8	9	10	11	12	13		4	5	6	7	8	9	10				2	3	4	5	6	7	8			
16	17	18	19	20	21	22		14	15	16	17	18	19	20		11	12	13	14	15	16	17				9	10	11	12	13	14	15			
23	24	25	26	27	28	29		21	22	23	24	25	26	27		18	19	20	21	22	23	24				16	17	18	19	20	21	22			
								28	29	30	31				25	26	27	28	29	30						23	24	25	26	27	28	29			
																																		30	31